

SOCIOVOCATIONAL INTEGRATION (SVI)

Training Certificate in Sociovocational Integration (Adult Sector) : Unskilled Occupations

Information Document

2000-2001

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INTRODUCTION

This document provides information on the procedures and requirements for requesting an official certificate in sociovocational integration (adult sector). It comprises the following: background on the program leading to unskilled occupations, admission criteria, a description of the program and its duration, and information on support measures, program approval and the certification of studies.

The information in this document serves a practical purpose. The appendices that follow complement the information provided with respect to the requirements and procedures for obtaining a certificate in sociovocational integration education for adults.

Appendix 1: Application for Program Approval

Appendix 2: List of SAGE Codes and Course Titles

1. BACKGROUND

Ministerial Plan
of Action

The *Ministerial Plan of Action for the Reform of the Education System* presented in 1997 supports the Estates General on Education recommendations concerning the diversification of youth and adult sector programs for students who do not meet the criteria either for admission to vocational education or for obtaining a secondary school diploma.

A number of measures have been taken in recent years to better prepare students for the job market and to improve the graduation rates in both the youth and adult sectors.

*Basic adult education
regulation*

Sections 10 and 32

The **Basic adult education regulation** that came into force in **July 2000** provides for **sociovocational integration services** to allow **adults** to acquire the skills they need to enter and remain in the job market, or to continue their studies. These services allow adults both to develop their employability and sociovocational skills and to qualify to practise an unskilled occupation.

Training certificate in
sociovocational
integration (adult
sector)

Section 32 of the
Basic adult education
regulation in force as
of July 1, 2000

Since 1997-1998, adults who successfully complete such training are awarded a **certificate in sociovocational integration (adult sector)** signed by the Minister of Education and a representative of the school board concerned, or an **attestation of skills** from their educational institution. The first certificate in sociovocational integration education for adults was awarded during the 1999-2000 school year to adults who had successfully completed the required course work and practicums based on the educational and administrative procedures specific to this type of attestation. Since then, other certificates have been issued to adults who graduated from the Centre de ressources éducatives et communautaires d'Ahuntsic (CRECA) of the Commission scolaire de Montréal (CSDM) and from the Centre Louis-Jolliet of the Commission scolaire de la Capitale.

2. UNSKILLED OCCUPATIONS

Content of
program

The program must include training to foster sociovocational integration, training for an unskilled occupation (a maximum of 350 hours of training leading to a training certificate) and general education of a utilitarian nature (conversational English, introduction to computers, French, etc.).

3. ADMISSION CRITERIA

To qualify for admission, students must be 16 years of age or over (according to the *Education Act*, sections 2 and 14) and have passed Step 2 of the Literacy program (French, mathematics) or its equivalent. The general criteria for admission are the same as those listed in the *Sociovocational Integration Organization Guide* (1997) and include: the ability to understand simple instructions; the motivation and capacity to enter or reenter the job market or to continue to hold a job; the ability to work in a group; the ability to demonstrate independence in social relationships; and the ability to accept responsibility and commit oneself to a personal vocational integration plan.

4. PROGRAM DEVELOPMENT

4.1 TRAINING FOR SOCIOVOCATIONAL INTEGRATION

The sociovocational skills are acquired either in school or in the workplace, depending on the adults' needs and the employment (unskilled occupation) targeted.

4.2 TRAINING FOR AN UNSKILLED OCCUPATION

The needs are defined in collaboration with businesses in order to determine the skill or skills to be acquired during the on-the-job training leading to a vocational qualification.

4.3 GENERAL EDUCATION

Where applicable, general education of a utilitarian nature is determined on the basis of the adult's needs and in relation to the occupation targeted.

4.4 DURATION OF PROGRAM

The duration of the program is 900 hours distributed as follows: **200** hours of sociovocational integration aimed at developing employability and sociovocational skills; **350** hours of practicums leading to an unskilled occupation; **250** hours of other types of practicums needed for sociovocational integration; and **100** hours of general education, depending on the requirements of the occupation targeted.

5. SUPPORT MEASURES

School boards wishing to inform their partners of the tax credit measure for practicums should visit the Direction générale de la formation professionnelle et technique (DGFPT) Web site at:

http://www.inforoutefpt.org/default_eng.htm

Click on:

- DGFPT (MEQ) Dossiers
- Direction des programmes
- ALL (DP) DOSSIERS
- Guide to Semi-Skilled Occupations
- Tax Credit

The work-study button leads to a description of the work-study approach.

The work-study approach is designed for certain vocational and technical education students and for sociovocational integration students in general education programs for adult. If you are interested in this type of partnership between the adult education centre and businesses, you can visit these two Web sites for further information:

<http://www.meq.gouv.qc.ca>

http://www.inforoutefpt.org/default_eng.htm

Click on:

- DGFPT (MEQ) Dossiers
- Direction de l'organisation pédagogique
- Work-Study Program

6. PROGRAM APPROVAL

Interested school boards must complete the training program accreditation request (Appendix 1). This request must be signed by the chairman of the school board and accompanied by a resolution of the council of commissioners.

Two copies of this request must then be sent to the regional office of the Ministère de l'Éducation. The regional office will then forward a copy to the person in charge of sociovocational integration at the Direction de la formation générale des adultes (DFGA). The proposal will then be analyzed jointly by the regional office and the DFGA.

Programs are approved on the basis of the rules set forth in the the **Basic adult education regulation** and the annual directives for general education in the adult sector.

Interested school boards must complete the application for program approval (Appendix 1), and make sure to provide the following information:

- general information on the school board
- partners associated with the training plan
- the date after which the school board would like certificates to be issued
- a description of the pedagogical planning and supervision of practicums in the workplace
- a description of the evaluation procedures that will be used to determine whether the adult has successfully completed training for the unskilled occupation
- the list of courses offered in the program (see Appendix 2) and the list of unskilled occupations identified for the training courses being offered
- the duration of the program

The application for program approval will be validated and forwarded to the Minister. A letter signed by the Minister and approving the program will subsequently be sent to the chairman of the school board.

7. CERTIFICATION OF STUDIES

Section 32 of the
*Basic adult
education
regulation* in
force as of July 1,
2000

Successful completion of a program leads to official certification of studies and the awarding by the Minister of a certificate in sociovocational integration for adults. The certificate is signed by the Minister of Education and the chairman of the school board involved. The application for the issue of certificates must be made according to the procedures for the issue of diplomas in sociovocational integration education for adults as explained in numbers 287 and 326 of *Info/Sanction*.

APPENDIX 1
Application for Program Approval

1. GENERAL INFORMATION	
School Board: _____ Address: _____ _____ _____	Person in charge of SVI at your school board's adult education centre: Name: _____ Telephone: () _____ E-mail address: _____
1.1. Partners associated with the project (ministries, organizations, businesses, others)	
Name of organization: _____ _____ _____ _____	
1.2. Date of start of project: _____	
1.3. Date of issue of certificates: _____	

2. DESCRIPTION OF THE PEDAGOGICAL PLANNING, OF THE PROCEDURE FOR SUPERVISING ADULT TRAINING FOR UNSKILLED OCCUPATIONS, AND OF EVALUATION METHODS

2.1 Pedagogical planning

2.2 Procedures for management and supervision of on-the-job training (Practicums)

2.3 Evaluation methods applicable to that part of the training leading to an unskilled occupation

3. LIST OF COURSES (See Appendix 2) SOCIOVOCATIONAL INTEGRATION (SVI)	
Development of employability and sociovocational skills (200 hours)	
SAGE CODE	TITLE

TRAINING LEADING TO AN UNSKILLED OCCUPATION (Practicums)	
Preparatory practicum (250 hours)	
SAGE CODE	TITLE
Practicum in the workplace (350 hours)	
SAGE CODE	TITLE

UNSKILLED OCCUPATIONS TARGETED BY THE TRAINING	
■ _____ ■ _____ ■ _____ ■ _____ ■ _____ ■ _____ ■ _____ ■ _____	■ _____ ■ _____ ■ _____ ■ _____ ■ _____ ■ _____ ■ _____ ■ _____
* Please note that it is important to inform the regional office of the Ministère de l'Éducation and the Direction de la formation générale des adultes (DFGA) of all changes in the list of occupations offered by your adult education centre or chosen by the students.	

GENERAL EDUCATION	
SAGE CODE	TITLE

5. DURATION OF PROGRAM		
Training for sociovocational integration, i.e. development of employability and sociovocational skills (SVI)	In school or in the workplace (200 hours)	_____ hours
Training for an unskilled occupation (SVI)	Practical training (250 hours) and workplace practicums (350 hours)	_____ hours
General education	Education of utilitarian nature based on the adults' needs and depending on the requirements of the occupation targeted (100 hours)	_____ hours
TOTAL:		_____ hours

Send two copies of this document to the MEQ regional office in your area.

Signature: _____
Chairman of the school board

Note: Please attach a copy of the resolution of the school board's council of commissioners.

APPENDIX 2
List of SAGE Codes and Course Titles

TRAINING CERTIFICATE IN SOCIOVOCATIONAL INTEGRATION (ADULT SECTOR)
LIST OF SAGE CODES AND COURSE TITLES

Developing Employability		
	SAGE Code	Title
Section 1.1.1 Social, political and economic environment (theoretical)	SVI-P001-1	The Culture of Work
	SVI-P002-1	Trades and Occupations
	SVI-P003-1	Conditions in the World of Work
	SVI-1001-1	Collecting Educational and Occupational Information
	SVI-1003-1	Introduction to the World of Work
	SVI-1004-1	Information Research Techniques
Section 1.1.2 Knowing one's vocational profile	SVI-P004-2	Functions of Work
	SVI-1005-2	Career Choice Education
Section 1.1.3 Where to look for work	SVI-P005-1	Where to Look for Work
Section 1.1.4 How to enter the job market	SVI-P006-1	How to Enter the Job Market
	SVI-1008-1	How to Look for Work
	SVI-1009-1	How to Market your Skills
Section 1.1.5 Social, political and economic environment (practical)	SVI-1011-2	Non-Traditional Activities
	SVI-1012-2	Professional Resources at Work
	SVI-1013-1 <i>SVI 1041-1</i>	Rights at Work <i>SVI-Rights at Work⁽¹⁾</i>
	SVI-1014-1	Plan of Action
	SVI-P007-2	Self-Knowledge and Assertiveness

(1) Local Program.

	SAGE Code	Title
Section 1.2.1 Personal development	SVI-1015-1	Independence and Initiative
	SVI-1016-1	Adapting to Change
	SVI-1017-1	Persistence
	SVI-1018-1	Self-Confidence
	SVI-1019-1	Gaining a Sense of Responsibility
Section 1.2.2 Communication	SVI-1020-1 <i>SVI-1042-1</i>	Oral Communication Skills at Work <i>SVI-Oral Communication Skills at Work⁽¹⁾</i>
	SVI-1021-1 <i>SVI-1043-1</i>	Written Communication Skills at Work <i>SVI-Written Communication Skills at Work⁽¹⁾</i>
Section 1.2.3 Teamwork	SVI-1022-1	Working in Teams
Section 1.2.4 Cognitive development	SVI-P008-1 <i>SVI-P021-1</i>	Cognitive Skills <i>SVI-Cognitive Skills⁽¹⁾</i>
	ISP-1023-1 <i>SVI-1044-1</i>	Problem-Solving Strategies <i>SVI-Problem-Solving Strategies⁽¹⁾</i>
	SVI-2001 <i>SVI-2011-1</i>	Cognitive Processes <i>SVI-Cognitive Processes⁽¹⁾</i>
Section 1.2.5 Work habits	SVI-P009-1	Sense of Accomplishment
	SVI-P010-1	Repetitive Tasks
	SVI-1024-1	Adapting to Work
	SVI-1025-1	Work Management Skills
Section 1.2.6 Vocational development	SVI-1026-1	Personal Motivation
	SVI-1027-1	Strategic Orientation
	SVI-1028-1	Culture of Organization

(1) Local Program.

	SAGE Code	Title
Section 2.1.1 Job placement support	SVI-1030-4	Meeting the Job Challenge
Section 2.1.2 Keeping a job	SVI-1032-2	Keeping a Job

Training Leading to an Unskilled Occupation (Preparatory Practicum)		
	SAGE Code	Title
Section 1.1.1 Social, political and economic environment (theoretical)	SVI-1002-3	Practicum: Exploring the Environment
Section 1.1.2 Knowing one's vocational profile	SVI-1006-1	Practicum: Validating Career Choice
Section 1.1.3 Where to look for work	SVI-1007-1	Practicum: Where to Look for Work
Section 1.1.4 How to look for work	SVI-1010-2	Practicum: How to Adapt to the Job Market
Section 1.2.7 Acquiring sociovocational skills	SVI-1029-1	Practicum: Acquiring Sociovocational Skills
Section 2.1.1 Job placement support	SVI-1031-2 SVI-1045-2	Practicum: Meeting the Job Challenge <i>SVI-Practicum: Meeting the Job Challenge⁽¹⁾</i>

(1) Local Program.

Training Leading to an Unskilled Occupation (Practicum in the Workplace)		
	SAGE Code	Title
Section 1.3.1 Qualification for unskilled occupations	SVI-P011-3	Practicum: Vocational Qualification I (Unskilled)
	SVI-P012-3	Practicum: Vocational Qualification II (Unskilled)
	SVI-P013-3	Practicum: Vocational Qualification III (Unskilled)
	SVI-P014-3	Practicum: Vocational Qualification IV (Unskilled)
	SVI-P015-3	Practicum: Vocational Qualification V (Unskilled)
	SVI-P016-3	Practicum: Vocational Qualification VI (Unskilled)

