August 30, 2013

Dear [Redacted]

Re: Your request for access to information under Part II of the Access to Information and Protection of Privacy Act [Our File #: AES/021/2013]

On July 3, 2013, the Department of Advanced Education and Skills received your request for access to the following records:

The Operations Manual for Private Training Institutions (PTIs) states that on-going site visits are required in order to maintain quality education. I am requesting under ATIPPA copies of reports that have resulted from site visits to all private and community group offerings of Adult Basic Education for the last 2 years.

I am pleased to inform you that your request for access to these records has been granted in part.

Please note that the Operations Manual for Private Training Institutions does not apply to ABE programming however private training institutions and community groups that offer ABE are subject to an annual site visit per the Standards and Submission Requirements for Organizations to Deliver and Certify the Adult Basic Education Program (Standards). These Standards are referenced as Department regulations in the responsive records.

During the last two years community groups have been notified of any identified variance from the Standards during the site visit and necessary follow up was completed before the next payment for service was issued. As such, there are no records responsive to your request in relation to community groups.

Private training institutions offering ABE were notified in writing if they were in compliance with the Standards or if any variance was noted. These letters are typically sent via email and then followed up with a paper copy in the mail. Attached please find the responsive records as per your request. Access to the remaining records (p.4 &8), and/or information contained within the records, has been refused in accordance with the following exceptions to disclosure, as specified in the Access to Information and Protection of Privacy Act (the Act):

27. (1) The head of a public body shall refuse to disclose to an applicant information that would reveal

(c) commercial, financial, labour relations, scientific or technical information the disclosure of which could reasonably be expected to

(i) harm the competitive position of a third party or interfere with the negotiating position of the third party.
Please note that pages four and eight have been redacted in their entirety.

As required by subsection 7(2) of the Act, we have severed information that is excepted from disclosure and have provided you with as much information as possible.

In accordance with your request for a copy of the records, the appropriate copies have been enclosed.

Section 43 of the Act provides that you may ask the Information and Privacy Commissioner to review this partial refusal of access or you may appeal the refusal to the Supreme Court Trial Division. A request to the Information and Privacy Commissioner shall be made in writing within 60 days of the date of this letter or within a longer period that may be allowed by the Commissioner.

The address and contact information of the Information and Privacy Commissioner is as follows:

Office of the Information and Privacy Commissioner
34 Pippy Place
P. O. Box 13004, Stn. A
St. John's, NL A1B 3V8

Telephone: (709) 729-6309
Facsimile: (709) 729-6500

In the event that you choose to appeal to the Trial Division, you must do so within 30 days of the date of this letter. Section 60 of the Act sets out the process to be followed when filing such an appeal.

Please be advised that responsive records will be published following a 72 hour period after the response is sent electronically to you or five days in the case where records are mailed to you. It is the goal to have the responsive records posted to the Office of Public Engagement's website within one business day following the applicable period of time. Please note that requests for personal information will not be posted online.

If you have any further questions, please feel free to contact Janelle Kenway by telephone at 729-7920 or by e-mail at janellekenway@gov.nl.ca.

Yours sincerely,

LORI ANNE COMPANION
Deputy Minister
October 1, 2012

Mr. Bill Hanlon
Keyin College
3 Hardy Avenue
Grand Falls-Windsor, NL
A2A 2P8

Dear Mr. Hanlon:

Thank you for the opportunity to visit Keyin College, Grand Falls-Windsor, on September 21, 2012. This is to advise you that the Adult Basic Education (ABE) II and III programs are operating within the guidelines of Department regulations.

Sincerely,

DEON L. PERRY
Program Consultant,
Adult Basic Education

CC: Ennis-Williams, Director
Adult Learning & Literacy
June 6, 2011

Ms. Anita Abbott
Principal, Academy Canada
167-169 Kenmount Rd.
St. John's, NL
A1B 3P9

Dear Ms. Wilson:

Thank you for the opportunity to visit Academy Canada, St. John's, on June 3, 2011. This is to advise you that the Adult Basic Education (ABE) II and III programs are operating within the guidelines of Department regulations.

Sincerely,

DEON L. PERRY
Program Consultant,
Adult Basic Education

CC: Candice Ennis-Williams, Director
Adult Learning & Literacy
July 15, 2011

Mr. Allan Skanes
Principal
Academy Canada Corner Brook Campus
2 University Drive
Corner Brook, NL
A2H 5G4

Dear Mr. Skanes:

Thank you for the opportunity to visit Academy Canada, Corner Brook, on July 13, 2011. This is to advise you that the Adult Basic Education (ABE) II and III programs are operating within the guidelines of Department regulations.

Sincerely,

DEON L. PERRY
Program Consultant,
Adult Basic Education

CC: Ennis-Williams, Director
Adult Learning & Literacy
June 6, 2011

Ms. Lisa Lovelady
Curriculum Manager
Academy Canada
41 Harding Road
St. John's, NL A1A 5T8

Dear Ms. Lovelady:

This letter is to certify that Academy Canada is approved by the Department of Education to deliver and certify Adult Basic Education (ABE) at the Corner Brook and Kenmount Road, St. John's Campuses.

Sincerely,

DEON L. PERRY
Program Consultant,
Adult Basic Education

CC: Candice Ennis-Williams, Director (A)
Adult Learning & Literacy
June 6, 2011

Ms. Jennifer Dinn
P.O. Box 13609, Station A
44 Austin Street
St. John’s, NL
A1B 4G1

Dear Ms. Dinn:

Thank you for the opportunity to visit Keyin College, St. John’s, on June 3, 2011. This is to advise you that the Adult Basic Education (ABE) II and III programs are operating within the guidelines of Department regulations with one limitation.

The science lab located in the ABE classroom meets minimum requirements for the delivery of General ABE Science courses, but is unsuitable for the delivery of Academic ABE Science courses. Without upgrades to your current science lab, Keyin St. John’s is unable to offer Academic ABE Science courses to students. Please disclose this fact to potential ABE students intending to complete Academic Science as part of their educational plan. If you have entered into a partnership with another educational institution for shared access to a science lab, please forward all related documents concerning the agreement to me by June 30, 2011.

Sincerely,

DEON L. PERRY
Program Consultant,
Adult Basic Education

CC: Ennis-Williams, Director (A)
Adult Learning & Literacy
June 20, 2011

Ms. Jennifer Dinn
P.O. Box 13609, Station A
44 Austin Street
St. John’s, NL
A1B 4G1

Dear Ms. Dinn:

Thank you for the opportunity to visit Keyin College, St. John’s, on June 3, 2011. This is to advise you that the Adult Basic Education (ABE) II and III programs are operating within the guidelines of Department regulations with one limitation.

The science lab located in the ABE classroom meets minimum requirements for the delivery of General ABE Science and Academic Biology and Physics courses, but is unsuitable for the delivery of Academic Chemistry courses. Please disclose this fact to potential ABE students intending to complete Academic Chemistry as part of their educational plan.

If you enter into a partnership with another educational institution for shared access to a science lab, please forward all related documents concerning the agreement to the Department for approval.

Sincerely,

DEON L. PERRY
Program Consultant,
Adult Basic Education

CC: Ennis-Williams, Director
Adult Learning & Literacy
July 12, 2011

Ms. Bernice Walker
President/CEO
Corona College
P.O.Box 819
60 Hardy Avenue
Grand Falls-Windsor,NL
A2A 2P7

Dear Ms. Walker:

Thank you for the opportunity to visit Corona College on July 5, 2011. This is to advise you that the Adult Basic Education (ABE) II and III programs are operating within the guidelines of Department regulations.

Sincerely,

DEON L. PERRY
Program Consultant,
Adult Basic Education

CC:   Candice Ennis-Williams, Director
      Adult Learning & Literacy
October 1, 2012

Ms. Bernice Walker
President/CEO
Corona College
32 Queenway Park, Suite F
Grand Falls-Windsor, NL
A2B 1J3

Dear Ms. Walker:

Thank you for the opportunity to visit Corona College on September 21, 2012. This is to advise you that the new location for Corona College is suitable for Adult Basic Education (ABE) II and III instruction once your classrooms and labs are organized, and instructors are hired for the ABE subject areas.

Please advise the Department of Advanced Education and Skills as soon as your site is ready to begin ABE instruction to determine whether an additional site visit is necessary.

Sincerely,

DEON L. PERRY
Program Consultant,
Adult Basic Education

CC: Candice Ennis-Williams, Director
Adult Learning & Literacy
July 15, 2011

Mr. Ian Stokes
Director of Campus Operations
Western College
128 Carolina Avenue
Stephenville, NL
A2N 2S5

Dear Mr. Stokes:

Thank you for the opportunity to visit Western College July 12, 2011. This is to advise you that the Adult Basic Education (ABE) II and III programs are operating within the guidelines of Department regulations.

Sincerely,

DEON L. PERRY
Program Specialist ABE Levels II/III,
Adult Basic Education

CC: Ennis-Williams, Director
Adult Learning & Literacy
October 25, 2012

Mr. Ian Stokes
Director of Campus Operations
Western College
128 Carolina Avenue
Stephenville, NL
A2N 2S5

Dear Mr. Stokes:

Thank you for the opportunity to visit Western College October 18, 2012. This is to advise you that the Adult Basic Education (ABE) II and III programs are operating within the guidelines of Department regulations.

Sincerely,

DEON L. PERRY
Program Specialist ABE Levels II/III,
Adult Basic Education

CC: Ennis-Williams, Director
Adult Learning & Literacy
July 12, 2011

Mr. Brian Caravan
Keyin College
3 Hardy Avenue
Grand Falls-Windsor, NL
A2A 2P8

Dear Mr. Caravan:

Thank you for the opportunity to visit Keyin College, Lewisporte, on July 6, 2011. This is to advise you that the Adult Basic Education (ABE) II and III programs are operating within the guidelines of Department regulations.

Sincerely,

DEON L. PERRY
Program Consultant,
Adult Basic Education

CC: Ennis-Williams, Director
Adult Learning & Literacy
July 12, 2011

Mr. Brian Caravan  
Keyin College  
3 Hardy Ave.  
Grand Falls-Windsor, NL  
A2A 2P8

Dear Mr. Caravan:

Thank you for the opportunity to visit Keyin College, Gander, on July 6, 2011. This is to advise you that the Adult Basic Education (ABE) II and III programs are operating within the guidelines of Department regulations.

Sincerely,

DEON L. PERRY  
Program Consultant,  
Adult Basic Education

CC: Candice Ennis-Williams, Director  
Adult Learning & Literacy
July 12, 2011

Mr. Brian Caravan  
Keyin College  
3 Hardy Avenue  
Grand Falls-Windsor, NL  
A2A 2P8

Dear Mr. Caravan:

Thank you for the opportunity to visit Keyin College, Grand Falls-Windsor, on July 5, 2011. This is to advise you that the Adult Basic Education (ABE) II and III programs are operating within the guidelines of Department regulations.

Sincerely,

DEON L. PERRY  
Program Consultant,  
Adult Basic Education

CC: Ennis-Williams, Director  
Adult Learning & Literacy
June 21, 2012

Mr. Brian Caravan  
Keyin College  
3 Hardy Ave.  
Grand Falls-Windsor, NL  
A2A 2P8

Dear Mr. Caravan:

Thank you for the opportunity to visit Keyin College, Gander, on June 15, 2012. This is to advise you that the Adult Basic Education (ABE) II and III programs are operating within the guidelines of Department regulations.

Sincerely,

DEON L. PERRY  
Program Consultant,  
Adult Basic Education

CC: Candice Ennis-Williams, Director  
Adult Learning & Literacy
June 21, 2012

Mr. Brian Caravan
Keyin College
3 Hardy Avenue
Grand Falls-Windsor, NL
A2A 2P8

Dear Mr. Caravan:

Thank you for the opportunity to visit Keyin College, Lewisporte, on June 15, 2012. This is to advise you that the Adult Basic Education (ABE) II and III programs are operating within the guidelines of Department regulations.

Sincerely,

DEON L. PERRY
Program Consultant,
Adult Basic Education

CC: Ennis-Williams, Director
Adult Learning & Literacy
June 29, 2011

Ms. Loretta Lewis
Principal
Keyin College
414 Ville Marie Drive
Marystown, NL
A0E 2M0

Dear Ms. Lewis:

Thank you for the opportunity to visit Keyin College, Lawn, on June 27, 2011. This is to advise you that the Adult Basic Education (ABE) II and III programs are operating within the guidelines of Department regulations.

Sincerely,

DEON L. PERRY
Program Specialist
Adult Basic Education Levels II/III

CC: Candice Ennis-Williams, Director
Adult Learning & Literacy
June 29, 2011

Ms. Loretta Lewis
Principal
Keyin College
414 Ville Marie Drive
Marystown, NL
A0E 2M0

Dear Ms. Lewis:

Thank you for the opportunity to visit Keyin College, Lamaline, on June 27, 2011. This is to advise you that the Adult Basic Education (ABE) II and III programs are operating within the guidelines of Department regulations.

Sincerely,

DEON L. PERRY
Program Specialist
Adult Basic Education Levels II/III

CC: Candice Ennis-Williams, Director
Adult Learning & Literacy
June 29, 2011

Ms. Loretta Lewis
Principal
Keyin College
414 Ville Marie Drive
Marystown, NL
A0E 2M0

Dear Ms. Lewis:

Thank you for the opportunity to visit Keyin College, Marystown, on June 27, 2011. This is to advise you that the Adult Basic Education (ABE) II and III programs are operating within the guidelines of Department regulations.

Sincerely,

DEON L. PERRY
Program Specialist
Adult Basic Education Levels II/III

CC:  Candice Ennis-Williams, Director
      Adult Learning & Literacy
June 29, 2011

Ms. Loretta Lewis  
Principal  
Keyin College  
414 Ville Marie Drive  
Marystown, NL  
A0E 2M0

Dear Ms. Lewis:

Thank you for the opportunity to visit Keyin College, Fortune, on June 27, 2011. This is to advise you that the Adult Basic Education (ABE) II and III programs are operating within the guidelines of Department regulations.

Sincerely,

DEON L. PERRY  
Program Specialist  
Adult Basic Education Levels II/III

CC: Candice Ennis-Williams, Director  
Adult Learning & Literacy
June 29, 2011

Ms. Loretta Lewis  
Principal  
Keyin College  
414 Ville Marie Drive  
Marystown, NL  
A0E 2M0

Dear Ms. Lewis:

Thank you for the opportunity to visit Keyin College, St. Lawrence, on June 27, 2011. This is to advise you that the Adult Basic Education (ABE) II and III programs are operating within the guidelines of Department regulations.

Sincerely,

DEON L. PERRY  
Program Specialist  
Adult Basic Education Levels II/III

CC: Candice Ennis-Williams, Director  
Adult Learning & Literacy
August 14, 2012

Ms. Loretta Lewis
Principal
Keyin College
414 Ville Marie Drive
Marystown, NL
A0E 2M0

Dear Ms. Lewis:

Thank you for the opportunity to visit Keyin College, Lawn, on July 31, 2012. This is to advise you that the Adult Basic Education (ABE) II and III programs are operating within the guidelines of Department regulations.

Sincerely,

DEON L. PERRY
Program Specialist
Adult Basic Education Levels II/III

CC: Candice Ennis-Williams, Director
Adult Learning & Literacy
August 14, 2012

Ms. Loretta Lewis  
Principal  
Keyin College  
414 Ville Marie Drive  
Marystown, NL  
A0E 2M0

Dear Ms. Lewis:

Thank you for the opportunity to visit Keyin College, Lamaline, on July 31, 2012. This is to advise you that the Adult Basic Education (ABE) II and III programs are operating within the guidelines of Department regulations.

Sincerely,

DEON L. PERRY  
Program Specialist  
Adult Basic Education Levels II/III

CC: Candice Ennis-Williams, Director  
Adult Learning & Literacy
August 14, 2012

Ms. Loretta Lewis
Principal
Keyin College
414 Ville Marie Drive
Marystown, NL
A0E 2M0

Dear Ms. Lewis:

Thank you for the opportunity to visit Keyin College, Marystown, on July 31, 2012. This is to advise you that the Adult Basic Education (ABE) II and III programs are operating within the guidelines of Department regulations.

Sincerely,

DEON L. PERRY
Program Specialist
Adult Basic Education Levels II/III

CC: Candice Ennis-Williams, Director
Adult Learning & Literacy
August 14, 2012

Ms. Loretta Lewis
Principal
Keyin College
414 Ville Marie Drive
Marystown, NL
A0E 2M0

Dear Ms. Lewis:

Thank you for the opportunity to visit Keyin College, Fortune, on July 31, 2012. This is to advise you that the Adult Basic Education (ABE) II and III programs are operating within the guidelines of Department regulations.

Sincerely,

DEON L. PERRY
Program Specialist
Adult Basic Education Levels II/III

CC: Candice Ennis-Williams, Director
    Adult Learning & Literacy
August 20, 2012

Ms. Loretta Lewis
Principal
Keyin College
414 Ville Marie Drive
Marystown, NL
A0E 2M0

Dear Ms. Lewis:

Thank you for the opportunity to visit Keyin College, St. Lawrence, on July 31, 2012. This is to advise you that the Adult Basic Education (ABE) II and III programs are operating within the guidelines of Department regulations.

Sincerely,

DEON L. PERRY
Program Specialist
Adult Basic Education Levels II/III

CC: Candice Ennis-Williams, Director
Adult Learning & Literacy
June 6, 2011

Mr. Steve Snow  
Discovery Centre-St. John's  
P.O. Box 70  
St. John's, NL  
A1C 5H5

Dear Mr. Snow:

Thank you for the opportunity to visit Discovery Centre, St. John's, on June 3, 2011. This is to advise you that the Adult Basic Education (ABE) II and III programs are operating within the guidelines of Department regulations.

Sincerely,

DEON L. PERRY  
Program Consultant,  
Adult Basic Education

CC:  Candice Ennis-Williams, Director  
Adult Learning & Literacy
July 12, 2011

Mr. Steve Snow
Discovery Centre
P.O. Box 70
St. John's, NL
A1C 5H5

Dear Mr. Snow:

Thank you for the opportunity to visit Discovery Centre, Botwood, on July 5, 2011. This is to advise you that the Adult Basic Education (ABE) II and III programs are operating within the guidelines of Department regulations.

Sincerely,

DEON L. PERRY
Program Consultant,
Adult Basic Education

CC: Candice Ennis-Williams, Director
Adult Learning & Literacy
July 12, 2011

Mr. Steve Snow
Discovery Centre
P.O. Box 70
St. John's, NL
A1C 5H5

Dear Mr. Snow:

Thank you for the opportunity to visit Discovery Centre, Harbour Grace, on July 8, 2011. This is to advise you that the Adult Basic Education (ABE) II and III programs are operating within the guidelines of Department regulations.

Sincerely,

DEON L. PERRY
Program Consultant,
Adult Basic Education

CC: Candice Ennis-Williams, Director
Adult Learning & Literacy
July 12, 2011

Mr. Steve Snow  
Discovery Centre  
P.O. Box 70  
St. John's, NL  
A1C 5H5

Dear Mr. Snow:

Thank you for the opportunity to visit Discovery Centre, Spaniard's Bay, on July 8, 2011. This is to advise you that the Adult Basic Education (ABE) II and III programs are operating within the guidelines of Department regulations.

Sincerely,

DEON L. PERRY  
Program Consultant,  
Adult Basic Education

CC:  Candice Ennis-Williams, Director  
      Adult Learning & Literacy
July 15, 2011

Mr. Steve Snow
Discovery Centre
P.O. Box 70
St. John’s, NL
A1C 5H5

Dear Mr. Snow:

Thank you for the opportunity to visit Discovery Centre, Clarenville, on July 4, 2010. This is to advise you that the Adult Basic Education (ABE) II and III programs are operating within the guidelines of Department regulations.

Sincerely,

DEON L. PERRY
Program Specialist
Adult Basic Education Levels II/III

CC: Candice Ennis-Williams, Director
    Adult Learning & Literacy
June 21, 2012

Mr. Steve Snow
Discovery Centre
P.O. Box 70
St. John’s, NL
A1C 5H5

Dear Mr. Snow:

Thank you for the opportunity to visit Discovery Centre, Clarenville, on June 14, 2012. This is to advise you that the Adult Basic Education (ABE) II and III programs are operating within the guidelines of Department regulations.

Sincerely,

DEON L. PERRY
Program Specialist
Adult Basic Education Levels II/III

CC: Candice Ennis-Williams, Director
Adult Learning & Literacy
June 21, 2012

Mr. Steve Snow
Discovery Centre
P.O. Box 70
St. John's, NL
A1C 5H5

Dear Mr. Snow:

Thank you for the opportunity to visit Discovery Centre, Harbour Grace, on June 13, 2012. This is to advise you that the Adult Basic Education (ABE) II and III programs are operating within the guidelines of Department regulations.

Sincerely,

DEON L. PERRY
Program Consultant,
Adult Basic Education

CC: Candice Ennis-Williams, Director
Adult Learning & Literacy
June 21, 2012

Mr. Steve Snow
Discovery Centre
P.O. Box 70
St. John's, NL
A1C 5H5

Dear Mr. Snow:

Thank you for the opportunity to visit Discovery Centre, Spaniard's Bay, on June 13, 2012. This is to advise you that the Adult Basic Education (ABE) II and III programs are operating within the guidelines of Department regulations.

Sincerely,

DEON L. PERRY
Program Consultant,
Adult Basic Education

CC: Candice Ennis-Williams, Director
Adult Learning & Literacy
October 1, 2012

Mr. Steve Snow
Discovery Centre
P.O. Box 70
St. John's, NL
A1C 5H5

Dear Mr. Snow:

Thank you for the opportunity to visit Discovery Centre, Botwood, on September 20, 2012. This is to advise you that the Adult Basic Education (ABE) II and III programs are operating within the guidelines of Department regulations.

Sincerely,

DEON L. PERRY
Program Consultant,
Adult Basic Education

CC: Candice Ennis-Williams, Director
Adult Learning & Literacy