



THE UNIVERSITY OF
WINNIPEG

DIVISION OF CONTINUING EDUCATION

Advanced Diploma in Leadership in Early Childhood Care & Education

Information Handbook

A Collaborative Program with The University of Winnipeg,
Division of Continuing Education, Professional Studies and the
Faculty of Arts, Developmental Studies Program

Linking Practitioners, Leaders and Advocates in the Early Childhood Care & Education Community:

Thinking about your professional growth, but not sure of your direction? The University of Winnipeg has an exciting program just for you!

In Fall 2002, The University of Winnipeg launched an **Advanced Diploma in Leadership in Early Childhood Care and Education (ECCE)**, especially targeted towards emerging leaders. This program will help centre directors, educators, and others in the field to consolidate the skills needed to be progressive managers and successful agents of change.

The leadership potential of current or would-be directors, trainers and supervisors will be fostered through courses and seminars in communications, management & organizational development studies, and social policy paired together with childcare specific content. Together, we will develop a vibrant community of leaders in childcare and early education across the licensed and First Nations childcare systems, Aboriginal Head Start and family resource sectors.

The part time **Advanced Diploma in Leadership in ECCE** will draw upon the expertise of The University of Winnipeg's interdisciplinary faculty and the experience of leaders in the childcare community. Some courses will be childcare specific, while others will include students from other sectors; also seeking advanced training in management and communications.

Completion of our program will contribute to your growth across these MANAGEMENT/ LEADERSHIP COMPETENCIES. Ed. Culkin, Mary L.: *Managing Quality in Young Children's Programs The Leader's Role* (Teachers College Press, 2000)

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| 1. Child Development & Curriculum Planning | 10. Staff Training |
| 2. Developmentally appropriate practice | 11. Operations & Efficiencies |
| 3. Regulatory Compliance | 12. Planning & Forecasting |
| 4. Quality Control | 13. Systems Integration |
| 5. Advocacy | 14. Human Resource Management |
| 6. Inter-organizational linkages | 15. Compensation practices |
| 7. Corporate Liaison | 16. External Communications |
| 8. Customer Service | 17. Internal Communications |
| 9. Evaluation & Accountability | 18. Financial Planning and Budgeting |
| | 19. Technology Applications |

The diploma will be rounded out through our advanced leadership internship that will provide students with first-hand knowledge of the ways in which early childhood research informs public policy, how systems develop, and the roles early childhood leaders can play in its formulation and implementation. The internship experience will encourage students' current or emerging involvement as leaders in the field and provide the not-for-profit and social services community with the interns' dedication, energy, and idealism. Your internship experience will be custom designed to best meet your needs, interests and time availability, but will occur outside your normal place of work.

The Program at a Glance:

This program is for individuals interested in:

- Building administrative skills and abilities for a leadership position
- Enhancing their current knowledge and skills
- Exercising leadership skills within the early childhood care and education system
- Securing essential workplace knowledge and communication skills to complement an academic degree.
- Developing the ability to manage and assess the needs of a changing and diverse work force

Upon graduation from our program of study, students can:

- identify major Canadian and Manitoba social policies as they relate to children and families, and analyze trends in the childhood sector
- employ principles of effective oral communications and effectively facilitate meetings and groups
- demonstrate skills in written communications by writing clear and concise messages using plain English
- utilize effective problem solving techniques demonstrate effectiveness in interpersonal and team communication skills
- demonstrate effective business and human resource management skills pertaining to ECCE organizations
- demonstrate effective leadership behaviours

Length of Program

You have up to five years from the date of admission to complete the program.

Transfer Credits

Students who have been pursuing post-secondary studies at other educational institutions may be eligible for transfer credit of graded course work completed within the last five years toward the Advanced Diploma in Leadership in ECCE program.

Prior Learning Assessment and Recognition (PLAR)

PLAR is a system of evaluating and granting credit to individuals who demonstrate knowledge gained through non-accredited learning equivalent to that which would be achieved through a Division of Continuing Education course. Subject matter experts evaluate students' skills, knowledge or competencies, and grant credit if evidence and documentation substantiate the required learning. The learning needs to be relevant, current, and must meet the required academic standards.

Program Residency

Students must complete two-thirds of the program requirements through courses at The University of Winnipeg Division of Continuing Education.

The Program at a Glance: (continued)

Requirements:

The program consists of three components: **A)** the Core Courses, **B)** Electives and **C)** the Professional Edge Seminars. You are strongly recommended to complete the Core and Specialization Courses and Seminars offered by the Division of Continuing Education first and then complete the Faculty of Arts Degree Core Courses. You have up to five years to complete the 362 hours of study. You may condense the length of your studies by taking more than one course per term.

To graduate you must:

A. Complete all seven Core Courses (255 hours)

Division of Continuing Education (DCE), Professional Studies Courses:

- Learning Techniques Seminar (3 hours)
- and:
- 1. Effective Oral Communication (36 hours)
- 2. Effective Written Communication (36 hours)
- 3. Principles of Human Resource Management (36 hours)
- 4. Financial Management for Non-Financial Managers (36 hours)

Faculty of Arts, Developmental Studies Program Degree Credit Courses:

5. The Child, Family, and Social Policy (36 hours)
6. Topics in Leadership in Early Childhood Education (36 hours)
7. Advanced Internship (36 hours)

B. Elective Courses: Select two (72 hours)

- Leadership Development (36 hours)
- Managing Conflict (36 hours)
- Business Fundamentals (36 hours)
- Labour-Management Relations (36 hours)
- Organizational Behaviour (36 hours)
- Essential Skills for Managers (36 hours)

C. Complete five Professional Edge Seminars (35 hours)

University Writing and Research (7 hours)

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Complete four one-day (7 hour) seminars or a combination of one and two day (14 hours) seminars for a total of 28 hours. Refer to www.dce.uwinnipeg.ca for a list of Professional Edge Seminars.

The Program at a Glance: (continued)

Graduates of the Advanced Diploma in Leadership in Early Childhood Care and Education:

- will acquire the training to be a leader within the early childhood sector. The program provides a unique combination of courses from the DCE Professional Studies Program Area and the Faculty of Arts Developmental Studies Degree Program. The Provincial Government's Child Care Education Program Approval Committee (CCEPAC) has approved this diploma program as a route toward achieving the ECE III classification.
- may be eligible for up to 15 transfer credit hours (5 courses) toward an undergraduate degree at The University of Winnipeg, Faculty of Arts.

UW Degree Equivalencies from transferred DCE Courses:

BUS-1201(3) Intro to Business 1 (3 credit hours)
BUS-2103(3) Fundamentals of Organizational Behaviour (3 credit hours)
BUS-2440(3) Fundamentals of HR Management (3 credit hours)
unallocated- 3 credit hours at 1000 level
unallocated- 3 credit hours at 2000 level

In addition, graduates of the Advanced Diploma in Leadership in Early Childhood Care and Education will have already completed **9** credit hours with the following three Developmental Studies, Stream C courses (articulated with the Advanced Diploma Program):

DEV-3100(3) The Child, Family & Social Policy
DEV-3610(3) Topics in Leadership in Early Childhood Education
DEV-3630(3) Advanced Internship

For further information contact:

Ashlie Wilson
Professional Studies Program Coordinator
Division of Continuing Education
(204) 982-1179
a.wilson@uwinnipeg.ca

To view our latest timetable or course descriptions, please visit our website at <http://dce.uwinnipegcourses.ca/>

The Application Process:

Admission to the Advanced Diploma in Leadership in ECCE Program is a two-step process:

- You will be required to **complete** two Applications for Admission to The University of Winnipeg, 1) Division of Continuing Education and 2) Faculty of Arts.
- You will pay **one** non-refundable application fee of \$50.00.

1. The Division of Continuing Education Application Process:

- DCE Applications are available by contacting Ashlie Wilson at 204-982-1179 or email: a.wilson@uwinnipeg.ca
- The DCE Application for Admission must be **submitted to** the Division of Continuing Education and **be accompanied by**:
 - academic transcripts for any education completed (includes high school transcripts, GED test results, transcripts from other post-secondary institutions, or documentation of any other education). **Original official documents ONLY:** photocopies will not be accepted.
 - copy of ECE II Certificate (if applicable)
 - application fee (\$50)
 - copy of proof of name change if academic credentials or other documents are in a different last name
 - letter verifying your employment
 - current resumé
- The Division of Continuing Education Admission Application for the Advanced Diploma in Leadership in ECCE will be processed within one month.
- You will receive a letter confirming your acceptance to the program. (You may register for and complete any of the courses offered by DCE prior to being admitted.)

2. The Faculty of Arts Application for Admission Process: (no fee required)

- Once you have completed the DCE courses and you are ready to register for the Developmental Studies, Degree courses, you will be required to:
 - Complete a Faculty of Arts Application for Admission form – <http://www.uwinnipeg.ca/index/cms-filesystem-action/pdfs/future/appl-11-12.pdf>
 - If you require assistance please contact Barb Read at 204-786-9767 or email b.read@uwinnipeg.ca.

The Application Process: (continued)

- Submit the completed, dated and signed *Application for Admission* form by:
 - Mail – Attention Barb Read, Coordinator of Adult Learner Services and PLAR, University of Winnipeg, Student Services, 515 Portage Avenue, Wpg., MB, R3B 2E9, or
 - Fax – Attention Barb Read, 204-786-8656, or
 - Drop off – Attention Barb Read at:
 - Student Services, Academic Advising reception desk (first floor Graham Hall, Main Campus), or
 - Student Central (first floor Centennial Hall, Main Campus – entrance off Ellice Avenue, or
 - Division of Continuing Education reception desk and request that it to be sent through the internal mail
- This process should be initiated a minimum of 3-6 months prior to the degree course start date.
- The Admissions Office will process your Application for Admission and send you an acceptance letter and inform you of your date/time to register for courses online. (You must be admitted to the Faculty of Arts prior to registering for any of the courses offered by the Faculty of Arts, Developmental Studies program.)

* Please note International Students are required to pay international tuition fee rate for degree credit courses (not DCE courses).

The Registration Process:

Registration for Advanced Diploma in Leadership courses is conducted at two different locations:

1. Division of Continuing Education (DCE), Professional Studies Courses:

Students register and attend classes for DCE Professional Studies courses at the new Buhler Centre (460 Portage Avenue- corner of Portage Avenue and Memorial Blvd.)

DCE courses are offered several times per year – Fall, Winter, or Spring. Refer to the timetable for up-to-date course schedules www.dce.uwinnipeg.ca.

A. Core Courses: (DCE)

Effective Oral Communication
Effective Written Communication
Financial Management for Non-Financial Managers
Principles of Human Resource Management

B. Two electives

C. 35 hours of Professional Edge Seminars

2. Faculty of Arts; Developmental Studies Program Degree Courses:

Upon completion of the DCE courses, students register online and attend classes for Developmental Studies Program Degree courses at 515 Portage Avenue.

To initiate the Faculty of Arts admission and registration process, students **must contact** Barbara Read, Coordinator of PLAR and Adult Learner Services, at 204-786-9767 or email: b.read@uwinnipeg.ca by the March preceding the September (Fall) course start date.

Registration for Fall/Winter degree credit courses is usually done far in advance of the Fall or Winter course start date.

A. Core Courses: (Developmental Studies, Faculty of Arts):

Fall Term: The Child, Family, and Social Policy

Winter Term: Topics in Leadership in Early Childhood Education
*Advanced Internship
(these are co-requisite courses and must be taken during the same term)

*Advanced Internship

Students will be required to spend 20 full days over the final term before graduation in an off campus capstone experience in order to complete the ADLECCE requirements. In addition, a weekly one-hour seminar on campus will be scheduled at a time to be determined with the cohort group and instructor. Students should negotiate the time off with their employer as applicable well in advance of the internship start date. Typically, students choose to do 2 days per week over a 10-week period (Jan-March). If you are unable to complete the 20 days within the Winter Term, prior to registering inquire about your options to extend the course until the Spring Term.

Frequently Asked Questions:

Q. Will completing the Advanced Diploma in Leadership in ECCE classify me as an ECE II?

No, the Advanced Diploma is not meant for childcare assistants seeking their ECE II classification. For that kind of training, please contact one of Manitoba's Colleges that do offer diploma level training in early childhood education: Red River College, Keewatin Community College, Assiniboine Community College, or St. Boniface College.

Q. Will completing the Advanced Diploma in Leadership in ECCE classify me as an ECE III?

This diploma program has been approved by the Provincial Government's Child Care Education Program Approval Committee (CCEPAC) as a route toward achievement of ECE III classification (when combined with a current ECE II achieved post 1991). If your ECE II classification was achieved prior to 1991 please contact a Qualifications Coordinator at Manitoba Child Day Care Office 945-0497.

Q. If I have completed the University of Manitoba's Certificate in Day Care Management or other university level courses, can I get credit for them?

Yes! The UW does not believe in forcing you to replicate learning you have already mastered. You may have previously taken courses similar to some that we offer in our program. You may be able to transfer in comparable courses, although you will still need to complete the majority of the Advanced Diploma in Leadership program at the UW. A student advisor will be pleased to review your transcripts with you to determine what "fits". Please contact Ashlie Wilson 982-1179 or email: a.wilson@uwinnipeg.ca for more information.

Q. I have been a childcare director for many years. Does experience count?

Yes! Through our Prior Learning Assessment and Recognition program (PLAR), you have an opportunity to demonstrate your learning via an agreement between you, the UW and the instructor for the course you are seeking credit. This might be through a challenge exam, creation of a portfolio, etc. You pay ½ the cost of a course to go through this kind of assessment. Up to 1/3 of the program can be achieved using PLAR. Please contact Ashlie Wilson at 982-1179 or email: a.wilson@uwinnipeg.ca for more information.

Q. How long will it take me to complete the Advanced Diploma?

That really depends on you and how much time you have to put toward your studies. Courses are offered primarily evenings with some daytime and some Saturday courses. You have up to five years to complete the program. Refer to www.dce.uwinnipeg.ca for the most up-to-date program and timetable information.

Frequently Asked Questions: (continued)

Q. How much will it cost to earn my Advanced Diploma?

Remember that any courses you choose to PLAR will cost approximately ½ the actual tuition. But if you complete every course in our program, the total cost would be about \$4,680 depending on electives selected. There will be additional costs for textbooks and student fees. Costs will be spread out over the duration of the time you are enrolled, i.e. you pay only for the courses you are registered for each term.

Q. Where are courses held?

Your DCE courses are held at the Buhler Centre (460 Portage Avenue- corner of Portage Avenue and Memorial Blvd.). The degree credit courses are held at The University of Winnipeg Main Campus, 515 Portage Avenue.

Q. Is there any financial assistance available to help me pay for tuition?

DCE's H.R.Stewart Memorial Scholarship is an award given specifically to a student enrolled in a DCE program. You can also check out Human Resources and Social Development (HRSD) Student Loan information at http://www.hrdc-drhc.gc.ca/student_loans, search under *Creating opportunities for life-long learning*. Finally, if you are a student enrolled part-time at a university, you can claim the total amount of the tuition fees plus the education credit for each month you are enrolled part time as personal tax credits. You will receive your tax T2202A information slip, by the end of February by accessing it through your WebAdvisor accounts.

Q. How will I complete the Advanced Internship when I already work full time?

The Advanced Internship will require you to leave your current workplace to gain a broader perspective of childcare and social policy and to gain experience in exercising your leadership skills. The time commitment can be fulfilled in a number of ways. Many students will choose to attend their internship site twice a week for 10 weeks. You might also choose to fulfill your internship once a week for 20 weeks, or even for three and a half weeks full time. We can spread the internship over one, two, or three terms. Your internship coordinator will customize an experience that works for you and your employment schedule within your area of interest and the needs of the internship sites. (Please note that the internship is unpaid.)

Q. How will the Advanced Diploma help me do a better job?

Directors have multiple tasks that cross various competency areas, such as mentoring new staff, drafting a budget, attending an interagency meeting, etc. They may still work directly with children and also focus on indirect work within their managerial roles. Increasingly, directors need to deal with larger system issues such as advocacy and public policy on a local or broader level. Our Advanced Diploma in Leadership offers extremely relevant courses that will not only offer personal benefit, but will help to promote best practices and high quality services for children and families.

Frequently Asked Questions: (continued)

Q. If I decide to go on for my degree at the UW after I graduate from the Advanced Diploma, what credits will I get?

You may have previously graduated with a two-year (or equivalent) college ECE II Diploma. If so, according to the existing articulation agreement between Red River College (or St. Boniface College) and the University of Winnipeg, Developmental Studies, students are eligible for a block transfer of a full year (5 full courses) of university credits toward their Bachelor of Arts degree. Therefore, you may be eligible to receive 30 transfer credit hours from the ECE II Diploma, which completes a third of your 3 Year (90 credit hour) Bachelor of Arts degree, Major in Developmental Studies.

In the process of earning an Advanced Diploma in Leadership, you may be eligible for up to 24 hours of degree credit based on nine credit hours in Leadership for the Developmental Studies degree0credit course work and up to 15 credit hours for the successful completion of the balance of the program requirements.

If you have graduated with an ECE II Diploma and the Advanced Diploma in Leadership in ECCE you may be well-on-your-way to completing your BA, Major in Developmental Studies with over 1½ years completed toward your 3-year degree.

Remember, you may also receive credit for other university courses you have completed in the past, or may choose to PLAR degree courses, such as *Parents, Professionals and Child Care, Observation & Evaluation Techniques in Child Care Settings, etc.*

[Created by Barbara Read and Debra Wutke]