

CONTINUING EDUCATION

Background

The District believes continuing education programs are valuable in assisting in the development of the full potential of all adult learners.

The District will provide to the public, the opportunity to continue their education in order to graduate, raise their academic qualifications, to improve their vocational skills, or to continue learning in general interest programs., including the provision of courses to graduated adults (for a fee, where appropriate).

The District endorses the continued operation of its own continuing education programs as authorized under the School Act.

Continuing education centers shall be established at appropriate locations throughout the District.

Procedures

1. Discretion to Establish a Credit Course

The Superintendent will use discretion regarding the establishment of a credit course in the continuing education program.

2. Course Fees

The Superintendent has authority to establish a fee schedule for continuing education courses except where overridden by the School Act or Ministry of Education regulations (as in the case of credit courses, etc.).

3. Continuing Education Expenditures and Revenues

- 3.1 Continuing Education expenditures must keep within budget estimates as no deficit financing is permitted.
- 3.2 Expenditures for non-labour items require advance authorization by purchase orders, except for materials and supplies which, by their nature, must be purchased by the Departmental Representative Requests for reimbursement for this latter type of expenditure must be submitted monthly and be supported by copies of invoices. Original invoices must be retained in the Continuing Education Department's files.
- 3.3 Expenditures for labour costs must be paid through the Payroll Department in accordance with established procedures. The only exceptions will be for contract services provided by established individuals or organizations who issue invoices to the school for services rendered. After approval by the Continuing Education Administrator, these invoices will be paid from general accounts.

4. An annual update on the operation of continuing education will be submitted to the Superintendent.

Reference: Section 82, School Act

Last revised: March 2023
