



MINISTRY OF EDUCATION, CULTURE, YOUTH & SPORTS AFFAIRS

Advanced Secondary Vocational Education and Adult Education Validation Policy

October 2013

This document contains information to guide the offices of the Ministry of Education, Youth, Culture and Sport Affairs through the validation of Advanced Secondary Vocational Education programs or Adult Education courses in accordance with the SBO Ordinance.

Introduction

This policy document is a guide for the Ministry of Education, Culture, Youth and Sports (OCJS) to validate Secundair Beroeps Onderwijs / Advanced Secondary Vocational Education Programs (SBO/ASVE programs) and Adult Education Courses.

Institutions that provide ASVE programs are required to submit documents to OCJS for evaluation. OCJS provides validation of ASVE programs and adult education courses. The evaluation services covered in this policy document are for:

- (1.) **ASVE / SBO Programs;**
- (2.) **Adult Education courses of study.**

Three departments of OCJS are involved in the evaluation and validation of ASVE programs or Adult Education courses. These are:

- ❖ The Department of Education
- ❖ The Division of Examinations and
- ❖ The Division of Inspection

Presently the SBO Service Center of the Division of Educational Innovations maintains the SBO project office which is responsible for ASVE program implementation on the St. Maarten. The SBO Service Center will continue to monitor and control the validation process implementation until August 2016 or until such time as a 'ROA' is established on St. Maarten.

This booklet outlines the tasks and responsibilities of each of the departments named above towards validation of an ASVE program or Adult Education course of study. An overview is provided of the tasks of each department along with the list of documents that an institution is required to remit for program or course evaluation.

Program or Course Validation

Validation is an “assessment of an action, decision, plan, or transaction to establish that it is:

- (1) Correct
- (2) Complete
- (3) Being implemented (and/or recorded) as intended, and Set to deliver the intended outcome.¹”

OCJS’s validation process seeks to verify that documents outlining ASVE programs and / or Adult Education courses are in accordance with the SBO Ordinance of St. Maarten.

The validation process consists of a systematic review of ASVE Programs and Adult Education Course documents, which are handed over to OCJS by various institutions, to verify if the document reflects compliance with the SBO Ordinance. The validation process includes site visits to an institute requesting validation, in order to review the compliance of the physical plant and to verify the administrative functions in accordance with the SBO Ordinance.

When the ASVE program receives validation, the SBO Ordinance indicates that the Minister of OCJS is responsible for providing the diplomas or certificates for distribution to students who satisfy the exam requirements as established in the SBO Ordinance.

¹ <http://www.businessdictionary.com/definition/validation.html>

ASVE Program and Adult Education Validation

DOCUMENTS CHECK LIST

Providers of an Advanced Secondary Vocational Education Program(s) and / or Adult Vocational Course(s) who wish to have a program or a course validated must submit the below named documents to OCJS in accordance with the SBO Ordinance (Landsverordening tot vaststelling van een regeling met betrekking tot het secundair beroepsonderwijs en de educatie, van 10-10-2010, A.B. 2013 Gt no 795)

Documents:	Definition
1. Education and Exams Regulations (EER)	<p>A Document with information regarding regulations for admission to an ASVE program or Adult Education course of study; including information such as the subject(s) offered, job market prospects, education content, examination, school fee, and practical training.</p> <p><i>See chapter 2, and 3 of the SBO Ordinance for required information for EER: Education and Exam Regulation.</i></p>
2. Quality Care Plan	<p>A plan in which the school board, school management and staff stipulate how they plan to organize and maintain high quality education at the institution. The report contains the following information: the mission and vision of the school, the selection of program(s) offered (including documentation such as course outlines, traineeship manuals and student guides), demographic information on the target group, a description of the target groups attending the programs, learning materials resourced for the programs in the language of instruction appropriate for the student / class, the quality of the on-the-job training programs, the quality of the exams and exam regulations, norms of promotion, drop-out prevention measures, the protection of student's rights, the financial planning per program, performance assessment instruments of the Institute, the set-up of student care (socio-emotional and educational needs) and evaluation results of the ASVE Institute.</p> <p><i>See SBO Ordinance chapter 2, which stipulates that the provider organizes a system of quality care and takes care of periodic evaluations of the educational programs and organization.</i></p>
3. Education Agreement	<p>An ASVE contract between the educational institution and the student.</p> <p><i>See ASVE Ordinance Article 40.</i></p>
4. Practical Training Agreement	<p>An agreement between the student, the (internship) company and the educational institute regarding the terms of the on-the-job training program.</p> <p><i>See SBO Ordinance Article 22 and 23.</i></p>

<p>5. Teacher and / or Trainer information</p>	<p>Documents that prove the qualification of the trainers / instructors such as copies of certificates, diplomas or courses completed, the tasks of staff involved and their qualifications.</p> <p><i>See SBO Ordinance Title 7.</i></p>
<p>6. Financial Information</p>	<p>Financial documents of the ASVE/SBO Education Institute that can substantiate how the ASVE program or Adult Education course is funded.</p> <p><i>See SBO Ordinance Article 45.</i></p>
<p>7. The Examination Appeal Committee</p>	<p>Documentation of the establishment of an Appeals Committee.</p> <p><i>See ASVE Ordinance Article 33.</i></p>
<p>8. Notarial deed of the Education Institute and cribnumber</p>	<p>The Articles of Incorporation of the educational foundation or commercial educational institute responsible to administer the program or course for which validation is being sought.</p> <p><i>See ASVE Ordinance Article 49.</i></p>
<p>9. Cover letter</p>	<p>The letter is addressed to the Minister of OCJS and it provides a listing of each ASVE Program or Adult Education Course for which validation is requested. Individual documents supporting each program or course of study that are included in the validation request package are also listed.</p> <p>The letter contains a request to the Minister of OCJS for copies of the full package of documents submitted to be forwarded to the following departments: the Division of Inspection, Department of Education, Division of Examinations, the SBO Service Center of the Division of Educational Innovations.</p> <p>The institution is responsible for delivering the letter and its supporting documents to General Affairs for processing in accordance with the deadline for such.</p>

Attention:

- A. All letters or other written communications, with regard to the above mentioned list, are to be addressed to the Minister of Education, Culture, Youth and Sports.
- B. All documents are to be submitted at General Affairs, which is responsible for disbursing the documents to the responsible departments.
- C. Documents 1 through 9 are required for validation of an *ASVE program of study*.
- D. Documents 1, 2, 6, 7, 8, and 9 are required for validation of an *adult education course of study*.

INTERDEPARTMENTAL TASKS

THE DIVISION OF INSPECTION

The Inspection Division will review ASVE programs or Adult Education Courses towards validation based on its role described in Articles 5, 6, 65, 66, and 67 of the SBO Ordinance: quality care, monitoring and controlling of the school facilities, school visitation, and protection of the student rights.

The Division of Inspection monitors and controls the request for recognition of adult education courses and ASVE programs of study based on the following points:

- Monitors and controls quality care (Art. 5 - 6)
- Monitors if an appeal committee has been set up (Art. 33)
- **For ASVE program requests only:**
 - Assesses whether an Educational Agreement (Art. 40.3) and Practical Training Agreement (Art. 22.2) have been provided, in line with the requirements established in the SBO Ordinance;
 - Assesses if the provided information or planning (in case of new institutes) of teacher qualifications is in line with Art. 34 and 35 of the SBO Ordinance;
- Assesses whether or not the financial arrangements of the programs are feasible.

THE DIVISION OF EXAMINATIONS

The Division of Examinations will review ASVE programs and Adult Education Courses for validation with respect to Art. 26 and 28: the Central Registry of Validated Programs, and examinations.

The Division of Examinations will evaluate the request for recognition of the programs based on the following points:

- The test/ examination plan;
- The exam regulations;
- Quality care (Art. 28);
- When the program concerns a profession of which the requirements have been laid down in an island regulation: the Division of Examinations will assess whether or not the program is in line with the island regulations

DIVISION OF EDUCATIONAL INNOVATIONS/ SBO SERVICE CENTER

In lieu of setting up a ROA, the SBO Service Center of the Division of Educational Innovations, will execute its responsibilities (see art. 18). This responsibility (based on the task

description, laid out in BC 040308) will be executed until a ROA has been established, prospectively within 12 months after this policy will be formalized.

The SBO Service Center of the Division of Educational Innovations advises the Minister on the following labor market related issues:

- The need for the specific ASVE Education Program or Adult Education Course;
- Whether the program conforms with the scope and boundaries for vocational education that have been established in relation with the business sector;
- The availability of high quality internship possibilities;
- The job prospects for students who have completed a program;

THE DEPARTMENT OF EDUCATION

The Department of Education will develop and monitor the implementation of the validation of ASVE Programs and Adult Education Courses Policy.

The Department of Education is responsible for:

- Checking that all the submitted documents and data are in line with this policy;
- The extent to which the attainment targets are aligned to requirements for further education;
- Organizing meetings with the Division of Inspection, the Division of Examinations and the SBO Service Center of the Division of Educational Innovations to discuss the request for validation;
- Drafting the advice regarding new ASVE programs on behalf of the Minister in collaboration with the Division of Inspection, the Division of Examinations, the SBO Service Center of the Division of Educational Innovations;
- Drafting and monitoring the implementation of the: Advanced Secondary Vocational Education and Adult Education Validation Policy.