

ILC and International Affiliate Responsibility

ILC program Component	ILC Responsibility The ILC is solely responsible for the development and delivery of each component of the ILC educational program.	International Affiliate Responsibility The International Affiliate is responsible for supporting the ILC's delivery (and its component) in market to assist the international student in the management of the ILC program where and when necessary.
Student Outreach	<ul style="list-style-type: none"> develop and provide ILC outreach resources 	<ul style="list-style-type: none"> deliver ILC outreach resources provide English translation and language support
Course Selection	<ul style="list-style-type: none"> provide Ontario educational pathways information provide course selection information provide international Affiliate with course equivalency analysis 	<ul style="list-style-type: none"> assist students with completion of course selection using ILC support documents
Student Registration	<ul style="list-style-type: none"> provide ILC registration documentation approve course selection and enrolment process ILC registration documentation 	<ul style="list-style-type: none"> assist students and parents with completion of documentation assist in the provision of correct documentation submit student enrolment documentation to LIC
Staffing	<ul style="list-style-type: none"> Provide full range of management and educational support 	<ul style="list-style-type: none"> nominate Staff Facilitator nominate Test Supervisor
Facility	<ul style="list-style-type: none"> provide access to ILC via phone and email 	<ul style="list-style-type: none"> provide students with access to a safe and secure public learning space
Course Curriculum	<ul style="list-style-type: none"> provide all course curriculum resources provide all course learning activities and key question/tasks 	<ul style="list-style-type: none"> ensure students receive curriculum resources
Course Management	<ul style="list-style-type: none"> provide Learner Services support and resources for course management 	<ul style="list-style-type: none"> assist students with course management support
Technical	<ul style="list-style-type: none"> provide technical support through tech@tvo.org 	<ul style="list-style-type: none"> provide reliable internet access provide access to desktop and/or laptop computers
Course Unit Evaluation	<ul style="list-style-type: none"> evaluate course units using our ILC Ontario certified teachers provide unit feedback to students to assist with learning 	<ul style="list-style-type: none"> assist students with submission of course units to ILC
Learning Help	<ul style="list-style-type: none"> provide students with email and phone access to Learning Help provide Learning Help by ILC Ontario Certified teachers provide learning help for all course offerings 	<ul style="list-style-type: none"> facilitate student access to ILC Learning Help by email or phone facilitate on-side student-initiated requests for learning help with the scope of the ILC model of Learning Help facilitate student-initiated requests for assistance with improving learning skills facilitate student-initiated requests to access supplementary learning resources Note: partner cannot provide teacher-initiated instruction or tutoring
Final Test supervision	<ul style="list-style-type: none"> provide final test upon successful completion of all course units Utilize final test security protocols to deliver test approve Nominated Test Supervisors provide final test delivery security protocols to ILC Affiliate provide test supervision protocol to approved Test Supervisors review student request for special accommodation, as required provide final test accommodation to approved Test Supervisors 	<ul style="list-style-type: none"> nominate Test Supervisors for ILC approval using the Test Supervisor Form provide test supervision protocol (in program Management Handbook) to approved Test Supervisors ensure final test security protocols are followed monitor test supervisor to ensure test protocols are followed submit student special accommodations requests to ILC for approval provide final test accommodations to approved Test Supervisors for implementation
Final Test Evaluation	<ul style="list-style-type: none"> evaluate final tests using our ILC Ontario certified teachers 	<ul style="list-style-type: none"> securely submit final test to ILC using security protocols
Educational Documentation	<ul style="list-style-type: none"> maintain student record in ILC Student Record System provide educational documentation using ILC procedures 	<ul style="list-style-type: none"> assist student with completion and submission of Educational Document Request Form, as needed
English Language Development	<ul style="list-style-type: none"> provide English curriculum courses provide English pathway to meet individual student needs provide access to Literacy TEST 	<ul style="list-style-type: none"> may provide additional listening and speaking conversational English experiences to support English language development
Admin. Management	<ul style="list-style-type: none"> provide administration documents 	<ul style="list-style-type: none"> assist students with completing the administrations forms as required