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STUDENT POLICY MANUAL



CALENDAR OF EVENTS

ENTRY-LEVEL TRAINING – CONCRETE FINISHER

1st Semester: September 8, 2014 – December 5, 2014

ENTRY-LEVEL TRAINING – BRICKLAYER

1st Semester: TBA

Break: TBA

2nd Semester: TBA

ADVANCED-LEVEL TRAINING – BRICKLAYER

TBA

Holidays:

Labour Day:

Thanksgiving Day:

Remembrance Day:

Christmas Break:

Good Friday:

Hours of Class Time:

Monday to Friday: 8:30 to 4:00

Lunch: 12:00 to 1:00

Break #1: 10:00 to 10:15

Break #2: 2:30 to 2:45

All students are expected to follow the above scheduled times. Failure to comply with these times could result in your termination from the college.

The College is open from 8:00 am to 4:30 pm, Monday – Friday. The office is closed for lunch from 12:30 – 1:00 pm.

APPRENTICESHIP SYSTEM

What is apprenticeship?

Apprenticeship is an industry-based program involving an agreement between a person who wants to learn a set of occupational skills, an apprentice, and an employer who needs a skilled worker. Apprenticeship is a proven training system that combines on-the-job experiential learning with technical training to produce a qualified and certified journeyman. Upon completion of the specified training period, the required number of work hours, and successfully passing a summative examination, apprentices receive a Certificate of Qualification. On average, approximately 80% of the apprenticeship term is spent in the workplace with the remainder enrolled at a training institution. Apprenticeship begins when an individual signs a Memorandum of Understanding with an employer, and continues until such time as the apprentice has completed all of the required technical training and has received the required industry experiences necessary to attempt the relevant Interprovincial or Provincial certification examination.

Who is an apprentice?

An apprentice is someone learning their trade on the job, under the supervision and direction of a certified journeyman, with periods of technical training at a post-secondary institution, or someone working full time in an apprentice-able trade and registered as an apprentice with the Government of Newfoundland and Labrador.

How do you become an apprentice?

First, you must find a supporting employer who is prepared to hire you as an apprentice and then register as an apprentice with the Industrial Training section of the Department

How long is an apprenticeship?

Apprenticeship training is a combination of on-the-job and technical training. Each designated trade has a specific number of hours, which must be completed in order to qualify for a Certificate of Qualification. The number of hours required in each designated trade is determined by industry and is incorporated into the Plan of Training for the trade. Apprenticeships can range from one to five years, depending on the trade, with the average apprenticeship lasting approximately four years.

Who administers the apprenticeship program?

The Institutional and Industrial Education Division of the Department of Advanced Education and Skills administers the apprenticeship program under the authority of the Apprenticeship and Occupational Certification Act. The Provincial Apprenticeship and Certification Board is the responsible authority for the development of appropriate legislation and policy, which establishes standards, regulations, operational methodologies, and protocol. Because the mandate of the board is very broad and one which covers a wide and diverse number of occupations, it looks for

advice and guidance from groups associated with each occupation that have an intimate knowledge of most matters pertaining to that occupation. These groups are known as provincial advisory committees.

Because legislation permits each province and territory to designate apprenticeship programs for their own requirements, there are in excess of 150 apprenticeship programs available across Canada. Human Resources Development Canada, in collaboration and consultation with the provinces and territories, produces an Ellis Chart, which is a comparative chart of these apprenticeship-training programs across Canada.

PERFORMANCE POLICY

Orientation

On the first day of class you will be expected to sign a **Student Contract and Consent to Disclose Information** forms. You will also be expected on this day to set up a payment plan, if necessary for tuition and textbooks. You will then attend a session that will break down polices and procedures at the school, in which you will be expected to follow and respect, receive your textbooks, and attend a tour of the school.

Also on the first day, if a student wishes to be exempt from any courses, a student will be given a Request for Exemption Form. This form must be completed and submitted to the administrator.

The first day of the program will be used as an orientation and adjustment day. During this time you should familiarize yourself with the campus facilities and resources, and the staff of the College. Studies will commence on the second day.

Workload

Students have to realize that in order to achieve the greatest learning experience possible, they should contribute extra time over and above regular school hours. BAC Masonry College strongly suggests that each student take advantage of the extra shop time available and complete studies and assignments at home, if necessary. If a student is having trouble or is weak in a particular area, they must realize this and take the necessary precautions to help their own learning process.

*Students have to understand that in order to learn, they must be willing.
Once they are willing, we can help.*

Logbooks

Please be advised it is not BAC Masonry College's responsibility to obtain your logbook. The College will have the name and phone number of your Program Development Officer, and you must call them, upon completion of your program, to obtain your logbook and become registered as an apprentice.

PDO (Bricklaying): Keith Power – 729-1192

The Provincial Apprenticeship and Certification Board, through its network of Advisory Committees, have developed for each of the designated occupations, a Record of Occupational Progress, commonly called the Logbook.

The Board, along with the Industrial Training Division of the Department of Advanced Education and Skills, registers all apprentices in the designated occupations. Upon registration, the apprentice purchases a logbook, which will record his or her progress throughout the apprenticeship term. This logbook is the property of the apprentice and should remain in his or her possession at all times.

The Board also requires the apprentice to be fully responsible for ensuring that all his or her completed courses are signed off by the appropriate person (instructor) at the training college and all of his or her workplace skills are signed off by a certified journeyperson at his or her place of employment. In the absence of a certified journeyperson arrangements may be made with the BAC Masonry College to have a certified journeyperson inspect the apprentice's work and sign off competences in the logbook. The apprentice is responsible for informing a consultant with the Industrial Training Division when they go to work as an apprentice and when they change employers.

The apprentice is responsible for presenting this logbook to the Industrial Training Division for periodic updates of his or her file. Progression through apprenticeship is delayed if apprentice records are not up-to-date. This means the apprentice may not receive his or her wage increase in a timely fashion, scheduling of advanced level training will be affected and completion of the program and writing the journeyperson examination will be delayed.

The logbook is the exclusive property of the apprentice and under no circumstances should the employer, the training institution or the Industrial Training Division withhold this document.

It is incumbent upon all parties to the apprenticeship system to be familiar with their roles and responsibilities as outlined in the logbook by the Provincial Apprenticeship and Certification Board.

DISCIPLINE POLICY

The BAC Masonry College expects students to be responsible towards the institution's property, other students, the community, and themselves. Students are expected to obey the laws of the community along with polices of the College.

Code of Behavior

The following violations will not be tolerated on the school premises and will result in immediate suspension and/or dismissal:

- Theft of equipment, supplies, personal items, or any school property
- Malicious damage to property or equipment
- Smoking inside the school premises and not in designated areas outside of the building
- Consumption of alcohol, drugs, and/or arriving at the school in an intoxicated or inflicted condition that affects normal performance of work and study
- Inappropriate conduct such as harassment, fighting, unsuitable language, or horse-play which may jeopardize the safety and well-being of oneself and others
- Any other behavior that may be deemed inappropriate by the school

Academic Offences:

Cheating

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

BAC Masonry College will **NOT** tolerate any form of cheating; violations of the above mentioned will result in a **one-week suspension** and **immediate dismissal** for the second offence.

Unauthorized Communication

Any students communicating during an exam is considered as cheating and is subject to the same penalties as **cheating**.

Plagiarism

Plagiarism is an act where one copies, translates, or paraphrases published or unpublished material without giving reference to the source where the information came from. Copying, paraphrasing, or translating the **work of other students are also considered to be plagiarism.**

If a student permits their work to be copied, they are committing plagiarism as well and will be subjected to receiving the same penalties as the person who has copied their work.

Students who plagiarize will be subjected to a grade of 0% and may face possible suspension.

Confidential Materials

Students are prohibited from obtaining, or trying to obtain, sell, or distribute in any way, confidential material such as exams, assignments, equipment, and curriculum belonging to BAC Masonry College. If a student does so, they will be immediately dismissed from the College.

Falsification of an Academic Record

If any student in any way falsifies a BAC Masonry College academic record, they will be committing a serious breach of academic honesty. Such an act will result in serious penalties.

Penalties

If a student commits an academic offense, the BAC Masonry College reserves the right to enforce the above penalties along with any or all of the following:

- Rejection of an application for admission
- Rejection of submitted work, with no credit given
- Rejection of academic or work related reference
- Reprimand
- Academic probation
- Suspension
- Expulsion from the institution
- Legal action

Students, Instructors, and Staff will:

- Focus on improvement and change, not individual personalities
- Respect the opinion of one another
- Offer help to one another, if possible, and work and learn as a team
- Demonstrate leadership by adhering to the above Code of Behavior and encourage other to do the same

Definition of Penalties:

Reprimand

Instructors are responsible for notifying a student in writing for any inappropriate behaviour as soon as the behaviour occurs. The Campus Administrator must receive a written notice of any offence deemed inappropriate by a student. A student will be allowed to continue at the College once a letter is then given to him/her outlining the nature of misconduct and the implications of

further misconduct. The penalty of reprimand will be imposed by the Administrator and the Instructor involved.

Probation

A student may be placed on probation by the campus Administrator for offences deemed inappropriate by the Administrator or the Instructor involved, and will receive written notice from the campus administrator outlining the reason for probation and the duration of the term.

Suspension

A student may be suspended from his or her program for a specified period of time and the details of the suspension will be stated in writing. Instructors have the authority to suspend a student for a period of one week for cheating or any other behavior that disrupts or interferes with classroom activities.

In such cases, the administrator must be notified immediately, in writing, the administrator may then decide to suspend further or even terminate from the program after further consultation with the student, instructor, and campus director. If the student is reinstated and continues to behave inappropriately, the instructor must notify Administration once again in writing, and further action will be taken.

All decisions that are made concerning the offence must be brought to the student's attention in the form of writing. This written record will contain a description of the offence, a statement that the offence has been reviewed with the student and the complainant, and a brief account of the penalty being enforced. It will then be kept on the student's file.

PROCEDURES

Academic Standing, Probation, and Expulsion for Academic Failure Policy

Purpose: Regulations for academic probation and expulsion enforce the academic standards of the College and require the maintenance of a 70 percent average and reasonable conformance to a program of study. The College may specify additional academic standards and students are responsible for compliance to these regulations. Notations on the student's academic record will reflect all actions taken to enforce these regulations; some of these notations can be permanent.

The BAC Masonry College has determined that a student is in good standing if his or her performance is not less than 70 percent in all courses scheduled approximately mid-way in the first semester at which time a review of the student's performance is conducted. The College may choose to deny continuation of a program if a student fails to maintain reasonable academic progress, as specified by the College at the end of the first semester.

Policies on academic standing, probation, and expulsion are based on the possibility that a student can overcome academic difficulty and make appropriate progress toward successfully completing his or program on time.

When low performance is a result of perceived undue hardship, students may request a review of his or her performance and may apply in writing to meet with the director of the school and Administrator to discuss a *termination* decision and/or reasons for low performance. By considering problems in an unbiased way, the director works to achieve a fair resolution and works to protect the rights of all parties involved.

Decisions approved by the director will be reflected on the student's transcript. The student who is seeking waiver of termination must remember that the director cannot ask an instructor to change a student's grade or grant credit that has not been earned by the student.

Policy on Academic Probation

The intent of academic probation is to formally serve notice that a student may not be making satisfactory progress. The conditions of academic probation are intended to specify the achievement standards required to graduate, to identify unsatisfactory academic performance at an early date, to provide occasion for counseling, and to give a student, whose ultimate success is in question, further opportunity to demonstrate their ability to meet academic expectations.

A student may be placed on probation by the College for failure to maintain normal academic progress in his or her program. **Probation will be removed when the College determines that satisfactory progress has been demonstrated.**

A student with less than a 70 percent average for **theory, shop work, and/or related courses** may be placed on academic probation unless extraordinary circumstances exist.

Academic probation will be continued for all students as long as they have a grade less than 70 percent. It will be removed when the required standards have been met. **Should the grade point deficit reach a point whereby a student is unable to complete two thirds of his program, the student will be terminated from the College.**

Policy on Expulsion for Academic Failure

Academic dismissals identify a student whose performance indicates that they will not fulfill graduation requirements and encourages a student to leave the College to investigate other alternatives as soon as a high probability of failure is evident. Academic expulsion from the College may deny future registration privileges to a student who could not graduate.

A student with a grade less than 70 percent in all course work may be dismissed from the College until the following term at which time they may apply for re-admission. The director will determine re-admission, before the Administrative Office can issue a letter of acceptances.

A student enrolling after an initial dismissal will be placed on probation. If the student obtains less than 70 percent in all course work at the end of the term, the student will be dismissed without the possibility of registering, except by the decision of the director.

However, if a student was dismissed for other reasons that are not academically related he or she may not necessarily be approved for re-admission. These dismissals may relate to harassment,

unsafe acts, defacing school property, stealing, academic dishonesty, poor attendance, or the violation of school policies. In these cases the director must put approval of re-admission in writing to the Administration Office for consideration.

Voluntary Withdrawal

A student who wants to withdraw from the BAC Masonry College must do so by completing a **Withdrawal Report** and submit it to the administrator. Not attending classes does not imply a withdrawal; a formal report must be submitted for official withdrawal. Withdrawal date will be the date the student submits his or her withdrawal report; NOT the last day he or she attends classes. This date will be used for refunding policy purposes. If a student who withdraws from BAC Masonry College wishes to reapply at a later date, he or she must complete a new Application for Admission and may be subject to further testing, and/or may have to resubmit a copy of their high school transcripts.

Attendance

Students are to report to the BAC Masonry College no later than 8:30 and are not to depart until 4:00 Monday through Friday. Failure to comply may result in a written warning for the first offense; probation for the second offence, and termination will result, if excessive attendance continues.

Students arriving later than 8:30 will be marked late, and those who leave classes before 4:00 will be marked left early. Late and early reports are equivalent to ½ day absent, and two late and early reports are equivalent to one day absent.

If a student is going to be absent or late for reasons out of their control, they must notify the school the day before, or the morning of the day for which they will be absent.

If lateness or absenteeism is something the student cannot avoid for reasons out of their control, throughout the course of their program, this must be discussed with the administrator, in private, the first day of classes.

If absenteeism or lateness is medically related, a doctor's note MUST be provided. If reasons are not medically related, students must supply a written explanation, or other note, as appropriate.

BAC Masonry College strictly adheres to a 95% attendance policy. Students with absenteeism of more than 5% (7 days) will be subject to probation, and possible expulsion.

Walk-in Clinic Information:

Kelligrews Medical Clinic

Conception Bay Highway (Lawton's Building) – 709-834-2171

In the case where school may be cancelled due to weather please call 834-4085. If the school will be closed, a message will be left on the voicemail.

Please be advised students are responsible for inquiring about closures. The school will not call each individual student to inform him or her about closures.

REGULATIONS

Safety Equipment

All persons entering the shop and yard area **MUST** wear safety equipment as laid down by the Occupational Health and Safety Regulations, which includes, but are not limited to the following: hard hat, safety glasses, steel-toe boots and hearing protection when necessary. Anyone found in either of these areas without wearing the required equipment **WILL** be asked to leave and will not be permitted to re-enter until the proper equipment is worn.

Shop Etiquette

Any student horsing around in the shop and putting another student or instructor's health and safety in jeopardy **WILL** be suspended. If this behaviour continues, the student will be terminated from the College.

Tool Sign-Out Sheet

Tools and equipment are available for all students, while at the College. All tools must be kept on school property, and must be signed out at the **beginning** and **end** of their program. It is the student's responsibility to ensure all tools are returned to the school, and they will be charged for unreturned materials, and transcripts and diplomas will not be released, without full return.

Shop Cleanup

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

School Cleanup

A cleaning schedule will be placed on the school information board daily. Each student is expected to complete his or her required cleaning duty for the day.

Kitchen, Bathroom, Classroom, and Resource Room Cleanup

Students are expected to clean the kitchen and bathroom area after use. If students use any of the dishes provided to them by the school, they are expected to wash these dishes immediately, after using them. If students do not want to wash their own dishes, they are advised not to use the kitchen cups, plates, and other utensils. In addition, please clean the toaster oven and coffee pot after use. Again, students are not advised to use these appliances, if they do not want the responsibility of cleaning them.

Throughout the week, the kitchen, bathroom, classroom, and resource room area will be cleaned, and all papers, garbage, bottles, tupperware etc., left in these areas at that time will be thrown away. Therefore, please ensure you remove all items, which you want to keep, before you leave the school each day. In addition, please use the lockers provided to you to store notes, textbooks, pencils, pens, calculators etc., as we want to keep the school as clean as possible at all times.

Smoking

Smoking is not prohibited inside the building of the BAC Masonry College. Students must smoke behind the school with the door closed. Students smoking with the door open, or in any other undesignated smoking area, will be asked to remove themselves from the smoking area.

Drinking

Possession, use, or sale of alcoholic beverages on the College's property is strictly prohibited.

Gambling

Gambling is strictly prohibited on the College's property.

Drugs

Possession, use, or sale of illegal drugs is strictly prohibited. Any *suspension* of students doing any kind of drug and entering the school will be asked to leave the premises immediately.

Littering

Littering anywhere on the College's property is strictly prohibited.

Congregating

Congregating in restricted areas or in other areas in a manner, which disrupts the work of individuals or the orderly operation of the Institution is prohibited.

Disturbance

Individual or group conduct, which is detrimental to any learning environment under the jurisdiction of the Institution, is prohibited.

Student Services Areas

Areas such as the Learning Resource Centre and Lunch Room may have special regulations in addition to the College's policies. Breaking such regulations is prohibited.

Food and drink will be restricted to the Kitchen area ONLY. Food and drink is prohibited around in the classroom, shop, and resource room.

ABSOLUTELY NO FOOD OR DRINK IS PERMITTED AROUND COMPUTERS.

Parking

The BAC Masonry College has a designated area for student parking at the right hand side of the building; the front of the building is reserved for staff of the College.

There may not be sufficient parking for each student and no student may claim parking space by right. Remember, parking is a privilege, not a right. If space is not available to the right of the building, students are advised to park in whichever space is available.

Please be advised the Institution will not be held responsible for any damages that occur to vehicles while on the property of the Institution.

Please ensure, when parking at BAC Masonry College, you do not block the gate to the yard. Thank you.

General Conduct

Using obscene language, showing disrespect to any member of the College, or refusing to identify oneself is prohibited. **Students must understand they are in a College, and are to show respect for the school and staff at all times.**

Criminal Offences

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

Discrimination

Students shall not discriminate against any individual or group for any reason, including: national or ethnic origin, race, colour, gender, age, sexual orientation or physical or mental

disability. **Any word that a student or instructor is not treating a student fairly, or making fun of a student, will be reprimanded. If you are being treated this way, while attending BAC Masonry College, please inform Campus Administration as soon as possible. All reports will be kept confidential.**

Injury or Damage to Persons or Property

Injury or damage, or threat of injury or damage, to another persons or their property, as well as, the misappropriation of, misuse of, or damage to the College's property will result in disciplinary action. In particular, students who fail to comply with sanctioned safety measures thus creating an environment which threatens the health, safety, or well-being of others or that could cause property damage may be subject to disciplinary action. BAC Masonry College is not responsible for damaged or lost of stolen property, which occurs at the College.

Borrowing of Institution's Property

Any items that have been borrowed from the Institution must be signed out and signed in and returned to the Institution in its original condition. Students will be held responsible for any items that are returned damaged. Unauthorized borrowing of property belonging to the BAC Masonry College is strictly prohibited.

General Offences

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

Cell Phone Use

The use of cell phones during class time is disrespectful to your instructor and peers.

The ringing of cell phones and conversations on cell phones during class time in the classroom or shop will NOT be tolerated.

If you must answer a call during class time, this is to be discussed with your instructor prior to commencement of class, and you are to go to a private area to have your conversation. You can also use the office phone, with permission from the administrator.

HARASSMENT POLICY

The International Union of Bricklayers and Allied Craftworkers and the BAC Masonry College are committed to providing a work environment that is conducive to the performance of work and is free of unlawful discrimination and harassment. The organizations consider harassment or any behaviour, which denies individuals their dignity and respect, to be a form of intimidation and will not tolerate its occurrence.

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

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

Scope

This policy applies to all employees, students, officers, agents, suppliers and customers of the organizations.

Definitions

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

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

Some examples of behaviour are NOT considered to involve harassment:

Both parties find the conduct acceptable.

An acceptable compliment(s) or remark(s) is made.

Flirtation involving a voluntary relationship to which neither objects.

The normal exercise of supervisory responsibilities are carried out, including training, counselling and discipline or an acceptable supervisory style is used;

Personality differences between people exist.

Responsibilities

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

It is the company's obligation to deal with a complaint(s) promptly once it becomes aware of it. Any employee(s) who want to report an incident(s) of harassment should promptly report the matter to his or her supervisor if it is appropriate to do so. If the supervisor(s) is unavailable and

if the employee prefers, he or she can immediately contact a representative in the Administrative Department of BAC Masonry College, or the union's appointed representative(s).

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

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

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

A victim(s) of harassment, complainant(s), or the alleged offender(s) shall be protected, where possible, from repercussions, which result from a complaint(s), an investigation(s) or a decision(s).

If an alleged charge is not substantiated, no record shall be kept in the alleged offender's personal file.

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

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

Procedures

- 1.0 An individual(s) who believes he or she is a victim of harassment:
 - 1.1 is encouraged to speak immediately and directly with the alleged offender(s) indicating that the behaviour(s) is not acceptable.
 - 1.2 should make notes after each incident in case action may have to be taken; dates, times, the nature of the behaviour and any witnesses, if any, should be included.

- 2.0 If the individual(s) is unable to, or does not wish to discuss the problem with the alleged offender(s) or a discussion does not resolve the problem, the following procedure is recommended:

- 2.1 an individual who believes he or she is being harassed may report the circumstances in writing to the Administrative Department, to a manager or supervisor of his or her choice, or to a designated representative of management, the Union, or the Human Rights Commission for further direction.

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

ADMISSIONS

Entrance requirements are consistent with the registration policy by the Department of Advanced Education and Skills for Apprenticeship: High school diploma or equivalency (i.e. G.E.D or A.B.E. level three graduation).

Mature Student Policy

The BAC Masonry College defines a mature student as an individual who is nineteen (19) years of age or older and has not attended a secondary institution during the past twelve (12) months.

If the student has not received a high school diploma or equivalency he/she will be required to demonstrate their ability to complete the requirements for certification in the occupation by writing a Level B Canada Adult Achievement Test (CAAT). No minimum scores are required for Admission, however, where and if a candidate scores below average, it may be recommended for you to complete upgrading courses to better prepare you for post-secondary instruction.

Admission into an Apprenticeship as a Mature Student will be "at the discretion of the Director (of Apprenticeship)" as per Section 2.2 of the Conditions Governing Apprenticeship Training.

Policy on Conditional Acceptance

Applicants who do not possess the academic qualifications for a program may be admitted conditionally. Students could be accepted conditionally for the following reason:

- 1) The student is waiting to receive documentation needed for acceptance i.e.) high school or post-secondary transcripts

A student must provide the College with the required documentation. If this documentation is not provided, the student will not be able to continue with his or her program.

PRIOR LEARNING ASSESSMENT & RECOGNITION

If you have acquired skills through work experience, other recognized training programs, or through self-studies or other life experiences, the College may perform a Prior Learning Assessment Recognition (PLAR) process with you. If the skills you have learned are equivalent to the contents of the program, credit will be awarded for that learning gained from experience.

Transfer of credit will also be awarded from courses successfully completed at another certified school where the objectives are considered equivalent to the courses within the program.

Students have a maximum of two weeks from the start date of related course work and two weeks from the start date of bricklaying course work to request a P.L.A.R.

Those students who have safety courses, and wish to be exempt must show proof of passport to the administration department one day before the start of safety training.

An Administration Fee may apply for these Assessments. Contact the administration to request a P.L.A.R on a particular course. Students may be required to write exams and practicals to receive credit for courses.

Apprentices will be assessed using the P.L.A.R method on an on-going basis, and will not have to apply for a P.L.A.R Assessment for bricklaying course work. However, if a Direct Entry Apprentice wishes to obtain exemption any of the related courses he or she must request a P.L.A.R a maximum of two weeks from the start date of related.

Those who are exempt from course work are permitted to continue with other course work in related and/or bricklaying or continue with other necessary P.L.A.R assessments.

CAMPUS SERVICES

Lockers

On the day of registration into a program at the BAC Masonry College, students will be assigned a locker for storage of books and personal items. The College will not be held responsible for any items lost or stolen from lockers.

Classroom & Shop

At BAC Masonry College there is one classroom and one shop for your use. The classroom is currently equipped with computers that have wireless Internet. The shop is fully accessible and contains all of the tools, materials, and equipment you need to complete your trade program.

Student Accommodations

The BAC Masonry College does not provide its own accommodations. However, it will assist any student who needs assistance in finding accommodations around the community.

Lunch Room

There is a lunchroom available to all students. Food and drink are restricted to this area ONLY.

Telephones

Students are NOT permitted to use the telephone in the Administration Office unless the student receives permission from the administrator.

Any phone calls coming in to students, a message will be taken and posted on the bulletin board in the school hallway or given to the student by hand if is someone available to pass along a message. Please express these regulations to friends and family. In the case of an emergency, a student will be notified of a call immediately.

Furthermore, only in a case of an emergency will a student be permitted to make calls from the office without permission.

Learning Resource Centre

The BAC Masonry College is equipped with a Learning Resource Centre that is accessible by all students for research and study purposes. The Centre currently houses information pertaining to the bricklaying industry and is continually building its resources to ensure that the students have access to the most relevant and recent information they need to accurately complete their studies.

The Learning Resource Centre holds several formats of information including books, publications, and videos. The BAC Masonry College wants to ensure that the students know how to use all types of different resources so that they have the necessary skills once they enter today's demanding workforce.

Students are NOT permitted to remove items from the Resource Centre. If, for a particular reason, a student needs to borrow an item from the Centre, they must seek permission from the administrator who may allow the item to be signed out.

Instructors

If you need a topic clarified, need resources to complete a unit, or just want to see a demonstration of how a project is to be completed; there are Instructors who are there to help.

Instructors are responsible for supplying you with a **course outline** and any other required information needed within the first week of class. If you have not received this information please see the Administrator.

Insurance Coverage and Accidents

Students, while on the property of the BAC Masonry College, have insurance coverage against accidents. If an accident happens, no matter how minor, the student must report immediately to an Instructor who will take the necessary action. The Bricklaying instructor at BAC Masonry College has a valid First Aid Certificate.

Job Placements

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

Upon graduating from the program, students should keep in contact with the Administration Department, to have access to all the latest employment opportunities available. There may be times when employers have an urgent demand for an apprentice and BAC Masonry College is not able to locate any available apprentices for the job. **STAY IN CONTACT, YOU MAY MISS OUT ON A GOOD CAREER PLACEMENT.**

TOOLS

No tools shall be removed from the shop, without proper authorization from your Instructor. Tools are supplied to students while attending BAC Masonry College, but must buy their own tools, upon completion of the Program.

TESTS AND ASSIGNMENTS

All students must sign up for the test in which they are writing on Test Day by seeing the Administrator or the Instructor.

Students will not be permitted to bring any books, book bags, written papers or any other items into an examination without first seeking permission from the person conducting the exams. Code Books and any other reference material will be supplied to students who require them for exam purposes. Students will NOT be permitted to leave the exam room, once the exam is in process. Be sure to bring sharpened pencils, erasers, and calculators before the exam starts.

Policy on Repeating Exams and Courses

Students must attain at least a 70 percent on all exams.

In order to achieve fairness in grading, if you miss an exam and you do not have a doctor's note, the highest mark that can be obtained for that exam is 85 percent. If you miss the same exam a second time, or if you miss a re-write exam, an additional five marks will be deducted for each missed examination.

If a 70 percent is not achieved, the exam in question cannot be rewritten until a one-week time frame has passed and a *\$10.00 administration fee* will apply. If the 70 percent has not been achieved the second time, a one- week time frame must pass again before the last attempt can be made and a *\$20.00 administration fee* will apply. Assignments that are passed in late are subject to grade deductions as pre-determined by the instructor. In addition, the highest mark one can obtain for a re-write is 80 percent, and for a second re-write, 70 percent.

If students do not obtain a 70 percent at the end of a course they will be required to complete this course again and a fee will apply.

Assignments

Students must attain at least a 70 percent mark on all assignments. Assignments that are passed in late are subject to grade deductions of 2 marks per each day late.

PAYMENT OF FEES

All students are required to pay fees for the semester in which they are enrolling on the first day of class for that semester unless another payment time has been discussed with the administrator.

Students paying their own way through the program (without any financial assistance) may make payment arrangements with the Administration Department.

Students funded by HRLE will not need to schedule a first payment, and will be notified by the administrator when a payment for you reaches the College. Those students obtaining student aid should see the administrator at a scheduled time on the day of registration to discuss future payment.

REFUND POLICY

(See Appendix C)

****THIS POLICY IS ALSO ATTACHED TO YOUR COPY OF YOUR CONTRACT OF TUITION WHICH MUST BE SIGNED PRIOR TO COMMENCING THE PROGRAM.**

POLICY ON STUDENTS WITH LEARNING DISABILITIES

The BAC Masonry College will provide appropriate learning accommodations for individuals with formally diagnosed learning disabilities, and these accommodations will be based on the results and recommendations of a formal assessment only. If a student cannot provide formal assessment, the College is not required to supply accommodation to a student who claims they require it.

In the case where a student will need major accommodations, which results in the purchase of equipment, materials, or significant time spent on tutoring and/or one-on-one attention these costs must be incurred by the student.

Please see the Administrator if you have been formally diagnosed with a learning disability, or would like information on assessment and diagnosis (See Appendix D).

The BAC Masonry College will provide the following appropriate learning accommodations for individuals with formally diagnosed learning disabilities.

Learning Accommodations for Individuals with Formally Diagnosed Learning Disabilities

OPTION 1

This policy relates to the administration of oral examinations only, and does not include reading course modules or assignments. The BAC Masonry College advises that assistance be given at home to read course modules and complete module assignments.

Price: \$25.00 per hour (*subject to change*)

OPTION 2

This policy relates to in-depth tutoring which includes assistance with the reading of modules, assignments, and examinations for the duration of the program.

Price: \$30.00 per hour (*subject to change*)

OPTION 3

This policy relates to in-depth shop and theory tutoring by a certified journey person. This policy also relates to those registered in short programs such as advanced level apprenticeship or Trade Qualifier.

Price: \$50.00 per hour (*subject to change*)

COMPLAINT RESOLUTION PROCESS

Initial Process

The complainant may call the Department of Advanced Education and Skills to register a concern. They are advised that their first course of action in resolving the issue is to address it with the administration of the PTI. The response of the institution to the complainant should be in writing to eliminate misunderstanding in interpretation. If the issue remains unresolved to the satisfaction of the complainant, they may then communicate their concerns to the Department of Advanced Education and Skills, in writing, and attach a copy of the letter of response from the PTI.

Investigation

The Department of Advanced Education and Skills notifies the institution that a complainant is unsatisfied with the institution's response to their concerns and has requested the Department to initiate an investigation. If, upon review of the documents, the Department determines that there is insufficient information to make a decision, a site visit is conducted to collect additional information. Once the investigation has been completed, a formal report outlining the investigation results is prepared along with the identification of any actions necessary to reach a resolution. All parties are notified accordingly. If actions have been identified, the Department will follow-up to ensure compliance.

Each PTI is required to develop an internal conflict/complaint resolution policy that deals with both academic and administrative issues. This policy must be submitted to the Department for review.

In the event of a continuing dispute between a student and an operator, the Minister may appoint a mediator to assist in resolving the dispute.

FIRE EVACUATION PLAN

All students and staff members must immediately exit the building/work area in an orderly fashion when the fire alarm sounds.

All students and staff members must meet at the front parking lot after leaving the building. A role call will be conducted to account for all staff & students.

No student or staff member is to re-enter the building until a roll call is conducted and an all-clear response is given.

Occupational Health and Safety Program Considerations

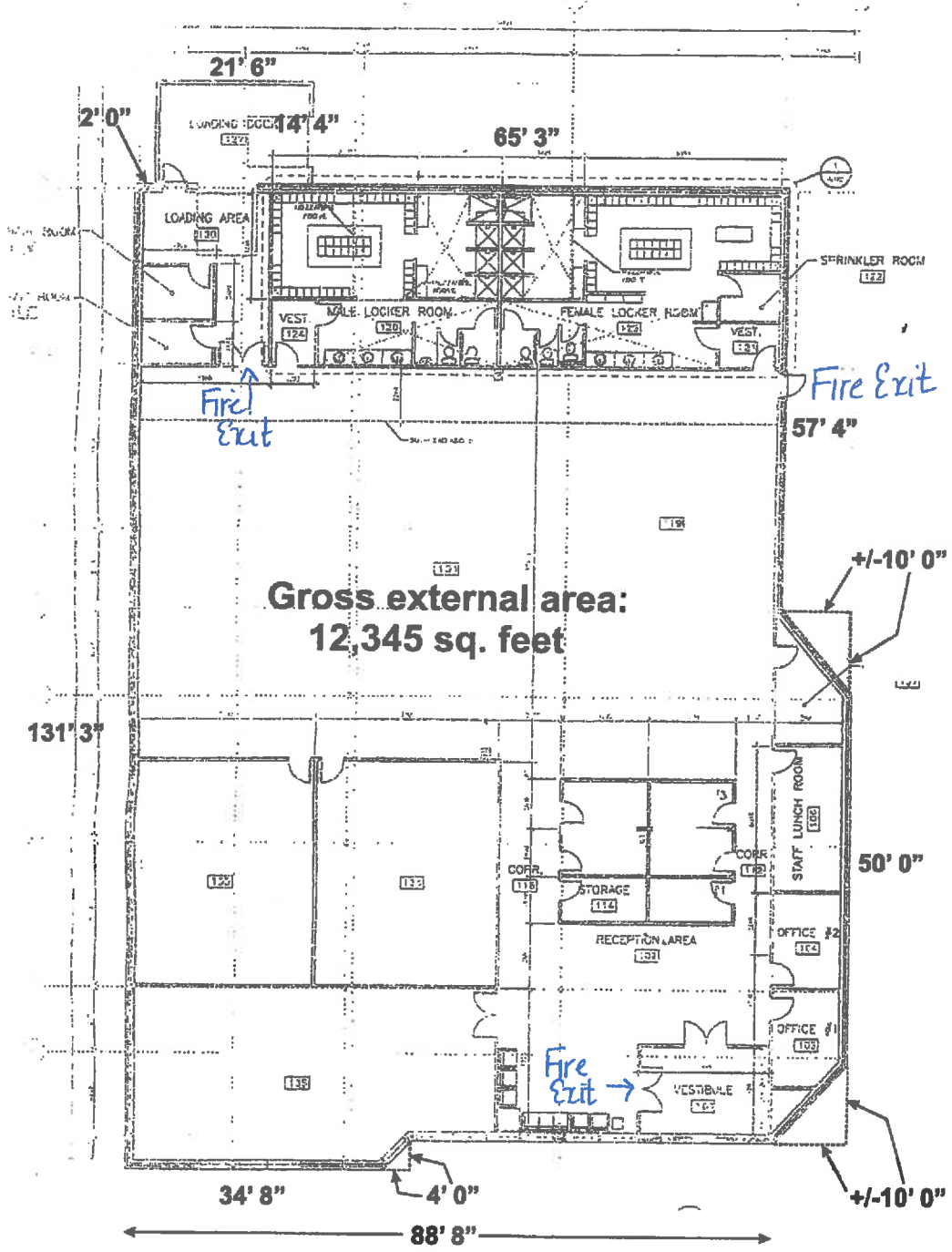
1. After Hours Emergency Evacuation

If alarm sounds after hours, you should activate the fire alarm system and then evacuate via the exits where possible.

2. Fire Marshall Responsibilities

- To coordinate and direct all emergency activities within the building
- Assume any duties that may be assigned to the Floor Warden or Alternate in his or her absence
- Coordinate and direct all activities of Floor Wardens, Exit Guards, and Alternates
- A Fire Marshall Alternate will be designated to replace the Fire Marshall in his or her absence

Fire escape routes are marked on the map attached.



APPENDIX C

RETENTION AND REPAYMENT OF FEES POLICY

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

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

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

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Exceptions to refunds

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

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

(a) the student has contracted for a course at a private training institution and does not give notice in writing by registered mail to the private training institution before the commencement date of the student's intention not to commence the course of instruction and does not attend the first 5 consecutive days of the course of instruction; or

(b) the student has contracted for a course of instruction for a correspondence course at a private training institution and gives notice in writing by registered mail to the private

training institution more than 14 days after signing the contract and provided all lessons have been returned in good condition.

(3) Students of private training institutions shall be entitled to a refund of money paid where

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

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

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

(d) a private training institution

(i) has the registration cancelled,

(ii) has the renewal of the registration refused and the registration has expired, or

(iii) has not applied for renewal of registration and the registration has expired.

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

(a) the registration fee under section 17;

(b) the fees for the proportion of the course already supplied and serviced or in the case of correspondence courses the fee for lessons supplied and evaluated, and for the purposes of this paragraph any portion of a week shall be considered one week in determining the amount of the refund; and

(c) the retail cost of equipment that has been supplied to the student by the private training institution unless the equipment has been returned to the private training institution unopened or as issued within 10 days of receipt by the student.

(5) Where a student withdraws from a course of instruction 21 days after the commencement of a semester, a private training institution may impose an administrative fee of 10% of that semester's tuition, to a maximum of \$500.

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Refund not required

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

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

(a) a student has contracted for a course of instruction at a private training institution and the registration of this private training institution is cancelled or expires before the course of instruction has been completed;

(b) where a course of instruction offered by another registered private training institution is the same or similar to the course of instruction contracted by the student under paragraph (a); and

(c) where the student and the private training institution referred to in paragraph (a) agree in writing with the owner or operator of the registered private training institution referred to in paragraph (b) that the student will complete the course of instruction at the registered private training institutions referred to in paragraph (b) at no additional cost to the student.

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Tuition fees

20. A private training institute shall collect from student's tuition fees not in excess of the amount required to cover one semester at a time.

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Acknowledgment and account statement

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

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Time of refund

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

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

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Refunds upon dismissal for cause

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

(a) the registration fee under section 16; and

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

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

APPENDIX D

DESIGNATED GROUPS POLICY

BAC Masonry College provides equal opportunity and does not discriminate against race, national or ethnic origin, color, religion, age, sex, marital status, family status, pardoned conviction, disability, and sexual orientation. Everyone is encouraged to attend the BAC Masonry College, and students are accepted on a first-come first-serve basis provided they meet admission requirements.

Procedures for Admission of Students with Diagnosed Learning Disabilities

1. Students who meet entrance requirements either through high school graduation, ABE, GED, or have successfully completed a CAAT, and disclosed that they have a learning disability on their Application for Admission, through the interview process, or it is indicated on their high school transcript must:
 - a) Forward assessment documentation from their high school to the Administrator of the school.
 - b) Meet with campus administration to discuss what accommodations need to be made for academic achievement.

2. Students who do not meet entrance requirements either through high school graduation, ABE, GED, or have not successfully completed a CAAT, and disclosed that they have a learning disability on their Application for Admission, through the interview process, or it is indicated on their high school transcript must:
 1. Provide assessment documentation from the high school and two reference letters from school personnel such as former instructors, guidance counselors, or the principle.
 2. Have a personal interview with administration to determine admission or non-admission. Factors for consideration may include, but are not limited to:
 - a. Severity of the learning disability
 - b. Difficulty level of the program of choice
 - c. Individuals ability to maintain a proactive choice
 - d. Individuals ability to understand and accept their learning disability
 - e. Individual's coping strategies as well as the availability and use of support systems
 - f. Individual's ability to set appropriate goals and maintain goal directness
 - g. Individual's development of creative ways to compensate and problem solve

- h. Individual's motivation, determination, and positive attitude toward learning
- i. Demonstration of high verbal skills

Late Enrollment for Students who are Awaiting Documentation

Students can be admitted into a program up to **21 Calendar** days into the program's delivery. Students are permitted to audit classes for the first 21 days while awaiting submission of entrance requirement (all documentation other than high school transcripts). However, students will not officially enter into a contract until all entrance requirements have been met. The student will work with the administrator to ensure all documentation is submitted. If after 21 days the student does not submit the necessary documentation, they will not be permitted to return to class until all documentation is submitted.

Administration Procedures

If the student meets entrance requirements either through high school graduation, ABE, GED, or successful completion of a CAAT, but discloses a learning disability on the application form, through the interview process or is indicated on their high school transcript administration must:

- a) Send student learning disability acceptance letter/request for assessment documentation
- b) If possible, arrange a meeting with the student to discuss accommodations needed
- c) On the basis of the documentation received and personal interview with the applicant (if possible), administration will recommend admission with accommodations
- d) Send student an official acceptance with accommodations letter
- e) Provide student with a copy of "Suggestions for Student with Learning Disabilities," as well as a copy of "Accommodations for Students with Learning Disabilities."

Students who do not meet entrance requirements either through high school graduation, ABE, GED, or have not successfully completed a CAAT, and disclosed that they have a learning disability on their Application for Admission, through the interview process, or it is indicated on their high school transcript must:

- c) Send letter requesting assessment documentation from the student and two reference letters from school personnel such as former instructors, guidance counselors, or the principle.
- d) Conduct a personal interview with student to determine admission or non admission. Factors for consideration may include, but are not limited to:
 - a. Severity of the learning disability
 - b. Difficulty level of the program of choice
 - c. Individuals ability to maintain a proactive choice

- d. Individuals ability to understand and accept their learning disability
- e. Individual's coping strategies as well as the availability and use of support systems
- f. Individual's ability to set appropriate goals and maintain goal directness
- g. Individual's development of creative ways to compensate and problem solve

Students with diagnosed learning disabilities may request special services to accommodate their learning difficulties. These services would be coordinated by administration in conjunction with the classroom instructor. However, it is the student's responsibility to make their requirements known to campus staff (Administration and the student's instructor) so that all reasonable arrangements can be made. Students must recognize that BAC Masonry College staff cannot eliminate or reduce course content, modify the mode of delivery or the program, or reduce the content of evaluations.