



Carpenter Millwright College

Student Policies and Procedures Manual

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WELCOME

I would like to extend a warm welcome to the Carpenter Millwright College, and wish you much success as you begin your career as a skilled tradesperson.

We provide a learner-centred education, with a focus on experiential learning. We continually innovate to meet the needs of the ever-changing construction industry. You can be assured that the training you'll receive at the Carpenter Millwright College is built to meet the current and future job markets, and that industry experts build our programs.

In these pages, you will learn about the policies and procedures the College has adopted to ensure the highest quality of instruction for our students. Our methodology in developing these guidelines **reflects the expectations of our industry**, thus encouraging superior work ethic, quality of work, and a strong desire to master the trade. These policies were established to reduce conflict and confusion, and to ensure all students receive consistent, equitable treatment.

All staff members have an open-door policy and would be pleased to help you with any of your concerns or questions.

I hope you have an enjoyable learning experience at the Carpenter Millwright College, and I would like to wish you great success in your program. Welcome aboard.

Sincerely,

Shawn Skinner
Training Director

Contents

PART I: PREFACE	1
PROFILE	1
MISSION STATEMENT.....	2
PART II: ADMINISTRATION AND ADMISSIONS.....	3
HOLIDAY SCHEDULE	3
HOURS OF OPERATIONS & CLASS TIME	3
ENTRANCE REQUIREMENTS	3
MATURE STUDENT POLICY	3
ACCEPTANCE PROCEDURE	4
REGISTRATION/ORIENTATION	4
ACCESS TO ACADEMIC, FINANCIAL AND EMPLOYMENT ADVICE.....	5
ACADEMIC POLICES.....	5
PART III: CAMPUS INFORMATION	5
CAFETERIA.....	5
CLASSROOMS & LABS.....	5
EMERGENCY EXITS / FIRE EXTINGUISHERS	5
INTERNET ACCESS	5
JOB PLACEMENT.....	6
LEARNING RESOURCE CENTRE	6
LOCKERS.....	6
PARKING.....	7
STUDENT ACCOMMODATIONS	7
TELEPHONE SERVICES	7
TESTING ROOM	7
TOOL ROOM.....	7
TRANSPORTATION	8
PART IV: GENERAL POLICIES	8
APPEALS PROCEDURE	8
AWARDS PROGRAM.....	9
CELLULAR PHONES / ELECTRONIC COMMUNICATION DEVICES	10
CLOTHING & DRESS.....	10
CODE OF BEHAVIOUR.....	10
COMPLAINT RESOLUTION	11
CRIMINAL OFFENSES	12
EVACUATIONS.....	12
PRACTICE DRILLS	13
FEES.....	13
GENERAL OFFENCES.....	17
HARASSMENT POLICY	17
INSURANCE COVERAGE AND ACCIDENTS	19
PRIOR LEARNING ASSESSMENT & RECOGNITION PROCESS.....	19
RECYCLING	20
REPEATING COURSES	20

SAFETY POLICY	21
SCHOOL CLOSURE	22
SHOP CLEAN-UP	23
SMOKING	23
ACCOMODATIONS FOR STUDENTS WITH DISABILITIES	23
TUTORING POLICY	23
VOLUNTARY WITHDRAWAL	24
WORKLOAD	24
WORK TERM.....	24
PART V: ACADEMIC POLICIES & PROCEDURES	25
ACADEMIC OFFENSES.....	25
ATTENDANCE	26
ASSIGNMENTS.....	27
EXAMS.....	27
RE-WRTIES AND SUPPLEMENTARY EXAMS	27
DISCIPLINE POLICY.....	27
PERFORMANCE POLICY	29

PART I: PREFACE

PROFILE

The Carpenter Millwright College is a specialized trades college, owned by the United Brotherhood of Carpenter and Joiners of America, Local 579. The college specializes in the carpentry, millwright, interior systems, scaffolding and painting trades. It is the only training facility solely dedicated to these trades and has earned a reputation for its ability to design and deliver a 'value added' curriculum to its students.

In February 1996, the Department of Education granted approval to the Carpenter Union to open a private, not-for-profit training college, under the provisions of the Private Training Institutions Act and Regulations of the Province of Newfoundland and Labrador. Renewal of Certification is governed by a yearly compliance inspection, carried out by the Department of Advanced Education and Skills.

On September 6, 1996, the College opened its doors in the City of Mount Pearl as the Carpenter Training Institute. The Department of Advanced Education and Skills granted approval to offer entry level and advanced carpentry apprenticeship training, as well as journeyperson enhancement training for Carpenter. The college was the first to pilot the new "course-based" system, implemented by the Department of Advanced Education and Skills with a class of 21 students.

During 1997, the College began to offer full-time carpentry apprenticeship training, as well as province wide training in interior systems, drywall, blueprint reading, and scaffolding. In 1998, the College became the first in the province to receive provincial accreditation for carpentry. Then in 1999, it began to add new curricula course offerings in response to the training needs of industry clients.

In 2000, the College developed and implemented journeyperson enhancement training for Millwright to enhance their skills on new technologies and practices as identified by industry partners.

In early 2002, the College conducted a needs assessment to determine future skill requirements. This assessment leads to the decision to expand the College's infrastructure to maintain its ability to respond to industry needs and to provide enhanced training opportunities including new curriculum and technologies. In April 2004, construction began on a new 25,000 square foot facility on 89 McNamara Drive, Paradise. This building is equipped with more classrooms and shop space to accommodate the additional training programs. A large reception area allows the administration of the union and training facility to work together in one location to service the needs of members and students.

The transition to the new facility, along with a commitment to lead the province in Millwright training led to the college being renamed to the Carpenter Millwright College.

In 2006, the College's continued success and growth lead to another decision to expand the facility with an additional 16,000 square feet of shop space. On April 4th, 2009, Premier Williams officially opened the \$3.1 million expansion, and gave credit to the union's commitment to training excellence in the Province. This expansion has allowed the College to accommodate more advanced apprenticeship and specialized training in the Carpentry and Millwright occupations, and have ensured these construction workers are the best trained in the province.

In 2016, the College added a 10-thousand-foot expansion of office space for the Union and College use.

The College continues to conduct annual needs assessments with contractors and key stakeholders to assess industry's needs and to modify or expand on training programs. These needs assessments permit the College to meet the rigorous and ever-changing demands of industry, and to ensure its industry partners take a pro-active approach in meeting labour demands. It provides contractors the opportunity to influence and improve course offerings and provide feedback on the quality of skills of graduates.

The College's mandate is to increase its availability of skilled workers for the industry, while remaining progressive in meeting future skill requirements. Its broad mandate allows it to develop training programs through industry partnerships that are strategically aligned with industry needs, thus meeting emerging demands for work created by new enterprise and technology.

MISSION STATEMENT

The Carpenter Millwright College and the ACRC are committed to providing training of the highest quality for occupations in the Carpentry, Joinery, and Millwright trades. This commitment is supported by highly qualified members and staff, state-of-art facilities, tools and equipment, and curricula developed to meet the needs of current and future members and job markets. As union leaders in our industry, we will put our resources back into the College so that the members will benefit from its growth and success.

PART II: ADMINISTRATION AND ADMISSIONS

HOLIDAY SCHEDULE

The following holidays will be observed by the Carpenter Millwright College for 2017 -2018 on the dates listed below:

New Year's Day, January 1, 2018

Good Friday, March 30, 2018

Victoria Day, May 21, 2018

Memorial/Canada Day, July 2, 2018

Civic/Provincial Day, August 6, 2018

Labour Day, September 3, 2018

Thanksgiving, October 8, 2018

Remembrance Day, November 12, 2018

Christmas Day, December 25, 2018

Boxing Day, December 26, 2018

New Year's Day, January 1, 2019

Good Friday, April 19, 2019

Victoria Day, May 20, 2019

Memorial/Canada Day, July 1, 2019

Civic/Provincial Day, August 5, 2019

Labour Day, September 2, 2019

Thanksgiving, October 14, 2019

Remembrance Day, November 11, 2019

Christmas Day, December 25, 2019

Boxing Day, December 26, 2019

HOURS OF OPERATIONS & CLASS TIME

The College is open from 8:00 am to 4:30 pm, Monday - Friday.

Class times are as follows:

- *Monday - Thursday: 8:30 am - 4:30 pm, Friday - 8:30 am - 1:30 pm*

- *Lunch breaks (1/2 hour) and nutrition breaks (2 – 15 min) may be staggered. Students are asked to refer to class schedule*

NOTE: *No lunch breaks on Friday, nutrition breaks only. Part-time course hours may vary (participants will be notified)*

ENTRANCE REQUIREMENTS

Entry-Level Apprenticeship Programs:

The minimum entrance requirement for entry-level apprenticeship programs is high school diploma or equivalent (ie, G.E.D or A.B.E. level 3 graduation). Applicants who do not meet this requirement may apply as a mature student (*see Mature Student Policy*).

Applicants wishing to enter an entry-level apprenticeship program who are already a registered apprentice with the Industrial Training Division, must follow the entrance procedures for *direct entry apprentices*, administered the Department of Advanced Education and Skills for apprenticeship training.

Advanced Block Apprenticeship:

The Carpenter Millwright College works in collaboration with the Industrial Training Division, Department of Advanced Education and Skills in the admissions for advanced block training. Entrance requirements are determined by the Industrial Training Division. Eligible apprentices must obtain a "class call" (*acceptance letter*) from Industrial Training for advanced block training.

MATURE STUDENT POLICY

The Carpenter Millwright College defines a mature student as an individual who has not received their high school diploma (*or equivalent*), is nineteen (19) years of age or older and has not attended a

secondary institution during the past twelve (12) months. The applicant will be required to demonstrate their ability to complete the requirements for certification in the occupation by writing the Canadian Adult Achievement Test (CAAT) and obtain an overall average of high school equivalency or higher.

The Canadian Adult Achievement Test is a unique measure of an adult's current functional level in mathematics, reading and language. This series of multiple choice tests has been designed specifically for the Canadian adult, regardless of his or her previous school experience.

The Carpenter Millwright College administers the CAAT test Level B. The CAAT test Level B is for adults who have had from five to eight years of formal education.

Once a test is written the applicant has the choice for the Carpenter Millwright College to retain a copy of the CAAT test or to immediately destroy the test. The results that are retained are then the property of the Carpenter Millwright College.

Those who do not obtain a high school equivalency in the assessment may be permitted to rewrite a 2nd (and final) time after a three-month period. A second appointment will be at the discretion of the assessor, based upon the assessment score and available appointments.

ACCEPTANCE PROCEDURE

Applications will only be processed once all information has been received. Once the applicant demonstrates they meet the entrance requirements, and a seat is available, an acceptance letter will be mailed.

For an application to be complete, the following items are required:

- fully completed application form
- a copy of your high school transcript or diploma (or equivalent)
- mature students must complete the CAAT
- a \$40.00 non-refundable application processing fee
- at least 16 years of age

Students may be conditional accepted into a program of study they have applied for if they did not supply all required documentation. Official enrolment and signing of the contract will not transpire until all entrance requirements have been met.

REGISTRATION/ORIENTATION

The first day of scheduled classes for all entry-level apprenticeship programs is designated for Registration/Orientation.

During registration, the Carpenter Millwright College will have text books available for purchase, photos are taken for ID cards, and all applicable registration forms will be completed.

During orientation, students are introduced to the faculty members and fellow classmates. Information sessions are held on:

- Student Policies and Procedures
- Services available at the College
- Tour of facility
- Car pooling
- Program overview (*Course outlines will be provided to the students upon commencement of each course*)

ACCESS TO ACADEMIC, FINANCIAL AND EMPLOYMENT ADVICE

Students may meet with their instructor or the Student Services Representative to discuss their academic progress. All First-Year Pre- Employment Carpenter Students and Industrial Mechanic (Millwright) Students will have a mid-term review with the Student Services Representative to discuss their academics and their attendance. Students may also meet with the Student Services Representative regarding questions pertaining to their financial plan and employment goals.

ACADEMIC POLICES

The Carpenter Millwright College requires students to be in attendance in class and in the shop, therefore the program structure does not allow for independent study. Should a student have any concerns with their exam results they should approach the instructor for exam review.

PART III: CAMPUS INFORMATION

CAFETERIA

There is a fully-equipped cafeteria located on the second floor which serves breakfast, hot and cold lunch, and snack foods. Microwaves are also available for students wishing to bring their own lunch. For sanitary reasons, please remove any workshop attire before proceeding to the cafeteria.

This is the ONLY designated area for food and drinks. Food and Drinks are not permitted in any other room in the building.

CLASSROOMS & LABS

Students shall check the bulletin board in their respective shop to determine the schedule of classroom and lab space. At no time are students permitted to work in the shop without the presence of an instructor or approved supervisor.

EMERGENCY EXITS / FIRE EXTINGUISHERS

During the orientation period, students should become familiar with the location of all fire exits and fire extinguishers.

INTERNET ACCESS

The Carpenter Millwright College strives to create a learning environment that encourages accessing and using the best available information for educational and administrative purposes. We are pleased to provide Wi-Fi access for our students. The student access for Wi-Fi is **Students** and password: **Students2016!** Internet access is also available in the Resource Centre and Computer Lab for students to conduct activity that relates to their course of student.

Guidelines

1. Information gathering and communication activities conducted through the internet must be related to the student's program of studies.
2. This policy is applicable to all computers and other forms of communication devices used at the College, whether personally or College owned.
3. Users are expected to share responsibility for the protection of resources and participate in the enforcement of the policy.

4. Similar ethical and moral principles that guide the conduct of other communication (e.g. telephone, face-to-face interaction, written correspondence, etc.) apply to College related internet use.
5. All related uses of the internet are to be legally permissible; consistent with CMC's educational and administrative activities; within the guidelines of related College policies; considerate of the resources and respectful of the privilege of use.
6. Users recognize that the information acquired through the internet is the property of someone and respect their ownership rights. Information may not be copied without permission of the copyright owner.
7. Users recognize that individual use of the internet is potentially reflective of the College and acknowledge an obligation to conduct their use of the internet appropriately within this context.
8. Objectionable material does not fall within the scope of College related educational or administrative information needs. Therefore, accessing it is in violation of College policy and subject to appropriate disciplinary action.
9. Although privacy of acquired information is normally respected, in the case of alleged inappropriate or illegal use, access to electronic files or other information may be requested by authorities.

JOB PLACEMENT

The Carpenter Millwright College will assist, where possible, in finding job placements for its graduates. Although the College cannot guarantee jobs to its students, it is committed to do its very best in helping each student with their job search.

Upon graduating from the program, students should keep in contact with the Carpenter Millwright College to have access to all the latest employment opportunities available. There may be times when employers have an urgent demand for an apprentice and Carpenter Millwright College are not able to locate any available apprentices. All graduates are encouraged to stay in contact to ensure they do not miss a good career placement.

All students of the Carpenter Millwright College can join the Carpenter or Millwright unions. For information on union membership, contact (709) 364-5430.

LEARNING RESOURCE CENTRE

The Carpenter Millwright College is equipped with a Learning Resource Centre that is accessible by all students for research and study purposes. Students are NOT permitted to remove items from the Resource Centre. If a student needs to take an item out for a period, they must seek permission from the Administrative Assistant who may allow the item to be signed out.

LOCKERS

On the day of registration, students are encouraged to find a vacant locker for storage of books and personal items. Students are responsible for providing their own locks. If a vacant locker is not available, students are encouraged to share lockers with peers.

The Carpenter Millwright College does not guarantee a locker for each student and is not responsible for any items lost, stolen, or left behind after graduation.

To maintain the safety of all staff and students, the Carpenter Millwright College reserves the right to search the contents of any locker, at any time.

PARKING

The Carpenter Millwright College has a designated area for student parking. However, there may not be sufficient parking for each student and no student may claim parking space by right. Remember, **parking is a privilege, not a right**. The College will **not** be held responsible for any damages that occur to vehicles while on the property of the College.

There are two spaces in front of both buildings that are reserved and designated as “Blue Zone”. Students must have an authorized parking permit to park in this area. In addition, there are two parking spaces marked “20-minute parking” in front of the main building which is designated for the use of Carpenter and Millwright union members and visitors. Students are not permitted to park in these designated spaces.

A speed limit of 10 km/hr is enforced in the parking lots to ensure the safety of students, staff, and visitors to the College and Union offices.

STUDENT ACCOMMODATIONS

The Carpenter Millwright College does not provide on-campus housing. However, a list of boarding houses and other accommodations is available at the Administration Office. Students are also encouraged to check with the local newspaper classifieds listing.

TELEPHONE SERVICES

Students are NOT permitted to use the telephone in the Administration Office or in the Instructors offices.

TESTING ROOM

Students will not be permitted to bring any books, book bags, cellular phones or other electronic devices, written papers, or any other items into the testing room without first seeking permission from the person conducting the exams. Students will NOT be permitted to leave the exam room once the exam is in process. Be sure to bring sharpened pencils, erasers, calculators, and carpentry code books if required before the exam starts. Programmable calculators are not permitted in the testing room (basic calculator only, unless otherwise specified).

TOOL ROOM

Tool rooms are in each shop which house the various hand and power tools for the affiliated program. The contents of these tool rooms are managed by the instructor in charge.

No tools shall be removed from the tool room without proper authorization from your Instructor. Students needing to borrow a tool must sign it out on the sheet posted in the tool room and sign the item back in again when you return it. All students are expected to have their own hand tools.

TRANSPORTATION

We are happy that the Town of Paradise has collaborated with Metrobus for a trial period of bus service to Paradise. Schedules may be found at the front desk at Reception area of Carpenter Millwright College.

PART IV: GENERAL POLICIES

APPEALS PROCEDURE

The Carpenter Millwright College maintains a supportive and fair environment, which allows you to appeal an outcome that is dealt with in a positive and efficient manner. The appeal process is not a vehicle for creating new guidelines or negotiating exemptions from the application of current policy.

Guidelines

1. Prior to filing a formal appeal, the appellant may request an informal review with staff members directly involved and, if required, with supervisory staff in concern.
2. If the informal review decision is unsatisfactory to the student, formal appeals may be made to the Appeals Committee within 5 business days of the release of the decision. The appeal must be in the form of a letter, addressed to the Appeals Committee, which is the final level within the College.
3. Students and applicants have the right to a full explanation of decisions that directly affect them from the individual making the decision.
4. Documentation of interactions and incidents involving students or applicants should occur routinely to ensure all factors are considered in an appeal.
5. Students and applicants have the right to view their College file(s) in the presence of a staff member and any documentation related to decisions directly affecting them.
6. Students and applicants have the responsibility to follow the described appeal procedures.

The Appeals Committee will ensure all reasonable measures will be taken to finalize the process as amicably as possible. Further consultations may be required with the student, and those enforcing academic discipline.

Students who are re-admitted to the College following an appeal are required to remain in good standing for the remainder of their program.

Student Status During an Appeal

Students whose enrolment has been terminated will not normally be permitted to attend scheduled classes during the time of the appeal process. Students appealing decisions that have not resulted in termination or suspension may attend classes while the appeal is in progress.

In the case of an admissions appeal the applicant retains his/her standing on the registration list, but may not register or commence classes until the appeal is resolved.

AWARDS PROGRAM

The Carpenter Millwright College strives for excellence and has established an Awards Program to recognize and reward superior academic achievement. Upon each graduation, awards are granted to individuals in each category to give recognition for their outstanding achievement.

The College reserves the right to limit the award and make changes that circumstance may require. Every effort is made to display the most recent award recipient. In addition, to ensure fair and equitable distribution, the College reserves the right to limit the number of awards a student shall receive.

Andrew Winsor Memorial Award

This award has been established in memory of a Millwright student, Andrew Winsor. It was established in recognition of his contribution to school spirit and ability to bring fun and laughter to the College's learning environment. It is awarded to a Millwright student who best exemplifies Andrew's virtues and makes an outstanding contribution to school spirit.

Award of Excellence

This award is presented to the student who demonstrates exceptional Leadership and Safety, and achieves outstanding Academic Excellence within their program.

Merit Award

This award is presented to a student who exerts an outstanding dedication to the program; improves and builds upon skills; willingly accepts challenges; and demonstrates respect for peers and Instructors.

Perfect Attendance Award

This award is presented to a student who completes an apprenticeship program with a 100% attendance record.

Joint Apprenticeship Training Committee (JATC) Scholarship

This scholarship is awarded annually to a child or spouse of a member of Local 579, Local 1009, or signatory contractor.

Interex Bursary

This bursary is based on financial need and will be awarded to a new student in the Carpentry Program every September.

Ben Curtis Memorial Scholarship

This scholarship is presented annually to a student enrolled in the second, third or fourth blocks of the Carpentry Program who exhibits dedication, good skill development, leadership, professionalism, and good academic performance.

CELLULAR PHONES / ELECTRONIC COMMUNICATION DEVICES

The use of cellular phones and other types of communication devices are permitted at the Carpenter Millwright College. However, they are not permitted to be used in the classroom during class sessions, or during examinations. Students must obtain permission from their Instructor to have their device turned on during class. If permission is granted, the device must be set on “vibrate” and the individual must leave the room to accept or make calls.

CLOTHING & DRESS

To ensure the security and safety of all who study and work at the Carpenter Millwright College, students must wear clothing that is appropriate to the nature of their work / studies and in conjunction with Health and Safety regulations.

Students **MUST** wear clothing that:

- Promotes a positive and professional image
- Is not likely to be viewed as offensive, discriminatory, derogative, revealing, or sexually provocative
- Does not distract, cause embarrassment, or lead to misunderstanding
- Is absent of political or contentious slogans

For the health and safety of all students, the following is a sample list of articles that **must** be worn always while studying at the Carpenter Millwright College:

- Sleeved t-shirts (approved for classroom study only. No short sleeves permitted in shops)
- Long sleeved shirt (mandatory to be worn always while working in the shops/yard)
- Appropriate work pants that fully cover the legs (no spandex)
- Approved PPE (see Safety Policy for listing)

While Students are encouraged to wear coveralls while working in the shops the following **must** be applied always:

- Long hair tied back
- No Jewelry
- No Hoodies
- No Strings

CODE OF BEHAVIOUR

The Code of Behaviour is intended to protect the diverse interests and goals of all students and to provide broad guidance in identifying and discouraging behaviour that conflict with the learning environment. It is imperative that students conduct themselves in a way that supports teaching and learning. They should strive to make the campus safe and one that promotes an atmosphere of civility, diversity, equity and respect.

The following behaviours are *prohibited* and will result in *immediate* suspension, and may result in expulsion. This list is not exhaustive but provides examples of breaches of the Code of Behaviour. This Code deliberately does not place violations in a hierarchy. The College views all complaints made under the provisions of this Code as serious.

- ABUSE OF, OR DISRESPECT FOR, the processes of this Code
- § ACADEMIC DISHONESTY (see academic offences)
- § CRIMINAL OFFENCES while on college property

- § DISCRIMINATION against any individual or group for any reason, including national or ethnic origin, race, colour, gender, age, sexual orientation or physical or mental disability
- § DISTURBANCE: Individual or group conduct which is detrimental to any learning environment
- § DRINKING: including possession, use, or sale of alcoholic beverages
- § DRUGS: including possession, use, or sale of illegal drugs
- § GAMBLING
- § INAPPROPRIATE CONDUCT such as harassment, fighting, unsuitable language, or horse-play which may jeopardize the safety and well-being of oneself or others;
- § INJURY OR DAMAGE TO PERSONS OR PROPERTY including threat of injury or damage, to other persons (physical or mental) or their property, as well as, the misappropriation of, misuse of, or damage to the College's property.
- § INTOXICATED OR INFLICTED CONDITION
- § PROFANITY
- § PROVOCATIVE GESTURES
- § THEFT of equipment, supplies, personal items, student records or any school property
- § UNAUTHORIZED BORROWING OF COLLEGE'S PROPERTY

COMPLAINT RESOLUTION

The College is committed to the prompt and equitable resolution of student conflict issues to the satisfaction of both the student and the College. The Student Complaint Procedure is designed to provide students with both an informal and formal process whereby a student may request the review and resolution of a concern. The Student Complaint Policy maybe used, if satisfactory resolution has not been reached by way of the daily problem-solving activities between staff and students which, in most cases, result in immediate resolution. The student has the right to present his/her case and be accompanied by an individual of his/her choice always during the process. Students are encouraged to address any concerns immediately; please do not let a minor problem develop into a major one.

Formal Procedure

1. In the case where a student is unable to achieve a satisfactory resolution using the informal direct discussion approach recommended above, the student can request that a more formal complaint procedure be launched. To do so, a student must complete and sign a Student Complaint Form recording the concern and documenting the student's desired resolution. Once signed, the form is given to the student; a copy is submitted to the Supervisor.
2. The Supervisor will arrange to meet with the student within two working days of the date of the written complaint. If a satisfactory resolution is achieved during the meeting, the resolution plan is implemented and the Supervisor will follow up to ensure the resolution plan satisfactorily resolves the concern.
3. The Supervisor will meet briefly with the student to close the concern and record the mutually satisfactory outcome of the resolution. The original form will be given to the student and a copy will be filed in the student's academic file.

Review Process

1. Where a concern has arisen that cannot be resolved in the formal procedure above, the student will be asked to complete Part C of the Student Complaint Form; "Request for a Review", of the

original Student Complaint Form setting out the reasons why the formal procedure resolution was unsatisfactory. The student will again keep the original form and a copy will be submitted to the Director.

2. The Director will form a Student Complaint Committee to investigate the student's concern. The committee will meet again with the student within two (2) working days of the request for a review to discuss resolution.
3. The Committee will report to the student by completing and signing Part D of the Student Complaint Form within five (5) days of the conclusion of its resolution investigation process. The written report will include a summary of the investigation findings and the committee's complaint resolution decision including the reasons for arriving at the decision.
4. The student is given the original signed copy of the form. A copy of the form will be retained in the student's academic file and a copy will be placed in the Campus Student Complaint Binder, where it will remain for a minimum period of three (3) years.
5. The Director will maintain this binder on site for possible annual inspection.

CRIMINAL OFFENSES

Students, while on school property, who commit a criminal offence that is subject to the Criminal Code of Canada will be referred directly to the proper legal authorities. This will not exclude any other penalties which may be administered by the College.

EVACUATIONS

All staff, students, kitchen staff, and others who may occupy the building at the time of a fire or other emergencies must adhere to the evacuation procedures.

An evacuation order may come in one of two methods either; the Fire Alarm will be activated (sounded) or Fire Wardens or College staff may go room-to-room and shout the order such as "**Fire, Fire, Fire**". Upon hearing the Fire Alarm or the verbal warning, immediately proceed out of the building using the nearest exit and assemble in the designated muster point as directed by your instructor or a staff member. For your safety, you are not permitted to go back into the building for any reason, or to go to your locker to get books, clothing, or personal effects. You must leave the building immediately and in an orderly fashion.

Elevators are NOT to be used during an evacuation. Always take the stairwells. During an evacuation, Fire Wardens will stay with any person who cannot negotiate the stairs. Fire Wardens will identify persons needing help and assist to evacuate them. If you're in the elevator when the fire alarm is activated, immediately exit once you arrive at the floor.

Once outside of the building and to the muster point, you are required to acknowledge the person taking role call to ensure you are accounted for. During an evacuation, you may receive further direction from Fire Wardens or College staff.

Staff members and alternates have been designated in various locations of the building to ensure everyone has left safely. The designated staff members have role calls readily available in case of an evacuation to ensure all those working in their area has safely left the building.

PRACTICE DRILLS

The College will carry out unannounced practice drills for Evacuation periodically throughout your program. These drills are for your safety and must be taken seriously. During drills any discrepancies or problem areas will be recorded and reviewed for corrective action. The name of any person not taking the drill seriously, not adhering to emergency procedures or disregarding direction from College staff will be recorded and disciplinary action may be taken.

FEES

All students are required to pay all fees for the semester in which they are enrolling on the registration day for that semester. Text books must be paid in full at time of purchase. Students paying their own way through the program (without any financial assistance), may make payment arrangements for tuition with the Administration Department and sign a self-payment schedule. Self payment schedules are negotiated with the students to a maximum period of two-thirds of the program as all account balances must be paid in full at this time. If a student fails to withhold their commitment as outlined in the payment schedule, they may not be permitted to attend classes until all outstanding fees have been paid.

Students withdrawing or terminated from their program beyond two-thirds duration are not subject to a refund. **See Retention and Repayment of Fees** below for more information. If a student withdraws, or is terminated from the College with an outstanding balance, the College will make a reasonable agreement for the outstanding fees to be paid. If the student fails to make payment arrangements, or to repay the fees per the agreed terms, the student may be placed in a professional collections agency within 30 days.

Method of Payment

Payment for all tuition fees may be made by money order, cash, or interac. Personal cheques will only be accepted for programs more than four weeks. Any cheques returned due to non-sufficient funds will be subject to a NSF fee (currently \$20.00).

Retention and Repayment of Fees

AS STATED IN ACCORDANCE WITH THE PRIVATE TRAINING INSTITUTIONS ACT, 1989, AMENDED
DECEMBER 1998, SECTIONS 17 TO 24

17.

(1) Where a student has contracted for a course of instruction at a private training institution and subsequently exercises the option to void the contract at least 21 days before the commencement date of the course, the private training institution shall refund money paid by or on behalf of the student including the registration fee under section 16.

(2) Where a student has contracted for a correspondence course at a private training institution and subsequently exercises the option to void the contract within 14 days of signing the contract, the private training institution shall refund money paid by or on behalf of the student including the registration fee under section 16.

(3) Notwithstanding any provision contained in a contract in respect of a course of instruction at a private training institution, the institution shall not retain money paid for on account of instruction given by the private training institution where the registrant or representative of the private training institution has made false or misleading statements regarding the course of instruction or regarding the nature of the contract for the purpose of inducing a person to enter into the contract and all money so received shall be immediately repaid to the person who has paid it and the contract is void.

18.

(1) Students of private training institutions shall be entitled to a refund of money paid with the exception of the registration fee under section 16 where the student has contracted for a course of instruction at a private training institution and gives notice in writing either delivered personally or by registered mail to the private training institution less than 21 days before the commencement date of the course of instruction of the student's intention not to commence the course of instruction.

(2) Students of private training institutions shall be entitled to a refund of money paid except for the registration fee under section 16 and 10% of the total course fees where:

1. The student has contracted for a course at a private training institution and does not give notice in writing by registered mail to the private training institution before the commencement date of the student's intention not to commence the course of instruction and does not attend the first 5 consecutive days of the course of instruction; or
2. The student has contracted for a course of instruction for a correspondence course at a private training institution and gives notice in writing by registered mail to the private training institution more than 14 days after signing the contract and provided all lessons have been returned in good condition.

3. Students of private training institutions shall be entitled to a refund of money paid where;

(a) the student has contracted for a course of instruction at a private training institution and gives notice in writing either delivered personally or by registered mail to the private training institution after the commencement date of the course of instruction of the student's intention to cease taking the course of instruction;

(b) the student has contracted for a course of instruction at a private training institution and fails to exercise the option to void the contract under section 15 before the date upon which the first class is held, then exercises the option notwithstanding that the student may not have participated during instruction;

(c) the student has contracted for a correspondence course at a private training institution and exercises the option to void a contract under section 15 after part of the course of instruction has been supplied and serviced; or

(d) a private training institution
▪ has the registration cancelled.

- has the renewal of the registration refused and the registration has expired, or
- has not applied for renewal or registration and the registration has expired.

(3) Refund of money referred to in subsection (3) shall not include;

1. The registration fee under Section 17;
2. The fees for the proportion of the course already supplied and serviced or in the case of correspondence courses the fee for lessons supplied and evaluated, and for the purposes of this paragraph any portion of a week shall be considered one week in determining the amount of the refund; and
3. The retail cost of equipment that has been supplied to the student by the private training institution unless the equipment has been returned to the private training institution unopened or as issued within 10 days of receipt by the student.

19.

(1) Where a private training institution has supplied, and serviced two-thirds or more of a course of instruction and has not received a proper notice of a student's intention to cease attending the course before that date, the private training institution shall not be obliged to refund money paid for or on account of the fees by or on behalf of a person who has contracted for that course of instruction.

(2) The private training institution is not required to repay money to a student where:

1. A student has contracted for a course of instruction at a private training institution and the registration of this private training institution is cancelled or expires before the course of instruction has been completed.
2. Where a course of instruction offered by another registered private training institution is the same or like the course of instruction contracted by the student under paragraph (a); and
3. Where the student and the private training institution referred to in paragraph (a) agree in writing with the owner or operator of the registered private training institution referred to in paragraph (b) that the student will complete the course of instruction at the registered private training institutions referred to in paragraph (b) at no additional cost to the student.

20. A private training institution shall collect from student's tuition fees not more than the amount required to cover one semester at a time.

21. Where a private training institution received a proper notice of a student's intention to withdraw from a course, the private training institution shall acknowledge receipt of the notice and provide the student with a statement of money retained by the private training institution.

(1) Where a private training institution is required to refund money under sections 17 and 18, refunds shall be made to the person entitled within 30 days of the receipt by the private training institution of the notice referred to in sections 17 and 18.

(2) If a student received a student loan, the refund cheque is to be made payable to both the bank and the student.

22.

(1) Where a private training institution has after the commencement date of a course of instruction dismissed a student due to academic failure, contravention of an institution regulation, misconduct or failure to pay the required fees under a written contract for a course of instruction and the private training institution has satisfied the superintendent that the dismissal was for a good cause, the private training institution shall refund money paid for or on account of the fees or on behalf of the student except.

(a) The registration fee under section 16; and

(b) The proportion of the fees for the course of instruction that the part of the course of instruction supplied and serviced to the date of dismissal bears to the course of instruction

(2) Where a private training institution has dismissed a student under subsection (1), the private training institution may retain, in addition to the money referred to in subsection (1), an amount required to repair or replace property of the private training institution that has been damaged or destroyed as a direct result of the action or conduct of the dismissed student and the private training institution has satisfied the superintendent that the damaged or destruction was caused by the willful action of the student.

23.

(1) where a student has enrolled in a private training institution for qualifying in a specific subject and successfully completes the course of studies for that subject and where the student has fulfilled the terms of the written contract made between the student and the institution, the institution shall issue the student a certificate to evidence the successful completion of the course of studies for that subject.

(2) Where a student has enrolled in a whole course of instruction in a vocation and successfully completed the course of studies for that vocation and where the student has fulfilled the terms of the written contract made with the institution, the institution shall issue the student a certificate or diploma and a transcript of marks to evidence the successful completion of the course of instruction.

(3) Where a student has enrolled in a whole course of instruction in a vocation and fails to meet the passing standards of the course but has fulfilled the terms of the written contract made with the institution, a student be entitled to receive, on request from the institution, a transcript of marks.

GENERAL OFFENCES

Any offences not specifically referred to in this document, but which are judged to be detrimental to the College and members of the College's community will be referred to the appropriate authority for disciplinary action.

HARASSMENT POLICY

The Newfoundland and Labrador Regional Council of Carpenter, Millwright and Allied Workers and the Carpenter Millwright College are committed to providing a work environment that is conducive to the performance of work and is free of unlawful discrimination and harassment. This policy applies to all employees, students, officers, agents, suppliers, and customers of the organizations. The organizations consider harassment or any behaviour which denies individuals their dignity and respect, to be a form of intimidation and will not tolerate its occurrence.

The organizations will ensure that individuals who believe they are or have been subjected to harassment can register a complaint(s) in confidence with assurance of prompt action without fear of reprisal. The organizations will exercise care to respect and protect the right of both the complainant(s) and the alleged offender(s).

The organizations will take whatever disciplinary measures as they deem necessary and appropriate against any person(s) under its direction who subjects any individuals(s) to harassment. Anyone who is found to have engaged in sexual or other forms of unlawful harassment will be subjected to disciplinary action, up to and including discharge.

Definitions

Harassment based on race, religion, religious creed, sex, marital or family status, physical or mental disability, political affiliation, activity or opinion, colour, ethnic, or national origin or social orientation or sexual orientation, is any such unlawful behaviour that is directed at or is offensive to, an employee (s), or endangers an employee's job, undermines performance, or threatens the economic livelihood of the employee(s).

Harassment of a sexual nature is comprised of unwelcome sexual comments, jokes, gestures, pictorials, or physical contact that the individual knows, or ought reasonably to know, to be unwelcome, objectionable or offensive. The behaviour may be on a one-time basis or a series of incidents.

Here are some examples of behaviour that is NOT considered to involve harassment:

- Both parties find the conduct acceptable;
- An acceptable compliment(s) or remark(s) is made;
- Office flirtation which involves a voluntary relationship to which neither objects;
- The normal exercise of supervisory responsibilities is carried out, including training, counselling and discipline or an acceptable supervisory style is used;
- Personality difference between people exists.

Responsibilities

The onus is on the complainant(s) to make his or her objection(s) known to the alleged offender(s), and to document the incidents of harassment and list any witness or any other person(s) to whom he or she has complained.

It is the company's obligation to deal with a complaint(s) promptly once it becomes aware of it. Any employee(s) who want to report an incident(s) of harassment should promptly report the matter to his or her supervisor if it is appropriate to do so. If the supervisor(s) is unavailable and if the employee prefers, he or she can immediately contact a representative in the Administrative Department of Carpenter Millwright College, the union's appointed representative(s), or a member of the Occupational Health and Safety Committee.

Any supervisor(s) or manager(s) who becomes aware of possible sexual or other harassment can promptly advise the Administrative Department. The department will assist with the matter in a timely and confidential manner, in cooperation with appointed representatives. Appointed union representatives should immediately contact the Administrative Department.

Management will inform every employee of this policy by posting a policy and procedure on all company bulletin boards. A training and awareness program will be offered to all managers, supervisors, and representatives at all operations.

All information and communications will be kept strictly confidential between and among appointed representatives and information will only be disclosed with the complainant's permission and to the extent that is appropriate and necessary to address the alleged complaint(s). All stages of the investigation will be handled as discretely as possible.

A victim(s) of harassment, complainant(s), or the alleged offender(s) shall be protected, where possible, from repercussions which result from a complaint(s), an investigation(s) or a decision(s). If an alleged charge is not substantiated, no record shall be kept in the alleged offender's personal file.

It is the responsibility of every manager, supervisor, and every appointed representative to ensure that the workplace is free of such behaviours or practices and to take appropriate action under this policy to eliminate these behaviours or practices when they are observed or reported.

Because the charge of HARASSMENT is a very serious matter for everyone involved, students or employees must not make frivolous or malicious charges against others.

Procedures

1. An individual(s) who believes he or she is a victim of harassment:
 - (a) is encouraged to speak immediately and directly with the alleged offender(s) indicating that the behaviour(s) is not acceptable.
 - (b) should make notes after each incident in case action may have to be taken; dates, times, the nature of the behaviour of witness, if any, should be included.
2. If the individual(s) is unable to, or does not wish to discuss the problem with the alleged offender(s) or a discussion does not resolve the problem, the following procedure is recommended:
 - (a) an individual who believes he or she is being harassed may report the circumstances in writing to the Administrative Department to a manager or supervisor of his or her choice, or to a designated representative of management, the union, or a member of the OHS Committee. The individual should immediately complete and sign a Form 1 which can be

sent immediately to the Administrative Department to a manager or to a designated representative of management, the union, or OHS Committee member. The Form 1 must then promptly be sent to the Administrative Department.

(b) The Administrative Department will immediately issue a Form 2 to the alleged offender and immediately arrange to carry out an investigation.

(c) A representative of management or of both management and the union will carry out an investigation process while completing Form 3. The process can also be investigated by a trained investigator(s) appointed by management. The representative or investigator(s) will complete Form 3 which involves a summary of arguments and a thorough account of the alleged event(s) and action(s).

(d) Designate(s) or investigator(s) will interview any witness while completing Form 3.

(e) All information will be sent to the President for review and consideration.

(f) A Form 4 will be completed by the President with response of the complaint and the recommended action or results of a decision.

NOTE: *Recourse to the above alternative complaint procedure does not negate an employee's right to use other mechanisms available through the Human Rights Commission and through the process of the grievance procedure outlined in the organization(s) Collective Agreement.*

INSURANCE COVERAGE AND ACCIDENTS

Students, while on the property of the Carpenter Millwright College, have insurance coverage against accidents. If an accident, or "near miss", happens, no matter how minor, the student must report immediately to an Instructor who will take the necessary action. Appropriate forms may be obtained from the Instructor or from the Administration Office.

PRIOR LEARNING ASSESSMENT & RECOGNITION PROCESS

If you have acquired skills through work experience, other unrecognized training programs, or through self-studies or other life experiences, the College may perform a Prior Learning Assessment Recognition (**PLAR**) process with you. If the skills you have learned are equivalent to the contents of the program, credit will be awarded for that learning gained from experience and not the experience itself. Transfer of credit will also be awarded from courses successfully completed at another recognized school where the objectives are equivalent to the courses objectives within the program.

If a student is granted a course credit, the hour value of that course will be deducted from the duration of the program. For example, a student receiving a credit for a course that has an hour value of 90, then the Contract of Training will have an addendum deducting the 90 hours from the duration of the program.

Students have a **maximum of two weeks** from the start date of their program to apply for **PLAR**. Applications for PLAR may be subject to an administration fee of \$500.00.

The **PLAR** process assumes that valid learning is significant and warrants assessment for educational credit. Prior Learning Assessment and Recognition can involve various forms and methods to assess learning.

Methods used to evaluate prior learning:

- (a) Oral interviews between assessor and learner
- (b) Assessment of “equivalent” courses studied
- (c) Challenge exams
- (d) Performance evaluations
- (e) Documentation (evidence of learning, e.g. transcript, diploma, record of work experiences and proven competencies achieved).

For more information, contact the Administration Department.

RECYCLING

The Carpenter Millwright College seeks to identify practices which involve protecting the environment and encouraging new practices to maximize the recycling of waste materials. Students should become familiar with the location of recycling bins as well as recycling practices of the college.

To accomplish our recycling objectives, the following steps will be taken by staff and students:

- Place recyclable materials in appropriately marked containers or locations (paper, beverage containers, wood, metal, nails, oil, etc.).
- Maximize the use of recycled materials.
- Only print when necessary. Use electronic means of sending documents. When printing, use double-sided options.
- Follow environmentally friendly protocol for cleaning tools and equipment, and for discarding hazardous products.
- Recognizing that waste reduction is preferable to recycling and to utilize waste reduction techniques.

Students shall not assume that recycled materials are available for personal use and must seek permission from the Director before taking any recycled product. Any unauthorized use will be considered theft.

If you are not sure about recycling procedures, please see your instructor or administrative personnel for accepted protocol.

REPEATING COURSES

If a student fails a course (see Exams), or did not complete the assigned course work in the required period as assigned by the Instructor, the course will be considered failed. Extraordinary circumstances shall be documented and reported to the Instructor who will have the discretion to grant any extensions for course work.

Students may re-apply in the following semester (or later) to repeat the course(s) and will be responsible for paying for the full cost of the course. At the discretion of the Director, the College may decide for repeating a course prior to the program finish date.

SAFETY POLICY

ACRC, Millwright and Allied Workers and the Carpenter Millwright College are vitally committed to and responsible for an effective Health and Safety Program that protects its workers, students, property, equipment, and the public from injury and illness.

Management and workers are responsible and accountable for the organizations overall occupational health and safety initiatives in the pursuit of protecting everyone from injury and illness and ridding our environment of the hazards that cause them. Active participation by everyone, every minute of every day, is required to reach our goal of an accident free environment. The Carpenter Millwright College will make every effort to provide and maintain a safe and healthy workplace by implementing an occupational health & safety program, adhering to acceptable industry standards, and complying with occupational health and safety legislation. In keeping with occupational health and safety legislation, a healthy and safe workplace will be accomplished in consultation and cooperation with management and workers, the occupational health and safety committee.

Violations of health and safety regulations, rules, and work procedures are taken very seriously and everyone is reasonably expected to protect the health and safety of themselves and others. Every worker must protect his/her health and safety and the health and safety of other workers by working in compliance with legislation and established workplace practices and procedures. Everyone is accountable to report unsafe behavior, conditions, and practices to his or her immediate supervisor (instructor) or a member of the onsite Health and Safety Committee.

Health and Safety is an integral part of everything we do. Learning to be healthy and safe is central to our beliefs as a union organization. It is in the best interest of all to join and put into practice health and safety principles in all work activities.

Personal Protective Equipment

All persons entering the shop and yard area are required to wear safety equipment as laid down by the Occupational Health and Safety Regulations which includes the following, but are not limited to, hard hat (CSA Code Z94.1), safety glasses (CSA Code Z94.3), steel-toe boots (CSA Approved), work gloves and hearing protection when necessary. Anyone found in either of these areas without wearing the required equipment will be asked to leave and will not be permitted to re-enter until the proper equipment is worn. **STUDENTS ARE NOT PERMITTED TO WEAR WHITE HARD HATS.**

Occupational Health & Safety Committee

The Occupational Health and Safety committee is an advisory team comprised of management and worker representatives whose primary role is to assist the Carpenter Millwright College in creating and maintaining health and safety in the workplace. The committee is responsible for monitoring the health, safety and welfare of the workers, students, as well as other members entering the workplace. A current listing of OH&S Committee members is posted on bulletin boards throughout the College.

The goal of the OH&S committee is to promote and monitor the internal responsibility system by encouraging employers and workers to resolve health and safety concerns reasonably and on their own,

with minimum third-party intervention. A key role of the committee is to identify health and safety concerns and initiate workable solutions to improve the quality of life for workers and students of the Carpenter Millwright College that is conducive to learning.

As per Occupational Health and Safety Act, the OH&S Committee shall be comprised of a *minimum* of two worker representatives and one employer representative where there are 10 - 50 workers in the workplace. However, the Carpenter Millwright College recommends that at least one instructor from each shop/program participate on the committee to ensure each shop is adequately represented. It is also recommended that the Newfoundland & Labrador Regional Council of Carpenter, Millwright, and Allied Workers have one worker representative serve as a committee member. The College encourages one student representative from each program to participate in functions of the committee to help ensure the highest quality of health and safety is maintained at the College, while fostering learning for students regarding the Occupational Health & Safety Act and creating a safety culture in their workplace.

Student representatives shall be elected within their respective classes. Upon graduation, the student representative's position shall be discontinued, and replaced with a new student representative from the subsequent class.

Three Strike Policy

This policy is necessary to ensure the safety of all staff and students of the Carpenter Millwright College and is enforced by the College's Occupational Health and Safety Committee. Each member of the Committee and all instructors and supervisors have the power and responsibility to enforce this policy. It is the responsibility of all students and workers of the College to report any unsafe work practices to an immediate supervisor or member of the OH&S Committee.

If, at any time, a student or worker is seen demonstrating unsafe work practices, the following policy will be enforced:

- Strike 1: For the first offense, an oral warning is issued. The warning will be recorded by the Committee member, Instructor, or Supervisor and given in memo form. The memo will be kept on your file.
- Strike 2: For the second offence, you must report to the Director where a formal letter will be given to you and placed on your academic file at the Administrative Office.
- Strike 3: For a third offense, you must report to the Director and a one-week suspension will be enforced. Any subsequent offences will result in immediate termination.

SCHOOL CLOSURE

In the event of an unscheduled closure, announcements will be made on our; College Facebook page, local radio stations including OZ FM (94.7), VOCM (590), K-Rock (97.5), Hits FM (99.1), and Coast (101.1) and the College main voice mail. Attempts will be made to ensure that school closures are announced by 7:00 am.

If an unscheduled closure occurs throughout the day, an announcement will be made through the College's Public Address (PA) System.

Classes that are cancelled due to school closure will be rescheduled as soon as possible. Students may be required to work extra hours to make up for lost days.

SHOP CLEAN-UP

All students must abide by their clean-up duties of the shop and yard area. Failure to comply will result in a written warning for the first offense, a three-day suspension after the second offense, and termination after the third offense.

SMOKING

Smoking is NOT permitted inside the building of the Carpenter Millwright College. There are designated smoking areas and disposal containers located outside of the building where all cigarettes **MUST BE** discarded.

ACCOMODATIONS FOR STUDENTS WITH DISABILITIES

The Carpenter Millwright College will assist, where possible, with appropriate accommodations for individuals with self identified disabilities. Supports may be provided to students who request them. Accommodations that may be provided are extra time for testing, testing in another space, and oral examinations. In the case of oral exams there is a fee associated. Please see option 1.

The onus is on the student to follow up on their accommodations needed. The College will then notify all instructors of accommodations that are to be put in place.

For physical accommodations needed, the student should inform the College of the needed accommodation and the College will endeavour to provide assistance.

If additional tutoring is required beyond normal classes, the *tutoring policy* will apply.

TUTORING POLICY

OPTION 1: This policy relates to the administration of **oral examinations only**, and does not include reading course modules or assignments. The Carpenter Millwright College advises that assistance be given at home to read course modules and complete module assignments.
Price: \$30.00 per hour (*subject to change*)

OPTION 2: This policy relates to in-depth tutoring which includes assistance with the reading of modules, assignments, and examinations for the duration of the program.
Price: \$50.00 per hour (*subject to change*)

OPTION 3: This policy relates to in-depth shop and theory tutoring by a certified journeyperson. This policy also relates to those registered in short programs such as advanced level apprenticeship or Trade Qualifier.
Price: \$50.00 per hour (*subject to change*)

VOLUNTARY WITHDRAWAL

Any student wishing to withdraw from their program at the Carpenter Millwright College must notify the Administration Office to terminate their Contract of Tuition. Non-attendance does not constitute official withdrawal. Termination date will be the date the student requests to be terminated, or is terminated by the college for non-attendance. Terminations in this case will NOT be based on the last date of attendance. This will affect the refund policy.

WORKLOAD

Students must realize that in order to achieve the greatest learning experience possible, they should contribute extra time over and above regular school hours. Carpenter Millwright College strongly suggests that each student take advantage of the shop time available during the day and complete all reading assignments at home.

WORK TERM

Per the Plan of Training for the Industrial Mechanic (Millwright) Program, all students in the Entry Level – Block 1 program must complete the course Workplace Exposure - OT 1190. This is an un-paid 90 - hour work term that is held in the last two weeks of the Industrial Mechanic (Millwright) program.

All 17 – week Scaffolding students must complete a 35 – hour unpaid work term in the last week of their program.

Students cannot proceed on their work term without passing all required courses and all payments are made in full to the College. Failure to do so will result in not attending their work term.

All students in the Industrial Mechanic (Millwright) program are encouraged to find their own work term, however, if they cannot the Student Services Representative will assist the student with their placement. All scaffolding students are placed on their work term by their instructor.

If an Industrial Mechanic (Millwright) student finds their own placement it must reflect their program of study and have a journey person on site. Once a placement has been made the student must notify the Student Services Representative of specifics of their work term: Company's Name, Supervisors Name, Telephone Number, and E-mail.

Before the student commences their work term they will receive a presentation from the Student Services Representative. They will also receive two work term packages, one for the Host and one for the Student. Students must submit the confidentiality agreement/student waiver/access to final evaluation and student work term information sheet prior to starting their work term to the Student Services Representative. On the first day of the work term the student must submit the signed student work term agreement to the Student Services Representative. On the last day of the work term the student must submit the student work term final evaluation completed by the host (must be completed by a Journeyperson) and the student feedback form.

The student, the Host, and the College must complete all required documentation. Failure to do so may result in the student not completing their work term.

The student is responsible for 100% attendance while on their work term. If a student cannot attend it must be due to unforeseen circumstances and they must advise their supervisor, their instructor, and

the Student Services Representative prior to the commencement of their work day. They may also have to make up hours for missed time with their employer.

The student must follow all policy's and procedures of their Hosts work site and always ensure to have safe practices. The student must ensure both work term packages are completed in full and submitted to the Student Services Representative after they finish their work term. Failure to do so may result in not completing their program. Students and their hosts are encouraged to maintain an open dialogue with one another to avoid problems and confusion. We ask, therefore, that that the student bring any concerns or frustrations to the attention of their immediate supervisor to resolve them. If, however, this has not been effective the student can feel free to call the College's Student Services Representative or their instructor discuss the issue.

The Host will assign duties and tasks relevant to the student's area of instruction and training. Qualified staff from the organization will monitor and supervise the student while completing duties, provide direction, and evaluate the student's progress. The Host reserves the right to terminate the students work term at any time if circumstances warrant and agree to notify the Carpenter Millwright College prior to any such decision. The College instructor and Student Services Representative will be monitoring the student's attendance and progress on their work term.

The Student Services Representative and the student's instructor will contact the Student and their Host on regular basis to monitor the students work term. Students who do not meet the required hours of the work term will not pass the program. The student may then have to find another work term on their own accord.

PART V: ACADEMIC POLICIES & PROCEDURES

ACADEMIC OFFENSES

Any staff member of the Carpenter Millwright College who is aware of an academic offence committed by a student is responsible for informing the student as soon as possible of the consequences of the offence in writing. Proceedings against the student should be given by the Director of the College after reviewing all the supporting evidence.

All decisions that are made concerning the offence must be brought to the student's attention in the form of writing. This written record will be kept on the student's file until he or she has completed their course of study at the Institute, then it will be destroyed. It will be composed of a description of the offense, a statement that the offence has been reviewed with the student and the complainant, and a brief account of the penalty being enforced.

Cheating

Cheating is a dishonest practice that is strictly prohibited at the Carpenter Millwright College. Cheating involves, but is not limited to, the following actions: copying another student's work; writing an exam or assignment for another student or having him/her do it for you; obtaining or providing unauthorized assistance; using or being in possession of unauthorized material. Copying, paraphrasing, or translating the work of other students are also considered to be cheating. If a student provides another student

with a copy of their work, they are implying permission for their work to be copied, therefore, they are cheating as well.

The Carpenter Millwright College will **NOT** tolerate any form of cheating. Violations of the above mentioned may result in a **one-week suspension** for the first offence and an **immediate dismissal** for the second offence.

Unauthorized Communication

Any students communicating during an exam is cheating and is subject to the same penalties as cheating. Communication may be defined as written, verbal, body gestures, and the use of an electronic communication device during the exam delivery.

Plagiarism

Plagiarism is an act where one copies, translates, or paraphrases published or unpublished material without giving reference to the source where the information came from. Students committing plagiarism are subjected to receiving a **0% grade** and face **possible suspension**.

Confidential Materials

Students are prohibited from obtaining, or trying to obtain, sell, or distribute in any way, confidential material such as exams, assignments, student records, etc. Such actions may be considered theft or cheating.

Falsification of an Academic Record

If a student in any way alters a Carpenter Millwright College academic record, or provides the College with falsified documentation for gaining acceptance or receiving credit, they will be committing a serious breach of academic honesty.

ATTENDANCE

The Carpenter Millwright College strictly adheres to a 100% attendance policy. Students must attend and be punctual to all classes within the program. Any student arriving late, or leaving early, will be marked unexcused for that portion of the day. Where possible, written documentation shall be provided for any form of absenteeism immediately upon the students return to school. Students are required to initial the attendance record with their instructor at the end of each week before it is submitted to Student Services Representative for monitoring and as an official report.

Students are required to contact the administration office if they are not able to attend school. A voice message may be left after hours. Failing to notify the college of your absence will be considered unexcused.

Excused absences will be decided at the discretion of the Instructor. It will include, but not limited to, sickness requiring medical attention (doctor's note required), family emergencies, bereavement, etc. Even though absences may be determined to be excused, missed course material must be completed in a timely manner.

ASSIGNMENTS

Students must attain at least an 70% mark on all assignments. Assignments that are passed in late are subject to grade deductions as pre-determined by the Instructor.

EXAMS

To successfully complete a course, a 70% grade is required. A mark of 70% must be achieved in both the theory and practical components of the course.

Final course grades (unless otherwise specified) are based on a weighted average of the theory and practical marks.

RE-WRTIES AND SUPPLEMENTARY EXAMS

Carpenter (Pre-Employment)

If a student does not receive an overall average of 70% on their tests for that course they can write a supplementary exam. The supplementary exam covers all units in that course. The student must achieve a minimum of 70%, however, the supplementary exam will have a maximum value of 80%. The time scheduled to write the supplementary exam is at the instructor's discretion.

Industrial Mechanic (Millwright) (Entry), Scaffolding, and all Advance Blocks

If a student does not receive 70% on an exam they will have the option to either re-write the exam on the Friday in the week in which the exam was failed or the following Friday. The student must achieve a minimum of 70%, however, the supplementary exam will have a maximum value of 80%. Should a student not complete the exam in one of these two-time slots, they will receive a grade of zero on the exam and be required to complete the course at their own expense.

DISCIPLINE POLICY

The Carpenter Millwright College expects students to be responsible towards the College's property, other students, the community, and themselves. Students are expected to obey the laws of the community along with the policies of the College.

Penalties

If a student commits an academic offense, the Carpenter Millwright College reserves the right to enforce any or all the following penalties:

- rejection of an application for admission
- rejection of submitted work, with no credit given
- academic probation
- suspension
- expulsion
- reprimand
- legal action

Academic Probation

The intent of academic probation is to formally serve notice that a student may not be making satisfactory progress. The conditions of academic probation are intended to specify the achievement standards required to graduate; to identify unsatisfactory academic performance at an early date; to

provide occasion for counseling; and to give students whose ultimate success is in question further opportunity to demonstrate their ability to meet academic expectations.

- Students may be placed on probation by the College for failure to maintain normal academic progress in their program. Probation will be removed when the College determines that satisfactory academic progress has been demonstrated.
- Students with less than a 70 percent average for theory and shop work may be placed on academic probation unless extraordinary circumstances exist.
- Academic probation will be continued for all students if they have a grade less than 70%. It will be removed when the grade has been met. Should the grade point deficit reach a point whereby a student is unable to complete two thirds of his or program, the student will be terminated from the College.
- Academic probation may only be served once. This is applicable for returning students who had served academic probation in a program they were previously enrolled in at the College. If a student's academic probation has been lifted, and later falls below the required academic status, the performance committee will review the student's file to determine immediate dismissal.

Expulsion

The College is committed to taking all reasonable steps to ensure the students can successfully complete their program. The College has a commitment to ensure that within this general framework that all students are treated fairly and equitably. Students who do not support the academic and ethical goals of the College for themselves and their fellow students may be subject to penalties, up to and including expulsion.

In general, the College will attempt to resolve a situation without expulsion. Verbal warning, written warnings, probation, and suspension may precede this final and most serious of actions. Where the College deems the integrity, safety or well being of the College, students, staff, clients, visitors, and other guests is in danger then expulsion may be applied at the Director's discretion at any point in the process.

Students may be expelled if they do not meet the Performance or Attendance standards, or other offenses as outlined in these policies.

The Appeals Committee will determine readmission. If students are granted re-admission after an initial dismissal, they will be placed on probation for the duration of their enrolment.

Expulsion from the College may deny future registration privileges. A student that is dismissed for non-academic reasons may not necessarily be approved for readmission for two (2) years. These dismissals may relate to harassment, unsafe acts, defacing school property, stealing, academic dishonesty, or violation of other school policies.

Requests for readmission must be submitted to the Appeals Committee.

Reprimand

A student will be allowed to continue at the College once a letter is given to him/her outlining the nature of misconduct and the implications of further misconduct. The penalty of reprimand may be imposed by the Instructor, Student Monitor, or the Director. The Director is to receive a written notice of the offence.

Suspension

A Student may be suspended from his/her program for a specified period and the details of the suspension will be stated in writing.

Instructors and the Student Monitor have the authority to suspend a student for a period of one week for cheating or any other behaviour that disrupts or interferes with classroom activities. In such cases, the Director must be notified immediately, in writing, who may then decide to suspend further or even terminate from the program after further consultation with the Performance Committee. If the student is reinstated and continues to behave inappropriately, the Instructor, or Student Monitor, will notify the Director in writing and further action will be taken.

PERFORMANCE POLICY

The Carpenter Millwright College has determined that a student is in good standing if his or her performance is not less than 90 per cent of all required course material complete at any point in time. A review of each student's performance is conducted monthly, or more often if deemed necessary by the Instructor and/or Student Monitor. The College may choose to deny continuation of a program if a student fails to maintain reasonable academic progress, as specified by the College at any time throughout the duration of the program. The College may specify additional academic standards for which students are responsible for compliance to these regulations. All actions taken to enforce these regulations will be noted on the student's academic record.