



Request for Expression of Interest

Co-operative Education Accreditation Standards, Guidelines & Manual

Application Deadline

Applications must be received by March 10, 2023 at midnight EST.

Submission Instructions

Please provide a written Expression of Interest proposal to charlenem@cewilcanada.ca and SperlingC@camosun.ca

Questions about this Expression of Interest may be directed to charlenem@cewilcanada.ca

A. INTRODUCTION

Members of Co-operative Education and Work-Integrated Learning (CEWIL) Canada first established criteria and a process for the accreditation of co-operative education programs (co-op) in 1979. Accreditation standards were developed to establish co-op as an educational strategy and to provide leadership in ensuring quality co-op programming.

Accreditation Council members from across Canada articulate and review accreditation measures as the needs of students, employers and institutions change. Maintaining accreditation criteria helps build quality into existing co-op programs and provides a benchmark for establishing new co-op programs.

CEWIL Canada accredited programs receive recognition on the CEWIL Canada web site, in the CEWIL Canada Co-op Program Directory, and in other appropriate documentation. The "CEWIL Canada Accredited" designation granted through CEWIL Canada's Accreditation Council for a six-year period when an applicant program meets required criteria, as evaluated by an assigned review team.

Co-operative education accreditation standards are reviewed periodically to ensure it is in line with research and wise practices.¹ The last accreditation review was completed in 2016. In the current co-operative education landscape there is an increased need for the consideration of equity, diversity, inclusion and accessibility practices in current standards and rationale. In 2022, the current accreditation guidelines were reviewed by an external EDIA consultant with a key recommendation to transition the application process to a more learner-centered approach to accreditation.

The Accreditation Council intends to implement the recommendations of the EDIA consultant and create a more accessible path to accreditation for co-operative education programs and more importantly, the students, employers and communities that we serve.

CEWIL Canada is seeking Expression of Interest from parties or individuals² that are both qualified and available to complete the Accreditation standards, guidelines and manual review and update project deliverables as listed below.

Information related to CEWIL's Co-operative Education Accreditation and the Accreditation Council can be found here: [Accreditation \(cewilcanada.ca\)](https://www.cewilcanada.ca/accreditation)

¹ Accreditation expires on December 31st each year, with accreditation being active for six years.

² Please note that a contractor (or team of contractors) may select one or both phases of the work. Contractors will be not be negatively impacted should they only select one of the phases. Contractors will be selected on their experience, expertise and demonstrated ability to complete each of the phases they have submitted an interest in.

B. OBJECTIVES

Building upon CEWIL Canada’s existing Accreditation standards, guidelines, manual, and quality WIL frameworks, the deliverables and scope of work for this project is as follows:

PHASE 1:

- Perform a literature review of co-operative education and work-integrated learning to evaluate the current accreditation standards focusing on post-2016 and leveraging existing literature compiled by CEWIL.
- Backed by the literature, make recommendations for new, updated, or modifications to the current standards using an inclusive and learner-centric approach.
- Update the accreditation framework in consultation with Accreditation Council Working Group.
- Consider the alignment of standards and/or guidelines to all forms of work-integrated learning, which would include benchmarks for assessing quality as well as a peer review process.
- In consultation with our EDIA consultant, ensure a more inclusive and accessible path to accreditation for co-operative education programs.

It will be important to consider how these modifications can be suitable for use for the future certification for all forms of [WIL](#).

PHASE 2:

Using the updated accreditation standards and guidelines, create the necessary materials for accreditation process of co-operative education programs³ including, but not limited to:

- A step-by-step manual to accreditation process
- A materials checklist
- A frequently asked questions section
- A detailed sample table of contents
- Examples of sample materials collected as exemplars

Note: Both phases of the project will be approved by the Accreditation Council and CEWIL Board of Directors.

Key outcomes of this project:

- Enables CEWIL to provide an updated and evolved accreditation framework with associated materials that ensures quality and inclusive Co-operative Education.
- Enables post-secondary institutions to learn about accreditation, clearly defines the value and benefits of accreditation, as well as the process and steps necessary to earn accreditation.
- An inclusive and collaborative process conducted in concert with the Accreditation Council Working Group and selected members of the CEWIL Board of Directors and staff team.

³ This work will be done in consultation with assigned members of the Accreditation Council, CEWIL Canada Board of Directors, and Executive Director. All material must be endorsed by the Accreditation Council and approved by the CEWIL Canada Board of Directors.

C. BUDGET & TIMELINES

Interested parties or individuals can work independently or as part of a team.

Regular reporting and consultation will take place with assigned members of the Accreditation Council, CEWIL Canada Board Member(s) and CEWIL Canada's Executive Director.

The project will commence by March 2023 with an expected deliverable date of September 2023.

The project budget is up to \$50,000.00 CAN.

Anticipated milestones and timelines

March – April 2023:

- Consultation with various CEWIL Canada stakeholder groups (on-going)
- Literature review of quality standards and practices in WIL (particular focus on co-operative education) on research post-2016
- Add and or modify current co-operative education accreditation standards
- Create new guidelines for accreditation for co-operative education programs
- Review and refine new accreditation process with EDIA consultant and/or working group to ensure equity and accessibility

April - May 2023:

- Socialization of new accreditation standards and guidelines
- Finalize standards and guidelines and present working drafts to the Accreditation Council and Board of Directors approval

June 2023:

- Review and approval of new Accreditation Standards by Accreditation Council and CEWIL Board of Directors

July - Aug 2023:

- Using the new accreditation standards and guidelines, create all necessary processes and materials for co-operative education accreditation
- Consultations and focus groups with multiple stakeholders
- Finalize accreditation processes and manual and obtain Accreditation Council and Board of Directors approval

September 2023

- New accreditation application is in circulation and presented on CEWIL website

D. SUBMISSION REQUIREMENTS

Expression of Interest

An expression of interest must be provided in writing and include the following information as part of a proposal:

1. An overview of education, background, and expertise of the applicant(s) and how their qualifications are suited to this initiative.
2. A summary project plan that outlines the proposed steps, process, and methodology that would be used to achieve the deliverables of this project.
3. A summarization of their capacity to deliver on the project deliverables at a high level of quality and within the project timelines.
4. A draft budget to describe how the funding would be used, including staffing plan.
5. An outline of the proposed deliverables that can be achieved within the proposal and provided budget allotment.

Evaluation Criteria

Quality

- Roles and relevant experience of each member of the team are clearly outlined.
- Objectives of the project are clearly stated and understood. The objectives use terminology that can be understood by non-experts.
- The objectives are easily measurable and achievable within the available timeline.
- Plans for carrying out the work and proposed approaches are clear, relevant, and feasible.
- Proposed methodologies, strategies, and approach clearly support project objectives.
- Key activities and procedures to complete the research project are clearly articulated and reasonable.
- Plans for collaboration between individuals and/or institutions to develop the deliverables are clearly articulated.

Budget

- The budget is reasonable with regard to the work proposed.
- The budget is easy to understand and clearly outlines the most significant line-items required, along with a reasonable timeline for expenses.
- For each role involved in the research project (subject matter expert, faculty, research assistant, etc.), the percentage of FTE and rate/cost are provided.
- Direct and in-kind (where appropriate) costs are identified in sufficient detail.
- The budget clearly shows when the project work and related expenses will occur.

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This work is being funded by

