



School of Industry and Trades Training

Electrical Foundation Program Policies

DATE(S):	
Next Policy Review:	2024-09-01
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Education Council Approval:	2022-11-08
Effective:	2023-01-01
Previous Revision(s):	

CREDENTIAL(S):	Certificate
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PROGRAM OBJECTIVES

1. The Electrical Foundation Program prepares learners for entry level employment with electrical contracting companies involved in residential, commercial and industrial construction, as well as positions with utility companies, manufacturers and resource development firms engaged in various types of electrical work.
2. The program places students in a shop environment where they learn to access and utilize resource materials, practice proper construction techniques and procedures, and exercise sound judgment while installing, maintaining and troubleshooting electrical equipment.
3. The program is sanctioned by the BC Industry Training Authority (ITA) and delivers the theoretical, laboratory and Canadian Electrical Code curriculum for the Year One, in-class technical component of the Construction Electrician apprenticeship. Graduates receive 350 hours of advance credit towards the on-the-job practical component of the apprenticeship.

Students in the Electrical Foundation 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 (<http://selkirk.ca/about/governance/policies/>).

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 Foundation Program requirements to be considered fully-qualified:

1. Academic
 - a) Graduation from a BC Secondary School (or equivalent)
 - b) English 12 with a "C+" grade or higher
 - c) One of the following with a "C" grade or higher:
 - (i) Principles of Math 11

- (ii) Applications of Math 12
- (iii) Apprenticeship & Workplace Math 12
- (iv) Foundations Math 11
- (v) Pre-Calculus 11

2. General

- a) Applicants must submit a completed admission application form and other required documents (i.e. secondary school and any post-secondary transcripts) to the admissions office, Selkirk College.
- b) Applicants are required to complete pre-admission Computer Placement Test in reading, writing and mathematics.
- c) Consideration will be given to mature students (see below).

3. Mature Student (see 8610 Admissions and Standards)

- a) A "mature student" is at least 19 years and has been out of the school system for at least one year on or before the first day of classes of the program.
- b) A mature student with reasonable potential for success on the basis of work experience or other criteria may be admitted, notwithstanding some deficiency in prior formal education.
- c) A mature student shall normally meet the specific program or course prerequisites.

B. SELECTION

Applications will be separated into two levels as identified in Selkirk College Policy 8610 (Admissions and Standards), 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 some or all of the admission requirements stated in Part I, A, above.

3. Order of Selection

Selection and acceptance of applicants will proceed in the following order:

- a) Within the fully-qualified level, preference shall be given to those with earlier-completed applications.
- b) Within the partially-qualified level, preference shall be given to those considered best qualified.

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 transcripts of high school grades (an interim statement of grades is acceptable if applicant is currently a student).
 - c) Official transcripts of all post secondary education grades.
 - d) The results of Computer Placement Test (CPT).
2. Applications for admission will be received until 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 8610 (Admissions and Standards).

Standard Grading Table for Selkirk College

% Grade	Letter Grade
96 - 100	A+
91 - 95	A
86 - 90	B+
81 - 85	B
76 - 80	C+
71 - 75	C
70	P
0 - 69	F
Did Not Withdraw	DNW

2. Types and Frequency of Evaluation (Selkirk College Policy B3009 Final Examinations)

- a) Students are evaluated and graded in each subject or course topic as detailed in the Program Outline.
 - (i) Students will complete a series of weighted Subject Exams as scheduled 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 Practical Competencies to be evaluated on a day-to-day basis.

3. 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.

4. Plagiarism and Cheating: Definitions (8610 Admissions and Standards PART II, Section 15.0)

15.1 *Honesty is expected and required of all students. The purpose of this section of the policy is to deal with honesty in the conduct of all examinations, essays, reports, and other assignments prepared or completed by students pursuant to the requirements of a Selkirk College program or course.*

15.2 *Cheating is defined as dishonest or deceptive conduct or attempted conduct by which individuals or groups of individuals use or attempt to use unauthorized aids, assistance, materials and methods to represent others' academic work, training and standards as their own.*

15.3 *Plagiarism is defined as the presentation or submission of work or data (published or unpublished in any form), done in whole or in part by other persons, without citation or credit, as the student's own work i.e., a group project, book, journal, electronic media, etc.*

15.4 *The submission of one's own work for credit in more than one course without the express knowledge of the instructors involved is forbidden.*

15.5 *Selkirk College will not condone nor will it accept work submitted to obtain credit which was produced through cheating or plagiarism.*

- a) *For a first offence the assignment, test, exam, paper, project or other work involved will be awarded a grade of zero to be incorporated into the calculation of the final grade.*
- b) *For a second offence, the student will be required to withdraw from the course.*
- c) *For any further offence, the student will be required to withdraw from the college.*
- d) *A record of the foregoing will be kept in the student's official record.*
- e) *Depending on the nature of the offence, steps (a) and/or (b) above may be by-passed, following consultation of instructor, School Chair, and/or Registrar.*

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 (8610 Admissions and Standards)

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.
- c) 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.

3. 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.

4. 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.

5. 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

1. Refer to Policy 3400 Student Code of Conduct – Rights and Responsibilities
2. 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 and Shop Assignments must be completed and submitted at the time designated by the program instructor.

I. GRADUATION

1. Certificate 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:

ELELN 100-A:	Use Essential Skills
ELELN 100-B:	Use Safe Work Practices
ELELN 100-C:	Use Tools and Equipment
ELELN 100-D:	Apply Circuit Concepts
ELELN 100-E:	Use Test Equipment
ELELN 100-F:	Read and Interpret Drawings and Manuals
ELELN 100-G:	Apply the Canadian Electrical Code, Regulations & Standards
ELELN 100-H:	Install Low-Voltage Distribution Systems
ELELN 100-I:	Install Control Circuits

b) Completion of ELELN 100-J: Electrical Shop

NOTE: A student who attains a Cumulative Average of 70% or better but does not complete ELELN 100J will not receive a Selkirk College Certificate of Completion. However, the student may be eligible for BC Industry Training Authority credit for the in-class, technical component of the Construction Electrician apprenticeship.

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