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SCHOOL YEAR 2014/15 - DELIVERABLES	November				December					January				February				March					April				May				June				
Project 1: ACE-IT, Dual Credit and Apprenticeship	w1	w2	w3	w4	w1	w2	w3	w4	w5	w1	w2	w3	w4	w1	w2	w3	w4	w1	w2	w3	w4	w5	w1	w2	w3	w4	w1	w2	w3	w4	w1	w2	w3	w4	w5
Review existing program framework and policies																																			
Meet with schools/stakeholders to discuss challenges/opportunities																																			
Prepare Report																																			
Present final report to Minister																																			
Project 2: Plan to Improve communication between government and all independent schools.																																			
Review existing communication methods and channels																																			
Meet with schools/stakeholders to discuss challenges/opportunities																																			
Prepare Report																																			
Present final report to Minister																																			
Require Project Briefings																																			
Bi-Weekly Update to ADM on Progress																																			
Monthly update to Deputy Minister and Minister on Progress																																			

SCHOOL YEAR 2015/16 - DELIVERABLE	May				June					July				August				September					October										
Project 3: Diversity with Independent Schools	w1	w2	w3	w4	w1	w2	w3	w4	w5	w1	w2	w3	w4	w1	w2	w3	w4	w1	w2	w3	w4	w5	w1	w2	w3	w4							
Review project scope and data										Summer																							
Meet with schools/stakeholders to discuss challenges/opportunities																																	
Prepare Report																																	
Present final report to Minister																																	
Require Project Briefings																																	
Bi-Weekly Update to ADM on Progress										Summer																							
Monthly update to Deputy Minister and Minister on Progress																																	



TERMS OF REFERENCE

PARLIAMENTARY SECRETARY EXPECTED RESULTS FOR 2014/15 FISCAL YEAR

Introduction

The Minister of Education, Peter Fassbender (the Minister) is the lead on a number of initiatives as directed by Premier Christy Clark. Simon Gibson has been appointed the ***Parliamentary Secretary to the Minister of Education*** to support these priorities with a specific focus on Independent Schools.

Purpose and Authority

The *Parliamentary Secretary* will support the Minister in achieving the outcomes outlined in BC's Education Plan, directed to ensure parents and students receive the support they need for strong student performance in our independent schools. The *Parliamentary Secretary* will be authorized by the Minister to act as his agent, working under his authority and direction.

Duties

As Parliamentary Secretary for Independent Schools, your **duties** include:

1. Building relationships with independent schools and promoting government support for choice while obtaining information to meet deliverables.
2. Participating in meetings and linking ongoing public engagement to personalized learning initiatives and B.C.'s Skills for Jobs Blueprint.
3. Working with the Minister of Education to determine any new priorities.

Deliverables for school year 2014/2015 are:

1. Assist the Minister in reviewing the effectiveness of ACE-IT and apprenticeship training opportunities for students in British Columbia. Specifically, present to the Minister a report on independent school student access to dual credit, ACE-IT and apprenticeship training by April 30, 2015. Your report should include addressing actual or perceived barriers to independent school student access to these programs as well as opportunities to improve access for independent school students.
2. In concert with the independent school sector and the Ministry of education, develop an engagement plan outlining how the parliamentary secretary will engage with independent schools. The engagement plan should encompass one year of engagement activities and be presented to the Minister of Education by June 30, 2014.

3. Assist the Minister in education reform as outlined in the BCED Plan. Specifically, produce a report for the Minister of Education on diversity within independent school student populations by October 31, 2015. This report should include challenges schools faced within the current reporting and program delivery framework and opportunities to consider for the future and address the proportion of students with learning disabilities which may not be accounted for or reported within the current special needs reporting framework

Support

The *Parliamentary Secretary* will be supported through an active relationship with specified Ministry of Education staff. All expenditures and resourcing will be authorized through the Minister.

Honourable Peter Fassbender
Minister of Ministry of Education

Date