



Carpenter Millwright College
***Student Policies and
Procedures Manual***

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WELCOME

I would like to extend a warm welcome on behalf of the Carpenter Millwright College of NB, and wish you well as you begin/advance your career as a skilled tradesperson.

We provide “value-added” courses, with a focus on local requirements. We continually attempt 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 as our programs are tailored by industry experts.

In this document 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 success with your program. Welcome aboard!

Fraternally,

Mick Dawson
Director



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PART I: PREFACE

PROFILE

The Carpenter Millwright College of NB (CMCNB or CMC) is a specialized trades college, owned by the United Brotherhood of Carpenter and Joiners of America, Local 1386 and Local 2262. CMCNB specializes in the carpentry, millwright, scaffolding and welding. It is the only centre dedicated to our union membership and has earned a reputation for its ability to design and deliver a ‘value added’ curriculum to its students.

In July 2000, the Department of Post-Secondary Education Training and Labour granted approval to the Carpenter Union to open a private, not-for-profit training college, under the provisions of the Private Occupational Training Act of the Province of New Brunswick. Renewal of Certification is governed by a yearly compliance inspection, carried out by Private Post-Secondary Institutions Branch. The formerly named “Carpenters Training Centre”, and later named “Carpenters & Millwrights Training Centre”, opened its doors in the City of Saint John, before moving to its current Fredericton location in 2018 consisting of 6,000 square foot solely for training purposes. This building is equipped with classrooms possessing state-of-the-art technology and shop space to accommodate the practical components of 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.

CMC’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 Atlantic Canada Regional Council (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 curriculum 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 2018 – 2019 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:

- *Mon - Thurs: 8:30 am - 4:30 pm, Fri - 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 break on Friday, nutrition break only. Part-time course hours may vary (participants will be notified)*

ENTRANCE REQUIREMENTS

Entry-Level 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 below*).

Advanced-Level Programs:

To be determined upon approval of RFP for Apprenticeship 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.

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. An acceptance letter will be mailed upon availability of a seat once an applicant meets the entrance requirements.

In order 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

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*)

PART III: CAMPUS INFORMATION

Student Lunch Room

Student will have access to a fully-equipped lunchroom, with microwaves, fridge, stove and oven. For sanitary reasons, please remove any workshop attire before proceeding to the lunch room.

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

CLASSROOMS

Students shall check the bulletin board in their respective shop to determine the schedule of classroom. 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. A copy of the College's floor plan is attached in *Appendix A*. There are evacuation routes posted within all classrooms, corridors, and shops.

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 WiFi access for our students. The student access for Wifi is **ACRC-CMC-NBF-StudentsAndGuests** and password: **cmc12345**

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 a program, students should keep in contact with their local UBC Organizer/Rep to have knowledge of the latest employment opportunities available. All graduates are encouraged to stay in contact to ensure they do not miss out on a good career placement.

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.

STUDENT ACCOMMODATIONS

The Carpenter Millwright College does not provide travel and accommodations for its students.

TOOL ROOM

The tool rooms are located in shop area and houses various hand and power tools for CMC's programs. The contents of these tool rooms are to be 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.

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 the area of 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 circumstances 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.

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.

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 in order 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 at all times 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 at all times 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 at all times:

- 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, equality 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 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

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, 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. (See Appendix A for fire exits). 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 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 safety 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 time frame 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 according to 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 cash, money order, debit, or (major) credit card. Personal cheques will only be accepted for programs in excess of 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 OCCUPATIONAL TRAINING 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 with the exception of 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 in the course of 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 similar to 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 in excess of 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 wilful action of the student.

23.

(1) where a student has enrolled in a private training institution for the purpose of 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 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.

THIS POLICY IS ALSO ATTACHED TO YOUR COPY OF YOUR CONTRACT OF TUITION.

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 Atlantic Canada Regional Council of Carpenters, Millwrights and Allied Workers (ACRC) 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 are able to 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 individual(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, 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;
- 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 are 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 (es) or any other person(s) to whom he or she has complained.

It is the CMC's obligation to deal with a complaint(s) promptly once it becomes aware of it. Any student(s) or 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 student (s) or employee(s) prefers, he or she can immediately contact a designated union representative (Provincial Manager or EST), or contact Human Rights Commission.

All information and communications will be kept strictly confidential between and among all parties 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, and witnesses, 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:

An individual who believes he or she is being harassed may report the circumstances in writing to a supervisor, or to a designated representative of the union, or to the Human Rights Commission.

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).

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.

In order 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 supervisor for accepted protocol.

REPEATING COURSES

If a student fails a course (see Exams), or did not complete the assigned course work in the required time frame 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 make arrangements for repeating a course prior to the program finish date.

SAFETY POLICY

The ACRC 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 general 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, in particular the occupational health and safety committee.

Violations of health and safety regulations, rules, and work procedures are taken very seriously by the stakeholders of this organization 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 together 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 are 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 ACRC 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.
- 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 Facebook page:

<https://www.facebook.com/CarpenterMillwrightCollegeNB>

Attempts will be made to ensure that school closures are announced by 7:00 am.

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.

STUDY SKILLS

Suggestions for Effective Study:

Make study a habit: Studying should take place automatically if you have a realistic plan.

Have a comfortable place to study: Have a room with a desk and chair that is comfortable where you should make a habit to study all the time. It not a good practice to study on your bed.

Get organized: Before you settle down to study, have all of your materials ready.

Develop a schedule: Develop a schedule for yourself before you begin studying outlining the topics you are studying, the time you will spend on each topic, and when and how long you are going to take a break. Tip...Tackle the subjects that are longer or ones that you do not like first.

Concentration: Before you begin studying, make sure your mind is clear of all interruptions. Studying while thinking about something else is merely a waste of time. Get rid of all issues distracting you before you begin because the less interruptions you have, the more you will get out of it.

Review often: The more you review the topic you are studying, the more it will sink in and unfold in your mind.

Class Attentiveness: It is a good practice to get as much out of class time as possible. The more you learn in class, the less you will have to study to remember for an exam. Being alert, listening attentively, avoiding distractions, and trying to create an interest in something you find not so interesting will help you considerably in learning and understanding a topic.

Study Groups: Students achieve more when they study with others than they do when they study alone. In a self-directed program, it is a good practice for those who are working along at basically the same pace to work together to get the most out of the topics being studied.

STUDENTS WITH LEARNING DISABILITIES

The Carpenter Millwright College will assist, where possible appropriate learning accommodations for individuals with formally diagnosed learning disabilities. Supports will be provided as identified in the formal diagnosis. 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 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 journeyman. 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 Director 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 have to 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.

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 offence, 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 considered to be cheating as well.

The Carpenter Millwright College will **NOT** tolerate any form of cheating. Violations of the above mentioned will 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 considered to be 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 the purpose of gaining acceptance or receiving credit, they will be committing a serious breach of academic honesty.

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.

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 absent 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 contact his or her instructor as soon as possible 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 un-excused.

Excused absences will be decided at the discretion of the Instructor and/or Director. 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.

EXAMS

Students must attain at least a 70% mark on all exams. If the 70% is not achieved, a maximum of one supplementary exam may be written after a one-week time frame has passed. The value of the second attempt is lessened to 80%. If the 80% has not been achieved the second time, the grade for that unit is taken at face value.

This policy also applies to missed attempts. If a student is not present during a regularly scheduled exam, he/she will be considered to forfeit their first attempt. Upon writing that exam, the worth is reduced to 80%, and no supplementary exam will be granted. If that student was not able to be present to due extraordinary circumstances, documentation must be provided to the Instructor. It is at the discretion of the Instructor to excuse the missed attempt.

Final course grades (unless otherwise specified) are based on a weighted average of practical and theory marks. However, students must attain a minimum of 70% average on **both the theory and practical** components in order to receive credit for the course. The final *theory* mark will be based on the average of the written assignment and theory exams. If *either* the final theory or practical grade falls below the required 70% pass mark, the course is considered failed.

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 of 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 as long as 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 student's file will be reviewed by the performance committee to determine immediate dismissal.

Expulsion

The College is committed to taking all reasonable steps to ensure the students have the opportunity to 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.

Readmission will be determined by the Appeals Committee. 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. 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 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 of time 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 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 on a monthly basis, or more often if deemed necessary by the Instructor. 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 reflected by notations on the student's academic record.