**CTF Checklist for Administrators**

Career and Technology Foundations (CTF) will look different in every school in the province. CTF provides administrators with the flexibility to make the program meet their schools’ needs. What CTF looks like in a given school depends on a number of variables. These variables can include students, teachers, leaders and administrators, facilities and the school community. Each school will start the CTF journey at a different point. This checklist can be used by administrators to reflect on where the school is starting its CTF journey.

Administrators can choose to use the complete checklist or specific parts depending on their needs.

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| **1.** **Students** | | | | |
| **Questions** | **Yes** | **Unsure** | **No** | **Thoughts, Comments, Evidence or**  **Required Support and Next Steps** |
| Are the learning needs and interests of students understood? |  |  |  |  |
| Will all students be accommodated during the CTF learning experiences? |  |  |  |  |
| Will students see themselves reflected in the CTF learning experience? |  |  |  |  |
| Are students provided voice and choice in their learning experiences? |  |  |  |  |
| Are diverse learning opportunities provided for students? |  |  |  |  |
| Will offering CTF classes cause concerns for students? |  |  |  |  |
| Are students ready for CTF? |  |  |  |  |

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| **2. Teachers** | | | | |
| **Questions** | **Yes** | **Unsure** | **No** | **Thoughts, Comments, Evidence or**  **Required Support and Next Steps** |
| Have teachers had the opportunity to explore the [CTF Program of Studies](https://education.alberta.ca/media/3576047/final-ctf-program-of-studies-april-11-2017.pdf) and [program supports](https://education.alberta.ca/career-and-technology-foundations/program-supports/?searchMode=3)? |  |  |  |  |
| Have teachers identified the interests and [skill sets](https://education.alberta.ca/media/3114907/ctf-occupational-area-skills-knowledge-and-technologies-lists.pdf) they can bring to a CTF class? |  |  |  |  |
| Are teachers aware of interests and [skill sets](https://education.alberta.ca/media/3114907/ctf-occupational-area-skills-knowledge-and-technologies-lists.pdf) in the school that could support CTF? |  |  |  |  |
| Do teachers have an understanding of working with a [competency-focused](https://education.alberta.ca/competencies/student-competencies/?searchMode=3) program of studies? |  |  |  |  |
| Will offering CTF classes cause concerns for teachers? |  |  |  |  |
| Are teachers ready for CTF? |  |  |  |  |

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| **3. School Leadership** | | | | |
| **Questions** | **Yes** | **Unsure** | **No** | **Thoughts, Comments, Evidence or**  **Required Support and Next Steps** |
| Are there leadership teams within the school that can support CTF? |  |  |  |  |
| Is there a need for a CTF lead teacher? |  |  |  |  |
| Is there time and space for teachers to plan collaboratively? |  |  |  |  |
| Is the school community aware of staff members who are involved with CTF? |  |  |  |  |
| Am I ready for CTF? |  |  |  |  |

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| **4. Facilities, Resources and Timetabling** | | | | |
| **Questions** | **Yes** | **Unsure** | **No** | **Thoughts, Comments, Evidence or**  **Required Support and Next Steps** |
| Does the school’s physical layout and facilities support CTF programming? |  |  |  |  |
| Does available school equipment and technology support CTF programming? |  |  |  |  |
| Does current timetabling support CTF programming? |  |  |  |  |
| Do facilities, resources and timetabling support CTF programming? |  |  |  |  |

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| **5. Assessment and Reporting** | | | | |
| **Questions** | **Yes** | **Unsure** | **No** | **Thoughts, Comments, Evidence or**  **Required Support and Next Steps** |
| Is there an understanding of how assessment will be used to support students in CTF classes? |  |  |  |  |
| Do assessments link directly to the learning outcomes in the [CTF Program of Studies](https://education.alberta.ca/media/3576047/final-ctf-program-of-studies-april-11-2017.pdf)? |  |  |  |  |
| Have CTF assessment and reporting practices been communicated to students and parents/guardians? |  |  |  |  |
| Has the difference between formative and summative assessments been communicated to students and parents/guardians? |  |  |  |  |
| Is student CTF achievement based on a variety of summative assessments? |  |  |  |  |
| Is the school’s reporting written in an audience-friendly language? |  |  |  |  |
| Does the reporting process describe students’ strengths and areas requiring improvement relative to the [CTF learning outcomes](https://education.alberta.ca/media/3576047/final-ctf-program-of-studies-april-11-2017.pdf)? |  |  |  |  |
| Do assessment and reporting practices support CTF? |  |  |  |  |

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| **6. Parents/Guardians** | | | | |
| **Questions** | **Yes** | **Unsure** | **No** | **Thoughts, Comments, Evidence or**  **Required Support and Next Steps** |
| Is regular communication maintained with the parents/guardians of CTF students? |  |  |  |  |
| Does the school council know about the  [CTF Program of Studies](https://education.alberta.ca/media/3576047/final-ctf-program-of-studies-april-11-2017.pdf)? |  |  |  |  |
| Have CTF classroom practices been communicated with parents/guardians? |  |  |  |  |
| Will offering CTF classes cause concerns for parents/guardians? |  |  |  |  |
| Have parents/guardians been provided with information that will help them support the CTF program? |  |  |  |  |

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| **7. Community** | | | | |
| **Questions** | **Yes** | **Unsure** | **No** | **Thoughts, Comments, Evidence or**  **Required Support and Next Steps** |
| Has the school connected with community mentors, experts, Elders, Knowledge Keepers, businesses, industry, etc., to engage in CTF learning experiences for students? |  |  |  |  |
| Are there relevant, authentic and meaningful off-site learning opportunities available for students to engage and serve their own community? |  |  |  |  |
| Has the [CTF Program of Studies](https://education.alberta.ca/media/3576047/final-ctf-program-of-studies-april-11-2017.pdf) been communicated to the school’s community? |  |  |  |  |
| Can facilities, resources and teacher expertise from other schools in the community be accessed? |  |  |  |  |
| Is the school’s community ready to support CTF? |  |  |  |  |

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| **Other Thoughts, Comments or Evidence** |
| What is the school currently doing that will support the implementation of the CTF? |
| What [implementation model](https://education.alberta.ca/media/160374/6implementationmodels.pdf) do I think would be best for the school? What is needed to make this happen? |
| Based on this reflection, what is one thing that will help the school with its CTF journey? |