

### Sample Implementation Plan

**Objective:** To ensure that all staff involved in the delivery of CTS have received appropriate inservice.

ACTION	ASSIGNED TO	START DATE	DATE DUE	DATE COMPLETED
1. Organize a one-day workshop that addresses general and subject-specific topics.				
2. Ensure that course materials and other information available about CTS are distributed to teachers at every opportunity.				
3. Encourage teachers to assess and if necessary upgrade their technical skills to accommodate delivery of CTS courses.				
4. Encourage teachers to assess and if necessary expand their teaching strategies to accommodate delivery of CTS courses.				
5. Establish a network of CTS teachers to ensure ongoing communication on issues relevant to program implementation.				
6. Establish opportunities for ongoing professional development coordinated at the school or school system level, which teachers may access as appropriate.				
7. Ensure that professional development opportunities in CTS align with other initiatives/priorities established at the school or school system level.				
8. Arrange opportunities for teachers to visit other schools that demonstrate innovative approaches to the use of equipment and resources, teaching strategies or school organization.				

**Objective:** To establish administrative procedures at the school and school system levels to facilitate the implementation of CTS.

ACTION	ASSIGNED TO	START DATE	DATE DUE	DATE COMPLETED
1. Inservice key administrators on program delivery options for CTS.	-			
2. Investigate alternative models of scheduling.				
3. Schedule CTS courses.				
4. Establish a school-based CTS planning process each fall.				
5. Inventory student interest, staff expertise, and available resources and facilities.				
6. Identify CTS courses to be offered the following school year.				
7. Provide support for teachers who undertake the delivery of new CTS courses.				
8. Ensure ongoing system coordination of CTS.				
9. Monitor program quality to ensure high standards of teaching/learning.				
10. Market CTS to students and parents at both the school and school system levels.				

**Objective: To ensure that all necessary human and material resources are in place.**

ACTION	ASSIGNED TO	START DATE	DATE DUE	DATE COMPLETED
1. Assess the capital equipment necessary for each course prior to implementation.				
2. Determine what purchases will be necessary and budget for these items.				
3. Modify facilities to accommodate each course as required.				
4. Assess the need for new learning resources, including print, audio-visual, computer software and other technologies.				
5. Determine necessary purchases and budget for these items.				
6. Investigate options available to support student-directed learning.				
7. Budget appropriate dollars for the purchase of all necessary materials and supplies.				
8. Develop test banks for all course areas of CTS taught by more than one person.				
9. Maintain knowledge of emerging technologies to ensure related purchases are based on informed decisions.				
10. Ensure that planning for new facilities incorporates current technology and recommended delivery methods.				

### Sample Indicators of Successful Implementation

Indicators of Success	0	1	2
1. CTS implementation in the school (and school system) is guided by a long-range plan.			
2. Administrators, counsellors and teachers are knowledgeable about CTS and have incorporated CTS philosophy into the school program.			
3. Teachers are engaged in collaborative planning and support program integration.			
4. Teachers are enhancing their skills to deliver the CTS program.			
5. The school program offers students a choice of CTS strands and supports a wide range of delivery strategies.			
6. Facilities are organized for effective learning and instruction.			
7. Equipment and resources are available to support delivery of CTS modules.			
8. Technology is an integral part of the CTS program and is effectively used by teachers and students.			
9. Students are responsible learners and have opportunities for choice in CTS learning activities.			
10. Students demonstrate problem-solving and decision-making skills in their CTS learning activities.			
11. Student learning activities are appropriate and demonstrate a high standard of achievement.			
12. The community is involved as a meaningful partner in the CTS program.			

Rating Scale:

- 0 No evidence of planning or actions taken at this time.
- 1 Appropriate planning is underway and first steps have been taken.
- 2 Effective strategies and practices are in place.