



ALBERTA

ADVANCED EDUCATION

Office of the Deputy Minister

MINISTERIAL ORDER NO. 310/2016

I, ROD SKURA, Deputy Minister of Advanced Education, in accordance with section 5(1)(g)(ii) of the Training Provider Regulation under the *Income and Employment Supports Act*, establish minimum criteria that the training providers' attendance policies must meet when providing training to Advanced Education funded learners, as set out in the attached Appendix.

This Order is effective on April 1, 2016.

DATED at Edmonton, Alberta, this 18th day of March, 2016.

A handwritten signature in black ink, appearing to be 'R. Skura', written over a horizontal line.

Rod Skura
Deputy Minister of Advanced Education

APPENDIX

Section 5(l)(g)(ii)-Minister's requirements for attendance policies: Training providers must have the following criteria, at a minimum, in their attendance policies when providing training to Advanced Education funded learners:

- (a) the type(s) of absences that will be considered excused absences;
- (b) the type(s) of absences that will be considered unexcused absences;
- (c) the type(s) of absences where the learner member is required to provide substantiation of the absence;
- (d) what constitutes acceptable substantiating documentation;
- (e) the maximum number of unexcused absences a learner member can accumulate before they are withdrawn from their approved training program;
- (f) learners who are absent for more than three consecutive weeks, excused and/or unexcused will be automatically withdrawn from their training program, unless authorized by the Director;
- (g) learners who complete their approved training earlier than the scheduled completion date will be considered withdrawn from their approved training program.