

## Guidelines:

# Program Recording

These guidelines offer advice about the submission of program recording proposals (which are exclusively used for apprenticeship training programs) within PAPRS (Provider and Program Registry System).

The Post-Secondary Programs branch manages the program recording process within PAPRS for apprenticeship training approved by Apprenticeship and Industry Training.

Student Aid Alberta uses PAPRS records as its documentation source for making designation decisions. Once a program/specialization record is approved, a request for designation by Student Aid Alberta is created in PAPRS.

Data contained in PAPRS records for program recording are also accessed by various ministry branches and agencies, particularly for attributes like CIP codes and program loads.

## Scope

These guidelines pertain to circumstances where apprenticeship training programs are recorded within PAPRS.

Designated trades and occupations are regulated by the Apprenticeship and Industry Training Act. As a result, apprenticeship programs are not subject to the review and approval processes to which all other ministry-approved programs of study are.

Pre-employment certificate programs are outside the scope of these guidelines, since such programs require ministry approval and are subject to ministry's normal review and approval process for certificate programs.

## Guiding Principles

- Apprentices' eligibility for Student Aid Alberta (through program designation) supports the principles of access and affordability that undergird Alberta's post-secondary system.

# Apprenticeship and Attributes of Program Recording

Apprenticeship training is fundamentally different from other ministry-approved programming since:

- apprenticeship training requires prescribed periods as stipulated by the applicable trade regulation;
- course outcomes for each designated trade are structured by periods and hours; and
- learners need to be registered apprentices in order to register in apprenticeship training.

The PAPRS template for program recording requires institutions to provide less information than PAPRS templates for other types of proposals do.

There are two components of the PAPRS template for program recording:

- proposal information; and
- data requirements.

## Proposal Information

Proposal template submissions should contain basic information concerning:

- the name of your institution;
- the name of the program and specialization;
- the credential awarded; and
- the effective date (consistent with AIT approval).

Proposal template submissions should also:

- describe the training by specifying the designated trade and which periods of training it addresses;
- list the geographic location of site(s) for the training;
- list and describe any conditions imposed by AIT (such as if there are stipulations about how long training approval is in effect); and
- provide evidence of AIT approval in the form of correspondence or documentation.

## Data Requirements

Institutions should complete the data fields in the workflow as follows:

<b>Program Name:</b>	apprenticeship
<b>Specialization Name:</b>	[Name of Trade]
<b>Credential Type:</b>	certificate
<b>Program of Study:</b>	journeyman
<b>Approval Type:</b>	recorded
<b>Level of Study:</b>	career preparation

Institutions should also research the appropriate CIP (Statistics Canada's Classification of Instructional Programs) code and specify what it should be.

Finally, institutions are required to:

- provide information about the proposed load and FLE to ensure it is consistent with what is in the PAPRS workflow;
- provide analysis showing how the FLE compares with other similar apprenticeship offerings at institutions across the province;
- describe how the proposed load is consistent with the institution's policies/practices; and
- describe how the proposed load is consistent with other apprenticeship programs offered by the institution.

## Other Considerations

Institutions should submit program recording proposals well in advance of proposed implementation and effective dates. (April 1 is the deadline for recording apprenticeship training with July 1 effective dates.)

Institutions should keep PAPRS records updated by submitting program suspension or termination proposals in cases where apprenticeship training that has been recorded in PAPRS is no longer being offered.

## Further Information and Assistance

For additional information contact:

Director, Program Design and System Innovation

Alberta Advanced Education

780-643-9472

### Related Guidelines:

- Suspensions
- Terminations
- Proposal Timelines

### Other related documents:

- PAPRS Template: Program Recording

To obtain a copy of other guideline documents, or to ensure that you have the most recent copy of this guideline, please send a request via email to [ae.psp-paprs@gov.ab.ca](mailto:ae.psp-paprs@gov.ab.ca).