

Funding of Part-time Activity

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Purpose and Application

Public funding is provided to colleges to offer postsecondary education that is consistent with the objects set out in the [Ontario Colleges of Applied Arts and Technology Act, 2002](#) and with provincial and community priorities. The main criterion in approving part-time activity for funding is improving knowledge and skills for employability.

Under the Act, the Minister of Training, Colleges and Universities has the authority to issue binding policy directives in relation to the manner in which colleges carry out their objects or conduct their affairs.

This binding policy directive, which applies to all colleges, establishes the eligibility criteria for funding of part-time activity through the general purpose operating grant (GPOG) starting in the 2003–04 enrolment reporting year. The operating procedure [Enrolment and Graduate Reporting](#) sets out the reporting requirements for part-time activity.

For further information regarding this binding policy directive, click on the Contact link to consult with the appropriate [ministry contact](#), listed in the Contacts section on the web site.

Principles

The economic success of the province is highly dependent on a ready supply of individuals with the right knowledge and skills to allow Ontario companies to compete effectively in the global arena.

The taxpayer, the government, and students or other clients paying tuition fees expect to receive value for money spent.

Part-time activity that is eligible for funding is to improve an individual's knowledge and/or skills for employability.

Glossary

Basic communication, mathematics, and science skills course: a course that is designed to teach basic communication, mathematics, and science skills, below or up to a level equivalent to the Ontario Secondary School Diploma level, and that is not part of a tuition short or postsecondary program of instruction.

Career planning or life skills course: a course that is designed to teach career planning, life skills, or courses to students with disabilities.

General purpose operating grant (GPOG): the portion of the provincial operating grant for colleges that is distributed among colleges on the basis of each college's share of enrolment in courses and programs of instruction eligible for funding.

Mandatory postsecondary course: a course that is required by all students in order to graduate from a postsecondary program of instruction eligible for funding through the general purpose operating grant.

OMDP course: a course that is a component of the Ontario Management Development Program.

Occupational certification course: a course that is designed and offered specifically in response to the occupational or licensing requirements of external bodies.

Other vocational course: a course that is vocationally oriented but does not meet the definition of an occupational certification course or postsecondary elective course.

Postsecondary program of instruction: collectively, basic postsecondary and post-basic programs of instruction, which are defined below.

- **Basic postsecondary program:** a program of instruction that conforms to the levels of learning articulated in the Credentials Framework (see the Minister's Binding Policy Directive on [Framework for Programs of Instruction](#): Appendix A) and leads to the awarding of one of the following credentials: Ontario College Certificate, Ontario College Diploma, Ontario College Advanced Diploma, or an applied degree. Basic postsecondary programs also include joint college-university programs that lead to the awarding of a degree by the university partner.
- **Post-basic program:** a program of instruction that conforms to the levels of learning articulated in the Credentials Framework (see the Minister's Binding Policy Directive on [Framework for Programs of Instruction](#): Appendix A) and leads to the awarding of an Ontario College Graduate Certificate.

Postsecondary elective course: a course that forms part of the curriculum of a postsecondary program of instruction eligible for funding through the general purpose operating grant and is one of a limited number of courses from which a student must choose. Courses in full cost recovery programs of instruction are to be excluded.

Program of instruction: a group of related courses leading to a diploma, certificate, or other document awarded by the board of governors.

Prior learning assessment and recognition (PLAR): a process that uses a variety of tools to help learners reflect on, identify, articulate, and demonstrate past learning. Prior learning can be acquired through study, work, and other life experiences that are not recognized through formal transfer of credit mechanisms.

- **Challenge process:** a method of assessment, other than portfolio assessment, developed and evaluated by subject-expert faculty to measure an individual's learning achievement against course learning outcomes. The process measures demonstrated learning through a variety of written and non-written evaluation methods for the purpose of awarding credit without requiring enrolment in a course.
- **Portfolio development course:** a course in which students develop a portfolio for subsequent assessment for prior learning assessment and recognition purposes.
- **Portfolio assessment:** a method of assessment that involves the evaluation of an organized collection of materials developed by a learner that records learning achievements and relates them to personal, educational, or occupational goals, in this case, achievement of stated learning outcomes of college courses or programs.

Tuition short program of instruction: a program that generally is less than 52 weeks in duration, is designed to prepare students for employment or career advancement or to provide vocational updating or academic upgrading, and normally leads to a certificate as defined in the Credentials Framework (see the Minister's Binding Policy Directive on [Framework for Programs of Instruction](#): Appendix A).

- **Tuition short course:** a course that is part of a tuition short program of instruction eligible for funding through the general purpose operating grant.

Binding Policy Directive

- A. Part-time activity eligible for funding through the general purpose operating grant is to be vocational in intent and content (i.e., improve knowledge and skills related to the employability of the student) and be consistent with the following categories as defined in the glossary:**
- **Basic communication, mathematics and science skills**
 - **Career planning or life skills**

- **Mandatory postsecondary**
 - **Occupational certification**
 - **Ontario Management Development Program (OMDP)**
 - **Other vocational**
 - **Postsecondary elective**
 - **Prior learning assessment and recognition challenge process/
portfolio assessment**
 - **Prior learning assessment and recognition portfolio development**
 - **Tuition short.**
- B. As well, with the exception of Ontario Management Development courses, courses are to be a minimum of 10 hours duration.**
- C. The entry and exit requirements of the course must be controlled by the colleges and be offered to the general public as evidenced by publication in the college calendar or a related document.**
- D. Students must meet the admission requirements set out for colleges in [O. Reg. 34/03](#).**
- E. The following are not eligible for funding through the general purpose operating grant:**
- **general interest, basic, or personal interest courses**
 - **stand-alone courses in a single complementary care modality (e.g., aromatherapy, reflexology)**
 - **driver licence training courses**
 - **apprenticeship courses**
 - **practicum or field placement courses that are not part of a postsecondary program of instruction eligible for funding through the general purpose operating grant**

- **courses funded by a third party such as the federal government, an employer or union**
 - **aviation, flight instruction, and ground school courses that are not part of a postsecondary program eligible for funding through the general purpose operating grant**
 - **auditing students**
- F. The college president is to attest in writing that the part-time activity reported in the audited enrolment report for funding meets the requirements set out above.**
- G. All part-time activity that received ministry approval prior to the 2003–04 enrolment reporting year will continue to be eligible for funding.**
- H. If, in a given year, the percentage of a college's total funding units derived from part-time activity increases by more than three percentage points over the previous year, the college is to provide an audit of that year's part-time activity, as requested by the ministry. The audit is to confirm that all reported activity meets the requirements set out above.**

Summary of Responsibilities

Colleges of Applied Arts and Technology

The college is responsible for:

- Ensuring that appropriate policies and procedures are in place related to the part-time activity that is to be funded through the general purpose operating grant.
- Attesting that the part-time activity reported to the ministry meets the criteria for funding through the general purpose operating grant.

Ministry of Training, Colleges and Universities

The ministry is responsible for:

- Developing and implementing operating procedures to facilitate colleges' reporting of part-time activity for funding purposes.
- Maintaining a database of all ministry-funded part-time courses.

- Monitoring the level of part-time course activity at colleges.