

School of Industry and Trades Training

Metal Fabricator Foundation Program Policies

DATE(S):	
Next Policy Review:	2024-09-01
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CREDENTIAL(S):	Certificate
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PROGRAM OBJECTIVES

1. The Metal Fabricator Foundation Program provides learners with the knowledge and skills needed for careers in Metal Fabrication. Graduates of the program find entry level employment in fabrication shops as well as the forestry, mining, transportation, construction, and oil and gas industries.
2. The program places students in a shop environment where they learn and practice the processes involved in the fabrication and construction of a variety of projects ranging from buildings, bridges and ships, to vessels, containers and heavy equipment. Students:
 - a. access and utilize resource materials;
 - b. display competency in the selection, maintenance and proper use of hand tools, power tools, machines, and trade-specific equipment;
 - c. practice proper construction techniques and procedures in compliance with plans, specifications, codes and industry standards; and
 - d. adopt safe work practices.
3. The program is sanctioned by the BC Industry Training Authority (ITA) and delivers the Level One curriculum of the Metal Fabricator apprenticeship. Graduates receive 450 hours of advance credit towards the on-the-job practical component of the apprenticeship.

Students in the Metal Fabricator 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 (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 Metal Fabricator Foundation Program requirements to be considered fully-qualified:

1. Academic
 - a) Graduation from a BC Secondary School (or equivalent)
 - b) English 10 with a "C" grade or higher

- c) One of the following with a "C" grade or higher:
 - (i) Apprenticeship & Workplace Math 11
 - (ii) Principles of Math 10
 - (iii) Applications of Math 10
 - (iv) Foundations Math & Pre-Calculus 10

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, except those with Welder qualifications and those laddering from Level C Welder, are required to complete pre-admission College Readiness Tool in reading, writing and mathematics.
- c) Consideration will be given to mature students (see below).

3. Mature Student (see Policy 8611: Admissions)

- 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, at the School Chair's discretion.
- 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 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 some or all of the admission requirements stated in Part I, A, above.

3. Laddering Level C Welder Students

Space permitting, applications from Level C Welder students will be accepted no sooner than 30 days before the program start date.

- a) Level C Welder students can ladder into the program up to a month after its start date only if program scheduling is such that they miss no more than the last month of the Level C Welder program by doing so.

4. 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 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 College Readiness Tool (Welders and laddering Level C Welder students exempt).
2. 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*.

Standard Grading Table 2 for Selkirk College

Percentage	Letter Grade	Description
96-100	A+	EXCELLENT. Work of exceptional quality; content complete, accurate and at a high level; excellent mastery of course learning outcomes.
91-95	A	
86-90	B+	GOOD. Good quality work with no major weaknesses; mastery of most course learning outcomes.
81-85	B	
76-80	C+	SATISFACTORY. Adequate work; some weaknesses in mastery of course learning outcomes; important details, skills or perspectives are left out.
71-75	C	
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.

- b) Types and Frequency of Evaluation (*Selkirk College Policy 8613: Student Evaluation*)
- c) 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 an ongoing series of Practical Competencies to be evaluated on a day-to-day basis.
- (iii) Students will complete the Program Final Examination at the conclusion of the program.

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.
- 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. Attendance at all scheduled lectures, shop activities, examinations and other learning experiences is mandatory.
- 2. Where possible, students who are absent from a learning experience (including testing) must notify the program instructor prior to the absence. If advance notice is not possible, the student will contact the instructor about missed or late assignments as soon as possible upon return to school. Students are responsible to make up missed work as required.
- 3. The Metal Fabricator program will not undertake to provide substitute learning opportunities in program courses when students have been absent, for any reason.
- 4. Students claiming illness or absence for compassionate reasons from learning experiences must contact the instructor directly. Students may be required to supply a doctor's certificate to substantiate claims of illness.
- 5. Students who are excluded from a lesson, class or course for reasons outlined in Part II, D will be considered absent from those classes.
- 6. 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 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:

Metal Fabricator Foundation Program: Course of Study	
Code	Name
MFAB 100	Introduction to the Trade
MFAB 101	Use of Safe Work Practices
MFAB 102A/AP	Solve Trade Math Problems
MFAB 103A/AP	Use Trade Tools
MFAB 104A/AP	Use Shop Equipment
MFAB 105A/AP	Burn and Weld Materials
MFAB 106A/AP	Read Drawings
MFAB 107A/AP	Use Material Handling Equipment
MFAB 108A/AP	Use Structural Layout Techniques
MFAB 109A/AP	Develop Plate and Structural Patterns
MFAB 110A/AP	Use Surface Prep and Finishing Methods
MFAB 111A/AP	Fabricate Plate and Structural Sections

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