

Ministry of Education  
Student Success/Learning to 18  
Strategic Policy Branch

Ministère de l'Éducation  
Direction des politiques stratégiques  
en matière de réussite des élèves  
et d'apprentissage jusqu'à l'âge de 18 ans



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**MEMORANDUM TO:** School Board Directors of Education

**FROM:** Sandra Bickford  
Director,  
Student Success/Learning to 18 Strategic Policy Branch  
Ministry of Education

Denys Giguère  
Director,  
French-Language Education Policy and Programs Branch  
Ministry of Education

**DATE:** April 23, 2014

**SUBJECT:** Validation of the program standard development process for  
Personal Support Worker (PSW) program

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We are pleased to report that the development of the program standard for Personal Support Worker (PSW) programs is nearing completion. The vocational standard for these programs has been developed through a comprehensive consultation with colleges, school boards and external stakeholders across the province.

This information is being sent to all School Board Directors of Education. The school boards<sup>1</sup> identified by the Ontario Association of Adult & Continuing Education School Board Administrators of Ontario (CESBA), which offer the PSW program, and school boards which offer a PSW program through the Specialist High Skills Major program, are requested to reply using the applicable electronic survey. Additionally, all other School Boards are welcome to reply. A personalized link to the survey will be sent to all School Boards.

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<sup>1</sup>Algoma DSB, Algonquin Lakeshore CDSB, CDSB Eastern Ontario, CEPEO, District School Board of Niagara, Durham DSB, Grand Erie DSB, Hamilton Wentworth CDSB, Grand Erie DSB, Huron Heights DSB, Kawartha Pineridge DSB, Lambton Kent DSB, Limestone DSB, Niagara DSB, Niagara CDSB, Ottawa Carleton DSB, Peel DSB, Simcoe County DSB, Thames Valley DSB, Toronto DSB – City Adult Learning Centre, Toronto DSB – Yorkdale, Upper Canada DSB, Waterloo CDSB, York DSB

Having completed all the steps in the process for the development of the PSW program standard, we are now seeking confirmation from you of the validity and appropriateness of the program standard development process and we invite your comments on implications for delivery of the PSW program by your School Board. Please note that you are being asked to validate only the process for the development of the standards. We are not seeking information on the content of the program standard as this was obtained through the earlier consultation phase.

The attached "Validation of the Development Process" document provides you with a description of the vocational standard development process for the PSW programs.

We are requesting that online responses be submitted from the School Boards Directors of Education (or designate) on the validity of the program standard development process and the implications of implementing the new program standard. Your personalized link to the electronic survey will follow this letter.

**Please complete the survey by May 7, 2014**

Please direct other questions about the enclosed document and the survey to the project officer responsible for this program.

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Christine Foster, Project Officer Program Standards and Evaluation Unit Programs Branch  
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Sincerely,

Sandra Bickford  
Director

Denys Giguere  
Director

cc: George Lim-Fat, Senior Policy Advisor, Ministry of Training, Colleges and Universities  
Pauline McNaughton, Manager, Adult Education Policy Unit, Ministry of Education  
Audrey Cartile, Acting Manager, Policy Development Unit, Ministry of Education  
Solange Belluz, Manager, French-Language Continued Learning Unit

Encl. -Validation Background