Selkirk College

Electrical Apprenticeship Program Policies

DATE(S):	
Next Policy Review:	*2024-09-01*
Admissions & Standards Committee Approval:	*2022-10-25*
Education Council Approval:	*2022-11-08*
Effective:	*2023-01-01*
Previous Revision(s):	

CREDENTIAL(S):	Credit for Apprenticeship Level

PROGRAM OBJECTIVES

1. The Electrical Apprenticeship Program at Selkirk College is sanctioned by the BC Industry Training Authority (ITA) and delivers the prescribed theoretical, laboratory and Canadian Electrical Code curriculum for the Year One, Year Two, Year Three and Year Four in-class components of the Construction Electrician apprenticeship.

2. The program places registered electrical apprentices in a classroom and laboratory environment where they learn prescribed theoretical electrical concepts and proper use of the Canadian Electrical Code.

Students in the Electrical Apprenticeship Program are subject to the overall policies affecting all students at Selkirk College, with the following additions. College policies may be viewed on-line at the College website (policies.selkirk.ca

PART I: ADMISSIONS POLICIES

A.   ADMISSION REQUIREMENTS

In addition to meeting the general admission requirements to Selkirk College, the applicant must meet the following Electrical Apprenticeship Program requirements to be considered fully-qualified:

1.   General

a)   Prior to entry into Year Two, Year Three or Year Four, the student must have successfully completed all previous levels of study.

b)   Applicants must possess a BC Industry Training Authority-issued Trade Worker Identification (TWID) number, or permission of the School Chair.

B.   SELECTION

Applications will be separated into two levels as identified in Selkirk College *Policy 8611: Admissions*, namely "fully qualified" and "partially qualified".

1.   Fully Qualified
The applicant meets all of the requirements stated in Part I, A, above.

2.   Partially Qualified
The applicant is deficient in meeting Part I, A, 2, a) above.

3.   Order of Selection see *Policy 8611 section 5.2 (8) and (9)*

C.   APPLICATION PROCEDURE

1.   Before an applicant's file is considered to be complete, the following must have been received by the Admissions office:

a)   Completed application form.

b)   Official documentation of previous level apprenticeship training.

c)   TWID number.

2.   Applications for admission will be received until the program is full.

3.   An interview (in person or by telephone) with the School Chair or designate may be required before entry to the program. Interview results are not used as criteria for admission.

PART II: PROMOTION POLICIES

A.   EVALUATION

1.   Grading

a)   Grading will be based on the categories defined in Selkirk College *Policy 8612: Grading.*

Grading Table 2 for Electrical Apprenticeship

Percentage	Letter Grade	Description
96-100	A+	EXCELLENT. Work of exceptional quality; content complete, accurate and at a
91-95	A	high level; excellent mastery of course learning outcomes.
86-90	B+	GOOD. Good quality work with no major weaknesses; mastery of most course
81-85	B	learning outcomes.
76-80	C+	SATISFACTORY. Adequate work; some weaknesses in mastery of course
71-75	C	learning outcomes; important details, skills or perspectives are left out.
70	P	Minimally adequate work which may not prepare students for further study in the same or related subject areas.
< 70	F	FAILURE. Student has failed to master enough of the prescribed learning outcomes to receive any credit for the course.
	DNW	DID NOT OFFICIALLY WITHDRAW FROM THE COURSE. Students who did not complete a course and who, at the time they ceased to participate, had not accumulated sufficient marks to achieve any of the above passing grades.

1.   Types and Frequency of Evaluation (Selkirk College *Policy 8613: Student Evaluation*)

   a)   Students are evaluated and graded in each subject or course topic as indicated in the Program Outline.

      (i)   Students will complete a series of weighted Subject Exams occurring as indicated in the Program Outline.

      (ii)   Students will complete the Program Final Examination at the conclusion of the program.

      (iii)   Students will complete an ongoing series of Laboratory Assignments to be evaluated on a day-to-day basis.

2.   Examination Policy

   a)   Students may be allowed to make alternative exam arrangements with the appropriate instructor for valid and verifiable reasons such as medical emergency, family bereavement, or jury duty.

   b)   Any alternate arrangements for Final Examinations must be approved by the School Chair or designate.

   c)   Requests for supplemental Subject Examinations will not be approved.

   d)   Where the BC Industry Training Authority provides access to apprenticeship level Challenge Examinations, requests for Supplemental Final Exams at Selkirk College will not be approved. Otherwise, Supplemental Final Exam requests will be approved only under extenuating circumstances.

   e)   All tests and exams are the property of the College and will be retained by the College.

3.   Cheating and Plagiarism: *Policy 8618: Cheating and Plagiarism*

B.   PROMOTION

   1.   Students should keep records of their grades and strive to maintain a Progress Grade of 70% or better. Students should be aware of their Progress Grade at all times.

C.   PROBATION (*Policy 8619: Student Probation*)

   1.   Purpose

      The purpose of probation is to create an awareness of the seriousness of unsuitable student conduct and/or performance, as well as to reinforce that students have obligations above and beyond those specified in the course outlines.

   2.   Criteria for placement on academic probation

      A student may be assigned probationary status for unsatisfactory academic performance in the first two-thirds of the term (or 2/3 of the training time i.e apprenticeship training), under the following circumstances:

      a)   Failure to maintain a Progress Grade of 70% or better.

      b)   Failure to complete shop assignments as assigned.

3.   Criteria for placement on behavioural probation

A student may be assigned probationary status for unsatisfactory behaviour at any time during the program, Refer to *Policy 3400 Student Code of Conduct- Rights and Responsibilities*.

4.   Criteria for removal from probation

a)   Conditions for removal from probation will be specified in the written Notification of Probation.

b)   Any student assigned probationary status must meet the following requirements:

   (i)   Complete attendance.

   (ii)   Complete and submit course work as assigned.

   (iii) Acceptable academic performance in all courses.

   (iv)   Satisfactory behaviour.

   (v)   Any other conditions specified in the Notification of Probation.

5.   Failure to meet conditions of probation

A student placed on probation who does not meet the requirements specified by the letter of probation may be required to withdraw.

6.   Number of probationary periods.

a)   Students are limited to two probationary periods. A student whose behavioural or academic performance necessitates a third probationary period will be required to withdraw.

D.   PROGRAM EXCLUSION/DISMISSAL (Refer to *Policy 3400 Student Code of Conduct - Rights and Responsibilities*)

1.   An instructor may exclude a student from participating in a class, lab, field trip, shop session, or other learning opportunities for violating *Policy 3400* or if s/he lacks appropriate personal protective equipment (PPE) as required in the program outline.

E.   APPEAL (Refer to *Policy 8400 Student Appeals* for procedures and time lines)

F.   ATTENDANCE

1.   A student whose absenteeism exceeds 7.5% at any time, may be required to withdraw from the program.

G.   STUDENT CONDUCT (Refer to *Policy 3400 Student Code of Conduct*)

1.   Health and Safety

Students are required to follow the safety directions of Selkirk College staff and the safety guidelines specific to their program. Additionally, students must wear prescribed personal protective equipment (PPE) in all designated areas. Failure to follow safety directions may result in the suspension of shop access. Only the School Chair may reinstate access.

Students are encouraged to complete the Voluntary Disclosure of Health History form for any health (physical and/or mental) conditions (e.g., anxiety, diabetes, epilepsy, allergies), or prescription medications which could lead to concerns in an industrial environment. This information is for safety reasons only and will be kept confidential.

Students are required to complete all mandatory safety training prior to using program equipment.

Students are responsible for adhering to correct usage of equipment and for informing staff when the equipment is damaged or unsafe to operate.

Students who are unsafe or impact the safety of others will be required to leave the class or shop area until remediation has been met.

The use of personal electronic devices in a learning environment can be disruptive and is unsafe in an industrial setting. Usage and restrictions will be identified in the program safety guidelines.

No alcoholic beverages, illegal drugs, or cannabis products are to be consumed on the college property during or before a college activity. If a student appears to be under the influence of drugs or alcohol they will be required to leave the premises and subject to disciplinary action as outlined in Policy 3400: Student Code of Conduct.

When participating in program field trips or other off-campus college-related activities, students are required to comply with the health and safety guidelines of both Selkirk College and those of their hosts. See College Policy 8350: Educational Field Trips.

H. ASSIGNMENTS AND EXAMINATIONS

1. All Subject Exams and the Program Final Examination must be written at the time designated by the program instructor. Failure to do so will result in a zero percentage (0%) grade on that examination. Except in extenuating circumstances, requests for rescheduling exams will not be granted.

2. All Lab Assignments must be completed and submitted at the time designated by the program instructor.

I. PROGRAM COMPLETION

1. Completion Requirements

    a) Completion of all courses required by the Industry Training Authority (ITA) with a Cumulative Average of 70% or better. (*Refer to ITA web site*). At the time of writing the ITA required courses are:

Year One: Course of Study	
Code	**Name**
ELAPP 100-A	Essential Skills
ELAPP 100-B	Safe Work Practices
ELAPP 100-C	Tools and Equipment
ELAPP 100-D	Circuit Concepts
ELAPP 100-E	Test Equipment
ELAPP 100-F	Drawings and Manuals
ELAPP 100-G	Canadian Electrical Code, Regulations & Standards
ELAPP 100-H	Low-Voltage Distribution Systems
ELAPP 100-I	Control Circuits

Year Two: Course of Study	
Code	**Name**
ELAPP 200-A	Essential Skills
ELAPP 200-B	Circuit Concepts
ELAPP 200-C	Test Equipment
ELAPP 200-D	CEC, Regulations and Standards
ELAPP 200-E	Electrical Equipment
ELAPP 200-F	Control Circuits
ELAPP 200-G	Low-Voltage Distribution Systems

Year Three: Course of Study	
Code	**Name**
ELAPP 300-A	Circuit Concepts
ELAPP 300-B	Test Equipment
ELAPP 300-C	CEC, Regulations and Standards
ELAPP 300-D	Low-Voltage Distribution Systems
ELAPP 300-E	Electrical Equipment
ELAPP 300-F	Control Circuits

Year Four: Course of Study	
Code	**Name**
ELAPP 400-A	Circuit Concepts
ELAPP 400-B	Test Equipment
ELAPP 400-C	CEC, Regulations and Standards
ELAPP 400-D	Low Voltage Distribution Systems
ELAPP 400-E	Electrical Equipment
ELAPP 400-F	Control Circuits
ELAPP 400-G	Signal and Communications Systems
ELAPP 400-H	High Voltage Systems

Note: Courses of study, course content, course weightings, and learning outcomes for all apprenticeship classes are prescribed by the BC Industry Training Authority (ITA) and subject to change without notice.