

Response Planning for Adult Learning Centre (ALC) Learning During COVID-19 Suspension of Classes

Adult Learning Continues

The safety, health and well-being of all Manitobans is our top priority. At the advice of the Chief Provincial Public Health Officer, all classroom learning for K-12 students and adult learners at ALCs is suspended indefinitely for this school year. Classes will resume when it is safe to do so. While ALCs remain closed to students, adult learners will continue to have access to learning at home. ALC teachers will provide learning resources, guidance and supports necessary to ensure that learners who wish to continue to learn from home can do so.

This is a challenging time for learners, families and educators. It requires a different approach to learning and teaching. Each adult learner has unique needs and circumstances and many adult learners engage in learning while managing life obligations and priorities related to family, childcare, and employment. Teachers will be flexible in their planning for learning at home and will keep in mind the mental health and well-being of all.

Adult learners who need to pause learning as a result of the COVID-19 pandemic will not be penalized. Where credit cannot be granted, teachers will identify and communicate to each learner future recovery learning needs that address key learning outcomes that have not been demonstrated and that are necessary to reach course completion goals.

Guiding Principles and Expectations

- Adult learners who wish to complete courses will be able to do so. Teachers will prioritize learning outcomes and expectations and provide resources and supports so that adults can continue to learn and complete courses.
- Where possible, a baseline mark will be determined from assessments completed prior to the suspension of in-school classes on March 20, 2020.
- Learning and assessment will continue. Adult learners will be able to increase their mark while learning at home and have the opportunity to gain the knowledge, skills and competencies necessary in order to pursue their goals related to post-secondary education and employment.
- Adult learners who were on track to complete course credits will receive, at minimum, the grade they had achieved at the time of the suspension of classes.
- Upon completion, all adult learners will receive a final grade and a transcript.
- No adult learner will be held back due to the COVID-19 pandemic. Specific planning will take place to ensure that all learners with sufficient credits to graduate will graduate.
- Adult learners who need to pause their learning due to the COVID 19 pandemic will not be penalized. When regular classes resume, ALC administrators and teachers will work together to ensure that adult learners are supported to resume their learning.
- As necessary, ALCs may re-direct existing budgetary resources to ensure that learning can continue during the suspension of in-school learning. ALC administrators will follow established ALL approval processes prior to any re-allocation(s) of funding.

- All stakeholders will collaborate to ensure success.
- The plan for continued support of learning is future-oriented. Efforts are not only forward-looking to reopening of in-school activities but also oriented at identifying improved ways of learning after COVID -19.

Roles and Responsibilities

- **Adult Learning and Literacy (ALL)**
 - Participate alongside Manitoba Education and Post-Secondary Education partners in provincial level planning in response to the suspension of in-class instruction in Manitoba.
 - Facilitate stakeholder communication regarding pandemic response planning.
 - Respond to urgent matters and make decisions and recommendations regarding resource implications of response plans and opportunities for future system improvements.
 - Support ALCs in responding to needs of learners.
- **ALC Leaders/Administrators**
 - Participate in/lead response planning at the local level.
 - Ensure provincial expectations for teaching, learning and assessment are implemented within the local context.
 - Review and determine resource needs and follow processes for re-allocation of existing budgetary resources as needed (i.e. technology, online platforms, print-based materials, staffing).
 - Mobilize efforts to support learning goals of adult learners.
 - Maintain communication with learners and education stakeholders, including the Adult Learning and Literacy Unit.
- **ALC Teachers**
 - Collaborate with ALC leaders/administrators to implement response plans for teaching and learning.
 - Evaluate and prioritize curricular outcomes not yet covered. Plan, prepare and communicate learning experiences and expectations that are manageable and can feasibly occur within the local context so that adults who wish to complete courses can do so.
 - Provide online or printed learning resources, outreach and guidance through phone, email, or online platforms.
 - Monitor and assess learning.
 - Assign a final grade upon course completion.
 - Ensure that learners who elect to pause their learning receive information regarding future recovery learning needs that address key learning outcomes that have not been demonstrated and that are necessary to reach course completion goals.

- Learners
 - Communicate to the ALC teacher/administrator their intent and goals with respect to continued learning.
 - Actively participate in learning and complete assigned work. Reflect on progress, set goals for learning and identify next steps.
 - Seek guidance and support from ALC teachers and administrators as needed.

Teaching, Learning and Assessment

The Grade 12 provincial assessments scheduled for May/June 2020 are cancelled. Special language credit exams are also cancelled.

Teachers continue to provide learning materials and supports to adult learners via online platforms and print-based materials. Teachers will prioritize learning outcomes/expectations and plan specific curriculum-related tasks to ensure that learners have the necessary knowledge, skills and competencies in order to pursue their goals related to post-secondary education and employment. Teachers will design learning experiences that meet these expectations while respecting responsibilities and realities facing adult learners during this time. Where feasible, teachers of multiple subjects may develop cross-curricular learning experiences.

Learning and assessment approaches taken by ALC teachers will vary based on factors such as the reliability and quality of community internet bandwidth, location of teachers, and whether learners have access to the internet and technology. Delivery models should take into consideration the most recent recommendations and guidance from the Chief Provincial Public Health Officer and the local health authority.

Options for facilitation of teacher-directed learning include:

- Use of existing strategies, including print-based, online, or a blend of the two.
- Use of print-based ISO packages and credit recovery modules from the Distance Learning Unit, which allow teachers to support and assess students without access to technology.
- Use of web-based courses and the new Brightspace Learning Management System (LMS) available through the Distance Learning Unit and InformNet (INET).

Teachers who register for access to the LMS and create a user account through the Distance Learning Unit will be able to preview and request any of the web-based courses, as well as any courses available through InformNet. More information on requesting access to courses can be found at <https://www.edu.gov.mb.ca/k12/dl/wbc/index.html> and in the attached FAQ documents.

In addition, web-based courses are also available for preview and download for teachers who want access to the content for use on their own platforms, like Microsoft and Google suites. Teachers may share course content with students within the limits of Copyright Legislation and Fair Dealing Guidelines. More information can be found at <https://www.edu.gov.mb.ca/k12/dl/docs/wbc-info-instructions.pdf>.