

STUDENT HANDBOOK

UA PIPING INDUSTRY COLLEGE OF BC

Main Campus – Delta

#101 – 1658 Foster's Way
Annacis Island, Delta, BC
V3M 6S6
604.540.1945

Branch Campus – Fort St. John

7825-100th Avenue
Fort St. John, BC
V1J 1W1
1.250.263.9595

Satellite Campus – Terrace

3120 Highway 16 East
Thornhill, BC
V8G 4N8
1.778.634.2347

www.uapicbc.ca

UAPICBC Student Handbook

Table of Contents

Welcome to UAPICBC	Page 6
UAPICBC Course Supplies	Page 12
APPRENTICE Financial Supports	
Apprentice Financial Supports	Page 13
Apprentice Financial Supports Online	Page 14
Student Aid BC	Page 17
Canada Apprentice Loan	Page 19
UAPICBC Policies	
Assessment of Student Learning Policy	Page 22
Bulletin Board and Exhibit Space Policy	Page 23
Communication Policy	Page 24
Credential Compliance Standard	Page 25
Curriculum Standards Policy	Page 26
Dispute Resolution Policy for Students	Page 27
Examination Policy	Page 28
Expectation on Student Conduct Policy	Page 29
Harassment/Discrimination Policy	Page 32
Health & Safety Policy	Page 34
Language Proficiency Assessment Policy	Page 37
Prior Learning & Recognition Policy	Page 39

Table of Contents Cont'd.

Privacy Policy	Page 40
Respectful and Fair Treatment of Students Policy	Page 46
Scent Safety in the Workplace Policy	Page 47
Student Admission Policy	Page 51
Student Attendance Policy	Page 53
Student Dismissal Policy	Page 55
Student Grade Appeal Policy	Page 58
Student Records, Management, Retrieval & Archiving Policy	Page 59
Student Services & Support Policy	Page 61
Student Tours and Field Trips Policy	Page 62
Student Tuition Refund Policy	Page 65
Student Withdrawal Policy	Page 68

Health & Safety Information

Information on First Aid	Page 69
First Aid Certified Attendants	Page 70
UAPICBC Workshop Safety Rules	Page 71

Student Admissions Forms

Student Enrolment Package (Sample)	Page 72
UAPICBC Course Progress Evaluation (Sample)	Page 80
Student Final Survey of Instruction (Sample)	Page 81
Student Evaluation of UAPICBC Operation (Sample)	Page 83

WELCOME TO UAPICBC

INTRODUCTION

Welcome to the UA Piping Industry College of B.C (UAPICBC). The information in this Handbook has been compiled to provide important information regarding various aspects of your training and applies to all UAPICBC Students and Trainees. This Handbook also contains important policies that all students and trainees are expected to abide by. Please read all the policies carefully and ensure that you understand them fully as you will be expected and have agreed to comply with all UAPICBC policies in your Student Enrollment Contract. If you have any questions concerning the *Student Handbook* or any of its contents, kindly contact A.D. Al Phillips, Executive Director.

UAPICBC MISSION STATEMENT

UA Piping Industry College of BC is a private post-secondary training provider delivering training in the piping trades to students and journeypersons throughout the province of BC. We take great pride in our facilities and staff and know that our school will serve as your gateway to a successful career. We continually strive to make our students' learning experience a valuable one and in doing so ensure that our students become successful in whatever career they choose, in keeping with our mission statement:

"It is the purpose and objective of UAPICBC Training Centre's to provide the training and essential skills necessary to meet industry's present and future needs and to optimize the employability of our students."

PRIVATE TRAINING INSTITUTIONS BRANCH (PTIB) & INDUSTRY TRAINING AUTHORITY (ITA)

UAPICBC is a private career training institution designated by the Private Training Institutions Branch (PTIB) under the *Private Training Act* (PTA). It is the policy of UAPICBC to carry out all of its activities in compliance with the requirements of the PTIB and PTA legislation. UAPICBC is also designated by the Industry Training Authority to deliver recognized trades certification programs. The **Industry Training Authority (ITA)** is responsible for leading and coordinating the skilled trades training and credentialing system for the province of BC and provides support and customer services to help apprentices, employers and industry. ITA sets program standards, maintains credential records and issues the highly regarded Interprovincial Red Seal and B.C. Certificate of Qualifications (C of Q) credentials.

UAPICBC Introduction Cont'd.

STUDENT INFORMATION

During registration, students provide written permission for UAPICBC to release this information. Instructors are required to keep working personal records on the progress of the students in UAPICBC courses/programs. These working records must be kept in a secure manner and the information contained made available for transfer to the official documents retained in student files.

Instructors are required to maintain objective data for students which illustrate that evaluations on their tests, skills development and project quality, have been fair and consistent. UAPICBC has a *Student Assessment Appeal Policy* which applies to Instructors and students. A copy of each policy is attached.

STUDENT EVALUATION

Instructors have the responsibility to provide marks to the office as required and verify the accuracy of the recorded marks on student transcripts.

Progress records are maintained by the office in paper form and through a computer program and a copy of each student's records who have paid tuition will be stored off site. Student files will be retained for seven years. UAPICBC will retain tuition payee student records and official transcripts of student achievement for fifty-five years.

Transcripts issued by UAPICBC will bear the official stamp of UAPICBC and will not be issued to anyone without the written permission of the student.

CONFIDENTIALITY/PRIVACY

All personal information regarding students is confidential and is to be used only by authorized UAPICBC personnel, within the context of program delivery.

The collection, use and disclosure of personal information by UAPICBC are subject to a *Privacy Policy*, a copy of which is attached. The Privacy Officer identified in the policy is responsible for the administration of the policy and handling all privacy issues.

UAPICBC Introduction Cont'd.

ACCESS CARDS AND LOCKERS

UAPICBC Delta campus issues magnetic cards to grant access to its facilities and shop areas. All students are assigned access cards on the first day of class which grants them access to applicable areas during scheduled school hours. All access cards remain the property of UAPICBC and shall not be duplicated. Access cards must be returned to your instructor or to the office upon completion, dismissal or withdrawal from the program of study. Students will be charged \$15 for any access card which is lost or damaged.

Lockers are available for all UAPICBC students. On the first day of class instructors will direct you to the office for a locker assignment if you would like a locker for the duration of your program. Students will be given a key to their assigned locker which has a UAPICBC supplied lock. The locks must not be changed or removed. All non-UAPICBC supplied locks will be forcibly removed from lockers and the student will be charged with the cost to replace the lock.

All locker keys remain the property of UAPICBC and shall not be duplicated. Locker keys must be returned to the office and locker contents must be removed upon completion, dismissal or withdrawal from the program of study. Students will be charged \$15 for any locker key which is lost or damaged. Lockers are inspected after the completion of every program and any contents left behind will be removed. Any unclaimed items will be discarded after two weeks of program completion. UAPICBC is not responsible for lost or stolen locker items.

ON-SITE TUTOR

An on-site tutor is available (on a need basis) at UAPICBC Delta campus to assist students with any Math and/or Science problems. If you require assistance, place your name on the Tutor Sign- in Sheet at the office and the tutor will visit the campus if three or more students require assistance. Tutor hours: Wednesdays 1:00 to 3:30 pm.

PARKING

Free parking is available onsite at all UAPICBC campuses on a first come first serve basis. Parking is permitted only in authorized and non-assigned spaces, marked by lines. Parking in handicap spaces (without a valid decal), fire lanes, loading zones, doorways, driveways, entryways, thoroughfares or other no parking zones is prohibited. Any vehicles parked in a prohibited area will be towed. Street parking is also available.

UAPICBC Introduction Cont'd.

STATUTORY HOLIDAYS

UAPICBC Campuses and offices are closed to observe the following holidays:

New Year's Day	BC Day
Family Day (2 nd Monday in February)	Friday before Labour Day
Good Friday	Labour Day
Easter Monday	Thanksgiving Day
Victoria Day	Remembrance Day
Canada Day	Christmas Day
Friday before BC Day	Boxing Day

INCLEMENT WEATHER OR IMPORTANT NEWS ANNOUNCEMENTS

Follow the college on Twitter (@UAPICBC), as important information regarding closures for any reason will be posted.

STUDENT RESOURCES

Included in the Handbook is information you may find helpful before and during your training at UAPICBC.

- › **Course Supplies** - a list of course materials has been provided and all students are expected to have these materials on the first day of class.
- › **Financial Aid**
 - a. Employment Insurance - important information has been included detailing the steps required to apply for Financial Supports if you are an apprentice.
 - b. Canada Apprentice Loan – information on the new Canada Apprentice loan for apprentice enrolled in a training program of less than 12 weeks.
 - c. Canada Student Loan – information on Canada Student Loans for training programs of 12 weeks duration or longer.

UAPICBC Introduction Cont'd.

PHONE NUMBERS/CONTACTS:

UAPICBC MAIN CAMPUS

604-540-1945

Executive Director
Programme Resource Co-Ordinator
Special Projects Co-Ordinator
Controller
Student Services/Records
Bookkeeper/Financial Aid
Reception/Registration

A.D. Al Phillips ext 423
Barry Donaldson ext 425
Kelly Sinclair ext 437
Emilia Di Salvo ext 428
Rosa Alexander ext 421
Roxana Mardones ext 422
Toni Morrison ext 430

UAPICBC FORT ST JOHN CAMPUS

1-250-263-9595

Reception/Registration
Welding Department

Miranda Myles
Iain Reid

UAPICBC TERRACE CAMPUS

1-250-634-2347

Co-Ordinator

Carolyn Barkman

UAPICBC General Email

registrar@uapicbc.ca

INDSTRY TRAINING AUTHORITY

Customer Service

778-328-8700

UAPICBC Introduction Cont'd.

UAPICBC POLICIES

On the first day of class each student will receive a Student Handbook that outlines their responsibilities and the expectations of conduct while a student/apprentice of UAPICBC. These expectations of conduct extend to the workplace as work experience is an integral part of apprenticeship training. Students must provide signed acknowledgement that they have received and understand the information contained in those policies.

This policy outlines prohibited behaviour on UAPICBC property or in relation to any UAPICBC activities; including field trips and during your practical/work-based training on the jobsite. The student who violates these codes of conduct will face disciplinary measures. The following actions will not be tolerated:

EXAMPLES OF STUDENT MISCONDUCT (includes but not limited to the following)

- A. Endangering the safety of any individual** – Behaviour potentially endangering the safety of any individual or group in the course of any UAPICBC activity on campus or off (eg. On field trip or jobsite).
- B. Violence or threats of violence** - The use or attempted use of intimidation or physical harm to any UAPICBC student, employee or visitor. This includes threatening behaviour (including statements), giving the recipient of that behaviour reasonable cause to believe that they are at risk.
- C. Personal harassment** – Abusive and/or demeaning treatment that creates an intimidating, hostile, or offensive learning or working environment for others.
- D. Disruption of the learning and working environment** – Conduct that is disruptive of classroom learning and of the working environment. The environment includes instructional and non-instructional activity sponsored by the UAPICBC on or off campus.
- E. Theft or vandalism** – The theft, defacement, destruction of UAPICBC or personal property on campus, or in association with a UAPICBC sponsored activity, off campus.

UAPICBC Introduction Cont'd.

- F. Alcohol and other drug related offences** – Violation of Provincial Laws governing the production, use, or sale of alcohol or drugs, including their unauthorized possession or use on campus or, in association with any UAPICBC sponsored activity, off campus. Any individual suspected of impairment from alcohol or drugs will be respectfully removed from the classroom/premises and safe transport home will be arranged at the individual's expense.

STUDENT RESPONSIBILITIES/EXPECTATIONS

- 1. UAPICBC Property** - It is expected that students will exercise care in using the facilities and equipment. This includes accepting personal responsibility for cleaning up classroom or shop areas after using them, that equipment is returned to its normal storage area and any equipment needing repair/replacement is drawn to the attention of the instructor and/or tool crib attendant.
- 2. Personal Property** - Students must take responsibility for the care of personal property. Please ***DO NOT*** bring valuable items to school unless they are needed for use in your program.
- 3. Smoking: Cigarettes, E-Cigarettes or Flavoured Vaporizers** - UAPICBC is a smoke free environment. It is an important health and safety issue and students/staff who smoke must do so in the designated smoking area located at the back of the UAPICBC building. Smoke breaks are not permitted during regular hours of instruction.
- 4. Chewing Tobacco or Dipping Tobacco** - The use of chew or chewing tobacco, dipping tobacco, dry snuff or any other smokeless tobacco products is not permitted in the buildings or property of the UAPICBC.
- 5. Problem Solving** - It is inevitable that misunderstandings will occur from time to time and it is expected that these will be resolved in a manner that is respectful to all parties. Violence, abusive language and inappropriate conduct are not part of the culture at UAPICBC. Our staff members are prepared to assist students, if necessary, in finding mutually agreeable solutions to any problems that arise. Students also have the *Dispute Resolution Policy* at their disposal.

UAPICBC Introduction Cont'd.

- 6. Safety and Security** - Students must use safe work practices when operating equipment. Appropriate safety clothing and equipment must be used at all times and failure to do so will be considered a serious breach of the UAPICBC requirements.
- 7. Working Relationships** - The teaching/learning environment must be protected if it is to be effective. Students are asked to be mindful of their obligations to instructors and fellow students. Practices such as tardiness to class, inconsiderate behavior in class or in shops and cell/pager interruptions indicate an indifference to the rights of your fellow students. Considerate behavior will be expected by your employers and UAPICBC provides excellent opportunity to work on these occupationally desirable traits.

Please visit us on Social Media



UAPICBC Course Supplies

*All Apprentices for All Trades are required to have the Following
Course Supplies on the 1st Day of Class*

2 Ballpoint Pens
2 #2 HB Pencils
Eraser
2 Yellow Highlighters
2" & 3" Binders
100 Sheets Lined Paper
Calculator, Sharp EL 520X or 531

These Supplies Are Available at the UAPICBC Front Office for a cost of \$ 56.00 (tax included)

Apprentice Financial Supports

Employment Insurance and Employment Program of BC

Apprentices registered with ITA may be eligible for temporary financial supports while they attend ITA-approved training for their apprenticeship. Part I and Part II of the *Employment Insurance Act* define the terms of this support.

Part I Financial Supports, Employment Insurance (EI) benefits, are typically income replacement and are provided through Service Canada. Any questions and/or concerns regarding EI benefits should be directed to Service Canada.

Part II Financial Supports, also known as Employment Program of BC (EPBC) apprentice financial supports, are managed by BC's Ministry of Social Development and Social Innovation and WorkBC. These supports could include basic expenses for living away from home, dependent care, daily commuting, etc. Any questions and/or concerns regarding EPBC apprentice financial supports should be directed to WorkBC by phone at 1-877-952-6914.

Apprentice Financial Supports Online

Online Process for apprentices applying for EI and EPBC apprentice financial benefits:

You may start the application process 4 weeks **PRIOR** to your school start date.

You must apply by the first day of your course – if late, please contact WorkBC to have your eligibility assessed.

The following steps are very specific and must be done completely and in order. You will need your **ITA** number, Social Insurance Number, a void cheque or banking information, and the start and end dates of your class. There are 2 separate but connected applications that need to be completed: **WorkBC Apprentice Supports Online AND Service Canada Employment Insurance.**

ITA registered apprentices requesting apprentice benefits will need to apply through the Apprentice Supports Online. There may be some applicants who will need to contact WorkBC directly to be assessed for apprentice benefits.

Apply on the Apprentice Supports Online if:

- You are on a current EI claim, you are applying for EI, or you have been on EI in the past 3 years.
- You are an apprentice with or without an employer or union sponsor.
- You are unemployed and a pre-existing ITA-registered apprentice who has an employer sponsor, but you are without a return-to-work date.

1. First, you must obtain a BCeID username and password. You must have this before you can register on the Apprentice Supports Online:

Go to: www.workbc.ca

Click on: Under Employment Services, Apprentice Training Supports, Apply Here, Select Training Institution, Continue with my Application.

Apprentice Financial Supports Online Cont'd.

Register for: START(green button), click **Create Your Basic BCeID and Continue, Visit BCeID Site, Register to Get This BCeID Account**, Complete Questionnaire, then you will be taken to the **Account Confirmation Page**. Click on **Proceed to Online Service Subscription**. Complete Sections 1-10 of application. Click **Submit Application**, Read Terms and Conditions, click **I Accept**.

Print/Record: A Submission ID number is generated and the status of the application will show **Applied** with the date submitted

2. Once the application has been processed by a WorkBC Employment Service Centre, a notification will be sent to the email address provided containing important information about applying for Employment Insurance and an EI reference code.

To access the application and obtain the EI reference code, logback into the Apprentice Supports application using the following method:

Go to: www.workbc.ca

Click: Under Employment Services, Apprentice Training Supports, **Access Existing Application**. Once logged back into the Apprentice Supports Application, select the **EI Reference Code** button or **View Email Notifications**

3. Make note of your **16-digit reference code; you will need it to apply for EI**.
4. Apply for Employment Insurance (EI) no sooner than 7 days before the start date of your apprentice training. You will need to enter your 16-digit Apprentice Supports Online reference code on the EI application, as there may be a delay in processing time if you do not supply the code in the initial application. Be sure to submit your Record of Employment (ROE) as soon as possible.
5. Apply online www.servicecanada.bc.ca – Service Canada
6. If you have any questions, please contact your local WorkBC Employment Service Centre.

Apprentice Application Step by Step Process

Steps Instructions

1. Log onto www.workbc.ca
2. Under the Employment Services Tab, select "Apprentice Training Supports" from the drop down menu.
3. Under Topics in this section, click on "How to Apply"
4. On the Apprenticeship Training Supports page "How to Apply", select "Apply Here"
5. On the Apprentice Training Supports page, from the "Select Training Institution" drop down menu, choose an institution of your choice and then click "Continue with My Application"
6. To start your application, scroll down and click on the green "Start" button located below the video window.
7. On this screen, select "Create Your Basic BCeID and Continue" button. Click on "Visit BCeID site"
8. Click on "Register to Get This BCeID Account" Complete the information required to register for a Basic BCeID. Once completed you will be taken to the "Account Confirmation" page.
9. Click on the "Proceed to Online Services Subscription" button to be taken back to the Apprentice on-line application.
10. Complete sections 1 – 10 of the Apprentice Training Supports application then click "Submit Application" Read the terms and conditions and click "I Accept" A Submission ID number is generated and the status of your application will show Applied and the date submitted. Make note of the Submission ID # for reference if needed.
11. Once the application has been processed by WorkBC you will receive your 16-digit EI reference code via email as well as important information about applying for EI. Log back in www.workbc.ca to access your code. You can then log onto the www.servicecanada.gc.ca website and apply for EI.



Apprenticeship Training Supports

An apprentice is someone who is registered in an Industry Training Authority (ITA) approved training program. Apprentices who meet Employment Insurance (EI) client eligibility requirements are eligible for financial supports through the program while participating in the classroom technical training components of their apprenticeship training. Most apprentices will have an employer sponsor with whom they are completing the on-the-job components of their apprentice training.

Eligible clients seeking access to apprenticeship training may be considered for case management services to assess their need and eligibility for apprentice services and to help them establish an employer relationship. For more information on how to apply, please visit [How to apply](#).

Apprentices are either Case Managed and will have their employment needs assessed as other eligible program clients or Non-Case Managed and are served through the [Apprentice Supports Online](#).

Historically, approximately 80% of apprentices applying for financial supports have not required case management services. In the EPBC, this is expected to continue and these apprentices will be served through the [Apprentice Training Supports Online](#).

[Click here](#) for a step by step guide to help you through the process of applying for Apprentice Training.

[Apply Here](#)

[Access Existing Application](#)

Employment Services

WorkBC Centres >

Apprenticeship Training Supports >

How to apply >

Assess your eligibility >

Apprentice Financial Supports Online >

Community and Employer Partnerships >

[Access Existing Applications](#)

Related Documents

EI-ReferenceCode.pdf

Notice to Apprentices.pdf

Notice to Training Providers.pdf

Step by step guide to applying for Apprentice Supports.pdf

Student Aid BC

Applying for a Loan (Full Time Study), for programs 12 weeks or longer

Basic Eligibility Requirements

To receive student financial assistance, you must meet **all** of these basic eligibility criteria:

- › Be a Canadian Citizen, a permanent resident or have protected person status.
- › Have a valid Canadian Social Insurance number that does not start with 0 or 8 (these social insurance numbers are not eligible for StudentAid BC).
- › Be a resident of British Columbia.
- › Be pursuing full-time studies as your primary occupation.
- › Be enrolled in an eligible program of study at an eligible post-secondary institution.
- › Be able to demonstrate financial need.
- › Make academic progress and achieve satisfactory scholastic standing in each period of post-secondary study.

NOTE: You can only apply to one province for funding

You may not be eligible if you are:

- › Delinquent or in default of previous student loans.
- › Under audit or have an over-award (in this case your funding may be withheld), or
- › Incarcerated or have any outstanding warrants for your arrest.

How to apply as a full-time student

<http://studentaidbc.ca/apply>

Below are the steps in applying for BC and Canada Student Loans if you are a full-time student:

1. Choose the post-secondary school you want to attend and determine the study period (registration period), for which you need funding.
2. Check to make sure your school is designated for StudentAid BC funding.
3. Figure out how much money you need to attend school.
 - › Use the financial need formula
 - › Complete a budget worksheet
 - › Check your eligibility for the maximum funding limits
 - ›

Student Aid BC/Applying for a Loan Cont'd.

4. Complete the correct StudentAid BC application forms.

There are several ways you can do this:

- › Register for a StudentAid BC account to submit your application online (first check that your school is eligible to accept online loan applications), or
 - › Request paper/hardcopy applications (The forms will be mailed to you. Refer to the school program codes when completing the paper application form), or
 - › Download forms online or
 - › Visit the financial aid office at the school you will be attending.
5. Submit your application. You can check your application status online. StudentAid BC will process your application within six weeks and notify you of the outcome.

Application Deadline

The **latest** you can apply for full-time student loans is **6 weeks** before your study program ends and as long as you have provided all the required documentation.

The **earliest** you can apply for full-time student loans is when applications for the upcoming program year are made available to the public, usually in **early June**.

You do not have to be accepted into your study program before applying for student assistance, but you will not receive any money until your school confirms you are enrolled in full-time studies and your study period has begun.

What happens after I submit an application?

After you submit an application for funding, it is assessed. StudentAid BC assesses your financial need considering allowable costs and resources and determines whether or not you will receive funding.

You will receive a notification of assessment that tells you how much funding you will receive. If you applied for assistance for full-time studies you can also check the status of your application online.

The “receive your funding” section describes the steps you need to take to use your funding to pay for school.

If you do not receive funding, you can appeal your assessment.

Canada Apprentice Loan

The Canada Apprentice Loan is available to help registered Red Seal Apprentices cover the cost of their training.

What you need to know

- › The Government of Canada offers apprentices registered in a Red Seal Trade apprenticeship program up to **\$4,000** per period of technical training.
- › You can get Canada Apprenticeship Loans for **up to 5 periods** of technical training.
- › Your loan will be interest-free for **up to 6 years** as long as you are confirmed as being registered in a Red Seal Trade apprenticeship program.
- › You **do not** have to make any loan payments as long as your loan is in interest-free status.

Eligibility

To be eligible, you must meet **all** of these criteria:

- › Be a Canadian Citizen, Permanent Resident or Protected Person.
- › Be registered in a Red Seal Trade apprenticeship program that is designated by the province or territory where you are registered as an apprentice.
- › Be enrolled in block release technical training (a method by which apprentices are released by their employers to attend in-class technical training for a specific period (block) each year, usually 6 to 8 weeks, or the equivalent full-time technical training) with an approved technical training provider, and
- › Pass a credit check (required if you are applying for the first time).

You are **not** eligible if you:

- › Are a high school student;
- › Are an apprentice registered in the province of Quebec;
- › Are receiving a Canada Student Loan for the same technical training;
- › Have been told that you are restricted from receiving a Canada Apprentice Loan or a Canada Student Loan;
- › Have already received funding for 5 periods of technical training; or
- › Have already received 6 years of interest-free status.

Canada Apprentice Loan Cont'd.

Applying online for a Canada Apprentice Loan is easy and fast

Go online to <https://www.pca-cal.ca/en/home>

Follow the steps below:

1. Check to see if you are eligible for a Canada Apprentice Loan.
2. Register for a Canada Apprentice Loan online service account.
3. Apply Online
 - › Include your banking information to get your money faster.
 - › Agree to the Terms and Conditions of applying for and receiving a Canada Apprentice Loan.
4. Submit your application
 - › You can check your application status online through your Canada Apprentice Loan online service account.
 - › The Canada Apprentice Loan online service will communicate important updates to you about your application status.

Application Deadlines

The **earliest** you can apply for a Canada Apprentice Loan is **3 months** before your technical training starts.

The **latest** you can apply for a Canada Apprentice Loan is the **last day** of your technical training.

NOTE: You can also download the Canada Apprentice Loan application and Agreement (1 209 KB), and mail it to us. You must mail your completed application and all supporting documentation by the last day of your technical training.

When am I required to pay back my Canada Apprentice Loan

It is time to start repaying your Canada Apprentice Loan when:

- › You have completed your Red Seal Trade apprenticeship program;
- › You are no longer registered in a Red Seal Trade apprenticeship program;
- › You have reached your lifetime maximum of 6 years of interest-free status; or
- › Your registration is not confirmed by your Apprenticeship End Date

Canada Apprentice Loan Cont'd.

Note: You are not required to make payments for the first 6 months after your Apprenticeship End Date. This is known as your non-repayment period. During this period, interest starts to accrue on the principal amount of your outstanding loan balance.

Non-Repayment Period

During the 6 month non-repayment period, you can choose to:

- › Start making payments on the interest and principal right away;
- › Pay the 6 months' interest as a lump sum before you start making your regular payments, or;
- › Add the interest amount to your outstanding loan balance.

If you choose to pay the accrued interest during the non-repayment period, you will receive a tax credit for the interest paid.

You can also start to plan for when your loan enters the repayment period and estimate your monthly payment by using the (opens in a new window), Loan Repayment Estimator. The amount you pay over and above your monthly payment is applied directly to your loan and the total interest you will have to pay over time.

At the end of the 6-month non-repayment period, you will be required to start making regular loan payments. We will notify you using your preferred method of communication (online/paper), before your loan enters repayment. It is important that you keep your contact information up to date.

Interest Rates

You can choose between a variable interest rate (which can fluctuate based on the changing rate of prime), and a fixed interest rate (where the rate does not change for the duration of the repayment of your loan).

For Canada Apprentice Loans:

- › The Variable Interest rate is prime + 2.5%
- › The Fixed Interest rate is prime + 5%

Assessment of Student Learning Policy

All Employees are responsible for administering this policy

Implementation Date: February 1, 2005

Date of Last Revision: January 19, 2016

Policy:

It is the policy of UAPICBC to provide students with regularly scheduled tests, assignments and assessments in both theory and practical skills. Further, UAPICBC is to provide throughout the program, opportunity for both formal and informal verbal feedback from the student's instructors.

The policy requires the following:

1. UAPICBC requires instructors to provide tests and assignment results to students within 48 hours of having administered the test or having received the student's assignment.
2. Instructors are required to be available for at least one block of time each week to meet the students, answer questions and provide feedback on student progress, when so requested by the students.
3. Instructors will have formally scheduled individual feedback sessions with students before the completion of 30% of the period of instruction and at the conclusion of the student's program. The discussion at 30% of course completion is an opportunity for the Instructor and student to discuss:
 - a) The Students progress to date. They will be provided with clear, specific information about their learning progress and the strengths and weaknesses of their progress to that date.
 - b) For those areas in which the student is under achieving, the instructor will provide the student with a written list of assignments and/or activities that are designed to assist the student in strengthening any areas of weakness within their program, to that date.
 - c) The students will be provided with a copy of the report. A formal transcript of grades will be prepared as a final record of a student's achievement and a copy provided to the student.

In the case of a short duration course or collaborative delivery with other industry partners, the instructor will endeavor to perform this evaluation in a timely manner and in collaboration with industry partners.

4. A formal transcript of grades will be prepared as a final record of a student's achievement and a copy provided to the student.

Bulletin Board and Exhibit Space Policy

All Employees are responsible for administering this policy

Implementation Date: February 1, 2005

Date of Last Revision: December 2011

Policy:

UAPICBC bulletin boards and exhibit spaces are intended primarily for promotion of UAPICBC services and activities. However, these areas are available to organizations and individuals engaged in educational, cultural, informational, intellectual and charitable activities on a space available basis.

Procedure:

1. All materials posted must be dated and submitted to the UAPICBC office for approval by the Executive Director. In accepting items for posting, display, or exhibit, UAPICBC does not endorse the content of the material or the organization submitting the material.
2. UAPICBC reserves the right to remove any posting at any time.

Communication Policy

All Employees are responsible for administering this policy

Implementation Date: February 1, 2005

Date of Last Revision: September 1, 2016

Policy:

It is the policy of UAPICBC that during the hours of instruction that all instructors adhere to the outlines, regulations and policies as set out by the ITA, the Private Training Act, and UAPICBC. Faculty and staff will not enter into conversation in reference to their personal opinions of organizations related or unrelated to the operation and delivery of their courses or other courses delivered by UAPICBC.

The creation of the social media pages (such as but not limited to Twitter, Facebook and Google), representing UAPICBC or in the capacity as a representative of UAPICBC (e.g. faculty or staff), and any submission to said products is not permitted without the prior written consent of the Executive Director.

UAPICBC has existing infrastructure in-place to address the needs of this market and submissions can be made by-way of related forms (e.g. a UAPICBC manufactured "Tweet Sheets" for use with UAPICBC's Twitter page), to those products.

As UAPICBC is a registered society as well as a branded and copy protected name we must be cognizant of and vigilant in the protection of its online presence. We encourage individuals to bring forward suggestions of various social media opportunities available to UAPICBC and welcome your contributions to our ongoing online standing within the community. All submissions via the applicable forms are reviewed by the Executive Director.

Thank you in advance for your support of UAPICBC's continued efforts in this area.

Credential Compliance Standard Policy

All employees are responsible for administering this policy

Implementation Date: October 12, 2016

Date of Last Revision: October 12, 2016

Purpose:

To evidence the successful completion of all our courses and programs.

Procedure:

As soon as practically possible, UAPICBC will issue to each student a Certificate of Completion or Graduation for each course or program.

Curriculum Standards Policy

All employees are responsible for administering this policy

Implementation Date: October 12, 2016

Date of Last Revision: October 12, 2016

Purpose:

It is the policy of UAPICBC to deliver training that is consistent with federally recognized Red Seal programs for those trades that have a national occupational analysis and provincially recognized outline for each trade. We endeavor to participate in the creation and continual review of these national and provincial standards as both subject matter experts and as a delivery agent. Employees will ensure that:

- Program and course outlines, curriculum and daily lesson plans are maintained so as to enable students to meet the learning objectives of the program.
- UAPICBC has ownership or usage rights of curriculum and all learning resources used during the program
- Students are provided with a copy of the course outline on or before the first day of the program
- Course materials provided to the students are relevant to the program of study.

Procedure:

In the delivery of all theoretical and practical competencies through UAPICBC, we will meet or exceed the minimum standards as set out by each National Occupational Analysis and/or the Provincial trade outline consistent with our Industry Training Authority Designation and our designation under the Private Training Institutions Branch (PTIB).

Dispute Resolution Policy

All Employees are responsible for administering this policy

Implementation Date: February 1, 2005

Date of Last Revision: March 9, 2017

Policy:

UAPICBC seeks to create an educational and training environment that is safe and free of conflict. Operational policies and procedures have been developed which encourage effective communication, cooperation and respect within the organization. UAPICBC believes that most misunderstandings can be solved through informal discussion between the individuals involved.

1. This policy governs complaints from students respecting UA Piping Industry College of BC and any aspect of its operations. Students will not be subject to any form of retaliation as a result of filing a complaint.
2. The student must provide a written, dated and signed complaint to the Executive Director who is responsible for making determinations in respect of complaints. If the Executive Director is absent or is named in a complaint, the student must provide the complaint to the alternate school representative: the Programme Resource Co-Ordinator. The student making the complaint may be represented by an agent or a lawyer.
3. All student complaints delivered to UAPICBC's offices must be date stamped with the date received. A copy will be made for the student (complainant).
4. The process by which the student complaint will be handled is as follows:
 - a. The Executive Director or alternate will inform and speak to all parties concerned and provide any assistance that seems appropriate to seek a mutually satisfactory resolution. The assistance provided by the Executive Director or alternate will commence as soon as possible.
 - b. The Executive Director, or alternate will provide written reasons for the final determination to the student within 45 days after the date on which the complaint is made.
5. If the student is or was enrolled in an approved program, is dissatisfied with the determination, and has been misled by the institution regarding any significant aspect of that program, he or she may file a complaint with the Private Training Institutions Branch (www.privatetraininginstitutionsbranch.gov.bc.ca).

Examination Policy

All Employees are responsible for administering this policy

Implementation Date: February 1, 2005

Date of Last Revision: February 1, 2016

Policy:

Where applicable, UAPICBC also recognizes the Industry Training Authority policy on examinations.

Procedure for Modified Administration of Examinations:

1. UAPICBC is committed to providing fair and accessible examinations, including the provision of reasonable accommodations to individuals with documented disabilities.
2. UAPICBC will consider requests for modified administration of examinations in collaboration with the Industry Training Authority and relevant safety bodies.
3. In no case shall accommodation mean negotiating away, lowering or removing established standards.

ITA STANDARD LEVEL EXAMS OR UAPICBC ADMINISTERED LEVEL EXAMS

1. The passing mark for all ITA Standard Level Exams or UAPICBC administered final level exams is **70%**.

The final mark, or **technical training result** for all apprenticeship level programs is a blended mark consisting of UAPICBC's class mark (80%), and the standard level exam (or UAPICBC administered exam) result (20%). Students must obtain **technical training result** of **70%** to meet the technical training requirement for each level of training.

UAPICBC ADMINISTERED SUBJECT (LINE) EXAMS

1. The passing mark for all subject (line) exams administered by UAPICBC is **70%**. Students will not be given the opportunity to re-write subject (line) exams.

Expectation of Student Conduct Policy

All Employees are responsible for administering this policy

Implementation Date: February 1, 2005

Date of Last Revision: February 1, 2016

Upon enrollment, each student will receive a Student Handbook that outlines their responsibilities and the expectations of conduct while a student/apprentice of UAPICBC. These expectations of conduct extend to the workplace as work experience is an integral part of apprenticeship training. Students must provide signed acknowledgement that they have received and understand the information contained in those policies.

This policy outlines prohibited behaviour on UAPICBC property or in relation to any UAPICBC activities; including field trips and during your practical/work-based training on the jobsite. The student who violates these codes of conduct will face disciplinary measures. The following actions will not be tolerated:

EXAMPLES OF STUDENT MISCONDUCT (includes but not limited to the following)

- A. Endangering the safety of any individual** – Behaviour potentially endangering the safety of any individual or group in the course of any UAPICBC activity on or off campus (for example: on field trip or jobsite).
- B. Violence or threats of violence** - The use or attempted use of intimidation or physical harm to any UAPICBC student, employee or visitor in the course of any UAPICBC activity on or off campus. This includes threatening behaviour (including statements), giving the recipient of that behaviour reasonable cause to believe that they are at risk.
- C. Personal harassment** – Abusive and/or demeaning treatment that creates an intimidating, hostile, or offensive learning or working environment for others during any UAPICBC activity on or off campus.

Expectation of Student Conduct Cont'd.

- D. Disruption of the learning and working environment** – Conduct that is disruptive of classroom learning and of the working environment. The environment includes instructional and non-instructional activity sponsored by the UAPICBC on or off campus.
- E. Theft or vandalism** – The theft, defacement, destruction of UAPICBC or personal property on campus, or in association with a UAPICBC sponsored activity, off campus.
- F. Alcohol and other drug related offences** – Violation of Provincial Laws governing the production, use, or sale of alcohol or drugs, including their unauthorized possession or use on campus or, in association with any UAPICBC sponsored activity, off campus. Any individual suspected of impairment from alcohol or drugs will be respectfully removed from the classroom/premises and safe transport home will be arranged at the individual's expense.

STUDENT RESPONSIBILITIES/EXPECTATIONS

- 1. UAPICBC Property** - It is expected that students will exercise care in using the facilities and equipment. This includes accepting personal responsibility for cleaning up classroom or shop areas after using them, that equipment is returned to its normal storage area and any equipment needing repair/replacement is drawn to the attention of the instructor and/or tool crib attendant.
- 2. Personal Property** - Students must take responsibility for the care of personal property. Please ***DO NOT*** bring valuable items to school unless they are needed for use in your program.
- 3. Smoking: Cigarettes, E-Cigarettes or Flavoured Vaporizers** - UAPICBC is a smoke free environment. It is an important health and safety issue and students/staff who smoke must do so in the designated smoking area located at the back of the UAPICBC building. Smoke breaks are not permitted during regular hours of instruction.
- 4. Chewing Tobacco or Dipping Tobacco** - The use of chew or chewing tobacco, dipping tobacco, dry snuff or any other smokeless tobacco products is not permitted in the buildings or property of the UAPICBC.

Expectation of Student Conduct Cont'd.

5. **Problem Solving** - It is inevitable that misunderstandings will occur from time to time and it is expected that these will be resolved in a manner that is respectful to all parties. Violence, abusive language and inappropriate conduct are not part of the culture at UAPICBC. Our staff members are prepared to assist students, if necessary, in finding mutually agreeable solutions to any problems that arise. Students also have the *Dispute Resolution Policy* at their disposal.
6. **Safety and Security** - Students must use safe work practices when operating equipment and must abide by UAPICBC Workshop Safety Rules. Appropriate safety clothing and equipment must be used at all times and failure to do so will be considered a serious breach of the UAPICBC requirements.
7. **Working Relationships** - The teaching/learning environment must be protected if it is to be effective. Students are asked to be mindful of their obligations to instructors and fellow students. Practices such as tardiness to class, inconsiderate behavior in class or in shops and cell/pager interruptions indicate an indifference to the rights of your fellow students. Considerate behavior will be expected by your employers and UAPICBC provides excellent opportunity to work on these occupationally desirable traits.

Harassment/Discrimination Policy

Applies to all Workers, including permanent, temporary, casual, contract and students. It applies to all communications including electronic communications such as email.

Implementation Date: February 1, 2005

Date of Last Revision: December 2015

Policy:

All person(s), associated with UAPICBC have a right to work and learn in an environment free of personal and/or sexual harassment and in compliance with the prohibitions on discrimination, contained in the British Columbia; “*Human Rights Code*.”

Definitions:

1. **Discrimination:** Treating an individual differently on the basis of the prohibited grounds in the *Code*.
2. **Bullying and Harassment:** Any unwelcome conduct or comment on the basis of any of the prohibited grounds in the *Code*. This includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.
Examples of conduct or comments that might constitute bullying and harassment include verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumours.
3. **“Sexual Harassment”:** Includes an incident or series of incidents involving unwelcome verbal or physical conduct of sexual nature.

Workers must not engage in bullying and harassment of other workers and must report if bullying or harassment is observed or experienced. Workers must apply and comply with the UAPICBC’s policies and procedures on bullying and harassment.

Harassment/Discrimination Policy Cont'd.

Workers who believe that they have experienced or witnessed discrimination, bullying or harassment must:

- a) Report incidents or complaints of workplace bullying, harassment and/or discrimination in writing to the Executive Director or alternatively, the Programme Resource Co-Ordinator. Please use the Workplace Bullying, Harassment & Discrimination Complaint form.
- b) Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident.
- c) Within 48 hours of receiving the complaint, the Executive Director will begin an investigation and within 5 working days render a judgment.
- d) If the complaint is substantiated, the discipline imposed may include an apology, written reprimand, referral to counseling, transfer, demotion, suspension or dismissal.

This policy will be reviewed every year. All workers will be provided with a copy.

Next annual review date: December 2016

Health and Safety Policy

All Employees are responsible for administering this policy

Implementation Date: February 1, 2005

Date of Last Revision: December 2011

Policy:

UA Piping Industry College of BC is committed to providing a healthy and safe working and learning environment for all employees and students. It is expected that all persons connected with UAPICBC will share in the responsibility to make all campuses safe and secure.

Procedure for Fire Safety:

1. The Safety Coordinator ensures that adequate fire suppression equipment is available as needed throughout the campus and that all fire suppression equipment is inspected by a qualified inspector at least annually.
2. The Safety Coordinator ensures that all employees receive training in the operation of the fire suppression equipment and in the school fire evacuation procedures.
3. The designated institution Safety Officer is responsible for preparing and posting emergency exit instruction route maps at the front door of the campus.
4. In the event of a fire emergency, the Safety Coordinator will dial 911 and advise the fire department of the location of the school. They will provide details of the type of fire (if known), and the location of the fire within the campus.
5. The Safety Coordinator will advise all employees to evacuate the building.
6. Instructors will escort their students to the designated marshalling point ensuring that he or she takes the class list with them. At the designated marshalling point the Instructor will check the students present against the list of students in attendance that day and will immediately advise the Safety Coordinator if anyone is missing.
7. The Safety Coordinator will act as a liaison between fire officials and students/employees during the emergency. If necessary, the Safety Coordinator will authorize the college closure.
8. No student or employee will re-enter the college until the fire officials have authorized re-entry.

Health and Safety Policy Cont'd.

Procedure for Earthquake Safety:

1. The Safety Coordinator ensures that adequate precautions are taken throughout the college to ensure that injury due to falling or unstable items during an earthquake is limited. This may include securing file cabinets to walls and providing lipped shelving for books or binders that are located at or above head-level.
2. The Safety Coordinator ensures that all employees receive training in the college earthquake evacuation procedures.
3. The designated institution Safety Officer is responsible for preparing and posting emergency exit instruction route maps at the front door of the college.
4. In the event of an earthquake emergency, all staff and students will take cover and remain under cover until the shaking stops.
5. When it is deemed safe to do so, the Safety Coordinator will advise all employees to evacuate the campus.
6. Instructors will escort their students to the front of the building ensuring that he or she takes the class list with them. At the front of the building the Instructor will check the students present against the list of students in attendance that day and will immediately advise the On-Site Administrator if anyone is missing.
7. The Safety Coordinator will act as a liaison between rescue officials and students/employees during the emergency. If necessary, the Safety Coordinator will authorize college closure.
8. No student or employee will re-enter the college until rescue officials have authorized re-entry.

Program Specific Health and Safety Procedures:

1. Programs that use dangerous equipment or hazardous materials must observe health and safety precautions for the specific equipment and materials as outlined by Health Canada, WorkSafe BC or by the equipment manufacturer.
2. The Safety Coordinator is responsible for ensuring that employees receive training in the proper use, maintenance, storage and disposal of dangerous equipment or hazardous materials.

Health and Safety Policy Cont'd.

3. Instructors in these programs are responsible for ensuring that students receive training in the proper use, maintenance, storage and disposal of dangerous equipment or hazardous materials before being allowed to operate or use these items during completion of the program of study.
4. Instructors in the program conduct weekly inspections of equipment to ensure that worn or damaged pieces are identified and replaced.
5. The Safety Coordinator arranges semi-annual inspections by an external specialized inspector of all equipment and facilities.
6. All inspections and their outcomes are documented and the inspection report is retained in the Health and Safety Binder.

Language Proficiency Assessment Policy

All Admissions Staff are responsible for administering this policy

Implementation Date: January 1, 2015

Date of Last Revision: January 1, 2015

Policy:

Instruction at UA Piping Industry College of BC is conducted in English. Students whose first language is not English are required to undergo a Language Proficiency Assessment prior to enrolment in order to ensure they have the language abilities necessary to successfully complete the program of their choice. Language proficiency requirements are admission requirements and may not be waived by either the institution or the student. The following are accepted:

For Introductory Programs:

Introduction to Construction, Piping Trades Opportunities for Women, Exploratory Opportunities for Trades Upgrading.

Language Testing (IELTS) with a minimum score of 5.5 or equivalent

Applicants will be asked for a recognized English Language assessment score. Other acceptable English Language Test Options: IELTS, TOEFL, TOEIC, CAEL, CLB. Minimum test scores required:

IELTS	5.5
TOEFL (Paper)	513
TOEFL (Computer)	183
TOEFL (Internet)	65
TOEIC	605
CAEL	60
CLB	6

In the absence of a recognized English Language assessment score, UAPICBC will administer an Oxford Quick Placement Test. The minimum required score for admission:

Oxford Quick Placement Test Score/ Minimum: 30 or greater – Intermediate

Language Proficiency Assessment Policy Cont'd.

For Certificate Programs:

Apprenticeship Programs: Plumbing, Sprinkler Fitting, Steam Fitting, etc. (all levels),
Welder Programs (all levels), Piping Foundation.

Language Testing (IELTS) with a minimum score of 5.5 or equivalent (recommended)

Applicants will be asked for a recognized English Language assessment score. Other acceptable English Language Test Options: IELTS, TOEFL, TOEIC, CAEL, CLB. Minimum test scores required:

IELTS	5.5
TOEFL (Paper)	513
TOEFL (Computer)	183
TOEFL (Internet)	65
TOEIC	605
CAEL	60
CLB	6

In the absence of a recognized English Language assessment score, UAPICBC will administer an Oxford Quick Placement Test. The minimum required score for admission:

Oxford Quick Placement Test Score/ Minimum: 40 or greater – Upper Intermediate

Prior Learning and Recognition Policy

All Employees are responsible for administering this policy

Implementation Date: October 12, 2016

Date of Last Revision: October 12, 2016

Policy:

UAPICBC may provide students with the opportunity to be granted access to courses, programs, and credentials based on their skills, knowledge, and professional values acquired through life experiences, work, and academic achievement. Through prior learning assessment and recognition (PLAR), UAPICBC will assess this knowledge and skills and grant credit/recognition for the learning that has taken place.

PLAR is the assessment by some valid and reliable means, of what has been learned through formal and non-formal education, training or experience that is worthy of credit in a course or program offered by UAPICBC.

The assessment and evaluation of prior learning and the determination of competency and credit awarded, will be done by instructional or management staff who have the appropriate subject matter expertise, but other staff in an institution may also support the process.

Course Transfer Credit

UAPICBC will recognize credits and completion of courses earned at and awarded by other post-secondary institutions, where the learning outcomes are similar to those of UAPICBC courses and where recognized by the Industry Training Authority. UAPICBC reserves the right to determine where transfer credit will and will not be awarded.

Privacy Policy

All Employees are responsible for administering this policy

Implementation Date: February 1, 2005

Date of Last Revision: September 1, 2016

Policy:

The *Personal Information Privacy Act* ("the Act"), regulates the way private sector organizations within British Columbia collect, use, keep, secure and disclose personal information. "Personal Information" for purposes of this policy is information about an identifiable individual as defined in the act. UAPICBC respects individual's privacy and recognizes the particular sensitivity of personal information. UAPICBC recognizes our obligations concerning the protection of personal information of our employees and students. This policy has been developed with those obligations in mind.

Procedure:

1. Purposes for the Collection, use and disclosure of personal information

a) Employee Personal Information:

UAPICBC collects uses and discloses the personal information of its employees for no other purpose other than to establish, manage or terminate an employment relationship.

UAPICBC hereby notifies its employees that UAPICBC will be collecting, using and disclosing employee personal information for the following specific purposes:

- i. Payroll/T4 preparation.
- ii. Enrollment, identification and maintenance of pension, MSP, Extended Health, Dental, LTD, ADD and Life Insurance Benefits for employees and their dependents.
- iii. Enrollment and remittance of dues and maintenance of seniority.
- iv. Employee WCB claims.
- v. Employee disability insurance claims.
- vi. For contact purposes.
- vii. Reimbursement of expenses.

Privacy Policy Cont'd.

- viii. Enabling representation of an employee by his/her bargaining agent.
- ix. Enabling the administration of employee pension and/or benefit plans.

It is the PIAB policy to collect, use and discloses personal information about individuals other than our employees in accordance with the provisions for the *Personal Information Protection Act*.

b) Student Personal Information:

UAPICBC collects, uses and discloses the personal information of its students for no other purpose than for providing, administering and managing education programs offered by UAPICBC under the Private Training Act (PTA).

c) Union Membership Personal Information:

UAPICBC collects, uses and discloses personal information pertaining to Union membership for the purposes of:

- i. Administering any collective agreement covering employees of UAPICBC.
- ii. Verifying union membership.
- iii. Communicating about the activities of the United Association of Journeyperson and Apprentices of the Plumbing and Pipefitting Industry of the United States and Canada, Local 170 ("Local 170") or its affiliates.
- iv. Communicating with Local 170 about a member's dispatch to jobs.
- v. Communicating with industry contractors.
- vi. Determining, compiling and analyzing statistical data.
- vii. Providing education to students enrolled in programs conducted by UAPICBC.
- viii. Remitting monies on behalf of employees who are members of a trade union to union funds.

2. Disclosure of Personal Information

Where required for the purposes enumerated above, UAPICBC will disclose personal information to third parties.

Privacy Policy Cont'd.

3. Consent to the Collection, Use and Disclosure of Personal Information

The Personal Information Protection Act deems that an individual has consented to our collection, use or disclosure of personal information about that individual if, at the time the consent is deemed to be given, the purpose would be considered obvious to a reasonable person. In such circumstances, we will collect, use or disclose personal information without obtaining a written or verbal consent to do so.

The Personal Information Protection Act also permits us to collect, use or disclose personal information about an individual in some circumstances without the individuals consent. Those include, but are not limited to, circumstances in which:

- a) The collection, use or disclosure is clearly in the interests of the individual; and consent cannot be obtained in a timely way.
- b) It is reasonable to expect that the collection, use or disclosure of personal information with the consent of the individual would compromise the availability or accuracy of the information and the collection, use or disclosure of the information is necessary for an investigation or proceeding.
- c) The personal information is available to the public from a prescribed source;
- d) The collection, use or disclosure of personal information is required or authorized by law.

4. Withdrawal of Consent:

Where applicable, individuals may withdraw consent to the collection, use or disclosure of their personal information by contacting the UAPICBC Privacy Officer at the address provided below:

#101-1658 Fosters Way
Annacis Island, Delta, BC
V3M 6S6
Phone: 604-540-1945 **Fax:** 604-540-1946

Privacy Policy Cont'd.

5. Security of Personal Information

UAPICBC recognizes our obligation to securely store the personal information we hold on record. We have therefore made arrangements to secure against the unauthorized access, collection, use, disclosure, copying, modification, disposal or destruction of personal information.

6. Requests for Access to Personal Information

The *Personal Information Protection Act* permits individuals to submit a written request to us to provide them with:

- a) Their personal information under our custody or control.
- b) Information about how their personal information under our control has been and is being used by us.
- c) The names of the individuals and organizations to which their personal information under our control has been disclosed by us.

UAPICBC will respond to any such requests in the time allowed by the *Act* and will make a reasonable effort to assist applicants and to respond as accurately and completely as reasonably possible. Any such requests may be subject to any fees and disbursements the law permits us to charge.

An individual's ability to access his/her personal information under our control is not absolute. The *Act* provides that we must not disclose personal information when:

- a) The disclosure could reasonably be expected to threaten the safety, physical or mental health of an individual other than the individual who made the request.
- b) The disclosure can reasonably be expected to cause immediate or grave harm to the safety, physical or mental health of the individual who made the request.
- c) The disclosure would reveal personal information about another individual.
- d) The disclosure would reveal the identity of an individual who has provided personal information about another individual and the individual providing information does not consent to disclosure of his/her identity.

Privacy Policy Cont'd.

The Act further provides that we are not required to disclose personal information when:

- a) The personal information is protected by solicitor-client privilege.
- b) The disclosure of the personal information would reveal confidential commercial information that, if disclosed, could, in opinion of a reasonable person, harm the competitive position of an organization.
- c) The personal information was collected without consent for the purposes of an investigation, and the investigation and associated proceedings and appeals have not been completed.
- d) The personal information was collected or created by a mediator or arbitrator in the conduct of a mediation or arbitration for which he/she was appointed to act:
 - i. Under a collective agreement.
 - ii. Under an enactment.
 - iii. By a court.

7. Accuracy of Personal Information

When we collect, use or disclose personal information, we will make reasonable efforts to ensure that it is accurate and complete.

The law permits individuals to submit written requests to us to correct errors or omissions in their personal information that is in our custody or control. We encourage individuals to report to UAPICBC any discrepancies or inaccuracies in personal information held by UAPICBC and in such case we will:

- a) Correct the information in question and, if reasonable to do so, send correction notification to any other organizations to whom we have disclosed the incorrect information.
- b) Decide not to correct the personal information, but annotate the personal information that a correction was requested but not made.

Privacy Policy Cont'd.

8. Complaint Procedure

Any complaint relating to UAPICBC handling of personal information should be forwarded to the attention of the UAPICBC Privacy Officer whose address appears below. The complaint shall be reviewed and considered by UAPICBC in reference to the terms of this Privacy Policy and applicable law. Within 21 days of receiving the complaint, a representative of UAPICBC shall respond in writing to the complaining party advising UAPICBC of the position regarding the matters complained of. If, in the opinion of UAPICBC the complaint is justified, we will take the necessary steps to resolve the issue.

9. Contacting or Communicating with Us

The Executive Director of UAPICBC has appointed a Privacy Officer to assist you with any questions about this Privacy Policy of the handling of your personal information. Our Privacy Officer is also available to respond to any requests you may have with respect to access to, or corrections of, your personal information under our care and control. Please feel free to contact our Privacy Officer of UAPICBC at:

#101-1658 Fosters Way
Annacis Island, Delta, B.C,
V3M 6S6
Phone: 604-540-1945 **Fax:** 604-540-1946

10. Changes to this Policy

This Privacy Policy may change to accommodate changes at UAPICBC, technology and legal developments. UAPICBC may add, change or remove portions of this Privacy Policy where appropriate to reflect those changes or development. Whenever we update this policy, we will change the date on the policy to indicate when the changes were made.

Respectful and Fair Treatment of Students Policy

All Staff and Students are responsible for administering this policy

Implementation Date: September 1, 2016

Date of Last Revision: September 1, 2016

UAPICBC believes that every student has the right to learn in a supportive environment, free from harassment, bullying and victimization.

UAPICBC will not tolerate acts of harassment, bullying or victimization by any member of staff against any student in the course of his or her duties. UAPICBC will also not tolerate acts of harassment, bullying or victimization by any student against another student, against a staff member or against anyone else at UAPICBC.

These beliefs and this Policy are fully consistent with our values of excellence and professionalism.

We recognize that harassment or bullying in a learning environment can cause not only personal distress, but also a loss of confidence, low morale and illness. It can also lead to people being absent from their programme of study and interfere with a person's work or performance.

We expect that everyone who is working or studying at UAPICBC will contribute proactively to the creation of a culture of mutual respect and an environment in which everyone is treated with dignity.

It is expected that staff and students will:

- treat all individuals with courtesy and respect
- not participate in, or condone, any act of harassment, bullying or victimization
- ensure that they are familiar with the content and comply with the terms of this Policy
- modify their behaviour if they become aware that it is unacceptable in light of this Policy, even if no formal or informal complaint is made by the complainant
- when they witness an act of harassment, bullying or victimization, encourage the person on the receiving end of this conduct to seek appropriate support and assistance
- offer appropriate assistance and report any harassment, bullying or victimization to the Executive Director

Scent Safety in the Workplace Policy

All employees are responsible for administering this policy

Implementation Date: February 1, 2005

Date of Last Revision: December 2011

Policy:

UAPICBC is committed to eliminating health concerns arising from exposures to scented products by maintaining a scent-safe environment for all employees and visitors within UAPICBC premises. All employees and visitors will refrain from using or wearing scented products at UAPICBC.

Purpose:

To ensure the health and well-being of employees and visitors at UAPICBC preventing exposure to scented products that can cause environmental chemical sensitivities. The goal of this policy is to:

- **Eliminate** the use of perfume, cologne/aftershave, scented air fresheners, scented candles and potpourri from the workplace;
- **Eliminate** the use of heavily scented personal hygiene products such as hair products, lotions/creams and deodorant;
- **Reduce** heavily scented flowers in the workplace such as Lilacs, Hyacinth lowering broom etc.
- **Ensure** personal hygiene such as body odor is not offensive or effecting the work or enjoyment of our facilities.

General Information:

Exposure to scented products can adversely affect a person's health. In sufficient concentrations scented products may trigger responses to those with allergies or chemical sensitivities. Allergic and asthmatic people, as well as those with other conditions, report that exposure to scented products, even in the smallest amounts, can trigger response.

Reported symptoms can include, but are not limited to:

- Headaches, migraines
- Dizziness, lightheadedness, confusion
- Weakness

Scent Safety in the Workplace Policy Cont'd.

- Numbness
- Upper respiratory symptoms
- Anxiety

The severity of these symptoms can vary. Some may only experience mild irritation while others can be incapacitated.

Scented Products Categories

Personal Products

Hygiene: Products include but are not limited to, cosmetics, perfumes, colognes, after-shave and scented shaving cream, deodorant, shampoo/conditions, hair spray, lotions and creams.

Non Hygiene: Products include, but are not limited to, scented candles, potpourri and scented ornaments.

Non Personal Products

Products with a distinct scent or fragrance and include scented household/industrial cleaning products, air fresheners, deodorizers, building materials (e.g. paint) and some types of flowers.

Responsibilities

Senior Management

- Support managers, employees and Joint Health and Safety Committee in implementing a scent-safe workplace.
- Enforce compliance with maintaining a scent-safe environment.

Managers/ Supervisors

- Arrange pertinent awareness, education, and training for employees regarding a scent-safe workplace. Ensure employees have been trained on:
 - WorksSafe BC policy *HEAI-9 Scent Safety in the Workplace*.
 -

Scent Safety in the Workplace Policy Cont'd.

- Types of scented personal/non personal products.
- How to report an unsafe act or condition.
- How to seek first aid.
- Ensure employees use scent-free products.
- Ensure that materials and other resources required to maintain a scent-safe environment are readily available (i.e. posted signs, promotional materials, presentations, etc). Contact Safety, Health and Wellness for assistance.
- Conduct a scent safety presentation, at least once every two years, during monthly staff safety meetings.
- Inform visitors of this policy before they visit any UAPICBC facility.

Safety, Health & Wellness

- Develop and maintain an effective scent-safe workplace policy.
- Develop any required educational materials, signs, and/or promotional materials.
- Assist in educating employees on the effects of scented products and what are suitable alternatives.

Facilities

- Ensure that any products used for construction, maintenance, and cleaning are scent-free, where possible.
- Inform contractors of this policy before they visit any UAPICBC facility.
- Notify appropriate personnel work is to take place that may involve the use of scented products, or products that contain an odor that may affect health of staff. Sufficient advance warning should be given to allow employee accommodation to take place, if necessary.

Scent Safety in the Workplace Policy Cont'd.

Joint Health & Safety Committee

- Promote employee education in the use and effects of scented products.
- Support managers in maintaining a scent-safe workplace.

Employees

- Do not use or bring scented personal and/or non personal products to a UAPICBC workplace.
- Participate in scent safety awareness, education and training.

Student Admission Policy

All Administrative Staff are responsible for administering this policy

Implementation Date: February 1, 2005

Date of Last Revision: September 1, 2016

Policy:

UAPICBC will adhere to this policy in processing applicants. UAPICBC will not include a waiver clause in its registration materials nor in its student contract that enables students to enter the program without meeting published pre-requisites.

Procedure for Admissions:

1. Applicants must complete the UAPICBC application form.
2. Applicants must be at least 19 years of age (if under 19 the students must have parental consent).
3. Applicants must have a personal interview with the Executive Director or his designate.
4. Applicants are recommended to have Grade 12 education (or equivalent); the minimum requirement is Grade 10 including English 10, Math 10 and Science 10 (or equivalent).
5. Applicants must demonstrate an aptitude for a career in a Piping Trade. This is determined through interview or by examination administered by UAPICBC.
6. Applicants must agree to the terms and conditions set out in the UAPICBC Student Enrolment Contracts and UAPICBC Operational Policies.
7. Applicants must provide proof of age and education.
8. Applicants, following acceptance by UAPICBC, will complete registration documentation and participate in orientation and safety training.
9. Applicants must be willing to provide personal fitness information to meet occupational health requirements.

The provincial skilled trades program provides opportunity for students to register for a module of their programs at any school in British Columbia that provides the program as long as the preceding modules have been completed. This enables students to continue with their program of studies wherever they may relocate for employment purposes.

Student Admission Cont'd.

Within this context, prior learning is assessed through documentation provided by the student's previous training facility. The students are able to be placed in the program module that immediately follows the one that had previously been successfully completed.

Program Fees:

1. A student will secure their seat in the class by paying a non-refundable, non-transferable registration fee.
2. Tuition Fees and enrollment forms are due a full four (4) weeks prior to the start of the program.

Student Attendance Policy

All Employees are responsible for administering this policy

Implementation Date: February 1, 2005

Date of Last Revision: March 15, 2017

Policy:

The Attendance Policy applies to all UAPICBC students and trainees. Attendance is integral to student progress and is mandatory for the total program of study which includes class time, shop time, field trips, and any other prescribed components of the program.

- › Students/trainees who miss more than 10% of the prescribed total program of the study (whether excused or unexcused, reported or unreported), may be dismissed from the program in accordance with the Student Dismissal Policy
- › Students who have multiple non-compliance forms related to attendance (late arrival, absence, early departure) may be dismissed from the program in accordance with the Student Dismissal Policy.

Procedure:

1. Students must report absences or late arrivals to their instructors by way of email or telephone message, prior to the beginning of class. Alternatively, students may also report absences or late arrivals by way of email to registrar@uapicbc.ca. Students must report early departures to their instructor prior to leaving class.
2. Instructors are to log daily attendance for all students/trainees for all courses activities. All absences, late arrivals, or early departures (whether reported or unreported by the student/trainee), are to be recorded on the attendance sheet. Instructors must fill out a **Student Non-Compliance Form** for each and every absence, late arrival or early departure (whether reported or unreported by the student/trainee).
3. The Student Non-Compliance form must be submitted to the Programme Resource Co-Ordinator within one hour of when absence, late or early departure is determined/noted.

Student Attendance Policy and Procedure Cont'd.

4. Students for whom a Non-Compliance Form has been issued (due to absence, late arrival or early departure), will not be able to return to class until they meet with a UAPICBC representative (Programme Resource Co-Ordinator, Executive Director or designate). The UAPICBC representative will determine disciplinary action in compliance with the Student Dismissal Policy Procedure (see Dismissal Policy).

UAPICBC provides reasonable accommodation and makes allowance for extraordinary circumstances, as approved by the Executive Director.

Absences, late arrivals, early departures and subsequent dismissals may be reported to the Industry Training Authority (ITA), ESDC, alternate funding agencies and/or alternate sponsors as required.

Student Dismissal Policy

Executive Director and Programme Resource Co-ordinator are responsible for administering this policy

Implementation Date: February 1, 2005

Date of Last Revision: March 15, 2017

While on UAPICBC premises and during all activities or events hosted by UAPICBC, students must comply with the Expectation of Student Conduct Policy and all applicable UAPICBC policies outlined in the Student Handbook.

Students who violate the Expectation of Student Conduct Policy or any applicable policy in the Student Handbook will be subject to the discipline procedure outlined below, which may include immediate dismissal from the institution.

STUDENTS MAY BE SUBJECT TO DISMISSAL FOR THE FOLLOWING REASONS (list is not exhaustive)

1. **Attendance** – Students may be dismissed for non-compliance of the *Student Attendance Policy*.
2. **Cheating and Plagiarism** – Plagiarism is the presentation of another person's work or ideas as one's own without acknowledgement of the original source. Cheating is intentional deceit on examinations or projects.
3. **Theft or non-accidental damage to UAPICBC facilities or equipment.**
4. **Theft or non-accidental damage to the personal property of others.**
5. **Behaviour displaying insubordination, refusal to co-operate with instructors and non-compliance with course requirements and the policies of UAPICBC.**
6. **Alcohol and Non-prescription drugs** – The use of alcohol and non-prescription drugs is prohibited within any of the training facilities or at any program associated events or activities.
7. **Multiple Non-Compliance Forms** – Students may be dismissed if they have multiple non-compliance forms.

Student Dismissal Policy Cont'd.

Procedure:

1. All concerns relating to student misconduct and/or non-compliance with UAPICBC Policies, shall be directed to the Programme Resource Co-Ordinator by filling out a **Student Non-Compliance Form**. Concerns may be brought by staff, students or the public.
2. The Executive Director or designate (herein referred to as "UAPICBC representative") will arrange to meet with the student to discuss the concern(s). Students are not able to return to class until they meet with the UAPICBC representative. If the alleged conduct is of such a serious nature that an immediate dismissal may be warranted, the UAPICBC representative will meet with the student as soon as is reasonably possible.
3. Following the meeting with the student:

If no further investigation is necessary, the UAPICBC representative will:

- (a) Give the student a warning setting out the consequences of the misconduct and the consequences of further misconduct; and/or
- (b) Set a probationary period with appropriate conditions; or
- (c) Recommend that the student be dismissed from the program

The outcome/determination will be recorded on the Student Non-Compliance Form. A copy shall be given to the student to read and sign (acknowledging that they have read and understand the outcome of the meeting). The original will be placed in the student's file.

If further inquiries or investigations are necessary, they shall be completed within five (5) school days of the initial meeting with the student.

4. After any necessary investigation(s), a meeting will be scheduled between the student and the UAPICBC representative to discuss the following:

Determine that the concern(s) were unsubstantiated;

Determine that the concern(s) were substantiated, in whole or in part, and representative will:

- (a) Give the student a warning setting out the consequences of the misconduct and the consequences of further misconduct; and/or
- (b) Set a probationary period with appropriate conditions; or
- (c) Recommend that the student be dismissed from the program

The outcome/determination will be recorded on the Student Non-Compliance Form. A copy shall be given to the student to read and sign (acknowledging that they have read and understand the outcome of the meeting). The original will be placed in the student's file.

Student Dismissal Policy Cont'd.

5. The UAPICBC representative will prepare a written summary of the determination (including any applicable warnings or probationary conditions) which will be reviewed, approved and signed by the Executive Director.
6. If the recommendation is to dismiss the student, the Executive Director will review the recommendation, and accept or reject it. If the recommendation is accepted by the Executive Director, the Executive Director and/or Programme Resource Co-Ordinator will meet with the student to dismiss him/her from study at the institution.
7. The Executive Director or Programme Resource Co-Ordinator will deliver to the student a letter of dismissal and a calculation of refund due or tuition owing, in accordance with UA Piping Industry College of BC Refund Policy. If the recommendation is rejected by the Executive Director, the Programme Resource Co-Ordinator will follow steps 4 through 5, above.
8. If a refund is due to the student, UA Piping Industry College of BC will ensure that a refund is forwarded to the student within 30 days of the dismissal.
9. If the student owes tuition or other fees to the institution, UA Piping Industry College of BC may undertake the collection of the amount owing.

Student Grade Appeal Policy

All Employees are responsible for administering this policy

Implementation Date: February 1, 2005

Date of Last Revision: September 1, 2016

Policy:

UAPICBC recognizes that there will be occasions on which students will not agree with the Instructor's assessment of their tests, quizzes, assignments or with the grade received for the course. Within this context, it is the policy of UAPICBC to provide a process for students to appeal the outcome of an assessment or grade they have received, with which they disagree.

The steps in the assessment appeal are as follows:

1. The student will discuss the assessment or grade with the Instructor and provide a verbal explanation of the reason for not agreeing with the result that had been provided.
2. Within 24 hours, the Instructor will verbally respond to the student and indicate either agreement or disagreement with the student's concern. If the Instructor agrees, a revised assessment or grade will be provided.
3. If the Instructor disagrees with the student's appeal, the student has the option of accepting the original assessment, or further appealing the assessment to the Executive Director within 24 hours of receiving the instructor's decision. The appeal to the Executive Director must be submitted in writing stating the reason for the original appeal.
4. The Executive Director will provide the student with a decision in writing within 48 hours of receiving the appeal.
5. The Executive Director's decision shall be final.

Student Record Management, Retrieval and Archiving Policy

Controller and Administrative Staff are responsible for administering this policy

Implementation Date: February 1, 2005

Date of Last Revision: September 1, 2016

Purpose:

Student records are to be kept accurate and current for all students enrolled at UAPICBC.

Student Records

UAPICBC maintains a student file/record for each student containing the following:

- i. Copy of signed Student Enrolment Contract;
- ii. Evidence of payments for tuition and related fees;
- iii. If applicable, a copy of a complaint made by the student and all documents in relation to the complaint and the student's participation in the dispute resolution process;
- iv. Copies of notice of withdrawal or notice of dismissal and documents in relation to the withdrawal or dismissal, including refund of tuition or related fees documentation;
- v. Student's transcript issued by the institution;
- vi. Evidence that the student has met the admission requirements for the program
- vii. A copy of the attendance record for the student;
- viii. Documents in relation to the student's participation in the grade appeal process, if applicable;
- ix. Copy of the credential granted to the student;

Student Record Retention

UAPICBC will retain all student records for a period of least 8 years from the following date, whichever is applicable:

- (a) the date the student completes the program
- (b) the date the institution receives from the student a notice of withdrawal
- (c) the date the institution provides a notice of dismissal to the student

All student records are to be stored securely in a locked filing cabinet and must be accessible to any student, upon request (at a reasonable cost).

Student Record Management, Retrieval and Archiving Policy Cont'd.

Archiving of Student Records

UAPICBC will enter into an agreement with a third party (approved by the Minister of Advanced Education) to retain records in a secure manner for 25 years from the date the record is provided to the third party; accessible by the Registrar (PTIB).

(i) Programs requiring approval

For programs requiring PTIB approval, UAPICBC will archive the student records which will contain: the student's transcript, copy of credential issued by the institution and/or ITA and a copy of student enrollment contract). The record will be archived by student name, within 60 days of the following dates, whichever is applicable:

- (a) the end date of the student enrolment contract
- (b) the date the institution receives from the student a notice of withdrawal;
- (c) the date the institution provides a notice of dismissal to the student

(ii) For Apprenticeship Programs

UAPICBC will archive the student record at the end of the student's apprenticeship; after successful completion of the Inter-Provincial exam. The archived student record will contain the student's final transcript, a copy of the credential issued by ITA and a copy of student's final year enrollment contract), archived by student name within 60 days of the following dates, whichever is applicable:

- (a) confirmation from ITA of successful passing of Inter-Provincial (IP exam)

Note: Currently contracted to Data Witness

Student Services and Support Policy

Controller and Administrative Staff are responsible for administering this policy

Implementation Date: October 12, 2016

Date of Last Revision: October 12, 2016

Purpose:

To ensure students have access an information regarding internal and external support services.

Procedure:

UAPICBC will ensure they have individuals trained with information regarding the following:

1. The student enrollment contract
2. The outline for each approved program of instruction
3. Housing and transportation services for students
4. Medical insurance, the Pharmacare program and similar government Health Care for students
5. Childcare services available to students.
6. Community and cultural services available to students such as family support, addiction treatment and services for immigrants.
7. Available academic support such as tutoring services, literacy support, and library services.
8. Employment resources for students, including resources in relation to preparing a resume.

Student Tours and Field Trips Policy

All Employees are responsible for administering this policy

Implementation Date: February 1, 2005

Date of Last Revision: March 2012

Policy:

Academic field trips can be an important and enjoyable element of education. They often significantly enhance the content of a course by providing a type of information hard to convey in the classroom. Site visits contextualize or enhance historical or scientific data; interviews with participants or observation of species, phenomena, or events often become an important part both of course content and the study of a discipline's methodology.

For purposes of this document, an academic field trip is defined as a course-related activity that serves educational purposes and occurs outside of the classroom at a location other than on the campus at which the course is regularly taught. Academic field trips are, by definition, UAPICBC sponsored events and must conform to the following guidelines:

Guidelines for Instructors

All tours and field trips must be approved by the Executive Director or the Programme Resource Coordinator.

1. All required academic field trips must be clearly identified as such in the course syllabus at the beginning of the term, with detailed information about date, time, locations, means of transportation, and any fees for which the student is responsible. If an unforeseen educational opportunity arises later in the term, as soon as possible, the faculty member should discuss it with the class. In that case, such a trip may not be required of all students.
2. In the first class of the term, the instructor must discuss with students in appropriate detail any risks associated with the activity of the field trip, relevant emergency preparedness information and expectations for behavior during the field trip. Such a discussion must be repeated no less than a week in advance of the trip.
3. The instructor must announce that if any student, who is enrolled in the course require special need accommodations, the student should speak as soon as possible with the Programme Resources Coordinator for information and assistance.

Student Tours and Field Trips Policy Cont'd.

4. Either the instructor or other responsible UAPICBC official designated by the instructor must accompany all academic field trips. Anyone other than the assigned instructor for the course of study shall obtain prior approval to replace the instructor if required.
5. Whenever practical, the site of the academic field trip should be visited in advance by the instructor, or an appropriate UAPICBC official, to evaluate potential risks and to minimize, through effective planning, any risks associated with the location.
6. **No later than three business days before the event**, the instructor must also provide a roster of the names of all participating students, along with the names and cell phone numbers of all UAPICBC staff who are accompanying the students. Individual travelers do not need to register separately unless they are going ahead of time, or staying after the field trip ends.
7. If a field trip is optional each student must complete a waiver form. If a field trip is a course requirement as explained in number 1 above, it is not necessary for students to complete waiver forms.

Guidelines for Students

1. Students participating in academic field trips are expected to conform to the same standards of behavior as published in the *Student Handbook*. Any violation of the UAPICBC policies or local, provincial, or federal laws may result in disciplinary action or sanctions by UAPICBC.
2. The use of transportation provided by UAPICBC for the field trip is strongly urged. Students who choose instead to operate a privately-owned or commercially-rented vehicle, or students who choose to be passengers in such a vehicle operated by another student for transportation on an academic field trip do so at their risk.
3. Students, who choose to travel to the site of a field trip early, remain at the site after the planned activity is completed, or who separate from the group, do so at their own risk.

Transportation

1. Whenever possible, chartered buses or UAPICBC-owned vehicles should be used for transportation on an academic field trip. Public transportation (*e.g.* regularly scheduled trains or buses), is also an appropriate means of transportation for an academic field trip. Privately-owned vehicles must not be used for transporting students on academic field trips.
2. If the Instructor or other UAPICBC official elects to operate a privately-owned vehicle for transportation, the vehicle owner's own insurance policy will then serve as the primary policy for liability and physical damage.

Student Tours and Field Trips Policy Cont'd.

3. A vehicle commercially rented by a UAPICBC official that is being used for transportation for an academic field trip is thereby insured by the UAPICBC for liability and physical damage. The UAPICBC official renting the vehicle must not allow others to operate it.
4. The use of a private passenger van with a capacity of twelve or more for transportation to and from an academic field trip is prohibited. The use of mini-buses is acceptable.
5. If a chartered bus is used, the bus must be secured from a company approved by the Executive Director.
6. Any traffic or parking violations are the sole responsibility of the operator of the vehicle.

Student Tuition Refund Policy

All Administrative Staff are responsible for administering this policy

Implementation Date: February 1, 2005

Date of Last Revision: March 15, 2017

- 1) If UAPICBC receives tuition from the student, or a person on behalf of the student, UAPICBC will refund the student, or the person who paid on behalf of the student, the full tuition (not including the registration fee which is non-refundable/non-transferable) that was paid in relation to the program in which the student was enrolled if:
 - (a) UAPICBC receives notice of withdrawal from the student no later than seven days after the effective contract date and before the contract start date;
 - (b) If the student, or the student's parent or legal guardian, signs the student enrolment contract seven days or less before the contract start date and UAPICBC receives notice of withdrawal from the student between the date the student, or the student's parent or legal guardian, signed the student enrolment contract and the contract start date.
- 2) UAPICBC will refund tuition for the program and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission.
- 3) If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, UAPICBC may retain up to 50% of the tuition paid under the student enrolment contract unless the program is provided solely through distance education.
- 4) Unless the program is provided solely through distance education, if UAPICBC receives a notice of withdrawal from a student:
 - (a) more than seven days after the effective contract date and
 - i. at least 30 days before the contract start date, UAPICBC may retain up to 10% of the tuition due under the student enrolment contract, to a maximum of \$1,000.
 - ii. less than 30 days before the contract start date, UAPICBC may retain up to 20% of the tuition due under the student enrolment contract, to a maximum of \$1,300.

Student Tuition Refund Policy Cont'd.

- (b) after the contract start date
 - i. but before 11% of the hours of instruction to be provided during the contract term have been provided, UAPICBC may retain up to 30% of the tuition due under the student enrolment contract.
 - ii. and after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, UAPICBC may retain up to 50% of the tuition due under the student enrolment contract.
- 5) Unless the program is provided solely through distance education, if UAPICBC provides a notice of dismissal to a student and the date UAPICBC delivers the notice to the student is:
 - (a) before 11% of the hours of instruction to be provided during the contract term have been provided, UAPICBC may retain up to 30% of the tuition due under the student enrolment contract.
 - (b) after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, UAPICBC may retain up to 50% of the tuition due under the student enrolment contract.
- 6) If UAPICBC provides the program solely through distance education and UAPICBC receives a student's notice of withdrawal or UAPICBC delivers a notice of dismissal to the student and:
 - (a) the student has completed and received an evaluation of his or her performance for up to 30% of the hours of instruction to be provided during the contract term, UAPICBC may retain up to 30% of the tuition due under the student enrolment contract, or
 - (b) the student has completed and received an evaluation of his or her performance for more than 30% but less than 50% of the program, UAPICBC may retain up to 50% of the tuition due under the student enrolment contract.
- 7) UAPICBC will refund fees charged for course materials paid for but not received if the student provides a notice of withdrawal to the institution or the institution provides a notice of dismissal to the student.
- 8) Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days:
 - (a) of the date UAPICBC receives a student's notice of withdrawal,
 - (b) of the date UAPICBC provides a notice of dismissal to the student,
 - (c) of the date that the registrar provides notice to UAPICBC that the institution is not complying with section 1(c) or 2 of this policy, or
 - (d) after the first 30% of the hours of instruction if section 3 of this policy applies.
- 9) Registration (application) fees are non-refundable, non-transferable

Student Tuition Refund Policy Cont'd.

The table below shows the circumstances in which tuition must be refunded. Note: The effective contract date for a student enrolment contract is the later of:

- The date the student or representative of the student signed, or
- The date the institution signed.

Circumstance	Tuition Refund Entitlement
<ul style="list-style-type: none"> • A student is enrolled in an approved program: <ul style="list-style-type: none"> ○ Without having met the admission requirements, and ○ Without having misrepresented his/her knowledge or skills when applying 	100% tuition refund and a 100% refund of all fees
<ul style="list-style-type: none"> • A student (other than a distance education student) does not attend the first 30% of the program 	Institution may retain up to 50% of the tuition
<ul style="list-style-type: none"> • The institution does not provide all the work experience hours of a program within 30 days of the contract end date, <u>and</u> • The student does not attend the work experience. 	100% tuition refund
Institution receives a notice of withdrawal from a student, or an international student delivers a refusal of study permit:	
<ul style="list-style-type: none"> • No later than seven days after the effective contract date, and • Before the program start date. 	100% tuition refund
<ul style="list-style-type: none"> • Between the date the contract was signed and the start date of the program, where that period is less than seven days 	100% tuition refund
<ul style="list-style-type: none"> • More than seven days after the effective contract date, and at least 30 days before the program start date 	Institution may retain up to 10% of tuition, to a maximum of \$1,000
<ul style="list-style-type: none"> • More than seven days after the effective contract date, and • less than 30 days before the program start date 	Institution may retain up to 20% of tuition, to a maximum of \$1,300
<ul style="list-style-type: none"> • After the program starts, but before 11% of instruction hours have been provided 	Institution may retain up to 30% of tuition
<ul style="list-style-type: none"> • After the program starts, and after 10% but before 30% of instruction hours have been provided 	Institution may retain up to 50% of tuition
Institution delivers a notice of dismissal to a student:	
<ul style="list-style-type: none"> • Before 11% of the instruction hours have been provided 	Institution may retain up to 30% of tuition
<ul style="list-style-type: none"> • After 10% but before 30% of the instruction hours have been provided 	Institution may retain up to 50% of tuition
Student withdraws or is dismissed from a distance-education-only program:	
<ul style="list-style-type: none"> • When the student has received an evaluation for completing up to 30% of the program 	Institution may retain up to 30% of the tuition
<ul style="list-style-type: none"> • When the student has received an evaluation for completing 30% to 50% of the program 	Institution may retain up to 50% of the tuition

Student Withdrawal Policy

All Employees are responsible for administering this policy

Implementation Date: February 1, 2005

Date of Last Revision: September 1, 2016

Policy:

Students may withdrawal from a program for a number of reasons:

1. Health issues
2. Personal or family problems
3. Financial reasons
4. Attendance problems
5. Not succeeding in theory and skill development
6. Determination that the program is not a viable career option

When the students are experiencing any of the problems listed above, they are urged to discuss the matter with a staff member. UAPICBC is committed to providing you with advice and assistance that will permit you to make the most appropriate decision.

Students who withdraw may be entitled to a refund of tuition fees and if so, the extent of the refund as governed through the Private Training Act. A copy of this refund policy is included in the enrolment contract that you signed when you enrolled at UAPICBC. The Private Training Act can be accessed and viewed in its entirety on the Private Training Institutions website found at (<http://www.privatetraininginstitutions.gov.bc.ca/>).

For students who are sponsored by an agency or government program, the staff of UAPICBC will assist you to complete the necessary documentation to inform the sponsor of your withdrawal.

It is our policy to have an exit interview, if possible, with the students who have chosen to withdraw. UAPICBC is anxious to know what additional services and support that it might have provided. It is also our intent to assist you with a transition to employment or other training opportunities. For students who wish to investigate another career option in the trade's area, the staff will provide you with information and, if you wish, make personal contact with other training schools on your behalf.



**If First Aid is required call the duty Level 2
First Aid attendant on**

778-554-0271

In the first instance the attendant will go to the first aid room. If the injury is minor and patient is able to walk he or she should meet the attendant there. In the event of any fall or serious injury the attendant will proceed to the site of the incident after collecting the kit from the first aid room.



FIRST AID

CERTIFIED ATTENDANTS


LEVEL 1

Bernard Booth
Rob Dhensaw
Barry Donaldson
Mervyn Kube
John Michalec
Pavel Pajger
Dave Sales
Will Schwarz
Glenn Wong

LEVEL 2

Brad Heidman
Steve Reimer
Len Wiebe

UAPICBC WORKSHOP SAFETY RULES

1. Eye protection (safety glasses) must be worn at all times.
2. A full face-shield plus safety glasses must be worn when using equipment that produces sparks, dust, fragments or slag.
3. WorkSafe compliant clothing required.
4. No loose clothing, jewelry or keycard lanyards.
5. Long hair is to be tied up and/or covered.
6. Hearing protection must be used in noisy areas.
7. No horseplay.
8. Hard hats are to be worn in the mockup or anywhere else where there is risk of head injury.
9. Those working in high traffic areas or performing rigging must wear viz vests or similar high-visibility clothing.
10. The use of alcohol or drugs is strictly prohibited.
11. Smoking, vaping and/or chewing tobacco is not permitted.
12. Butane lighters are not permitted.
13. The use of audio device/cellphones with or without earbuds is not permitted.
14. All work site injuries and illnesses are to be reported immediately to the first aid attendant.
15. All tools and equipment are to be properly inspected, checked and tested before use.
16. No tools or equipment are to be used by trainees without a full safety briefing and demonstration by an instructor and a signature on the relevant documentation.
17. Broken or damaged tools must be tagged, taken out of service and returned to the tool crib.
18. Gas cylinder regulators must be inspected by an instructor prior to use.
19. No food or drink is permitted in the shop areas, except sealable water containers.
20. CSA – approved  safety footwear is mandatory.

ANY BREACH OF THESE RULES WILL RESULT IN IMMEDIATE REMOVAL FROM THE SHOP AREA AND MAY RESULT IN FURTHER DISCIPLINE.

 <p>PIPING INDUSTRY COLLEGE of B.C.</p>		UA PIPING INDUSTRY COLLEGE OF BC MAIN CAMPUS 101-1658 Fosters Way Annacis Island, Delta BC V3M 6S6 T: 604-540-1945 F: 604-540-1946 Email: registrar@uapicbc.ca									
		-- UA PIPING INDUSTRY COLLEGE OF BC is designated by the PRIVATE TRAINING INSTITUTIONS BRANCH -									
STUDENT ENROLMENT CONTRACT											
STUDENT INFORMATION											
Last Name		First Name and Middle Name									
Usual First Name		Personal Identification Number (PEN Number)									
Previous Last Name (if applicable)		Previous First Name (if applicable)									
Mailing Address		Postal Code									
Permanent Mailing Address (including country) (if different from above)		Postal Code									
Student Telephone Number		Alternative Telephone Number	Student Email Address								
International Student:		<input type="checkbox"/> Yes <input type="checkbox"/> No									
Date of Birth: <table border="1" style="display: inline-table;"> <tr> <td>Y</td><td>Y</td><td>Y</td><td>Y</td> <td>M</td><td>M</td><td>D</td><td>D</td> </tr> </table>		Y	Y	Y	Y	M	M	D	D	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Y	Y	Y	Y	M	M	D	D				
PROGRAM INFORMATION											
Program Name											
Program Duration in Hours	Program Duration in Weeks (or portion thereof)	Program Start Date	Program End Date								
Credential Issued on Graduation	<input type="checkbox"/> Diploma <input type="checkbox"/> Certificate										
Program Delivery Method (select all that apply)	<input type="checkbox"/> In-Class <input type="checkbox"/> Distance <input type="checkbox"/> Combined										
Language of Instruction:		ENGLISH									
Required course materials and technological resources not provided by institution: (if applicable)											

PRIVACY	
Under the Personal Information Protection Act students are entitled to access their student file.	
The personal information collected will only be used for the purpose for which it was originally collected or for a use consistent with that purpose, unless the student consents to other use.	
PROGRAM OUTLINE	
Please see attached outline in Appendix A for the program outline, which forms part of this contract.	
<input type="checkbox"/> This program is an approved program as defined by the Private Training Act.	
<input type="checkbox"/> This program does not require approval under the Private Training Act as the tuition charged is less than the tuition threshold amounts established by the Act with respect to programs that require approval. The student cannot file a claim against the Student Tuition Protection Fund with the trustee in respect of this program of instruction.	
PROGRAM ADMISSION REQUIREMENTS	
Plumbing, Steamfitting or Sprinklerfitting	Grade 10 or equivalent Grade 12 or GED equivalency preferred
Welder Programs	Grade 10 or equivalent Grade 12 or GED equivalency preferred
(Program admission requirements may not be waived by the student or the institution)	
PROGRAM COSTS	
Program Costs in Canadian Dollars (\$CDN):	Amount
Tuition	\$ _____
Registration/Application Fee	\$ _____
Textbooks	\$ _____
Lab/Test Fees	\$ _____
Other (please specify):	\$ _____
TOTAL PROGRAM COSTS	\$ _____
PAYMENT TERMS	
Method of Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> Other: _____	
REFUND POLICY	
1) If UAPICBC receives tuition from the student, or a person on behalf of the student, UAPICBC will refund the student, or the person who paid on behalf of the student, the full tuition (not including the registration fee which is non-refundable/non-transferable) that was paid in relation to the program in which the student was enrolled if:	
(a) UAPICBC receives notice of withdrawal from the student no later than seven days after the effective contract date and before the contract start date;	

Author: A.D. Al Phillips
 Editor: Emilia Di Salvo
 Revised Date: September 1, 2016
 C:\Users\Emilia Di Salvo\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\ZXSPJ0D\Student Contract-Delta.docx

- (b) If the student, or the student's parent or legal guardian, signs the student enrolment contract seven days or less before the contract start date and UAPICBC receives notice of withdrawal from the student between the date the student, or the student's parent or legal guardian, signed the student enrolment contract and the contract start date.
- 2) UAPICBC will refund tuition for the program and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission.
- 3) If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, UAPICBC may retain up to 50% of the tuition paid under the student enrolment contract unless the program is provided solely through distance education.
- 4) Unless the program is provided solely through distance education, if UAPICBC receives a notice of withdrawal from a student:
- (a) more than seven days after the effective contract date and
 - i. at least 30 days before the contract start date, UAPICBC may retain up to 10% of the tuition due under the student enrolment contract, to a maximum of \$1,000.
 - ii. less than 30 days before the contract start date, UAPICBC may retain up to 20% of the tuition due under the student enrolment contract, to a maximum of \$1,300.
 - (b) after the contract start date
 - i. but before 11% of the hours of instruction to be provided during the contract term have been provided, UAPICBC may retain up to 30% of the tuition due under the student enrolment contract.
 - ii. and after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, UAPICBC may retain up to 50% of the tuition due under the student enrolment contract.
- 5) Unless the program is provided solely through distance education, if UAPICBC provides a notice of dismissal to a student and the date UAPICBC delivers the notice to the student is:
- (a) before 11% of the hours of instruction to be provided during the contract term have been provided, UAPICBC may retain up to 30% of the tuition due under the student enrolment contract.
 - (b) after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, UAPICBC may retain up to 50% of the tuition due under the student enrolment contract.
- 6) If UAPICBC provides the program solely through distance education and UAPICBC receives a student's notice of withdrawal or UAPICBC delivers a notice of dismissal to the student and:
- (c) the student has completed and received an evaluation of his or her performance for at least 30% of the hours of instruction to be provided during the contract term, the UAPICBC may retain up to 30% of the tuition due under the student enrolment contract, or
 - (d) the student has completed and received an evaluation of his or her performance for more than 30% but less than 50% of the program, UAPICBC may retain up to 50% of the tuition due under the student enrolment contract.
- 7) UAPICBC will refund fees charged for course materials paid for but not received if the student provides a notice of withdrawal to the institution or the institution provides a notice of dismissal to the student.
- 8) Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days:
- (e) of the date UAPICBC receives a student's notice of withdrawal,
 - (f) of the date UAPICBC provides a notice of dismissal to the student,
 - (g) of the date that the registrar provides notice to UAPICBC that the institution is not complying with section 1(c) or 2 of this policy, or
 - (h) after the first 30% of the hours of instruction if section 3 of this policy applies.
- 9) Registration (application) fees are non-refundable, non-transferable.

Author: A.D. Al Phillips
 Editor: Emilia Di Salvo
 Revised Date: September 1, 2016
 C:\Users\Emilia Di Salvo\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\ZXSPJ0D\Student Contract-Delta.docx

PRIVATE TRAINING INSTITUTIONS BRANCH	
<p>Tel. (604) 569-0033 or 1-800-661-7441 Fax. (778) 945-0606 www.privatetraininginstitutions.gov.bc.ca PTI@gov.bc.ca</p> <p>Please be advised that under section 61 of the Private Training Act, the registrar is authorized to collect, use and disclose personal information in accordance with the registrar's regulatory duties under that Act. Accordingly, this institution is authorized to disclose your personal information to the Registrar for regulatory purposes.</p>	
STUDENT DECLARATION	
<p>I DECLARE THAT:</p> <p>I have read, understood, and agree to the terms and conditions of this enrolment contract;</p> <ul style="list-style-type: none"> I have received a signed copy of this contract; I have represented to the institution and provided evidence to prove that I meet all of the admission requirements for this program of study; I have read, understood and agreed to the institution's policies which have been provided to me; The information provided is true and accurate and I am 19 years of age or older. If under the age of 19, a parent or legal guardian has also signed this contract; I consent to the sharing, in accordance with applicable Provincial privacy legislation, of my program enrolment, attendance and evaluation(s) information between UA Piping Industry College of BC and any organization who has funded any portion of my program costs and requires the information as a condition for funding; I consent to the sharing, in accordance with applicable Provincial privacy legislation, of my enrolment and reporting information between UA Piping Industry College of BC and Immigration, Refugees and Citizenship Canada, as necessary, for the purposes of the International Student Program. 	
Student Signature _____	Date Signed _____
Signature of Parent or Legal Guardian _____	Date Signed _____
INSTITUTION DECLARATION	
<p>The institution agrees to deliver the program according to the terms of this contract. The institution certifies that the student has met the admission requirements for the program of study</p>	
A.D. Al Phillips, RSE	Executive Director
Printed Name of Institution Representative	Position Title
Signature of Institution Representative _____	Date Signed _____



Risk Assumption and Liability Waiver Form

*Please read carefully – signing this document will affect
your legal right*

PIPING INDUSTRY APPRENTICESHIP BOARD
dba **UA PIPING INDUSTRY COLLEGE OF BC**
101 – 1658 Fosters Way
Annacis Island, Delta BC V3M 6S6
Email: registrar@uapicbc.ca
Phone: 604-540-1945 Fax: 604-540-1946

Last Name		First Name and Middle Name	
Mailing Address		Postal Code	
Student Permanent Mailing Address (including country) (if different from above)		Postal Code	
Student Telephone Number	Alternative Telephone Number	Student Email Address	
Program Name:			
Program Location:			
Program Dates:			

The Statement of Risks set forth below is intended to inform participants of the general nature of the inherent risks associated with their participation in the program(s) or course(s) offered at the UA Piping Industry College of BC. All UAPICBC registered students are required to read and execute this Risk Assumption and Liability Waiver form prior to participating in any course activity. The risks set out below are not intended to be an exhaustive list of the various risks to which participants may be exposed as a result of their participation.

Field work and practical projects provide exceptional educational opportunities, but they are not without certain inherent risks, dangers, and hazards to which all participants may be exposed. These include, but are not limited to, the risk of personal injury, death, property damage, expense and other loss, delay or inconvenience.

Risk Assumption and Liability Waiver formcont'd

UA Piping Industry College of BC courses are delivered at the campuses of the UA Piping Industry College of BC; however, there may be a program or course activity which occurs off campus. By signing this form, all participants assume all of the risks attendant with their participation in their program or course activities (both on and off campus), and release UAPICBC, its employees and agents and representatives from any and all claims which might arise as a result of their participation.

STATEMENT OF RISKS

The majority of UAPICBC's programs or courses take place at UAPICBC campus facilities; however, there may be some course or program activities (practical projects, jobsite activities, field trips, etc.) that occur at other facilities, jobsites or locations. UAPICBC cannot accept responsibility for the conduct of independent agencies. It is always possible that an activity might not be completed or individual courses or activities may be curtailed or cancelled due to weather, illness, motor vehicle accidents, transportation problems, failure to perform on the part of external agents, or other circumstances either within or beyond the control of UAPICBC.

Participation in the program includes inherent physical dangers and risks, not limited to the following:

- Sparks and/or dust in eyes, Minor/major burns
- Cuts, Scratches, abrasions, Muscle injuries
- Injury from falls or falling objects, Injury from the use of electrical/hand-powered tools and machinery/equipment
- Traumatic injury due to inherent dangers of working on a construction site

ASSUMPTION OF RISK BY PARTICIPANT

I understand that as a result of my participation in this program or course, I may be involved in program activities, practical projects, jobsite activities, field trips, etc. that occur on UAPICBC facilities and/or campus or at other facilities, jobsites or locations, and that I may be exposed to various risks where I might suffer loss or damage as a result. I understand and agree that UAPICBC and/or its representatives assume no liability in the event of accident or illness, nor for damage or injury to person or property of any nature. I freely and voluntarily accept and assume all risk of accident, injury, illness, death or damage to or loss of property as a result of any aspect of my participation in this program or course.

LIABILITY WAIVER

Further, I RELEASE AND SAVE HARMLESS UA Piping Industry College of BC, its employees, agents and representatives from any and all liability for any loss, damage or expense that I may suffer as a result of my participation in the program or course.

I have read this document carefully and acknowledge my understanding that signing it affects my legal rights.

If you have any questions or concerns, you are encouraged to seek independent legal advice.

Participant's Signature

Signed this _____ day of _____, 201__

If the participant is not 19 years of age, the following must be completed by a legal parent or guardian:

I, _____, am the legal parent or guardian of _____ (the "Minor"), hereby on behalf of the Minor and his/her heirs, executors, successors assigns, do agree to the terms of this Risk Assumption and Liability Waiver form and execute it on behalf of the Minor.

(Parent/Guardian Signature)

(Relationship)



**Photographs, Videos and Recordings
Consent, Waiver, Indemnity and Release
Form**

*Please read carefully – signing this document will affect
your legal right*

UA PIPING INDUSTRY COLLEGE OF BC

101 – 1658 Fosters Way, Annacis Island, Delta BC V3M 6S6

Email: registrar@uapicbc.ca

Phone: 604-540-1945 Fax: 604-540-1946

I hereby grant permission to the UA Piping Industry College of BC ("UAPICBC."), and their representatives to take photographs or videos of me and to make recordings of my voice at the event or location noted below.

First and Last Name (Printed) _____

E-mail _____

Parent/Guardian Name (if under age 18) _____

I further grant UAPICBC and their representatives the right to reproduce, use, exhibit, display, broadcast and distribute and create derivative works of these images and recordings in any media now known or later developed for promoting, publicizing or explaining UAPICBC and their activities and for administrative, educational or research purposes. I acknowledge that UAPICBC own all rights to the images and recordings.

Waiver, Indemnity and Release

I hereby waive any right to inspect or approve the use of the images or recordings or of any written copy. I also waive any legal rights to royalties or other compensation of any kind arising from or related to the use of the images, recordings, or materials.

I hereby release, defend, indemnify and hold harmless the UAPICBC from and against any claims, damages or liability arising from or related to the use of the images, recordings or materials, including but not limited to claims or defamation, invasion of privacy, or right of publicity or copyright infringement, or any misuse, distortion, blurring, alteration, optical illusion or use in composite form that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.

I am 18 years of age or older and I am competent to contract in my own name. I am signing this document voluntarily and for valuable consideration which I acknowledge receipt of, as a participant in the activities occurring at the Event/Location described above. I have read this document before signing below and I fully understand the contents, meaning and impact of this consent, waiver, indemnity and release. This consent, waiver, indemnity and release is binding on me, my heirs, executors, administrators and assigns.

Signature (if 18 or older) _____ Date _____

Signature of Parent/Guardian (if under age 18) _____ Date _____

Signature of Witness _____ Date _____

Emergency Contact Form

Student Name: _____

Instructor's Name: _____

Course Name: _____

Course Start Date: _____

Course End Date: _____

Emergency Contact #1:

Name: _____

Number: _____

Health Care Number: _____

Medical Conditions (ie: Asthma, Medicine taken on a daily basis, etc):

***PLEASE NOTE:** Fill in all of the information above. It is critical that all information is kept up to date. If any info changes, please inform UAPICBC front office immediately.

UA PIPING INDUSTRY COLLEGE OF B.C. COURSE PROGRESS EVALUATION

Name of Instructor: _____ Course Start Date: _____

DO NOT SIGN YOUR NAME PLEASE CIRCLE YOU'RE CHOICE

1. The instructional material (text books, assignments, training aids) has been:

Excellent Good Average Poor Unsatisfactory

2. The evaluations (tests and/or exams) have been:

Excellent Good Average Poor Unsatisfactory

3. The facilities (classroom and/or shop) have been:

Excellent Good Average Poor Unsatisfactory

4. I feel that the course so far is:

Excellent Good Average Poor Unsatisfactory

5. I feel that the instructor is:

Excellent Good Average Poor Unsatisfactory

Please make at least one comment on the course. (Please Print)

Please make at least one comment on the instructor. (Please Print)

STUDENT FINAL SURVEY OF INSTRUCTION

Instructor: _____ Program: _____ Date: _____

Instructions to Students: UAPICBC Training Centre's are committed to providing high quality instruction to students. Your evaluation of the course and the instruction will be used by us to help us improve our programs and by your instructor to improve instruction. These surveys are completely confidential, and the instructor will not see the results until after your marks are finalized.

Section One:

For each question, please circle the appropriate response. You may choose from the following categories:

**(5)
Very Good**

**(4)
Good**

**(3)
Fair**

**(2)
Poor**

**(1)
Very Poor**

	VG	G	F	P	VP
The instructor provided a written course outline that made the course outcomes clear.	5	4	3	2	1
The instructor followed the course outline or explained any changes in advance.	5	4	3	2	1
The instructor's delivery was paced appropriately.	5	4	3	2	1
The instructor gave an agenda or plan for each lesson.	5	4	3	2	1
The instructor responded effectively to student questions and comments.	5	4	3	2	1
The instructor demonstrated good knowledge of the subject.	5	4	3	2	1
Exams tested the material that was taught.	5	4	3	2	1
The course material was presented in a well-organized manner.	5	4	3	2	1
The instructor was prepared for class.	5	4	3	2	1
Exams and assignments were fair.	5	4	3	2	1
The instructor is conscientious about health and safety issues.	5	4	3	2	1
The instructor expressed ideas clearly.	5	4	3	2	1
The instructor used a variety of effective teaching methods.	5	4	3	2	1
The instructor seemed enthusiastic about the material.	5	4	3	2	1
The instructor keeps accurate records.	5	4	3	2	1
The instructor was available for consultation outside of class time.	5	4	3	2	1
The course handouts and materials were useful.	5	4	3	2	1
The instructor models safe practices.	5	4	3	2	1
The instructor used class time effectively.	5	4	3	2	1
The instructor invited questions of the course material.	5	4	3	2	1
The instructor was helpful when I needed assistance.	5	4	3	2	1
The instructor's voice was used effectively.	5	4	3	2	1
The instructor began classes on schedule.	5	4	3	2	1
Instructional media (videos, PowerPoint, computer, etc.) were used effectively.	5	4	3	2	1
Overheads, whiteboard, and other visual aids were clear and easy to read.	5	4	3	2	1

Section Two: Written Feedback

Please provide your written responses below. Write legibly so your comments can be easily understood.

What are the **instructional strengths** of this instructor?

What suggestions do you have to help improve the instructor's effectiveness, particularly for areas you rated fair, poor, or very poor?

What would you change about this course?

Thank you for providing your feedback. Be assured the survey results will not be returned to your instructor until after marks for the course are final.

STUDENT EVALUATION OF UAPICBC OPERATION

Statement of Purpose: It is the purpose and objective of the school to provide training and certification that can meet the industries present and future needs to optimize the employability of the workers.

Course: _____ **Date:** _____

Section One: For each question, please circle the appropriate response. You may choose from the following categories:

	(5) Very Good	(4) Good	(3) Fair	(2) Poor	(1) Very Poor
	VG	G	F	P	VP
1. I understood and support the school's purpose.	5	4	3	2	1
2. I am taught and treated in a manner appropriate to my age and experience level.	5	4	3	2	1
3. I understood the distinction between my instructor and other workshop supervisors.	5	4	3	2	1
4. My instructors are available to assist me.	5	4	3	2	1
5. Workshop advisers are available to assist me.	5	4	3	2	1
6. Instructional materials and resources are adequate to meet the stated course objectives.	5	4	3	2	1
7. I feel that I was appropriately advised about the program before I signed up.	5	4	3	2	1
8. I believe that the job placement advice I receive is valuable and accurate.	5	4	3	2	1
9. I feel well prepared to find a job.	5	4	3	2	1
10. There is enough space at this institution for the students program.	5	4	3	2	1
11. There is reasonable space for studying.	5	4	3	2	1
12. There is reasonable space for confidential discussions with instructors or staff.	5	4	3	2	1
13. The institution appears to be well-run and administrated.	5	4	3	2	1
14. I have always received a response from the administration if I had a problem or concern.	5	4	3	2	1
15. The institution is easily accessible in terms of parking and public transportation.	5	4	3	2	1

Written Feedback

Please provide your written responses below. Write legibly so your comments can be easily understood.

What are the strengths of the institution?

What suggestions do you have to help improve the institution for areas you rated fair, poor, or very poor?

What would you change about this institution?

Thank you for providing your feedback. Be assured the survey results will not be returned to your instructor until after marks for the course are final.