

**School of Industry and Trades Training**

**Millwright/Machinist Foundation Program Policies**

<b>DATE(S):</b>			
	Next Policy Review:		2024-09-01
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	Previous Revision(s):		

<b>CREDENTIAL(S):</b>	<b>Certificate</b>
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**PROGRAM OBJECTIVES**

1. The Millwright/Machinist Foundation program at Selkirk College prepares learners for entry level employment as apprentices in the Millwright and Machinist trades.
2. The program is sanctioned by the BC Industry Training Authority (ITA) to deliver the following curriculum:
  - a. Levels One and Two Millwright Apprenticeship Technical Training
  - b. Level One Machinist Technical Training.
3. The program places students in a shop environment where they:
  - 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 machining techniques and procedures in compliance with plans, specifications, codes and industry standards; and
  - d. adopt safe work practices.
4. The program places students in a shop environment where they learn to access and utilize resource materials, make sound decisions, and practice techniques and procedures in accordance with industry standards.
5. Graduates of the program receive:
  - a. 425 hours of advance credit towards the practical, on-the-job component of the Millwright (Industrial Mechanic) apprenticeship, or
  - b. 500 hours towards the Machinist apprenticeship.

Students in the Millwright/Machinist 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](http://policies.selkirk.ca)).

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**PART I: ADMISSIONS POLICIES****A. ADMISSION REQUIREMENTS**

In addition to meeting the general admission requirements to Selkirk College, the applicant must meet the following Millwright/Machinist Foundation Program requirements to be considered fully-qualified:

**1. Academic**

- a) Graduation from a BC Senior 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) Applications of Math 12
  - (ii) Principles of Math 11
  - (iii) Apprenticeship & Workplace Math 11
  - (iv) Foundations Math 10 and 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 are required to complete pre-admission College Readiness Tool in reading, writing and mathematics.
- c) Consideration will be given to mature individuals (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. 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 (CRT).
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 Grading will be based on the categories defined in Selkirk College Policy 8612: *Grading*.
  - a) Grading Table 2 for Theoretical Component of Millwright/Machinist Foundation

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.

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b) Grading Options for Practical (Shop) Component of Millwright/Machinist Foundation

Credit Granted: CRG  
No Credit Granted: NCG

2. 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 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 only 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 granted.
- d) Where the BC Industry Training Authority provides access to Supplemental Final Examinations, requests for them at Selkirk College will not be granted. Otherwise, Supplemental Final Exam requests will be granted only under extenuating circumstances.
- e) All tests and exams are the property of the college and will be retained by the instructor.

4. 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.

a) Criteria for placement on academic probation

A student may be assigned probationary status for unsatisfactory academic performance in the first two-thirds of the program length, under the following circumstances:

- (i) Failure to maintain a Progress Grade of 70% or better.
- (ii) Failure to complete shop assignments in a timely manner.

b) Criteria for placement on behavioural probation

A student may be assigned probationary status for unsatisfactory behaviour at any time during the program, if the student:

- (i) is chronically late and/or absence from scheduled classes.
- (ii) compromises the safety of him/herself or others.
- (iii) assaults or abuses others.
- (iv) damages, destroys or steals College and/or others' property.
- (v) disrupts the learning opportunities of others.
- (vi) behaves in threatening or blatantly uncooperative manner towards students, College employees or other College members.
- (vii) behaves in a manner which brings Selkirk College into disrepute.
- (viii) cheats and/or plagiarizes.
- (ix) contravenes program-specific policies.

2. 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 in a timely manner.
  - (iii) Acceptable academic performance in all courses.
  - (iv) Satisfactory behaviour.
  - (v) Any other conditions specified in the Notification of Probation.

3. Failure to meet conditions of probation

A student placed on probation who does not meet the requirements specified in the Notification of Probation may be required to withdraw.

4. Number of probationary periods.

- a) Students are limited to two probationary terms. Behaviour and/or academic performance that necessitates a third term will result in automatic dismissal from the program.

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**D. REQUIRED EXCLUSION/DISMISSAL****1. Criteria**

Exclusion or dismissal from courses and programs during the semester.

- a) The Registrar may exclude from the College a student who has failed to complete the applicable registration requirements.
- b) An instructor may exclude a student from participating in a class, lab, field trip, salon session, shop session, etc., due to lateness, prior absences, inadequate preparation, failure to complete prerequisite assignments, or if s/he lacks appropriate personal protective equipment.
- c) An instructor, the Registrar or a Campus Administrator may exclude a student from participating in a class, lab, salon session, shop session, field trip, etc., if the student compromises the safety of him/herself and/or others, assaults or abuses others, is destructive to property, disrupts the learning opportunities of others or behaves in a threatening or blatantly uncooperative manner towards students, College employees or other College members. The instructor shall report in writing to the School Chair or designate the circumstances giving rise to the exclusion. All other College employees should submit a written report of incident(s) to their appropriate supervisor.
- d) An instructor or other employee may recommend to the School Chair that a student be completely excluded from a course/program if that student has missed instructional times, or failed to complete assigned work to such a degree that the student could not compensate sufficiently to pass the course in the time available, or if the student has compromised the safety of him/herself and/or others, assaults or abuses others, has been destructive to property, has disrupted the learning opportunities of others or has behaved in a threatening or blatantly uncooperative manner towards the instructor.
- e) A student recommended for exclusion from a course/program will receive notification from and will be excluded by the Registrar on the written recommendation of the School Chair concerned. The student shall be notified of the appeal process by the Registrar.
- f) A student may appeal exclusion/dismissal by following the appeals procedure specified by Selkirk College.
- g) If in the opinion of the Registrar, the seriousness of the situation merits suspension or dismissal from the College, a recommendation will be forwarded to the President. The President shall act in accordance with the College and Institute Act. If the President suspends or dismisses the student from the College the student shall be advised of all rights under *Policy 8400: Student Appeals*.
- h) A student excluded or dismissed under this section will receive a DNW on transcripts

**E. APPEAL (see College *Policy 8400: Student Appeals*)**

Most disagreements should be resolved through informal discussion between the parties involved before beginning the appeal procedures. This would typically involve the Instructor and the School Chair or designate. For more details refer to College *Policy 8400: Student Appeals* which is available on the website.

**NOTE:** A student ombudsperson may be available to assist the student in this process.

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**F. ATTENDANCE**

1. A student whose absenteeism exceeds 7.5% at any time, may be required to withdraw from the program.
2. Attendance at all scheduled lectures, shop activities, field trips, examinations and other learning experiences is mandatory. Absence from learning experiences, for any reason, may preclude the student being able to meet the required objectives for that course.
3. Students absent from any Millwright/Machinist Foundation Program course, for any reason, are responsible for the work they have missed. They must make-up assignments as required.
4. Students claiming illness or compassionate reasons for absence from learning experiences must contact the program instructor concerned directly.
5. Students may be required to supply a doctor's certificate to substantiate claims of illness.
6. Students who are excluded from a lesson, class or course for reasons outlined in Part II, E, 1 will be considered absent from those classes.
7. A student who must be absent from a learning experience (including testing) is responsible for notifying the program instructor at least one hour prior to the scheduled time for the experience to begin.
8. Selkirk College will not undertake to provide substitute learning when students have been absent, regardless of the reason for the absence.

**G. STUDENT CONDUCT** (see Selkirk College *Policy 3400: Student Code of Conduct: Rights and Responsibilities*).

1. Faculty and students will conduct themselves in an appropriate manner.
2. Students are expected to be on time and prepared for all classes prior to entering the classroom. Assigned materials are to be read by students; such materials and textbooks are not necessarily reviewed page-by-page in class by the instructor.
3. The student is responsible for researching and obtaining notes of missed sessions. Instructors will not provide personal reviews to students who miss a class.
4. In order to maintain a comfortable and safe learning environment, the following policies apply:
  - a) No food or beverage is allowed in classrooms and labs.
  - b) Use of tobacco products is not permitted in any College building.
  - c) Accident or injuries must be reported to program instructors immediately.
  - d) Cost of repair or replacement of any equipment damage by carelessness or misuse will be paid by the student.
  - e) Steel toe work boots or shoes and safety glasses are to be worn at all times in shop areas.
  - f) Payphones are available for student use. Students are not permitted to use office telephones.

- g) All storage areas and instructors' offices are open to authorized personnel only. Students may not enter such areas without permission of the instructor.
- h) Use of cell phones, pagers and other personal electronic equipment is prohibited in classrooms, shops and labs. Such equipment shall be muted when in the learning environment.

#### 5. 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/or submitted at the time designated by the program instructor.

#### I. GRADUATION

1. Certificate Requirements
  - a) Completion of all courses in the program. (See below)
  - b) A Cumulative Average of 70% or better.



**Millwright/Machinist Foundation Program Courses:**

Code	Name
MAC/MACLN 100AP/A	Safe Work Practices
MAC/MACLN 100BP/B	Trade Math
MAC/MACLN 100CP/C	Blueprints
MAC/MACLN 100DP/D	Rigging, Ladders and Scaffolds
MAC/MACLN 100EP/E	Measuring Devices
MAC/MACLN 100FP/F	Support Machines
MAC/MACLN 100GP/G	Machine Operation and Maintenance
MAC/MACLN 100HP/H	Lathes, Mills, Abrasive Machine and Cutting Tools
MAC/MACLN 100IP/I	Threads Fasteners and Fittings
MAC/MACLN 100JP/J	Metallurgy
MAC/MACLN 100KP/K	Welding
MAC/MACLN 100LP/L	Fittings and Assembly
MACLN 100	Trade Science

Code	Name
MILL/MILLN 100AP/A	Trade Science
MILL/MILLN 100BP/B	Power Transmission, Gears and Couplings
MILL/MILLN 100CP/C	Optical Leveling and Coupling Alignment
MILL/MILLN 100DP/D	Material Handling, Pumps and Conveyors
MILL/MILLN 100EP/E	Fabricating: Cutting, Fitting and Welding
MILL/MILLN 100FP/F	Rigging, Cranes and Hoists
MILL/MILLN 100GP/G	Gaskets, Seals, Bearings and Lubricants
MILL/MILLN 100HP/H	Grouting, Leveling, Anchoring and Machine Installation
MILL 100ZP	Term Project
MILLN 100I	Hydraulics
MILLN 100J	Pneumatics
MILLN 100K	Preventative Maintenance and Vibration Analysis

Note: Courses of study, curriculum and weighting of each are prescribed by the BC Industry Training Authority (ITA) and are subject to change without notice.