

Form C1: HCA ESL Program Variation Submission

This form is to be used in situations where an educational institution is planning to deliver an HCA ESL Program variation.

It may also be used in conjunction with [Form A](#): New Program Application, [Form C2](#): HCA Combined Delivery Submission in cases where a program is proposing to deliver the HCA ESL Program in a combined delivery format or a [Form O](#): HCA Program Compliance Report in cases where a recognized program approved for HCA ESL delivery is completing an HCA ESL Compliance Reassessment.

Please indicate one of the following reasons for form completion:

An educational institution is seeking to deliver an HCA ESL Program¹

An educational institution is seeking to deliver an HCA ESL Program in a combined delivery format²

An educational institution (with approved HCA ESL delivery) is completing a Compliance Assessment³

Other:

A completed C1 form and evidence is to be submitted a minimum of three (3) months prior to the proposed program start date. An online Application for Recognition is required for this program variation.

Once ready to submit a completed form (with attachments), email Education@cachwr.bc.ca and a file share link will be provided for submission upload.

NB: It is expected that the ESL component will have been developed by an individual with appropriate expertise. Private educational institutions are also asked to supply a copy of the completed PTIRU Subject Matter Expert Program Evaluation for the ESL Component alongside the Form C1 submission.

Submission on [submitted date]:

¹ New program applicants should also submit a [Form A](#)

² Programs seeking to deliver an HCA ESL Program in a combined delivery format should also submit a [Form C2](#)

³ Programs completing a compliance assessment or reassessment should complete Section 5. HCA ESL Program Guidelines and submit along with their [Form O: Compliance Report Submission](#).

1: Program Contact Information

Name of institution:

Title of New HCA program:

Website:

Program contact person (e.g. Department Head):

Name:

Title:

Address:

City:

Postal code:

Telephone:

Email:

2: HCA ESL Program Information

Attach an HCA ESL Program Outline / Program Overview **[Attachment 1: HCA ESL Program Information]**

Attach course syllabi / course manual for each course in ESL component **[Attachment 2: ESL Curriculum]**

*Please ensure course curriculum information submitted attends to the following:

Assessment, Evaluation, and Grading - Is the course being graded on a numeric (percentage) or pass/fail basis? What are the assignments, quizzes, exams (etc.) that will be required of students? What will each component of the course evaluation be worth (weighted breakdown of marks)? What are the assessment/evaluation criteria for each assignment (i.e., on what basis will students be graded)? Provide the core criteria and/or rubrics for student assignments / assessment.

Required and Recommended Readings - A detailed bibliography of required and core recommended course readings, including specific chapters (and chapter pages) as well as hyperlinks to internet relevant internet resources / online documents. HCA ESL course resources should be healthcare related and Canadian content.

Course Schedule - A schedule of course sessions (or lessons/units) with corresponding topics / key content to be covered on each session; if not noted elsewhere, required preparatory work (i.e. readings, assessment due dates etc. should be noted on the Course Schedule).

3. Program Resources

*Please attach a list of learning / teaching resources that will be available to support the HCA ESL Component.
[Attachment 3: ESL Resources List]

4: Instructional Support / Program Delivery Coordination & Oversight

* Please attach an HCA ESL Instructor job description and provide a resume. [**Attachment 4: Job Description and Resume**]

Who will be responsible for hiring / orienting / supervising the performance of ESL program instructors at this site?

5. HCA ESL Program Guidelines

Provide a detailed explanation on how your program will attend to the HCA ESL Program Guidelines (*Section XXII* in the [HCA Program Recognition Guide 2024](#)). Please also attach a delivery calendar / schedule outlining how the courses in the HCA ESL Program will be sequenced. [**Attachment 5: Program Delivery Schedule**]

A. Instructor Qualifications

B. Mechanisms for Student Support

C. Program Structure, Sequencing and Integration

D. Program Delivery and Assessment

E. Further Recommendations