



# 2011-2012 PROFESSIONAL DEVELOPMENT

Teacher recruitment, retention and  
professional development (TRRPD)



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## DESCRIPTION

This program aims to support the communities in their efforts on the recruitment, retention and professional development of the teaching and non-teaching staff.

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## ELIGIBILITY

All FNEC member communities.

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## OBJECTIVES

- Favour the retention of teachers and resource persons in Band-operated schools.
- Provide teachers and resource persons the opportunity of professional development.
- Reward excellence in schools.
- Reward excellence in teaching.
- Promote careers in education.

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## ACTIVITY SUGGESTIONS

- Training at an accredited post-secondary institution.
- Workshops, training programs and courses administered by a First Nations organization.
- Mentoring programs for first year teachers.
- Course to assist a non-certified individual in becoming certified.
- Course to assist a teacher or a professional in maintaining current certification level.
- Course to enhance a teacher certified level.
- Online and distance education.
- Promotion of education as a career.
- Awareness-building and recruitment session with students.
- Recognition of teacher and school excellence.
- Elaboration of a training program or a professional development course.

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## IMPLEMENTATION PERIOD

The **2011-2012 Professional Development** program officially begins April 1, 2011 and ends March 31, 2012.

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### ADMINISTRATION

The FNEC has prepared a Contribution Agreement for the **Professional Development** program for administrative purposes.

The 2011-2012 procedures for funding transfer are as follows:

- A first instalment, corresponding to 22.50% of the eligible budget, will be payable upon receipt of both signed copies of the contribution agreement;
- A second instalment, corresponding to 22.50% of the eligible budget, will be payable in July 2011;
- A third instalment, corresponding to 22.50% of the eligible budget, will be payable upon receipt and approval of the project proposal in October 2011;
- A fourth instalment, corresponding to 22.50% of the eligible budget, will be payable in January 2012;
- A last instalment, corresponding to 10% of the eligible budget, will be payable upon reception and approval of the final report as well as the audited financial statements (*when they become available*).

**All amounts have to be fully spent by March 31, 2012.**

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### FNEC

### REQUIREMENTS

The communities are to use the funding for its intended purposes only, meaning it must target the sections and themes on page 1.

Henceforth, the FNEC must present a summary of all projects submitted as well as a final report to INAC with accurate quantitative and qualitative data. Therefore, it is important that you provide all the information requested in the forms. In order to avoid any delay in the transfer of funds to your community, it is crucial to answer all questions as precisely as possible.

Each community, thus, commits itself to respect the objectives and the basic criteria of the program defined by the FNEC General Assembly and to produce a project proposal and a final report **while respecting deadlines**.

Any community that does not follow these requirements may see their funding withheld the following year. All the forms are available on the FNEC Website in the “*Programs*” section.

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### DEADLINES

The deadline to submit your project proposals for the 2011-2012 financial year is **February 28, 2011, by 4 p.m.** (via postmarked mail)

The deadline to submit your final reports is **April 15, 2012, by 4 p.m.** (via postmarked mail)

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### **ELIGIBLE**

Below is the list of eligible expenditures:

### **EXPENDITURES**

- Salaries and benefits (including insurances (employment, group), RRQ, CSST, QPIP, pension plans and relocating expenses).
- Fees (professional services, juridical, consultants, instructors, educators).
- Trainings (including registration fees, transport and accommodation fees, rentals and everything relating to the activity).
- Transportation (relating to activities and projects).
- Promotion of careers in teaching.
- Material (including food, school and office supplies, instruction material, etc.).
- Travel expenses (meals, accommodation, car rental, plane, train, gas, parking, taxi, etc.).
- Acquisition and adaptation of pedagogical and evaluation material.
- Development, adaptation and acquisition of study programs.

*A maximum of 5% of the budget allocated to your community will be used for the administration of the program.*

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### **NON-ELIGIBLE**

The following expenditures are not eligible:

### **EXPENDITURES**

- Expenditures for construction, operation and maintenance of federal and band-operated school facilities similar to those covered by INAC's Capital Facilities and Maintenance (CFM) program.
  - Salaries for teachers, education para-professionals and specialists that are already covered under the Terms and Conditions of the Education Program.
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### EVALUATION AND REPORT

The information below must be given in the submissions and final reports:

- **The project submission must include:**
  - A title.
  - An area of intervention (TO BE CONFIRMED).
  - A project description.
  - The objectives.
  - The activities planned and the results expected.
  - The target clientele and the number of participants.
  - The partners.
  - The implementation period of the project.
  - A detailed budgetary forecast.
  
- **The final report must include:**
  - A report of the activities realized and the results obtained.
  - The clientele and the number of participants in the project.
  - The partners involved.
  - The difficulties met.
  - The project duration.
  - The budgetary allocation.
  - Verified financial statements.

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### NOTE RELATING TO THE SUBMISSION PROCESS

- So as to facilitate the project submission process and reduce the amount of forms to fill out, we urge the communities to submit only one project or to group activities or initiatives under the same theme in one single submission.
  - If a community wishes to submit more than one project in different sectors, we have added, to this effect, the tab “**Add a project**” at the end of the submission form. You will also find the tab “**Add a report**” at the end of the submission form of the final report.
  - Moreover, we have added a question allowing you to submit the same project for a supplementary year. This option aims to **avoid** submitting the same project every year, if the later is recurrent or permanent.
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