Getting FIT Started in your School

This guide provides an overview of the FIT implementation process. Once your school has decided to implement the program, ICTC staff are available to assist you during the planning process.

How to Implement FIT

1 **Sign the MOU.** The first step is to outline the relationship between ICTC and your school during the implementation process. ICTC can provide a Memorandum of Understanding (MOU) that outlines the commitment of ICTC to your school (or school district, community, council, Education Director or provincial Department of Education, dependent on provincial policy), as well as your school's commitment to supporting the FIT objectives.

2 **Set up your FIT Team.** Your school establishes a FIT team composed of 3-5 staff members to assist in implementing the program. This would usually consist of the department head, the IT educator(s), the business educator(s), school administrator or guidance counsellor.

3 **Identify the Pathway.** Your school's FIT team identifies the pathway of courses that students must take in order to complete a FIT certificate and/or specialization. These courses are those in the provincial curriculum offered by the school that best reflect the FIT competencies. In some cases, the REC will work in conjunction with the school to help identify these courses. The REC may also support the schools in identifying any gaps the courses may have in meeting the FIT requirements.

4 **Get the Word Out.** ICTC will provide your school with FIT promotional materials, including the Educator Resource Guide, FIT student and parent handouts, and posters. Additional information is available on the DigitalYouth website (www.digitalyouth.ca). Schools should use these materials, along with their own, to promote the FIT program within the school. Parent information sessions at your school or at "feeder" schools can also be valuable as students decide on their course selections for the upcoming semester.

5 **Touch Base with Us.** Following course registration, the school must notify ICTC of the number of registered FIT students for that semester. Specific details like names, etc. are not required by ICTC due to privacy concerns.

6 **Consider a Partnership.** Once FIT is up and running in your school, we recommend investigating the possibility of forming an industry partnership. An industry partner, whether at the local or national level, can be a valuable asset to your school for multiple reasons—including student learning days, student co-op and work placements, virtual co-ops, educator mentoring, and as a source for career counselling for students and their parents. For more information on how to explore this option, connect with your REC.

7 **Monitor Progress.** The school will be responsible for monitoring the progress of their FIT students and assisting those who express interest in industry certifications, such as CompTIA, CISCO, Adobe, Microsoft, and LINUX to name a few.

9 **Request Certificates.** The school should also inform ICTC of the names of students who have met all the requirements for one or more of the FIT certificates. ICTC will then issue official FIT certificates and distribute them to the students through the school. All communication is done through the school.

8 **Give Feedback.** As per the MOU, the school will enable students and educators to complete a year-end online survey to assist ICTC in the evaluation of the FIT program, a requirement of the program's funding agency, the federal government. All privacy policies of the province/school district will be adhered to by ICTC.

10 **Explore Articulation Possibilities.** It is recommended that schools/school districts establish a dialogue with appropriate post secondary institutions within the province to determine any articulation possibilities for FIT graduates. ICTC is able to help facilitate this process if requested.

ICTC encourages educators who are interested in the FIT Program to also explore our Business Skills Challenges (6-12) and the CyberTitan Cyber Security Competition, both of which can help introduce ICT to students and support FIT classroom activities.

See **www.digitalyouth.ca** for more information.