



Vancouver Community College Education Council Meeting Agenda

November 10, 2020

3:30–5:30 p.m. Videoconference

Meeting Link: <https://vcc.zoom.us/j/65319877468>

Item	Topic	Action	Speaker	Time	Attachment	Page
1.	CALL TO ORDER			1 min		
2.	ACKNOWLEDGEMENT		E. Ting	1 min		
3.	ADOPT AGENDA	Approval	E. Ting	1 min	✓	1-2
4.	APPROVE PAST MINUTES	Approval	E. Ting	1 min	✓	3-7
5.	ENQUIRIES & CORRESPONDENCE	Info	E. Ting	1 min		
6.	BUSINESS ARISING					
	a. Campus Master Plan	Info	I. Humphreys, A. Patel	45 min		
	b. Concept Paper: Health Care Assistant Diploma (International Cohort)	Info	L. Beveridge, J.-E. Zakoor	10 min	✓	8-17
	c. Notice of Elections	Info	E. Ting	2 min		
	d. EdCo Planning Day	Info	E. Ting	2 min		
7.	COMMITTEE REPORTS					
	a. Curriculum Committee					
	i. Course Deactivations: ACED 0701 & 0706	Approval	T. Rowlatt	2 min	✓	18
	ii. Program Update: Bachelor of Science in Nursing (First Year Entry)	Approval	D. Duncan	5 min	✓	19-30
	iii. Program Update: Administrative Professional Certificate	Approval	R. Salonga	5 min	✓	31-37
	iv. New Program: Nail Technology Certificate	Approval	L. Dannhauer	5 min	✓	38-59
	v. New Program: Automotive Collision and Refinishing Foundation Certificate	Approval	R. Popow	5 min	✓	60-116
	vi. New Program: Automotive Collision and Refinishing Foundation Certificate (E-pprentice)	Approval	R. Popow	5 min	✓	60-65 117-163

vii.	New Course: ACRP 1101 - Automotive Collision and Refinish Common Core Apprentice Level 1	Approval	R. Popow	2 min	✓	60-65 164-169
viii.	Program & Course Deactivations: Automotive Programs	Approval	T. Rowlatt	2 min	✓	60-62
ix.	Deactivation of Programs and Courses	Approval	T. Rowlatt	5 min	✓	170-171
b. Policy Committee						
i.	C.3.10 Educational Affiliations	Approval	N. Mandryk	5 min	✓	172-178
c. Appeals Oversight Committee						
d. Education Quality Committee						
8.	RESEARCH REPORT	Info	E. Ting	2 min		
9.	CHAIR REPORT	Info	E. Ting	5 min		
10.	STUDENT REPORT	Info	Natasha, P. Patigdas	5 min		
11.	NEXT MEETING & ADJOURNMENT	Info	E. Ting	1 min		

EdCo Planning Day:

November 20, 2020,

9:00 a.m. - 12:00 p.m.

Next regular meeting:

December 8, 2020, 3:30-5:30 p.m.

**ATTENDANCE****Education Council Members**

Elle Ting (Chair)
 Ali Oliver
 Brett Griffiths
 David Wells
 Denise Beerwald
 Heidi Parisotto
 Jessica Yeung
 Jo-Ellen Zakoor
 John Demeulemeester
 Julie Gilbert
 Lisa Hunter
 Lucy Griffith
 Nona Coles
 Shane McGowan
 Todd Rowlatt

Guests

Andy Sellwood
 Bonnie Chan
 Claire Sauvé
 Dennis Innes
 Jennifer Gossen
 Kalli Cartwright
 Les Apouchtine
 Louise Dannhauer
 Nicole Degagne
 Phoebe Patigdas
 Rebekkah Bennett
 Shirley Lew
 Taryn Thomson

Regrets

Dave McMullen
 Marcus Ng
 Natasha Mandryk (Vice-Chair)
 Sukhmanjot Singh

Recording Secretary

Darija Rabadzija

1. CALL TO ORDER

- The meeting was called to order at 3:33 p.m.

2. ACKNOWLEDGEMENT

- E. Ting acknowledged that the meeting is being held on the traditional unceded territory of the Sk̓wx̓wú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam) and Tsleil-Waututh peoples.

3. ADOPT AGENDA

MOTION: THAT Education Council adopt the October 13, 2020 agenda as presented.

Moved by L. Hunter, Seconded & CARRIED (Unanimously)

4. APPROVE PAST MINUTES

MOTION: THAT Education Council approve the September 8, 2020 minutes as presented.

Moved by N. Coles, Seconded & CARRIED (Unanimously)

5. ENQUIRIES & CORRESPONDENCE

- E. Ting received enquiries from the Academic Governance Council (AGC), which represents Education Councils across B.C. Questions were related to program review and renewal processes and QAPA. The AGC will meet in a few weeks and continue the discussion.

6. BUSINESS ARISING

a) Online Experience Student Survey

- D. Wells presented results from the survey conducted in July (previously presented to Education Quality Committee). The goal was to evaluate students' level of comfort and preparedness for online learning, and to identify key concerns and barriers. Questions built on surveys at other institutions, as well as a previous survey conducted by VCC's Student Success area to identify which devices students have available to access online content. The survey response rate was about 18%. It was noted that this survey is separate from course evaluations.
- A follow-up survey is planned for the Winter Term (January/February) to capture changes after students have completed a full term of online instruction, and instructors have had additional support from the CTLR and its online learning developers & leaders. D. Wells invited feedback to refine questions for the next survey in order to identify the priorities of VCC students in more detail. The plan is to gather data on student demographics and different schools/program areas going forward.
- Suggested areas to include in the follow-up survey:
 - Experience with asynchronous (Moodle) vs. synchronous (Zoom) delivery; expectations around scheduling/time spent online
 - Engagement/soft skills
 - Technical support for students
- J. Demeulemeester inquired about the Duolingo English test pilot; at the September EdCo meeting, D. McMullen had reported that the timeline for accepting Duolingo as an assessment option to demonstrate English Language Proficiency was extended. D. Wells noted that EAL Pathways student outcomes in terms of progression/completion in the Spring/Summer Term were comparable to last year; student outcomes will continue to be monitored. J. Demeulemeester emphasized that acceptance of the Duolingo assessment was proposed as a temporary pilot and voiced concerns about contracting out faculty work to a third party.

b) Update: Online Learning Classroom Agreement

- S. Lew and A. Sellwood presented an update to the cover letter and agreement presented at the last EdCo meeting. Based on EdCo feedback, the documents were revised to clarify that implementation of the agreement is faculty led. Some content was moved from the agreement to the cover letter, and language simplified. The revised documents were shared at Leaders' Forum and are posted on the CTLR website.
- J. Demeulemeester felt the agreement, which was presented for information, should be voted on by Education Council. There was a longer discussion; while not strictly opposed to the suggestion, several EdCo members felt a vote was not required, since the documents summarize and clarify existing policies, but do not establish new policy nor restrict the authority of instructors. In addition, other classroom agreements do not come to EdCo for approval. EdCo accepted the item for information.

c) Concept Paper: Nail Technology Certificate

- B. Griffith and L. Dannhauer presented the concept paper. The field of nail technology is growing, and there is demand for training in this area (which used to be part of the Esthetics program). The proposed certificate consists of two courses and can be taken as a standalone program; graduates of the Esthetics and Spa Therapy Certificate wishing to obtain skills in nail technology can enrol directly in the second course. The proposed program is the only offering of its kind at a public institution, and presents an opportunity to expand public-facing services offered at VCC's Salon & Spa.
- Responding to questions, L. Dannhauer noted that nail services are in high demand despite the pandemic. Ventilation requirements can be fulfilled using portable ventilators, which students will purchase as part of their kits; no facilities upgrade is required.

d) Program Discontinuance: Interior Design Certificate

MOTION: THAT Education Council recommend the Board of Governors approve discontinuance of the Interior Design Certificate program.

Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- C. Sauvé reported that the program was suspended in February 2019. There was a steady drop in enrolment over the years due to changes in the industry, with a bachelor's degree becoming the minimum requirement for a "registered interior designer (R.I.D.)" designation through the Interior Designers Institute of British Columbia (IDIBC). VCC is unable to compete with other institutions (including KPU and BCIT) that have more suitable facilities for this program area.
- A program renewal was completed to explore possible programming alternatives. One idea is to offer Business for Creatives courses in Continuing Studies; other options, such as interior decorating and eco/green design programming, were not considered viable due to a lack of market demand and appropriate facilities, respectively. The recommendation was to discontinue the program in its current form.

e) Program Suspension: Renal Dialysis Technician Short Certificate

MOTION: THAT Education Council recommend the Board of Governors approve suspension of the Renal Dialysis Technician Short Certificate program.

Moved by D. Wells, Seconded & CARRIED (Unanimously)

- C. Sauvé and R. Bennett presented the proposal to suspend the Renal Dialysis Technician Short Certificate. VCC has offered the program inconsistently since 2013, since local hospitals are increasingly delivering their own in-house training. The department has reached out to local health authorities, but it is unclear when the program will run again. There are currently 50 students on the waitlist, and the department receives numerous enquiries about the program. The proposal is to suspend the program until there is more clarity, with interested students being directed to other health programs at VCC, such as the Medical Device Reprocessing Technician program. There are also discussions about connecting students on the waitlist with health authorities conducting training.

f) EdCo Annual Planning Calendar 2021

- E. Ting presented the planning calendar and invited EdCo members to provide feedback.

7. COMMITTEE REPORTS

a) Curriculum Committee

i) Program Updates: Network Technology Administration and Security Post-Degree Diploma and Network Security Advanced Certificate

MOTION: THAT Education Council approve, in the form presented at this meeting, revisions to the program content guides for the Network Technology Administration and Security Post-Degree Diploma and the Network Security Advanced Certificate.

Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- T. Rowlatt presented minor revisions to two networking programs. The list of courses was organized into terms, which was requested by International Education to clarify the program structure for international students studying in cohorts. Part-time (domestic) students can complete the courses in any order.

ii) New Program: Accounting Diploma

MOTION: THAT Education Council provisionally approve, in the form presented at this meeting, the curriculum for the Accounting Diploma program, including nine new courses, and recommend the Board of Governors approve the credential.

Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- D. Innes presented the proposal for two new programs: the Accounting and Marketing Technology Diplomas (see 7aiii), open to both international and domestic students. The curriculum partially overlaps with the Canadian Business Management (CBM) and Business and Project Management (BPM) Post-Degree Diploma programs. Newly developed content includes a course on Indigenous business. D. Innes requested both programs go through the provisional approval process, which will provide additional support to the new department that will be established.
- Curriculum Committee requested changes to evaluation plans to reduce the emphasis on exams and quizzes. While some changes were made, there is still a large focus on tests. D. Innes explained that the curriculum developers viewed the ability to demonstrate accuracy under pressure as a crucial component of the work. Additional small changes were made for alignment in connected courses.
- Associate Registrar L. Apouchtine expressed concerns related to the overlap of about 50% of courses in the new diploma programs and the existing post-degree diplomas. Questions were raised regarding the higher admission requirements for the post-degree diplomas (completed bachelor's degree), as well as the differentiation in content between the diploma and more advanced post-degree programs. With the current proposal, diploma graduates would already have completed 50% of credits towards a post-degree diploma. D. Innes responded that VCC worked with Okanagan College (OC) in developing the programs, and this structure has proven successful at OC. Since international students typically enter post-degree programs without work experience and with university degrees in fields unrelated to business, foundational courses are necessary to introduce the Canadian business context and prepare students for more advanced content in the second year. The post-degree programs offer more advanced management-level courses, while the diploma programs are more applied and prepare graduates for entry-level positions.
- N. Coles inquired about the background for introducing a new accounting program, since VCC's Accounting Certificate program was cancelled in 2008. D. Innes and D. Wells responded that a major change in the landscape was the consolidation of various accrediting bodies into one organization: CPA Canada (Chartered Professional Accountants). VCC is working towards CPA accreditation; the goal is to enable graduates to ladder into a degree and receive credit for CPA programs if they pursue a CPA designation. In addition, diploma graduates are qualified for accounting technician positions, which are in great demand in Metro Vancouver.
- L. Apouchtine recommended that tuition for common courses be aligned with rates in the post-degree diploma programs; D. Innes confirmed this will be taken into consideration when tuition is set.

iii) New Program: Marketing Technology Diploma

MOTION: THAT Education Council provisionally approve, in the form presented at this meeting, the curriculum for the Marketing Technology Diploma program, including one revised and seven new courses, and recommend the Board of Governors approve the credential.

Moved by T. Rowlatt, Seconded & CARRIED (Unanimously)

- See discussion under 7aii)

iv) Curriculum Documentation Approval Time Frame 2021

- This document was included for information.

b) Policy Committee

- No report; N. Mandryk sent regrets.

c) Appeals Oversight Committee

- L. Griffith reported that committee welcomed new members based on the updated terms of reference. Two subcommittees are working on developing a process for tracking appeals and a protocol around hearings. There are ongoing conversations around the committee mandate.
- The online Tribunal Training course has been well received, with about 50 registrants over the last 1.5 years. L. Griffith thanked everyone involved in this work.

d) Education Quality Committee

- T. Rowlatt provided an update on the committee's working groups. One subcommittee is undertaking a gap analysis between program renewal and accreditation processes. A second group is reviewing course evaluation surveys, with the goal of incorporating questions around online learning.

8. RESEARCH REPORT

- E. Ting reported that the REB is reviewing its membership and is looking to add two more members.
- Six review requests were received last month (four new projects and two amendments).
- February 25 & 26 have been set as tentative dates for the combined Research Day/Teaching and Learning Symposium in 2021.

9. CHAIR REPORT

- E. Ting reported that voting in EdCo elections closed today. She thanked departing members D. Beerwald, N. Coles, J. Yeung, S. Singh, and L. Hunter for their contributions to Education Council.
- Policies C.3.13 Academic Year and C.3.15 Academic Schedule went through Governance Committee on October 7 and will be presented to the Board for approval on November 25.
- The Academic Governance Council will meet before the next EdCo meeting; members were encouraged to bring forward topics for discussion.

10. STUDENT REPORT

- P. Patigdas reported on SUVCC membership outreach activities, including very successful online yoga and financial literacy workshops.
- SUVCC held elections for its Board of Directors, with new terms starting at the end of October. There has been a lot of outreach on different platforms to engage students in the upcoming provincial election, including encouraging students to submit pledges and share issues of concern on the takeitover.ca site. SUVCC is also planning to hold class talks to further engage students.

11. NEXT MEETING AND ADJOURNMENT

- The next Education Council meeting will be held on November 10, 2020, 3:30-5:30 p.m. EdCo Planning Day is scheduled for November 20, 9:00 a.m.-12:00 p.m.

MOTION: THAT Education Council adjourn the October 13, 2020 meeting.

Moved by E. Ting, Seconded & CARRIED (Unanimously)

- The meeting was adjourned at 5:06 p.m.

Elle Ting
Chair, VCC Education Council

New Concept Paper Proposal

Health Care Assistant Diploma (International Cohort)

Name of Program:

Health Care Assistant Diploma (International Cohort)

School/Centre:

Health Sciences

Credential Level:

Diploma

Anticipated Start Date:

January 2022

If this is a joint educational offering, name of other institution (refer to affiliation agreement policy C.3.10):

Contact(s)

Name	E-mail	Phone/Ext.
Lisa Beveridge	lbeveridge@vcc.ca	5129

PART 1: CONCEPT

Purpose and Context

1. Describe in detail the program's goals and objectives, including a list of the occupations or roles that graduates will be prepared for.

This program is designed for international students seeking work in the Canadian Health Care sector. The Health Care Assistant Diploma will provide students with a solid foundation in the Canadian health care system and prepare them to work as Health Care Assistants in a variety of institutional and community settings.

The health care sector is one of the largest employers in B.C. The Health Care Assistant Diploma will provide students with opportunities to develop the knowledge, skills and attitudes necessary to function effectively as front-line care-givers and respected members of the healthcare team. Under the direction and supervision of a health professional, graduates will provide person-centred care aimed at promoting and maintaining the physical, emotional, cognitive, and social well-being of clients. Upon completion of the program, graduates will be prepared to work in a variety of health care settings, including home support, assisted living, residential/complex care, special care units, and other home and community care settings.

Graduates will be eligible for a three-year post-graduate work permit and a BC Care Aid Registry number; improving the certainty of securing employment within this rapidly growing sector.

Program Learning Outcomes:

Upon completion of the Health Care Assistant International Program, graduates will be able to:

1. Provide person-centred care and assistance that recognizes and respects the uniqueness of each individual client.
2. Use an informed problem-solving approach to provide care and assistance that promotes the physical, psychological, social, cognitive and spiritual well-being of clients and families.
3. Provide care and assistance for clients experiencing complex health challenges.
4. Provide care and assistance for clients experiencing cognitive and/or mental health challenges.
5. Interact with other members of the healthcare team in ways that contribute to effective working relationships and the achievement of goals.
6. Communicate clearly, accurately and in sensitive ways with clients and families within a variety of community and facility contexts.
7. Provide personal care and assistance in a safe, competent and organized manner.
8. Recognize and respond to own self-development, learning and health enhancement needs.
9. Perform the care provider role in a reflective, responsible, accountable and professional manner.

2. Explain how this program aligns to the principles and priorities as indicated in the College's integrated, departmental, or ministerial planning documents. Identify how the program supports VCC's mission and core values.

Educational Quality: This program will adhere to the standards of the provincial curriculum for HCAs created by the Ministry of Advanced Education, Skills and Training. It will be delivered through a combination of classroom, online Moodle content, nursing simulation laboratory practice, and clinical and practicum settings. Students will be prepared for direct transition to the workplace through the provision of the Health Care Assistant certificate, guarantee of a BC Care Aid Registry number and eligibility for a three-year post-graduate work permit.

Operational Excellence: VCC's HCA programs have long maintained an exemplary reputation for delivering competent and well trained HCAs. The international HCA program will be administered and delivered with the same commitment to quality and standards. Additionally, the program will boost VCC's competitive edge in the international market by providing students education and employment opportunities in one of BC's highly desired Metro Vancouver communities.

Financial Stability and Sustainability: The Health Care Assistant Programs at VCC have experienced a decline in domestic enrolment for both the HCA and ESL HCA programs. In the

fall of 2019, the ESL HCA program was only able to fill 15 of the 24 available seats. In the fall of 2020, the ESL HCA program was cancelled due to low enrolment as only 5 students had enrolled for the fall 2020 term. An International HCA cohort will provide VCC with a new market of prospective students, who are not currently being served by other colleges. The projected returns from this tuition will contribute to the institution's financial stability.

Reputation Management: The Continuing Care Department is collaborating with VCC's International Education Office to ensure that the program meets the interest and demands of international students looking for opportunities in the Canadian Health Care system. This collaboration will help ensure the preservation of VCC's reputation as an institution that delivers quality international programming.

Business Development: VCC's School of Health Sciences currently does not have any International programs. There are many International students who want to pursue health careers in Canada. This program will provide growth and opportunity for the college and further develop our partnerships with our health stakeholders. It will also support our current program offerings through laddering opportunities.

3. How does this program relate to and/or support other programs at VCC?

The HCA International Diploma Program will support VCC's current laddering structure into the following programs, Access to Practical Nursing and then LPN to BSN. Completion of the program will qualify international students for a three year post graduate work permit that they can use to acquire the 600 hours of work experience required for the above programs.

Needs Assessment

4. What educational need is this program intended to meet?

There are no public or private colleges in BC offering HCA training to international students that provide eligibility for a three-year postgraduate work permit. This work permit, combined with the two year diploma, provides a pathway to permanent residency; a common incentive for international students.

5. What evidence is there of labour market, professional or community demand for graduates?

VCC is one of many post-secondary institutions experiencing a decrease in domestic enrolment in HCA programs. The BC Care Aid Registry reported that 514 fewer HCA graduates from BC training programs registered to work in 2017 than in 2014. In September 2019, VCC's Continuing Care Department cancelled one ESL HCA cohort due to low enrolment. In the fall of 2020, the department cancelled both ESL HCA cohorts due to a second year of low enrollment. This occurred despite multiple attempts by the department, VCC Registrar and Advising Services to recruit students throughout the spring and summer of 2020.

Despite this decreasing enrolment demand for HCAs continues to increase, exacerbated by the ongoing COVID-19 pandemic.

- Statistics Canada (2015) noted that the number of Canadians over the age of 65 will rise by 25% by 2036 and that the number of seniors over 80 will double between 2011-2036.
- Due to this accelerating demographic, WorkBC projects that 18,650 HCA jobs **will be created** in the next ten years, with 75% of those jobs being in Continuing Care.
- Despite this demand, the BC Care Providers Association (BCCPA 2018) notes that 60% of long-term care facilities and 50% of home care agencies report staffing shortages.
- The BCCPA (2018) predicts that the situation will get worse as 40% of HCAs in private Continuing Care areas are over the age of 50 and expected to retire in the next decade.

In 2020, the BC government implemented policy that changed employment practices in the Continuing Care sector in order to control the spread of COVID-19. This policy limited staff to working in one facility instead of multiple facilities. Following the implementation of the policy, the Department of Continuing Care saw a significant increase in the number of emails from Continuing Care employers looking to hire recent VCC HCA graduates. Several of these emails requested that students be given the direct contact information of the organization's Director of Care (DOCs) and that resumes should be submitted directly to the DOC, circumventing the normal practices for hiring. In the emails, DOCs described the severity of the staffing shortages created by the one site order and their acute need for VCC's recent HCA graduates.

VCC is positioned to address these domestic enrolment issues and the industry staffing shortages by developing programs for international students. VCC's long standing reputation for excellence in HCA programming, ensures that graduates of the HCA Diploma will be well received into the labour market. The BC Student Outcomes 2015-2019 survey reported a 94% employment rate for HCA graduates and 97% employment rate for HCA ESL graduates. In both groups, over 75% of graduates found work within 2 months of program completion.

6. What evidence is there of student demand for the program?

VCC's International Education Office (IEO) consistently receives inquiries from international students for programs in Health Sciences. This proposed HCA Diploma will be the first two-year Diploma for international students in the Health Sciences, and will be well received by students looking to study health programs in Canada. The IEO also works with a network of agency partners who have shared a high level of interest from their students. Many of these students have academic and/or experiential backgrounds in health care and are looking to obtain Canadian education and work experience in this in-demand field.

Competitive Analysis

7. Which related programs are available in the Lower Mainland and/or on-line: how do they compare in terms of focus, intended outcomes, length, cost and size?

As noted in question 4, there are no public or private colleges in BC offering HCA training to international students that provide eligibility for a three-year postgraduate work permit.

The BCCPA (2018) report notes that “private post-secondary institutions do not have equal access to post-graduate work permits (PGWPs) for HCAs”. Stenberg private College offers a 42-week International HCA program, but it does not qualify graduates for a post-graduate work permit. Drake Medox private College offers an HCA Diploma Program, but because the regular and ESL streams are limited to 26 and 35 weeks respectively their international students do not qualify for post graduate work permits.

Selkirk College offers a Postgraduate Diploma in Gerontology that allows internationally educated nurses a streamlined process for becoming HCAs in Canada while they complete their NCAS assessments (Nursing Community Assessment Services). The BC Care Aid Registry reports that there are other similar programs that target internationally educated nurses while upgrading, but none that provide entry level HCA education or eligibility for a three year postgraduate work permit. The Dean of Health Sciences, Jo-Ellen Zakoor and the Department Head of Continuing Care, Lisa Beveridge, met with Registry Education Consultants Sarina Corsi and Lara Williams on Sept 19, 2019 to discuss the potential for a Health Care Assistant Diploma for International Students. The Registry confirmed their support of the plan and offered to provide a letter of support to VCC if the program was approved for development.

8. Is there an existing articulation committee for the program? Is this committee recognized by the British Columbia Council on Admissions Transfer (BCCAT)?

Yes. HCA programs fall within the Health Care Assistant Programs and Practical Nursing Articulation committee, which is recognized by BCCAT.

Student Profile

9. Who are your target students (age, gender, educational background, work experience)? Where do they come from (recent high school graduates, mature students, transfers from other institutions)? Are there other characteristics applicants should have that you identify as important?

The HCA Diploma program will provides a pathway towards a Canadian health care career for international students with and without academic or experiential background in health care. However, as an entry level program, the diploma gives VCC a competitive advantage in capturing the international market of students who are looking for health care careers in Canada but do not have any previous health care education.

Recommended Characteristics

- Ability to work under direction and to act with initiative as a member of the health care team.
- A genuine concern for the well-being of others.
- Flexibility, resilience and patience

- Trustworthiness, dependability and maturity
- High standard of personal hygiene and grooming.
- Ability to use a problem-solving approach.
- Physical Stamina
- No sensitivity or allergy to latex.
- Ability to work in environments where standards may be different from one's own.

10. How do you plan to recruit or attract these students?

The International Education Office has a network of agents who are ready to recruit students for this program.

11. Is this type of program traditionally or historically underrepresented in specific cohort groups (e.g., gender and/or age imbalance, Indigenous)? How will the program address any equity issues or systemic barriers?

No. The program will be open to any student who meets the prerequisites.

Quality

12. List all accreditations, affiliations or articulations for this program. Are you exploring any block transfer agreements?

1) The Health Care Assistant Programs and Practical Nursing Articulation Committee. This articulation group meets twice a year.

2) The BC Care Aide and Community Health Worker Registry. The Registry is not an accreditation body, but they do regulate the delivery of the Provincial HCA curriculum by public and private institutions. If a program meets the Registry's standards for delivery, the programs is recognized by the Registry and their graduates receive Registry registration numbers. These registration numbers are required by HCAs to work in public care organizations in BC.

13. Is there an existing PAC/CEG for this program? What are your plans for engaging in discussion with industry, business or program-related professional groups?

Health Care Assistant programs at VCC participate in the School of Health Sciences Nursing Program Advisory Committee.

14. Explain how current faculty are qualified to deliver the program. If they are not qualified, how will this issue be addressed?

Faculty are required to meet minimal instructor qualifications set by the BC Care Aide Registry. All faculty in the department of Continuing Care currently meet or exceed these qualifications.

The HCA Diploma program will be an extended version of VCC's 10 month ESL HCA Program. The Diploma will be taught by faculty with recent experience teaching the ESL HCA program. If

additional faculty are required but lack the relevant experience, they will be enrolled in the department's mentorship program to work alongside a senior ESL HCA faculty member and become familiar with the ESL model.

15. Describe how the program incorporates work experience, practicum, clinical practice, etc. (if applicable).

The program will be divided into four levels. The theory component will be delivered through discussion groups, student presentations, lectures, online activities, demonstrations and guest speakers. Students will apply the theory in the laboratory, clinical and practicum settings. Continuous language support for learners will be provided throughout the program.

Level One will be taught in the classroom and online and provide a basic framework for intercultural awareness, the Canadian Health Care system, information technologies, extended content specific language support and in-class training for practice education prerequisites.

Level Two will be taught in the classroom, laboratory and online to provide a basic framework for caregiving practice. Students will be introduced to the continuing care setting in this level through a clinical practice education experience.

Level Three will build on the basic knowledge and skills developed in level one and two. It will be taught in the classroom and laboratory.

Level Four will consist of two clinical experiences, a practicum in a community setting, as well as instruction in job readiness and professional practice.

Admission, Delivery, and Design

16. What is the expected length of the program (in months/years)? How many intakes are you expecting per year? How many students per intake?

The program will be two years in length (16 months). It will be delivered over four terms and include a one term break between terms 2 and 3. There will be 24 students per intake. The estimate delivery dates of the first cohort is January 2022 to December 2023. One intake will start each January.

17. Identify pathways for students to and from your program. This could include potential courses or programs that will prepare students for your program, or programs your student will be able to apply for after completion.

ADMISSION REQUIREMENTS

- High School Graduation and 18 years of age or older
- Knowledge of English demonstrated by *one* of the following:
 - English 11 minimum C - grade or equivalent
 - Academic IELTS 6.0 overall (no band less than 5.5) or TOEFL iBT 70 or equivalent

Opportunities to complete the health and safety pre-requisites for practice education will be included in level 1.

Upon program completion, graduates will receive a three year post graduate work permit that they can use to acquire the 600 hours of work experience required to enter VCC's Access to Practical Nursing program.

18. Will the structure of the program allow for full-time, part-time, evening, weekend, on-line, mixed-mode delivery methods, or a combination of any of these? (Identify each as appropriate).

The program will be delivered full time and used mixed delivery methods including face to face classroom, lab and clinical learning as well as online learning through Moodle and Learning Branch.

19. Will the structure of the program allow for multiple entry and exit points? If there are multiple entry points, please specify requirements for each.

No, but there will be reinsertion options for students who fail courses. As the program will run along side programs such as the HCA full time, HCA part time and HCA ESL programs, students will have the option of inserting into these programs to complete courses they failed in the Diploma program. Students will have to prove that they have met the Admission requirements for the other HCA programs prior to inserting into those programs. This can be accomplished through a CLBPT either through VCC's assessment centre or a local CLBPT provider.

Operational Needs

20. Are there any large costs expected as part of the delivery or development of this program? Have you started discussing potential needs with the appropriate area? Consider the following areas in particular: Facilities: new classrooms/labs/computer labs, significant renovations, space for instructors/staff, weekend delivery, etc.; IT: new hardware (e.g. computer lab), software or licenses, etc.; Human Resources: need for new instructor or program support staff, etc.; Library: research intensive program that requires significant library resources (databases, journals, etc.); Marketing: information about planned program and anticipated implementation date so the new program becomes part of their workplan.

HR: This program will be an addition to the current program portfolio for the Continuing Care department. This department has a full-time department head and full time program assistant supporting the delivery of 4 programs. In a standard year, these programs produce 7 cohorts and 176 graduates. The addition of a part-time assistant department head would be an asset in supporting the additional students and faculty involved in this new program.

Facilities: The program will require a classroom and nursing labs. These facilities already exist and meet program requirements. More office space may be needed for term instructors hired to support the department increased faculty needs.

21. What resources are needed to develop the program and its curriculum (curriculum development funds, release time, project manager, etc.)?

The program will be an extended version of VCC's 10 month ESL HCA program and require the development of four new courses and modification of four current courses. The department will require release time to complete this work.

22. What would be the impact (program quality, ability to market program, development time) on program implementation or development if the money isn't available for these large scale needs?

As the program is modelled on the current ESL program, large scale funding is not required.

Phase In/Phase Out Plan

23. For existing programs that are being substantially changed (and are therefore treated as 'new programs' in development), describe in detail the phase in/phase out of new/old versions of the program (teach outs):

N/A. This program is an addition to the department's current repertoire of programs, not a replacement.

PART 2: INITIAL BUSINESS CASE

Work with the Finance Department to develop a Business Case and financial projections. This must include: tuition/fees revenue or other sources of funding and costs; an estimate of capital required for classroom/lab renovations, IT and equipment if needed for the delivery of the new program; and a 4 year projection on tuition, fees, and other revenue, and expected operating (direct and indirect) and capital costs.

What is the source of funding for this program?

We consulted with Finance to look at various costing models and the proposed range of cost per credit. This program will be funded through international tuition. Please see the attached Business case. The tuition will be set once the curriculum has been completed.

Attach Initial Business Case

PART 3: ADDITIONAL INFORMATION

Provide any additional information if necessary.

Attach documents

Business Case for HCA diploma (1) (1).docx

Business Case for Health Care Assistant Diploma

Program costing based on initial curriculum was proposed. Final tuition level will be determined once curriculum is developed.

64 Credit program over two years (4 terms)

Class Size

- 24 international students

Tuition

- In consultation with International Education and Finance, the following tuition range was proposed
- International tuition \$500 - \$600 per/credit for a range of \$32,000- \$38,400 for two years

Support

- 0.25 FTE Assistant Department Head

Operation Needs

- The program will use existing nursing labs, classrooms, and faculty offices



DECISION NOTE

PREPARED FOR: Education Council

DATE: November 10, 2020

ISSUE: Course Deactivations: ACED 0701 & ACED 0706

BACKGROUND:

The College & Career Access department is proposing deactivation of two courses effective November 2020: ACED 0701 Assessment & Career Options and ACED 0706 Effective Communication.

These courses have been replaced by ACED 0709 Education and Career Exploration and ACED 0711 Communications, which are part of the Adult Graduation Diploma.

DISCUSSION:

Committee had no concerns.

RECOMMENDATION:

THAT Education Council approve deactivation of ACED 0701 Assessment & Career Options and ACED 0706 Effective Communication effective November 2020.

PREPARED BY: Todd Rowlatt, Chair, Curriculum Committee

DATE: November 2, 2020



DECISION NOTE

PREPARED FOR: Education Council

DATE: November 10, 2020

ISSUE: Revisions to admissions process for the Bachelor of Science in Nursing (First Year Entry) program

BACKGROUND:

The Bachelor of Science in Nursing (BSN) program has had high attrition rate in Year One of the program for the last few years. It is currently a first-come-first-serve program, as long as students meet all admission requirements, and the department is finding that many of these students are not ready for the intense demands of the program. The department is proposing changing to an annual selection process based on a combination of GPA (in the required pre-requisite courses) and CASPer test results.

CASPer is an assessment that looks at non-academic competencies that are required for success in a nursing program, such as collaboration, communication, self-awareness and problem solving. CASPer is widely used by health care programs to obtain a more reliable and meaningful assessment of applicants' individual competencies. Currently BCIT, Coast Mountain College, North Island College, UBC and VIU all require CASPer test results for admission into their BSN programs.

DISCUSSION:

Dee Duncan, Department Leader of BSN, and Jo-Ellen Zakoor, Dean of Health Sciences, presented the proposal. The committee had a number of questions about the effectiveness, cost and purpose of adding the CASPer test to the admissions process. Ms. Duncan and Dean Zakoor described the current struggle of many first-year nursing students, and stressed that the CASPer test is widely used in health science programs. They also consider the first intake using CASPer to be a pilot to allow them to conduct an initial assessment of the effectiveness of CASPer. The department had also considered an additional qualitative assessment (such as a personal essay), but were concerned that the department did not have the capacity to manage this type of admission requirement – there is both a significant nursing shortage and a nursing instructor shortage.

Additional discussions are needed between the department and the Registrar's Office to confirm processes around weighting the GPA and CASPer test scores.

RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, revisions to the Bachelor of Science in Nursing (First Year Entry) admission requirements.

PREPARED BY: Todd Rowlatt, Chair, Curriculum Committee

DATE: October 23, 2020

Program Change Request

Date Submitted: 10/07/20 2:22 pm

Viewing: **Bachelor of Science in Nursing (First Year Entry)**

Last approved: 07/14/20 9:29 am

Last edit: 10/23/20 10:03 am

Changes proposed by: dduncan

Catalog Pages Using
this Program

[Bachelor of Science Nursing \(First Year Entry\)](#)

Program Name:

Bachelor of Science in Nursing (First Year Entry)

Credential Level: Degree

Effective Date: September **2021** ~~2020~~

Effective Catalog
Edition: 2021-2022

School/Centre: Health Sciences

Department Baccalaureate Nursing (5031)

Contact(s)

In Workflow

1. **5031 Leader**
2. **SHS Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**

Approval Path

1. 10/02/20 12:26 pm
Deirdre Duncan
(dduncan):
Approved for 5031
Leader
2. 10/05/20 1:47 pm
Todd Rowlatt
(trowlatt): Rollback
to Initiator
3. 10/07/20 2:25 pm
Deirdre Duncan
(dduncan):
Approved for 5031
Leader
4. 10/13/20 7:33 am
Jo-Ellen Zakoor
(jzakoor): Approved
for SHS Dean
5. 10/23/20 10:21 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Dec 18, 2017 by
clmig-jwehrheim
2. Jan 11, 2018 by
Todd Rowlatt
(trowlatt)
3. Aug 21, 2019 by
Nicole Degagne
(ndegagne)
4. Jun 12, 2020 by
Ruth Klann (rklann)
5. Jul 14, 2020 by Todd
Rowlatt (trowlatt)

Name	E-mail	Phone/Ext.
Deirdre Duncan	dduncan@vcc.ca	604 871 7000 / 5131
Ruth Klann	rklann@vcc.ca	604-871-7000/5090

Program Content Guide

Purpose

This full time program prepares graduates to become registered nurses providing nursing care autonomously and in collaboration with other health care professionals with people of all ages in a variety of settings - hospitals, communities, homes, clinics and residential facilities. The graduate will apply critical thinking, skills and evidenced-informed practice to plan, coordinate and provide care for individuals, families, groups and communities in a complex, ever-changing health care system.

Graduates of the program are eligible to write the national registration exams, and to apply for registration as a Registered Nurse in British Columbia. Registration through the British Columbia College of **Nurses and Midwives** ~~Nursing Professionals~~ is required before employment as a RN in BC.

Admission Requirements

Admission to the Bachelor of Science in Nursing is through a competitive selection process. Successful applicants are identified through a combined evaluation of GPA (based on the program pre-requisites) and a CASPer test results.

The BScN is an annual selection based program. If you are applying for the September intake, you must meet all your education requirements in the January to April term of the same year. Applicants that do not meet the educational requirements cannot be assessed for selection and their application will be cancelled.

The program will maintain a short waitlist for the same year pending withdrawals. An invited applicant may

receive a one year deferral if requested. Those applicants meeting the requirements and not gaining entrance will need to reapply and resubmit academic information already provided. Applicants are not waitlisted for the following intake.

18 credits in first-year level university courses:

6 credits in English:

ENGL 1100 and ENGL 1200 with a minimum C+ grade or equivalent, *or*

ENGL 1101 and ENGL 1102 with a minimum C+ grade, for students whose first language is not English and who have entered the program with an IELTS or CELBAN English proficiency assessment

6 credits in BIOL 1120 Human Anatomy and Physiology 1 and BIOL 1220 Human Anatomy and Physiology 2 with a minimum C+ grade or equivalent

6 credits of courses with a minimum C+ grade in one of the following Humanities or Social Sciences:

Psychology, Sociology, Anthropology or equivalent

English Language Proficiency demonstrated by *one* of the following:

Three years of full-time, face-to-face secondary or post-secondary education at an accredited institution where English is the language of instruction and is also one of the country's official languages. English as Additional Language courses is not included in this three-year calculation, *or*

IELTS (International English Language Testing System) with an overall minimum score of 7.0, and minimum scores of: Speaking 7.0, Listening 7.5, Reading 6.5, Writing 7.0, *or*

CELBAN (Canadian English Language Benchmarks Assessment for Nurses)* with minimum scores of: Speaking 8.0, Listening 10.0, Reading 8.0, Writing 7.0

* CELBAN is only suitable for those who have studied nursing in a country other than Canada

Knowledge of mathematics demonstrated by the following:

VCC Health Sciences Math Assessment with a minimum 80% overall **and** in the applications section **or, if unsuccessful**, completion of MATH 1054 Math for Health Sciences with a minimum grade of 80%

A minimum of 30 hours of volunteer or work experience with adults or children in acute care, long-term care or community health care agency, verified by a written reference from a volunteer coordinator or employer that details the length and nature of the experience

~~UPON ACCEPTANCE TO THE PROGRAM:~~ **Submission of a CASPer Test score. CASPer Test scores are only valid for one admission cycle. Instructions are available at: <https://takecasper.com/>**

UPON ACCEPTANCE TO THE PROGRAM:

Criminal Record Check

In accordance to the Criminal Records Review Act, all individuals who work with vulnerable adults and/or children must complete a Criminal Records Check through the Ministry of Justice. Applicants to the program will be responsible for any costs incurred in the Criminal Record check.

Please Note: The regulatory body, the British Columbia College of **Nurses and Midwives Nursing Professionals (BCCNP)** asks each applicant about criminal offenses. If you have ever been convicted of a criminal offense (other than a minor traffic violation) you should consider whether your application for membership would be accepted. Registration to practice is mandatory in B.C.

Current CPR Level C

CPR Level C includes:

Adult/Child/Baby CPR – one rescuer

Adult/Child CPR – two-rescuer

Adult/Child/Baby – choking

CPR certificates other than CPR Level C must be accompanied by documentation indicating the certificate includes the above.

CPR certificates expire one year from the date of issue. Current status is required for all clinical and practicum experiences.

TB Screening*

Within six months of the start of the program, students must submit a negative TB skin test. If the TB skin test is positive, a negative TB chest x-ray is required.

Immunizations*

Immunizations in the following are *strongly recommended* and in some case *may be required* for practicum placements:

Diphtheria/Tetanus/Pertussis

Polio

Measles, Mumps & Rubella

Varicella (Chickenpox)

Hepatitis B

Influenza

N95 Respiratory Mask

An N95 respirator mask that is individually fitted by a trained provider, following CSA guidelines.

The individual mask fitting should be done just prior to beginning the program. Mask fitting must be done annually. Students are responsible for the cost of the mask fitting.

The original certificate must be presented to the department on the first day of class.

* Clinical facilities may decline individual students for their placement if a student is unable to provide proof of immunizations, satisfactory serum titers and TB screening.

NOTES:

Applicants with educational documents not from a Canadian or American institution must complete a comprehensive evaluation of education from International Credential Education Service

(ICES) <https://www.bcit.ca/ices/> in addition to the above admissions requirements. Applicants will be referred to the Department to assess eligibility.

Prior Learning Assessment & Recognition (PLAR)

Prior learning assessment and recognition is not available for this program.

Program Duration & Maximum Time for Completion

The BScN degree program is 8 terms and should be completed in three (3) years. There is a possibility of extending the period of time for completion up to five (5) years due to extenuating circumstances with appropriate consultation with Department Head or Dean.

Program Learning Outcomes

On completion of the Program, graduates will have the knowledge and skills to:

Maintain professional responsibility and accountability of nursing practice and professional conduct.

Apply clinical judgment in nursing practice based on evidence from nursing science, other sciences and humanities.

Collaborate relationally with the interdisciplinary team to provide healthcare services in the best interest of clients.

Uphold and promote the ethical standards of the nursing profession.

Demonstrate consistent application of knowledge, skills, attitudes, judgment, and professional/ethical conduct to promote patient safety at an individual and system level.

Instructional Strategies, Design, and Delivery Mode

This program is offered on a full time basis and is divided into eight terms each with a different clinical focus such as maternity, pediatrics, mental health, gerontology, community health and acute medical/surgical. Each term contains a clinical experience. There is also a consolidated practice experience provided at the end of Term 2, 3 and 6 designed to enhance the learning in previous terms. In Term 8, a final preceptorship prepares the learner for the role and expectations of the graduate. The clinical component offers students an opportunity to integrate theory to practice with emphasis on patient safety and patient-centred care.

Each term must be successfully completed before the next one can be started. The VCC BScN Framework for Healing and Health Promotion integrates several theories **studied for study** in this program. This framework looks at the relationships between the (person, family, community and population), environment, and nurse. The nurse uses “Relational Inquiry” (Doanne & Varcoe, 2015) and “Safe Care Nursing Framework” (Hundial, 2017) as a basis for nursing care.

A major emphasis of this program is active student participation. Throughout the program the instructor will encourage the students to become increasingly more self-directed and responsible for their own learning. Students are expected to come to class prepared for active participation in classroom, nursing lab and clinical activities. Course guides provide direction of learning for each class and/or lab. These guides may be presented online using the VCC learning platform Moodle. The instructor acts as facilitator and expert to promote a positive learning environment through activities such as small group seminars, group activities, case studies, and formative and summative lab activities designed to simulate clinical reality. Some courses may be offered in a blended delivery mode.

Hartrick Doane, G. & Varcoe, C. (2015). *How to nurse: Relational inquiry with individuals and families in changing health and health care contexts*. Philadelphia: Lippincott, Williams & Wilkins.

Hundial, H. (2017). *Safe Care Nursing Framework*. Retrieved from <http://www/safecarenursing.com>

Evaluation of Student Learning

Student progress in the classroom, nursing lab and clinical setting will be evaluated. Theoretical concepts may be evaluated through oral presentations, multiple choice exams, case studies, lab simulation and written assignments. Assessment of clinical practice will be based on mid-term and final evaluations. Students are expected to attend all classes, labs and clinical.

All students must receive a passing grade of 60% (GPA 2.0) in each of the BScN Program nursing and non-nursing courses (Math 1111, elective) with the exception of the following courses: NURS 1160 Pharmacotherapeutics 1; NURS 1162 Introduction to Pathophysiology; NURS 1260 Pharmacotherapeutics 2 ; NURS 1262 Pathophysiology Chronic Illness, NURS 2160 Pharmacotherapeutics 3, NURS 2162 Pathophysiology Acute Illness, NURS 2265 Child Health and Pharmacology NURS 2266 Maternal Health and Pharmacology, NURS 3160 Mental Health Nursing and NURS 3262 Pathophysiology Complex Illness. All require a passing grade of 72%

All Nursing Clinical Practice courses also require a passing grade of 72% in the classroom theory and clinical assignments, 100% in the dosage calculation component and a “Satisfactory” grade in the lab and clinical components. The student will have two opportunities to retake the dosage calculation component each term. A student may only repeat two courses throughout the entire program. If a student fails three courses, they will be required to exit the program. If there are extenuating circumstances, a nursing student may appeal to have this policy waived to allow for a third registration. Course repeats are not allowed in the first year. If a student is unsuccessful in Term 1 or 2 courses, they will be required to re-apply to the program and will be waitlisted for entry. A student may apply to the BScN Progressions Committee to repeat the course (insert) the next time it is offered provided there is space available and Department Head approval is granted. Prior to returning, the student may be required by the BScN Progressions Committee to complete courses to update clinical knowledge and skills necessary for safety in practice.

Recommended Characteristics of Students

A caring attitude.

A sincere interest in people of all ages who require all levels of care. This includes individuals who are: mentally or physically disabled, experiencing life-threatening situations or requiring rehabilitation.

Basic computer skills: email, word processing, use of search engines and simple web-based programs.

Good manual dexterity.

Flexibility to adjust to early morning, evening, or weekend practicum shifts, to a variety of clinical settings and locations within the Metro Vancouver area.

For information about being a registered nurse, please review: [Becoming a Registered Nurse in BC: Requisite Skills and Abilities](#) [BCCNP - RN Requisite skills and abilities](#).

Courses

Plan of Study Grid

Term One

Credits

NURS 1160 Nursing Pharmacotherapeutics 1

1.5

<u>NURS 1161</u> Introduction to Collaboration	2
<u>NURS 1162</u> Introduction to Pathophysiology	2
<u>NURS 1163</u> Determinants of Health	2.5
<u>NURS 1164</u> Nursing Clinical Practice 1	6.5
Credits	14.5

Term Two

<u>NURS 1260</u> Nursing Pharmacotherapeutics 2	2
<u>NURS 1261</u> Collaboration with Older Adults	2
<u>NURS 1262</u> Pathophysiology of Chronic Disease	2
<u>NURS 1263</u> Developmental Transitions Older Adult	2
<u>NURS 1264</u> Nursing Clinical Practice 2	6.5
<u>NURS 1370</u> Clinical Consolidation 1	6
Credits	20.5

Term Three

<u>NURS 2160</u> Nursing Pharmacotherapeutics 3	2
<u>NURS 2161</u> Collaboration Nursing Profession	2
<u>NURS 2162</u> Pathophysiology Acute Illness	2
<u>NURS 2163</u> Health Illness Transitions	2
<u>NURS 2164</u> Nursing Clinical Practice 3	6.5
<u>NURS 2370</u> Clinical Consolidation 2	6
Credits	20.5

Term Four

<u>NURS 2261</u> Collaboration with Families	2
<u>NURS 2263</u> Childbearing Family Transition	2
<u>NURS 2264</u> Nursing Clinical Practice 4	6.5
<u>NURS 2265</u> Child Health and Pharmacology	2
<u>NURS 2266</u> Maternal Health and Pharmacology	2
Credits	14.5

Term Five

<u>NURS 3160</u> Mental Health Nursing	6
<u>NURS 3163</u> Situational Transitions	3
<u>NURS 3164</u> Clinical Mental Health	3
<u>MATH 1111</u> Introduction to Statistics	3
<u>NURS 3265</u> Nursing Research	3
Credits	18

Term Six

<u>NURS 3262</u> Pathophysiology of Complex Illness	2
<u>NURS 3263</u> Multiple Transitions	2
<u>NURS 3264</u> Nursing Clinical Practice 6: Care of the Acutely Ill Adult	9
<u>NURS 3266</u> Focused Practice: Preceptorship Preparation	2

<u>NURS 3370</u> Clinical Consolidation 3	6
Credits	21
Term Seven	
<u>NURS 4163</u> Community Health	3
<u>NURS 4164</u> Community Health Clinical	3
<u>NURS 4166</u> Canadian Health Care System	2
<u>NURS 4168</u> Ethics in Health Care	2
<u>NURS 4169</u> Health Law	2
Elective in a College level Non-Nursing course *	3
Credits	15
Term Eight	
<u>NURS 4261</u> Nursing Leadership	3
<u>NURS 4264</u> Focused Preceptorship	12
Credits	15
Total Credits	139

* **Please Note:** Courses taken for elective credit must be approved by the Nursing Department.

Eligibility to move into the next term or clinical experience is dependent upon the successful completion of all of the other courses in the term. This guide is intended as a general guideline only. The college reserves the right to make changes as appropriate.

Transcript of Achievement

The evaluation of learning outcomes for each student is prepared by the instructor and reported to the Student Records Department at the completion of semesters.

The transcript typically shows a letter grade for each course. The grade point equivalent for a course is obtained from letter grades as follows:

Grading Standard

Transcript of Achievement

Grade	Percentage	Description	Grade Point Equivalency
A+	90-100		4.33
A	85-89		4.00
A-	80-84		3.67
B+	76-79		3.33
B	72-75		3.00
B-	68-71		2.67
C+	64-67		2.33
C	60-63	Minimum Pass	2.00
C-	55-59		1.67

D	50-54		1.00 ²⁸
F	0-49	Failing Grade	0.00
S	70 or greater	Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards	N/A
U		Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I		Incomplete	N/A
IP		Course in Progress	N/A
W		Withdrawal	N/A
Course			
Standings			
R		Audit. No Credits	N/A
EX		Exempt. Credit Granted	N/A
TC		Transfer Credit	N/A

Grade Point Average (GPA)

The course grade points shall be calculated as the product of the course credit value and the grade value.

The GPA shall be calculated by dividing the total number of achieved course grade points by the total number of assigned course credit values. This cumulative GPA shall be determined and stated on the Transcript at the end of each Program level or semester.

Grades shall be assigned to repeated courses in the same manner as courses taken only once. For the purpose of GPA calculation of grades for repeated courses, they will be included in the calculation of the cumulative GPA.

Rationale and Consultations

Provide a rationale for this proposal.

High attrition rates in Year one entry of the program (see below for 2016 - 2019 attrition rates)
 Selecting students using GPA is to assess for academic readiness for a demanding program, while the CASPer test assess for personal competencies required for success in a nursing program, such as collaboration, communication, self awareness, and problem solving. CASPer is widely used by health care programs to obtain a more reliable and meaningful assessment of applicants' personal competencies. Currently BCIT, Coast Mountain College, North Island College, UBC and VIU all require CASPer test for admission to Bachelor of Science in Nursing programs.

BSN Year one entry attrition rates 2016 - 2019

GEN 011 (2019) - 25 starters

4 withdrawals (all in Term 1-3)

3 inserts

GEN 010 (2018) - 24 starters
10 withdrawals (all in Term 1-3)
9 inserts

GEN 009 (2017) - 24 starters
10 withdrawals (4 in Term 1-3)
9 inserts

GEN 008 (2016) - 26 starters
17 withdrawals (6 in Term 1-3)
12 inserts

Are there any
expected costs to
this proposal.

\$40 to the students for taking the test with a \$10 distribution fee.

Consultations

Consultated Area	Consultation Comments
Department Support Staff	Caitlin McKenna BScN program assistant - discussion about process for managing CASPer and GPA test scores related to confidentiality. Will be kept in locked file, with only Dept Head and Program Assistant having access.
Faculty/Department	May 6, 2020 - Discussion and approval by faculty and BScN curriculum committee
Registrar's Office	June 6, 2020 Jo Ellen Zakoor, Dave McMullen, Bonnie Chan, Leah St Louis - approved
Other	August 14, 2020 - Meeting with Todd Rowlett and Jo Ellen Zakoor re: language in PCG
Advising & Recruitment	Sept 24, 2020 zoom meeting with Advising (Doreen Chui-Chai), Disability Services (Brianna Higgins) and Counseling (Kate Gates, Ron Kee)
Centre for Teaching, Learning, and Research (CTLR)	Sept 2020 Consult with Julie Gilbert and Todd Rowlett re: language in PCG
Counselling	Sept 24, 2020 zoom meeting with Advising, Disability Services and Counseling

Consultated Area	Consultation Comments
Student Services	October 2, 2020 - Tanny Marks Arbitrator of Student Issues; Concerns brought forth about bias of CASPer test and GPA, asked to consider having students write a personal essay as third selection criteria. While not opposed to a personal essay as a selection criteria, the BScN department is experiencing faculty shortages thus limited in the ability to develop criteria for personal essay and to evaluate these.
Other	<p>School of Health Sciences Curriculum Committee (Radika Kumar (coordinator of HUC), Amber Ariss (DH Dental Hygiene), Janita Schappert (DH Practical Nursing), Ken Izumi (DH Dental Technology), Julie Gilbert (CTRL) - question from Julie regarding programs using CASPer and any research supporting increase in retention and decrease in attrition, suggested asking Ella Fay to complete a literature search. Currently BCIT, Coast Mountain College, North Island College, UBC and VIU all require CASPer test for admission.</p> <p>Approved by committee</p>
Indigenous Education & Community Engagement (IECE)	Oct 6 - zoom meeting with Reba Noel to present overview of selection process, Reba put potential issues with applicants not having access to credit card to pay for CASPer test and potentially not having access to a computer or a space to take the test. She did feel IECE advisors could assist with this. We also discussed offering seats to all Indigenous students who apply if they meet the entry GPA requirements and the average CASPer test score

Additional Information

Provide any additional information if necessary.

<https://takecasper.com/about-casper/>

Supporting
documentation:



DECISION NOTE

PREPARED FOR: Education Council

DATE: November 10, 2020

ISSUE: Revisions to 8-month Administrative Professional Certificate program

BACKGROUND:

The Administrative Professional program went through renewal in 2018/19. The recommendation was to create two separate terms of four months (each with its own certificate: Administrative Professional 1 & 2). The department also created an 8-month program for international students. After teaching through the first term once, the department has determined that the 8-month schedule works better and would like to return to one 8-month program and PCG for both domestic and international students. Both instructors and students believe that there is not enough time in the 4-month program to learn and develop the skills necessary for success in employment.

DISCUSSION:

Julia Slade, Department Leader of Applied Business, and Dennis Innes, Dean of Hospitality, Food Studies and Applied Business, presented the proposal. The changes required to the 8-month program to make it available to domestic students were minor – only a few mentions of the word “international” were removed.

The first intake for the 8-month program would be in May 2021. Dean Innes confirmed that the last Administrative Professional 2 intake would also be in May 2021 in order to allow students starting Administrative Professional 1 in January 2021 to finish over the summer. The department would then move completely to offering the 8-month program.

RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, revisions to the Administrative Professional Certificate program.

PREPARED BY: Todd Rowlatt, Chair, Curriculum Committee

DATE: October 23, 2020

Program Change Request

Date Submitted: 10/13/20 12:35 pm

Viewing: **Administrative Professional Certificate**
(International)

Last approved: 02/28/20 9:56 am

Last edit: 10/23/20 10:25 am

Changes proposed by: dinnes

Catalog Pages Using
this Program

[Administrative Professional Certificate \(International\)](#)

Program Name:

Administrative Professional Certificate **(International)**

Credential Level: Certificate

Effective Date: **May 2021** ~~September 2020~~

Effective Catalog
Edition: 2021-2022

School/Centre: Hospitality, Food Studies & Applied Business

Department: Administrative **Professional (4614)** ~~Assistant (4612)~~

Contact(s)

In Workflow

1. **4612 Leader**
2. **SHP Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**

Approval Path

1. 10/13/20 1:00 pm
Julia Slade (jslade):
Approved for 4612
Leader
2. 10/13/20 1:02 pm
Dennis Innes
(dinnes): Approved
for SHP Dean
3. 10/23/20 10:43 am
Todd Rowlett
(trowlatt): Approved
for Curriculum
Committee Chair

History

1. Feb 28, 2020 by
Leszek Apouchtine
(lapouchtine)
2. Feb 28, 2020 by
Todd Rowlett
(trowlatt)

Name	E-mail	Phone/Ext.
Julia Slade Nadia Kawas	jslade@vcc.ca =	871-7000-8525 =

Program Content Guide

Purpose

The Administrative Professional Certificate (~~International~~) is designed to prepare ~~international~~ students for advanced administrative ~~positions.~~ ~~positions.~~ ~~Students will learn advanced skills in Microsoft Office (including Word, Outlook, Excel, PowerPoint, and Access), business communications and data management.~~ **Students will learn advanced skills in Microsoft Office (including Word, Outlook, Excel, PowerPoint, and Access), business communications and data management.** Students will also become proficient at keyboarding and at creating, revising, formatting and processing a wide range of business ~~documents.~~ ~~documents.~~ ~~In addition, they will be introduced to computerized accounting and given the skills to handle office finances.~~ ~~These skills, as well as training in time management and social media use, plus practice with a variety of communication skills, will equip graduates for administrative assistant work.~~ **In addition, they will be introduced to computerized accounting and given the skills to handle office finances. These skills, as well as training in time management and social media use, plus practice with a variety of communication skills, will equip graduates for administrative assistant work.**

Admission Requirements

Grade 12 graduation or equivalent

English 12 with a minimum 'C-' grade, or Communications 12 with a minimum 'B' grade, or English Language Proficiency at English 12 with a pass

Prior Learning Assessment & Recognition (PLAR)

Students can request Prior Learning Assessment & Recognition (PLAR) for the following courses in the Administrative Professional ~~Certificate: Certificate (International):~~ OADM 1102 Keyboarding 1 and OADM 1202 Keyboarding 2.

Students who request PLAR for OADM 1102 Keyboarding 1 will be required to demonstrate, to the Department's satisfaction, that they can have correct touch-typing technique and can keyboard at 30 gross words per minute (gwpm) on a five-minute test with a maximum of five errors.

Students who request PLAR for OADM 1202 Keyboarding 2 will be required to demonstrate, to the Department's satisfaction, that they can have correct touch-typing technique and can keyboard at 40 gross words per minute (gwpm) on a five-minute test with a maximum of five errors.

Process:

- 1: Apply and meet all the admission requirements for the Administrative Professional ~~Certificate: Certificate (International):~~ **Certificate.**
- 2: Contact the Applied Business Department Head to request PLAR.
- 3: Arrange a date and time with the Department Head to take a keyboarding test.
- 4: Complete the PLAR form and submit payment.

See Policy D.3.5 for more information about VCC's PLAR procedures.

Program Duration & Maximum Time for Completion

The program is eight months in length. Students must complete this program within three years.

Program Learning Outcomes

Upon successful completion of the Administrative Professional **Certificate**, ~~Certificate (International)~~, students will be able to:

Use correct keyboarding technique to a minimum speed of 40 gwpm on a five-minute test with a maximum of five errors

Use advanced features of Microsoft Outlook, Word, and basic features of Excel, and integrate Microsoft Office applications

Prepare a wide variety of business documents that meet the comprehensive demands of today's office and utilize writing plans to communicate effectively when writing routine, persuasive and negative news documents

Professionally greet visitors by phone and in person, and take messages

Use common office equipment

Communicate effectively in the workplace, and demonstrate respectful and ethical workplace behaviour

Create job search documents and participate appropriately in job interviews

Use social media for business purposes

Take effective minutes at meetings, and transcribe audio recorded dictated material

Describe how office finances are handled, including by computerized accounting

Demonstrate time-management and project-management skills

Practice problem-solving strategies, conflict resolution techniques, and feedback delivery

Instructional Strategies, Design, and Delivery Mode

Instructional strategies may include lectures, readings, videos, demonstrations, group work and guest lectures.

~~The courses use lectures and readings to explain material and use assignments to put this information into practice. Where appropriate, theory may also be presented through videos, demonstrations, and guest lectures.~~

The majority of class time is devoted to training in practical computer skills, building business communications skills--both written and interpersonal, and in introducing students to handle office finances.

Additionally, students are guided in the creation of a professional résumé and other job-search documents.

The students are required to work both in groups and individually.

Evaluation of Student Learning

An evaluation of the learning progress of each student is prepared by the **instructor(s)**. ~~instructor(s). Evaluation is a combination of an assessment of practical assignments, theory, participation, and/or practical examinations. Students must pass all courses and achieve a cumulative GPA of at least 2.0 in Term 1 in order to progress to Term 2. Students must pass all courses and achieve a cumulative GPA of at least 2.0 to graduate.~~ **Evaluation is a combination of an assessment of practical assignments, theory, participation, and/or practical examinations. Students must pass all courses and achieve a cumulative GPA of at least 2.0 in Term 1 in order to progress to Term 2. Students must pass all courses and achieve a cumulative GPA of at least 2.0 to graduate.**

Recommended Characteristics of Students

Able to sit for extended periods and work on computers.

Ability to work well with others.

~~Interest in office administration work.~~ **Interest in office administration work.**

Courses

Plan of Study Grid

Term One	Credits
<u>OADM 1103</u> Outlook	1
<u>OADM 1104</u> Word 1	2.5
<u>OADM 1102</u> Keyboarding 1	3
<u>OADM 1105</u> Business Writing 1	2.5
<u>OADM 1106</u> Excel	2.5
<u>OADM 1108</u> Business Writing 2	2.5
<u>OADM 1107</u> Office Skills 1	2.5
<u>OADM 1109</u> Job Search	2.5
Credits	19
Term Two	Credits
<u>OADM 1201</u> Word 2	2.5
<u>OADM 1202</u> Keyboarding 2	2.5
<u>OADM 1203</u> Business Writing 3	2.5
<u>OADM 1204</u> Office Finance	2.5
<u>OADM 1205</u> Social Media and Technology	1.5
<u>OADM 1208</u> Office Skills 2	2
<u>OADM 1207</u> Access	1.5
<u>OADM 1206</u> Practicum Preparation	1
<u>OADM 1209</u> Admin Professional Practicum3	3
Credits	19
Total Credits	38

Transcript of Achievement

The evaluation of learning outcomes for each student is prepared by the instructor and reported to the Student Records Department at the completion of semesters.

The transcript typically shows a letter grade for each course. The grade point equivalent for a course is obtained from letter grades as follows:

Grading Standard

Transcript of Achievement

Grade	Percentage	Description	Grade Point Equivalency
A+	96-100		4.33
A	91-95		4.00
A-	86-90		3.67
B+	81-85		3.33
B	76-80		3.00
B-	71-75		2.67
C+	66-70		2.33
C	61-65		2.00
C-	56-60		1.67
D	51-55	Minimum Pass	1.00
F	0-50	Failing Grade	0.00
S	70 or greater	Satisfactory - student has met and mastered a clearly defined body of skills and performances to required standards	N/A
U		Unsatisfactory - student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I		Incomplete	N/A
IP		Course in Progress	N/A
W		Withdrawal	N/A
Course Standings			
R		Audit. No Credits	N/A
EX		Exempt. Credit Granted	N/A
TC		Transfer Credit	N/A

Grade Point Average (GPA)

The course grade points shall be calculated as the product of the course credit value and the grade value.

The GPA shall be calculated by dividing the total number of achieved course grade points by the total number of assigned course credit values. This cumulative GPA shall be determined and stated on the Transcript at the end of each Program level or semester.

Grades shall be assigned to repeated courses in the same manner as courses taken only once. For the purpose of

GPA calculation of grades for repeated course, they will be included in the calculation of the cumulative GPA.

Rationale and Consultations

Provide a rationale for this proposal.

The Admin Professional program went through renewal in 2018/19. The recommendation was to create 2 separate terms of 4 months (each with its own certificate). We also created an 8-month program for international students. After teaching through the first term once, the department has determined that the 8-month schedule works better and would like to return to one 8-month program and PCG for both domestic students and international students.

Are there any expected costs to this proposal.

No costs

Consultations

Consultated Area	Consultation Comments
Registrar's Office	Have consulted with RO about timeline for implementation. May 2021 start date is acceptable.

Additional Information

Provide any additional information if necessary.

Supporting documentation:

Marketing Information

FOR MARKETING PURPOSES ONLY. DO NOT EDIT.

These fields are NOT required for governance approval. The wording in these fields is written by Marketing for a specific purpose and must be consistent with all other College publications. If changes are needed, contact webmaster@vcc.ca.

This program is for: International

Marketing Description

Gain skills in Microsoft Office, communications, business documents, finances, and data management for advanced office administration careers.



DECISION NOTE

PREPARED FOR: Education Council

DATE: November 10, 2020

ISSUE: New Program: Nail Technology Certificate

BACKGROUND:

The Hair Design and Esthetics department is proposing a new credential: the Nail Technology Certificate program. There is a tremendous demand for nail technicians and nail artists, which continues to grow dramatically. There are only limited avenues for training, and there are no public post-secondary options. Many current students and alumni have also asked for additional training in nail technology.

This program is designed both for students who have completed VCC's Esthetics & Spa Therapy Certificate program and for prospective students interested particularly in nails. The first course in the program is focused on the basics of nail health, technology and art, and the second course levels up the skills for students. The program is four months full-time/eight months part-time and provides a pathway for students with the Esthetics & Spa Therapy Certificate to insert into the second half of the program. There is also a Prior Learning pathway for those with extensive experience as an esthetician or nail technician.

Owners of successful salons and the Program Advisory Committee have both endorsed these areas of study based on the demand they are seeing.

DISCUSSION:

Louise Dannhauer, Department Leader of Hair Design and Esthetics, presented the proposal. Curriculum Committee thought the proposal was in excellent shape and had only a few suggestions:

1. Adding a Prior Learning pathway for the first course in the program for students with experience as nail technicians.
2. Adjusting a number of the program and course learning outcome verbs.

RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, the curriculum for the new Nail Technology Certificate program, and recommend the Board of Governors approve the credential and implementation of the program.

PREPARED BY: Todd Rowlett, Chair, Curriculum Committee

DATE: October 28, 2020

Program Change Request

New Program Proposal

Date Submitted: 09/29/20 5:11 pm

Viewing: **Nail Technology Certificate**

Last edit: 10/27/20 11:28 am

Changes proposed by: Idannhauer

In Workflow

1. **5221 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Ministry Review
6. Board of Directors

Program Name:

Nail Technology Certificate

Credential Level: Certificate

Effective Date: May 2021

Effective Catalog Edition: 2021-2022

Edition:

School/Centre: Trades, Technology & Design

Department: Esth-Skin & Body Non-ITA (5221)

Contact(s)

Approval Path

1. 09/29/20 5:14 pm
Louise Dannhauer (Idannhauer):
Approved for 5221 Leader
2. 09/30/20 9:27 am
Brett Griffiths (bgriffiths):
Approved for CTT Dean
3. 10/27/20 12:16 pm
Todd Rowlatt (trowlatt): Approved for Curriculum Committee Chair

Name	E-mail	Phone/Ext.
Louise Dannhauer	Idannhauer@vcc.ca	8331

Program Content Guide

Purpose

The Nail Technology Certificate is for those intending to work in the spa and nail industry. This program provides students with the knowledge and practical skills to perform an extensive array of hand, foot and nail treatments and to apply artificial nails. These services are obtainable in any commercial or professional spa, providing our graduates with a competitive edge leading to excellent employment opportunities.

Students receive an authentic industry training experience which incorporates the most advanced treatment and technology. Students will conduct their studies in our state-of-the-art spa where all services are offered to the public.

Upon completion, graduates of the program are eligible to seek employment in: salons, spas, education centres, commercial/retail environments, hotels, resorts and cruise ships.

Admission Requirements

Knowledge of English demonstrated by *one* of the following:

[English Language Proficiency](#) at a Grade 10 level, or equivalent, *or* Academic IELTS 5.5 overall (no band less than 5.0) or TOEFL iBT 68

Applicants may be given credit for ESTH 1501 Nail Foundations and inserted directly into ESTH 1502 Artificial Nails provided:

They have successfully completed VCC's [Esthetics and Spa Therapy Certificate](#) or an equivalent Esthetics certificate from an accredited institution; and

They provide a proof of graduation within the last five (5) years to the department in order to grant permission to register. Proof can be the certificate or a transcript.

Applicants who do not meet the program admission requirements may be admitted based on an interview with the Department leader or representative.

Prior Learning Assessment & Recognition (PLAR)

Students may request formal recognition of prior learning attained through informal education, work, or other life experience, including Indigenous ways of knowing. Credits may be granted to students who are able to sufficiently demonstrate the learning outcomes of specific courses.

PLAR is available for the following course:

ESTH 1501 Nail Foundations

Students may complete up to 9 credits through PLAR. Tuition and fees may still apply to PLAR candidates.

Methods for assessing prior learning may include a challenge exam and/or a portfolio. Contact the Department for details.

See VCC's D.3.5 Prior Learning Assessment and Recognition [Policy](#) and [Procedures](#) for more information.

Program Duration & Maximum Time for Completion

The Nail Technology Certificate completion pathways are as follows:

Full time program is 4 months in length

Part time program program is 8 months in length

Maximum time for completion is 2 years.

Program Learning Outcomes

Upon successful completion of the Nail Technology Certificate students will be able to:

Demonstrate nails applications in accordance with safety, hygiene, and sanitation standards and regulations.

Apply knowledge of human anatomy, physiology and chemical composition specific to concerns relating to nails, hands, feet and skin.

Perform nail treatments based on client consultation.

Apply the principles of colour and design to specialized nail techniques.

Create artificial nail structures, tips, overlays, sculptured, gel and acrylics.

Perform in an ethical and professional manner appropriate to a spa environment.

Apply retail business administration practices and marketing techniques for operating a spa.

Instructional Strategies, Design, and Delivery Mode

Practical training is conducted in a fully equipped public and training spa where treatments are offered to paying clients, providing an authentic industry experience.

Related theoretical content is delivered through lectures, demonstrations and various teaching strategies in the classroom and is continuously integrated into the practical work. Course may be offered face to face, online or a blended format.

Strategies include:

Guest speakers such as product experts and spa owners

Field trips, in-person or virtual, such as trade shows, supply companies, vendors and skills competitions

Case studies

Group work

Participation is an integral part to the development of practical skills in the program; therefore students assume the role of client, therapist and nail technician.

Practicum offers students spa industry work experience, opportunities to practice knowledge and skills learned at the college and potential for employment.

Practical training is conducted in a fully equipped facility.

Evaluation of Student Learning

Students are evaluated through competency-based evaluations and their participation in theoretical and practical learning activities.

Students are required to achieve a minimum of 70% in all theory and practical assessments in ESTH 1501 Nail Foundations to progress to ESTH 1502 Artificial Nails.

Important note: Theory and practical assessment scores are not combined for final course grades. Students not achieving 70% in either the theory or practical component of each course will receive a grade of 'F' on their transcript.

A maximum of 2 re-write theory exams are offered in each level.

Recommended Characteristics of Students

To be successful in the Nail Technology Certificate it is recommended students possess the following characteristics:

Interest in the spa industry and all aspects of hand, feet, artificial nails and nail art

Genuine interest in administering personal services

Good interpersonal and communication skills

Ability to be creative

Ability to plan and work independently

Good depth perception and ability to perceive line and form

Manual dexterity

Candidates considering this program are likely to be most successful as graduates if they are in good health and are aware that the following health concerns may affect this career:

Asthma/ Respiratory conditions

Eczema/ Dermatitis

Chronic Back conditions

Courses

Course List

Code	Title	Credits
<u>ESTH 1501</u>	Nail Foundations	9
<u>ESTH 1502</u>	Artificial Nails	9
Total Credits		18

Transcript of Achievement

An evaluation of the learning progress of each student is prepared by the instructor at the completion of each level of the program. This evaluation is by theory examination, assignments, Moodle and Lab quizzes, assessment of practical projects and other areas as defined in the course outline and reported to the Student Records

Department at the completion of semesters

<https://curriculum.vcc.ca/courseleaf/approve/>

The transcript typically shows a letter grade for each course. The grade point equivalent for a course is obtained from letter grades as follows:

Transcript of Achievement

Grade	Percentage	Description	Grade Point Equivalency
A+	98-100		4.33
A	95-97		4.00
A-	92-94		3.67
B+	89-91		3.33
B	84-88		3.00
B-	80-83		2.67
C+	75-79		2.33
C	70-74	Minimum Pass	2.00
C-	65-69		1.67
D	50-64		1.00
F	0-49	Failing Grade	0.00
S	70 or greater	Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards	N/A
U		Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I		Incomplete	N/A
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Grades shall be assigned to repeated courses in the same manner as courses taken only once. For the purpose of GPA calculation of grades for repeated courses, they will be included in the calculation of the cumulative GPA.

Rationale and Consultations

Provide a rationale for this proposal.

Nail technology and nail art are evolving and trending in the Esthetics industry. Over previous years, there has been tremendous growth in the field of nail technology, however there are limited avenues of training options, none of which are within the public sector.

Students after graduation are seeking professional development and have requested a program to advance their knowledge in nail technology theory and practical skills. Currently our students are leaving to pursue nail technology programs in other institutions.

Owners of successful salons and our PAC members have both endorsed these areas of study based on the demand they are seeing.

Are there any expected costs to this proposal.

N/A

Consultations

Consultated Area	Consultation Comments
Centre for Teaching, Learning, and Research (CTRL)	
Registrar's Office	<p>Course numbering: Perhaps you want to have a unique second digit that hasn't been used before to help differentiate these courses at a glance? If so, you could use ESTH 15XX, 16XX, 17XX or 18XX. For example, ESTH 1501 and 1502, or 1510 and 1520 – whichever type of sequencing you prefer.</p> <p>2. Course names: Instead of "1" and "2", just wondering if you wanted to be a bit more descriptive? For example, even something like "Advanced Nail Techniques" for the second course could be a bit more descriptive of the content? Just a suggestion.</p> <p>3. Dept code: I notice there are two different org codes in the course documents. Please check and update to whichever org code you will be using for this program.</p> <p>4. Course structure/prereqs: Please note that if this is a 4-month program, then both courses will be taught in the same term. Therefore, if someone fails the first course and can't progress into the second course, then</p>

Consultated Area	Consultation Comments
	<p>they will not be eligible for any type of refund for the second course. This is as per the College refund policy. It's problematic for this reason to set up courses that are prereqs for each other in the same term. A preferable structure would have concurrent courses that run the length of the semester. For example, I see both courses have practical as well as theoretical elements. If the courses are packaged differently, with theoretical elements in a couple courses and practical elements in a couple courses that ran roughly the length of the term, then if students did fail they would only fail one element and could retake that element the next time it's offered. In general, having courses that have as high credits as your courses do also mean that students, if they fail or have to withdraw for some personal reason, could be in for more of a financial hit if they need to retake a course. Obviously, much less expensive to retake a 3 or 4-credit course than a 7 or 8-credit course. I'm sure you have reasons for structuring it the way you have, and I recognize other programs in your area have moved to large courses of 15+ credits, but there are some potential downsides for students with this structure. Mainly, I just want to make sure you're aware of the implications for prereqs. As mentioned, students would be "on the hook" for the part 2 tuition if they failed part 1 (as per policy). Also, it would be up to the department to request a withdrawal for a student if they needed to be removed from part 2. Once registration has happened at the start of the semester, the RO wouldn't have a mechanism to monitor prereqs midway through a semester. So just something else to be aware of.</p>

Consultated Area	Consultation Comments
Finance	<p>To be student loan approved the Program must require grade 12 if not ITA program. We may be able to sneak the part 2 attached to the full time program and keep the Grade 10 ? Any program that was offered before 1998 can be grandfathered in for the grade 10 or ITA program.</p> <p>I would have suggest that for loan purposes you will need to offer 2 different named classes. Having two different names allows different amounts for funding. It gets complicated trying to have different amounts and one code. Unless you make both the same credits (see below) then yes we can use one name,</p> <ol style="list-style-type: none"> 1. Nail Technician 2. Nail Technology <p>Both of these programs have approved coding from SABC and we can use that (skips the paper work for codes)</p> <p>I'm a little concerned as well with the credits as VCC for student loan evaluation is based on 4 credits per month and you have 9.5 and 8.5 which would not work so well. 4 month x 4 would 16 credits</p> <p>Other than that looks okay and 90% sure that we can get full time and part time loan approved.</p>

Consultated Area	Consultation Comments
Advising & Recruitment	<p>Grade 10 English or English Language Proficiency (http://www.vcc.ca/applying/registration-services/english-language-proficiency-requirements/) at a Grade 10 level. Since the English proficiency chart doesn't list the scores required for ielts, toefl, etc, we recommend that they be listed in the pcg, as per the website Esthetics Program page:</p> <p>English 10 or Academic IELTS 5.5 overall (no band less than 5.0) or TOEFL iBT 68 or equivalent.</p> <p>Applicants who do not meet the program admission requirements may be admitted based on an interview with the Department leader or representative.</p> <p>Continuing to have this option will have a positive impact on enrolment</p> <p>Applicants may be inserted into course 2 of the Nail Technology Certificate provided they have successfully completed VCC's Esthetics and Spa Therapy Certificate or an equivalent Esthetics certificate from an accredited institution. Is it possible to get the list of accredited Institutions that will be accepted?</p> <p>Applicants entering course 2 of the Nail Technology Certificate will be required to provide specific documentation within 5 years of graduation or submit a portfolio or CV to the department head to grant permission to register. With regards to specific documentation, what is accepted? (Transcript or certificate or anything else?)</p>
International Education	<p>Since this program is shorter than six months, we will not provide offer letters to international students. However, if international students who have completed the Esthetics portion of the Cosmetology Diploma can take Course 2 during their scheduled break, they may want to obtain this certificate.</p>
Library	<p>The collection that supports the new Nail Technology Program has good foundation that includes print and electronic resources on history and trends in the nail</p>

Consultated Area	Consultation Comments
	<p>industry, daily operation of a salon, anatomy and physiology to name just a few.</p> <p>The liaison librarian maintains the Spa subject guide that provides easy access to students and instructors to the core of the collection: https://libguides.vcc.ca/skinandspatherapy</p> <p>The highlight of our library collection is WGSN Beauty database that provides future trend forecasting in beauty industry as well as current world trend coverage. It provides content, tools and technology for creative professionals in the cosmetics industry. The students have an opportunity to create an account to access the design tools.</p> <p>Another very useful database for this program is Medline Plus. that provides excellent information from the U.S. National Library of Medicine the latest health news, a medical encyclopedia and interactive tutorials. The information is presented in a very assessable format and it is a great resource on finding information and images on various diseases, medications and symptoms.</p> <p>Our Anatomy TV database covers anatomy in 2-D and 3D formats.</p> <p>The library collection includes streaming videos collection accessible by students and instructors from home and on campus: a Career and Job Search collection available via library's subscription to Films on Demand database: https://libguides.vcc.ca/az.php?</p>

Consultated Area	Consultation Comments
	<p>a=f</p> <p>There are also e-magazines that provide unlimited access to students and instructors, such as Spa Management https://login.ezproxy.vcc.ca/login?url=https://search.ebscohost.com/login?direct=true&db=hjh&jid=R5S&site=ehost-live or Flipster collection of digital magazines: https://libguides.vcc.ca/az.php?a=f</p> <p>Gaps and New Materials</p> <p>There are certainly gaps in the collection and new materials need to be purchased to provide resources for new areas that will be taught in the program. New materials that complement the existing collection are in the following areas:</p> <ol style="list-style-type: none"> 1) artificial nail techniques, <ul style="list-style-type: none"> procedures for applying nail tips, liquid and powder acrylic, UV & LED gel, and sculptured nails; nail art techniques, free hand painting, and application of gems, foiling, stripping tape, gold leaf, and 3D nail 2) specific massage techniques related to the hand, arm, foot and leg 3) physiology and anatomy and related processes and systems of the nail and skin as well as resources on the foundation for manicuring, pedicuring and nail treatments since there are new trends and approaches 4) financial and event planning related to the spa operations <p>Instructors in the program are experts in their respective fields and the liaison librarian will seek their</p>

Consultated Area	Consultation Comments
	<p>expertise when ordering new materials. Consultation process with the department is a priority for the library and reflected in the library's collection development policy:</p> <p>https://www.vcc.ca/media/vancouver-community-college/content-assets/documents/policies/D.1.2-Selection-of-Library-Materials-Policy_min-rev_May2018.pdf</p> <p>Please let me know if instructors have their preferred resources, and I will do my best to purchase these. I will also try to cover collection gaps this year during the library ordering process and notify you of any new materials purchased.</p> <p>Last, but not the least: in order to facilitate use of the library resources, instructors are welcome to schedule library class. A liaison librarian will cover all library resources and services available for students.</p>
Indigenous Education & Community Engagement (IECE)	<p>While I am limited in my expertise in this consultation process, from my perspective, all of this looks great. The objectives seem clear as well as the evaluation methods, and spread out so not all weight is on one or two evaluations.</p> <p>There is nothing here that I see from an Indigenous perspective that would cause concern. I do like the fact the student can delay completion as some of our students do have extraordinary life circumstances at times.</p>
Counselling	<p>This looks fantastic, a great add-on to the Esthetics program.</p> <p>I can't see any issues that I need to point out from a Counseling perspective.</p>
Disabilities Services	

Consultated Area	Consultation Comments
Financial Aid	
Learning Centre	
Marketing & Communications	

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Marketing Information

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This program is for: Domestic

Marketing Description

What you will learn

What to expect

Reviewer
Comments

Course Change Request

New Course Proposal

Date Submitted: 10/06/20 1:17 pm

Viewing: **ESTH 1501 : Nail Foundations**

Last edit: 10/27/20 11:29 am

Changes proposed by: Idannhauer

Programs
referencing this
course

[136: Nail Technology Certificate](#)

Course Name:

Nail Foundations

Effective Date:

May 2021

School/Centre:

Trades, Technology & Design

Department:

Esth-Skin & Body Non-ITA (5221)

Contact(s)

In Workflow

1. **5221 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 10/06/20 1:18 pm
Louise Dannhauer
(Idannhauer):
Approved for 5221
Leader
2. 10/06/20 1:20 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 10/27/20 12:17 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Louise Dannhauer	Idannhauer@vcc.ca	-8331

Banner Course

Nail Foundations

Name:

Subject Code:

ESTH - Esthetics

Course Number

1501

Year of Study Continuing Professional Development

Credits: 9

Course Description:

This course introduces students to the history, trends, and business career opportunities of the nail industry. Students learn personal/public hygiene and professionalism related in the salon and spa. This course covers diseases & disorders of the skin and nails, bacteriology, sterilization, sanitation and disinfection. Students are introduced to all aspects of physiology and anatomy and the related processes and systems of the nail and skin.

Students learn the foundation for manicuring, pedicuring and nail treatments. Areas explored include identifying various shapes of nails, specialized hand and nail treatments, specific massage techniques, nail polish and gel application using UV & LED light, and removing such products without causing damage to the natural nail.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

Yes

Details of PLAR:

Challenge exam and/or portfolio. Contact the Department for details.

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Identify safety, hygiene, and sanitation standards and regulations within the nail technology industry.
CLO #2	Define human anatomy, physiology and chemical composition specific to concerns relating to nails, hands, feet and skin.
CLO #3	Apply the principles of colour and design to nails.
CLO #4	Define and identify contagious and non-contagious diseases.

Upon successful completion of this course, students will be able to:

CLO #5	Perform manicure and pedicure nail treatments, identifying various shapes of nails, specialized hand and nail treatments.
CLO #6	Perform specific massage techniques related to the hand, arm, foot and leg.
CLO #7	Identify and describe the importance of ethical and professional behaviour appropriate to the spa environment.

Instructional

Strategies:

Practical training is conducted in a modern, fully equipped public and training spa where treatments are offered to the public, providing authentic industry experience.

Instructional strategies may include experiential learning, demonstrations, guest speakers, field trips, skills competitions, case studies, group work, online activities, workshops and webinars.

Evaluation and Grading

Grading System: Percentages
70

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	35	Theoretical and practical assignments including polish application, manicure and pedicure procedures
Clinical Examination	20	Performance of manicure and pedicure treatments
Quizzes/Tests	25	Quizzes on topics taught
Final Exam	20	Final written exam of all topics

Hours by Learning Environment Type

Lecture, Seminar, Online

50

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

100

Practicum

Self Paced / Individual Learning

50

Course Topics

Course Topics:

Introduction to Nail Technology

Safe Practices

Anatomy & Physiology

Hand & Nail Treatments

Foot & Nail Treatments

Soak Off Gel Nail Treatments

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

PCG

Additional Information

Provide any additional information if necessary.

Course Change Request

New Course Proposal

Date Submitted: 10/06/20 1:19 pm

Viewing: **ESTH 1502 : Artificial Nails**

Last edit: 10/23/20 11:50 am

Changes proposed by: Idannhauer

Programs
referencing this
course

[136: Nail Technology Certificate](#)

Course Name:
Artificial Nails

Effective Date: May 2021

School/Centre: Trades, Technology & Design

Department: Esth-Skin & Body Non-ITA (5221)

Contact(s)

In Workflow

1. **5221 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 10/06/20 1:20 pm
Louise Dannhauer
(Idannhauer):
Approved for 5221
Leader
2. 10/06/20 1:20 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 10/27/20 12:17 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Louise Dannhauer	Ldannhauer@vcc.ca	2363334876

Banner Course Name: Artificial Nails

Subject Code: ESTH - Esthetics

Course Number: 1502

Year of Study Continuing Professional Development

Credits: 9

Course Description:

This course introduces advanced techniques of artificial nails. Emphasis is placed on the procedures for applying nail tips, liquid and powder acrylic, and UV & LED gel. Students learn to apply sculptured nails over a nail form and over an artificial tip to meet client needs, and safe removal of acrylic and gel overlay. Students practice and complete basic and advanced nail art techniques, free hand painting, application of gems, foiling, stripping tape, gold leaf, and 3D nail art. Students also learn career and salon management skills and business planning relating to daily operations and promotional salon events.

During a one-week supervised practicum, students are introduced to a professional spa/nail salon setting that allows them to observe, practice, and perform manicures, pedicures, and artificial nails in a professional setting.

Course Pre-Requisites (if applicable):

ESTH 1501 Nail Foundations with a minimum 70% grade or equivalent

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Perform artificial nail techniques including procedures for applying nail tips, liquid and powder acrylic, UV & LED gel, and sculptured nails over a nail form or over a tip.
CLO #2	Remove acrylic and gel nails safely.
CLO #3	Demonstrate nail art techniques including free hand painting, application of gems, foiling, stripping tape, and gold leaf, and 3D nail art.
CLO #4	Apply effective job search techniques and resume/cover letter skills for the purpose of gaining skillful employment.
CLO #5	Apply career and salon management skills related to daily operations of a salon, including financial aspects, business planning and event planning.

Upon successful completion of this course, students will be able to:

CLO #6	Perform in an ethical and professional manner appropriate to a spa environment.
CLO #7	Perform advanced nail treatments based on client consultation.

Instructional

Strategies:

Practical training is conducted in a modern, fully equipped public and training spa where treatments are offered to the public, providing authentic industry experience.

Instructional strategies may include experiential learning, demonstrations, guest speakers, field trips, skills competitions, case studies, group work, online activities, workshops and webinars.

A one-week work practicum offers students spa industry work experience, opportunities to practice knowledge and skills learned throughout the program and potential for employment.

Evaluation and Grading

Grading System: Percentages

Passing grade:

70

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	25	Theoretical and practical assignments: advanced nail techniques, career skills, salon management skills
Clinical Examination	20	Performance of gel sculptured nails, acrylic sculptured nails, overlays with tips
Quizzes/Tests	25	Quizzes on topics
Practicum	10	Supervised work experience at a spa/nail salon
Final Exam	20	Final written exam of all topics

Hours by Learning Environment Type

Lecture, Seminar, Online

50

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

100

Practicum 25

Self Paced / Individual Learning

25

Course Topics

Course Topics:

Acrylic, Gel and Tip Applications

Nail Art

Safe Removal of Artificial Nails

Resume and Cover Letter

Salon Management

Practicum

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

PCG

Additional Information



DECISION NOTE

PREPARED FOR: Education Council

DATE: November 10, 2020

ISSUE: National Harmonization of Curriculum for Automotive Collision Repair and Refinishing

BACKGROUND:

Trades instruction in Automotive Collision Repair and Refinishing has completed a national harmonization project within Canada that requires VCC to update all related apprentice courses and foundation programs as per the Industry Training Authority (ITA) of B.C.

The harmonized curriculum created a shared first level between Auto Collision and Auto Refinishing Prep for both apprentice and foundations. The department is also formalizing its alternate delivery (e-pprentice) versions of this training.

This curriculum proposal contains several parts:

1. Approval of a combined Automotive Collision and Refinishing Foundation Certificate
2. Approval of a combined Automotive Collision and Refinishing Foundation Certificate (E-pprentice)
3. Approval of ACRP 1101 Automotive Collision and Refinishing Common Core Apprentice Level 1
4. Deactivation of superseded programs Auto Collision Repair Technician Certificate, Auto Collision Repair Technician Certificate (High School Cohort), Auto Refinishing Prep Technician Certificate, and all related foundation and apprentice level 1 courses (see Appendix for details).

Additional harmonization proposals will be presented at future Curriculum Committee meetings. The harmonized programs are scheduled to begin September 2021.

DISCUSSION:

Robin Popow, curriculum developer, presented the proposals. As the programs are harmonized, only limited changes were possible, but the committee commended Mr. Popow for excellent design and development work. Only minor changes were requested:

- Minor adjustments to course learning outcome wording around workplace and organizational skills
- Revisions to Recommended Characteristics around understanding verbal and written instructions
- Removing attendance from course evaluation plans. Attendance requirements are covered in detail in the program content guides.

- Re-numbering the E-pprentice courses from 2xxx-level to 1xxx-level. The E-pprentice program requires course numbers separate from the other programs, but the courses are not leveled up to second-year level.

All changes have been made.

RECOMMENDATION:

THAT Education Council approve, in the form presented at this meeting, the curriculum for the new Automotive Collision and Refinishing Foundation Certificate program, the new Automotive Collision and Refinishing Foundation Certificate (E-pprentice) program, and 22 new courses, and recommend the Board of Governors approve the credentials.

THAT Education Council approve, in the form presented at this meeting, the new course ACRP 1101 Automotive Collision and Refinishing Common Core Apprentice Level 1.

THAT Education Council approve, in the form presented at this meeting, the deactivation of ACAP 1001 Auto Collision Repair Technician Apprentice Level 1, ARAP 1001 Auto Refinishing Prep Technician Apprentice Level, three (3) programs (Auto Collision Repair Technician Certificate, Auto Collision Repair Technician Certificate (High School Cohort), and Auto Refinishing Prep Technician Certificate) and 30 courses.

PREPARED BY: Todd Rowlatt, Chair, Curriculum Committee

DATE: October 29, 2020

ATTACHMENT: Appendix – Details of Deactivations

APPENDIX

Programs and Courses to be deactivated:

Program	Effective Date	Deactivation Date
Auto Collision Repair Technician Certificate (High School Cohort)	January 2019	July 2021
Auto Refinishing Prep Technician Certificate	January 2019	August 2021
Auto Collision Repair Technician Certificate	January 2019	September 2021
Course	Effective Date	Deactivation Date
ACAP 1001 Auto Collision Repair Technician Apprentice Level 1	January 2019	January 2021
ARAP 1001 Auto Refinishing Prep Technician Apprentice	January 2019	March 2021
ACRT 1110 Occupational Skills and Safety 1	January 2019	August 2021
ACRT 1111 Tools and Equipment 1	January 2019	August 2021
ACRT 1114 Sheet Metal Repair 1	January 2019	August 2021
ACRT 1115 Plastics and Composites 1	January 2019	August 2021
ACRT 1116 Surface Preparation 1	January 2019	August 2021
ACRT 1117 Construction and Components 1	January 2019	August 2021
ACRT 1118 Automotive Detailing 1	-	August 2021
ACRT 1120 Welding, Heating and Cutting Steel 1	January 2019	August 2021
ACRT 1121 Automotive Detailing	January 2019	August 2021
ACRT 1205 Transition to Industry	January 2019	August 2021
ACRT 1210 Occupational Skills and Safety 2	January 2019	August 2021
ACRT 1214 Sheet Metal Repair 2	January 2019	August 2021
ACRT 1215 Plastics and Composites 2	January 2019	August 2021
ACRT 1216 Surface Preparation 2	January 2019	August 2021
ACRT 1217 Construction and Components 2	January 2019	August 2021
ACRT 1224 Sheet Metal Repair 2	January 2019	August 2021
ACRT 1226 Surface Preparation 2	January 2019	August 2021
ACRT 1227 Construction & Components 2	January 2019	August 2021
ACRT 1230 Welding, Heating and Cutting Steel 2	January 2019	August 2021
ACRT 1240 Welding, Heating and Cutting Steel 2	January 2019	August 2021
ACRT 1290 Industry Work Experience	January 2019	August 2021
ARPT 1140 Occupational Skills and Safety	January 2019	August 2021
ARPT 1153 Shop Experience	January 2019	August 2021
ARPT 1160 Surface Preparation	January 2019	August 2021
ARPT 1170 Refinishing Tools and Equipment	January 2019	August 2021
ARPT 1180 Technical Information and Documentation	January 2019	August 2021
ARPT 1181 Workplace Planning and Scheduling	January 2019	August 2021
ARPT 1190 Using Materials and Equipment	January 2019	August 2021
ARPT 1195 Vehicle Components and Pre-Delivery	January 2019	August 2021

Scope:

National Harmonization of Automotive Collision Repair and Refinishing Standards across Canada require us to update all related apprentice courses and foundation programs as per the Industry Training Authority (ITA) of B.C.

These changes include moving, adding and deleted content, extending and shortening training durations, etc. The Automotive Refinishing Prep trade will now share its first level with Automotive Collision Repair as a common core in both apprentice and foundation offerings. This proposal will be followed by a proposal to formalize alternate delivery (E-apprentice) versions of foundation and apprentice offerings for both trades.

The Provincial program changes take effect April 2021, we propose our Effective Dates begin for common core offerings September 2021.

For Official Program Standards Notifications (OPSN) from the Industry Training Authority of B.C. (ITA) refer to the following:

- OPSN for Automotive Refinish Prep Technician
<https://itabc.ca/sites/default/files/docs/OPSN-2020-007-Automotive-Refinishing-Prep-Technician-Inactivation.pdf>
- OPSN for Automotive Collision Repair Technician
<https://itabc.ca/sites/default/files/docs/OPSN-2020-005-Automotive-Collision-Repair-Technician-Program-Outline-Update.pdf>

See page 3 of this document for an illustrated map of new training paths which form the basis of this project.

The overall scope of this project affects the following courses and programs:

Programs (including associated courses)

- Auto Collision Repair Technician Certificate (ACRT Foundation)
- Automotive Refinishing Prep Technician Certificate (ARPT Foundation)
- Automotive Refinishing Prep Technician – High School Certificate (ARPT Foundation)

Apprentice courses

- Automotive Collision Repair Level 1 (ACAP 1001)
- Automotive Collision Repair Level 2 (ACAP 2001)
- Automotive Collision Repair Level 3 (ACAP 3001)
- Automotive Collision Repair E-apprentice Level 1 (ACAP 1001)
- Automotive Collision Repair E-apprentice Level 2 (ACAP 2001)
- Automotive Collision Repair E-apprentice Level 3 (ACAP 3001)
- Automotive Refinishing Prep Technician (ARAP 1001)
- Automotive Paint and Refinishing Technician (APAP 1001)

Replacement programs and courses are as follows:

Programs (including associated courses)

- Automotive Collision and Refinishing Foundation Certificate (Foundation)
- Automotive Collision and Refinishing High School E-apprentice Foundation Certificate (Foundation)

These programs will generally share 11-13 new courses, many based on existing courses but all require minor to major changes. Courses for E-pprentice program version will be a unique set based on those redeveloped for the common core foundation.

Apprentice courses

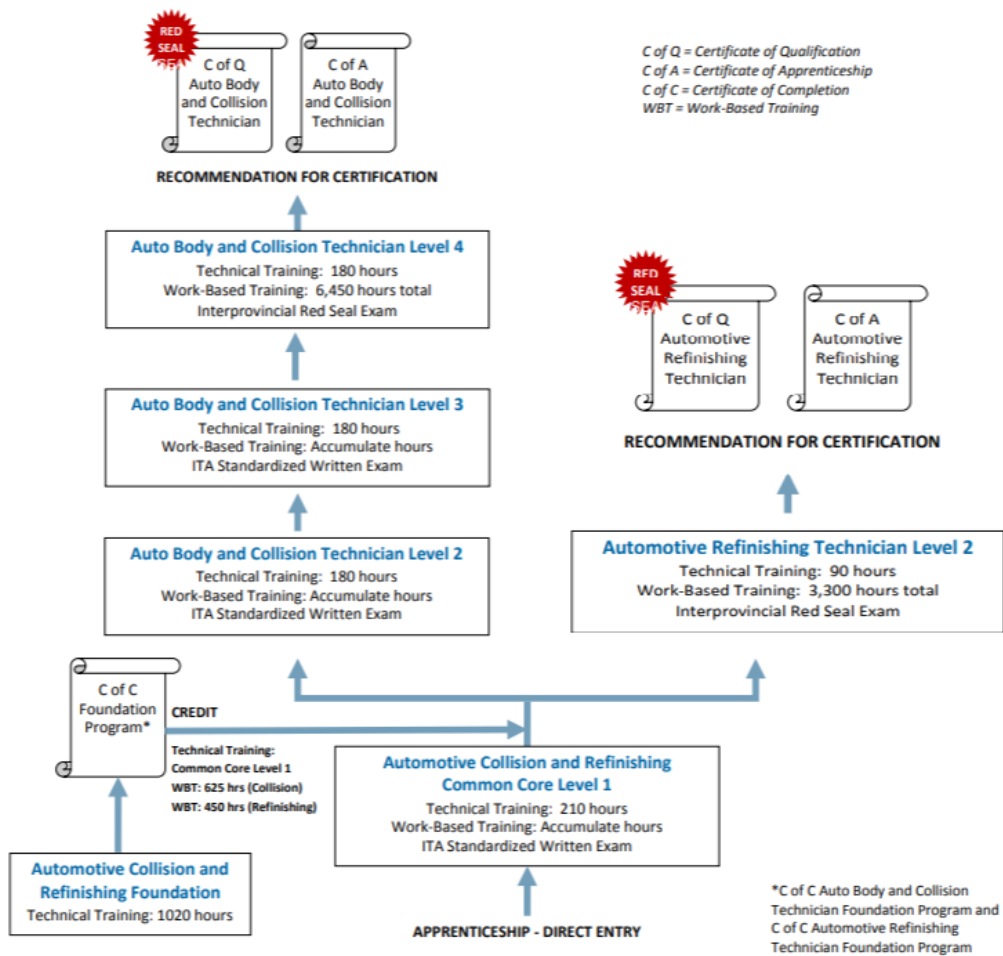
- Automotive Collision and Refinishing Common Core Level 1
- Automotive Collision and Refinishing Common Core E-pprentice Level 1
- Auto Body and Collision Technician Level 2
- Auto Body and Collision Technician E-pprentice Level 2
- Auto Body and Collision Technician Level 3
- Auto Body and Collision Technician E-pprentice Level 3
- Auto Body and Collision Technician Level 4
- Auto Body and Collision Technician E-pprentice Level 4
- Automotive Refinishing Technician Level 2
- Automotive Refinishing Technician E-pprentice Level 2

Note: The ITA is currently developing a plan to transition current and future apprentices from the current programs to the harmonized programs. As a result there may be a period of transition where current apprentice courses still be offered for an extended period of time to allow for current apprentices to complete.

Out of Scope: All other offering are out of scope for this round of updates including; *Automotive Glass Technician E-pprentice*, and *Automotive Collision Repair and Refinishing Diploma*.

Please refer to individual proposal/change detail documents.

The ITA program profile map below combines both ITA program outlines (refinishing and collision repair paths) to illustrate the basis for our proposal.



As per the *National Harmonization Project* document this proposed foundation Certificate program aims to replace three current foundation Certificate programs (listed below) with one **34 week common core** program, effective **September 2021**. High School offerings would be integrated into the new program.

The affects on current foundation certificate programs are as follows:

Automotive Collision Repair Technician Certificate (includes High School offerings)

- Currently 32 week duration
- Deactivate August 2021
- E-pprentice High School students (Enderby/Salmon Arm, Courtenay/Comox, Nanaimo and Victoria) will move to proposed E-pprentice version of the new program

Automotive Refinishing Prep Technician Certificate and Automotive Refinishing Prep Technician – High School Certificate

- Currently 22 week duration
- Deactivate August 2021

Note: This proposal will be followed by an additional proposal aimed at formalizing our E-pprentice High School foundation offering to better reflect how our BC regional YTIT version of the program is delivered.

The proposed common core program requires a 34 week duration as per the ITA Provincial Program Outline (see *National Harmonization Project* document). It is anticipated that dual streams may be required in tandem offerings due to the merging programs. To better facilitate anticipated scheduling issues we propose not to employ course terms or set course sequencing. This would provide flexibility for scheduling of faculty teaching assignments (paint and collision instructors) and enable efficient workflow (customer vehicles) in the shop. The sequence of the courses in the table below indicates a *suggested* sequence of delivery for a 'cohort A' while the following suggests a sequence for 'cohort B' if required.

In the following *Change Detail* table:

- *grey* indicates courses common to both trades/instructors
- *blue* indicates courses focussing on Collision Repair
- *green* indicates courses focussing on Refinish Prep

Automotive Collision and Refinishing Foundation Certificate
Proposal and Detail of Changes

Change Detail

Current			Proposed				
Course #	Course Name	Cr.	Action	Course #	Course Name	Cr.	Explanation
ACRT 1110/1210	Occupational Skills and Safety 1 & 2	2.5 1.0	New	ACRF 1100	Occupational Safety	2.5	New course based on ACRT 1110/1210 plus module 12003 from ARPT 1140. [ITA Block A]
ACRT 1205	Transition to Industry	2.0	New	ACRF 1110	Industry Readiness	4.5	New non-instructional course based on ACRT 1205. Five hrs/week home assign. [Non ITA]
ACRT 1117	Construction and Components 1	3.0	New	ACRF 1120	Construction and Components	5.0	New course based on ACRT 1117 plus modules EXT01, 6002, 14003, TRM03 added. [ITA Block F]
ACRT 1111	Tools and Equipment 1	1.0	New	ACRF 1130	Tools, Equipment and Maintenance	3.5	New course based on ACRT 1111 plus module REF01; M1, M2 from ARPT 1170. [ITA Block B]
ACRT 1120	Welding, Heating and Cutting Steel 1	3.0	New	ACRF 1140	Welding, Heating and Cutting Steel	3.0	New course based on ACRT 1120. [ITA Block C]
ACRT 1114/1214	Sheet Metal Repair 1 & 2	4.5 4.0	New	ACRF 1150	Metal Panels and Components	7.5	New course based on ACRT 1114/1214 less MEA01 module. [ITA Block K]
ACRT 1115	Plastics and Composites 1	1.0	New	ACRF 1160	Plastic Panels and Components	2.0	New course based on ACRT 1115/1215. [ITA Block L]
ARPT 1180 ARPT 1181	Technical Info & Documentation	1.0 1.0	New	ACRF 1170	Organize, Document and Communicate	2.0	New course based on ARPT 1180/1181 plus module 12000 from ACAP 3001. [ITA Block D/E]
ARPT 1160	Surface Preparation	5.0	New	ACRF 1180	Refinish Preparation	6.5	New course based on ARPT 1160 with one added module. [ITA Block G]
ARPT 1190	Using Materials & Equipment	5.0	New	ACRF 1185	Refinishing Application	4.0	New course based on ARPT 1190. Some modules removed/moved to other courses. [ITA Block H/I]
ACRT 1121	Automotive Detailing	1.0	New	ACRF 1190	Interior and Exterior Detailing	1.5	New course based on ACRT 1121 with minor changes. [ITA Block M]
TOTAL						42.0	

Example: Potential course sequencing for cohort B if required

Course #	Course Name
ACRF 1100	Occupational Skills and Safety
ACRF 1110	Industry Readiness
ACRF 1120	Construction and Components
ACRF 1170	Organize, Document and Communicate
ACRF 1180	Refinish Preparation
ACRF 1185	Refinishing Application
ACRF 1190	Interior and Exterior Detailing
ACRF 1130	Tools and Equipment
ACRF 1140	Welding, Heating and Cutting Steel
ACRF 1150	Metal Panels and Components
ACRF 1160	Plastic Panels and Components

Example: Potential Scheduling of Tandem Intakes

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
'Cohort A'	Common	Collision Repair focus				Refinish Prep focus			
'Cohort B'	Common	Refinish prep focus			Collision Repair focus				

Program Change Request

New Program Proposal

Date Submitted: 10/01/20 8:09 am

Viewing: Automotive Collision and Refinishing Foundation Certificate

Last edit: 10/23/20 11:54 am

Changes proposed by: rpopow

In Workflow

1. **4301 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Ministry Review
6. Board of Directors

Program Name:

Automotive Collision and Refinishing Foundation Certificate

Credential Level: Certificate

Effective Date: September 2021

Effective Catalog Edition: 2021-2022

Edition:

School/Centre: Trades, Technology & Design

Department: Automotive Collision Repair (4301)

Contact(s)

Approval Path

1. 10/01/20 9:53 am
David Cross
(dcross): Approved for 4301 Leader
2. 10/01/20 10:05 am
Brett Griffiths
(bgriffiths): Approved for CTT Dean
3. 10/29/20 2:06 pm
Todd Rowlatt
(trowlatt): Approved for Curriculum Committee Chair

Name	E-mail	Phone/Ext.
Robin Popow	rpopow@vcc.ca	604-313-0556
Keith Mew	kmew@vcc.ca	7543
David Cross	dcross@vcc.ca	7543

Program Content Guide

Purpose

This program is designed for people who wish to obtain employment in the Automotive Industry as an Automotive Collision Repair Technician or an Automotive Paint Technician.

An Automotive Collision Repair Technician restores the structural integrity of damaged vehicles by straightening vehicle structure, repairing or removing damaged sections and priming and preparing and applying refinishing products to repaired surfaces. As an Automotive Collision Repair Technician, you will also repair and/or replace glass and interior and exterior components of the vehicle. Duties also include verifying dimensional accuracy, system functions, passenger protection, proper alignment and proper handling.

A first-level Automotive Refinishing Technician typically removes parts, masks, performs chemical cleaning, applies putty, sands, primes, and prepares an automobile, truck or bus for the Automotive Refinishing Technician in a safe and environmentally sound manner.

Graduates receive a *VCC Auto Collision and Refinishing Foundation Certificate*. Additionally, graduates receive the following credit by the Industry Training Authority of British Columbia (ITA):

Auto Body and Collision Technician – Certificate of Completion

Automotive Refinishing Technician – Certificate of Completion

Foundation Program Credit toward Apprenticeship:

Common Core Level 1 Technical Training

625 hours toward Auto Body and Collision Technician

450 hours toward Automotive Refinishing Technician

Admission Requirements

Applicants may choose to apply to one of two tracks: (1) Foundation Program or (2) Youth Train in Trades (formerly ACE-IT) Program.

1. Foundation Program:

English 10 or equivalent

Apprentice & Workplace Math 10 or equivalent; or 80% on the VCC Basic Arithmetic Assessment

Science 10 or equivalent

or

Department Leader approval based on relevant trade experience will be considered.

2. Youth Train in Trades Program:

Greater Vancouver area High School students: Applicants do not apply to VCC directly. Interested students, teachers and counselors are directed to contact the Career Program Coordinator or Administrator for their school district.

Regional B.C. High School students: Eligible regional B.C. high school students should apply to the *Automotive Collision and Refinishing Foundation (E-apprentice) Certificate* program.

See the ITA Youth Train in Trades Program website for details (<http://youth.itabc.ca/programs/train/>)

Note: All students must have minimum basic computer skills and access to an internet-connected computer/mobile device.

Prior Learning Assessment & Recognition (PLAR)

Prior learning assessment and recognition is not available for this program.

Program Duration & Maximum Time for Completion

This full-time program is 34 weeks in duration and must be completed within 2 years.

Program Learning Outcomes

Upon completion of this program, graduates will be able to:

Adhere to industry health and safety standards in the repair and reconditioning of automotive vehicles

Maintain tools and equipment to ensure top performance, safety and environmental compliance

Perform cutting, welding and heating processes to industry and vehicle manufacturers' standards

Analyze vehicle conditions and documentation to develop organized repair plans

Use communication techniques to build and maintain professional industry and customer relations

Remove and install vehicle components to manufacturers fit and finish standards

Prepare surfaces for refinishing accounting for substrate conditions and manufacturers' specifications

Use repair materials and equipment in preparation for top-coat application in accordance with manufacturers' specifications

Perform top-coating procedures to achieve a variety of original equipment (OE) finishes

Remove, repair and install metal panels and components to original contour, fit and finish

Remove, repair and install plastic panels and components to original contour, fit and finish

Perform automotive detailing tasks and inspect repaired vehicles according to quality assurance standards

Instructional Strategies, Design, and Delivery Mode

This program provides a wide range of opportunities for student learning in classroom, shop and workplace settings. In addition to hands-on practical experience in VCC's automotive collision repair and refinishing facility, instructional activities such as lectures, demonstrations, group work, peer assessment, and project based learning strategies may be used throughout the program.

Note: Students are required to purchase minimal basic tools and personal protective items early in the program. Approximate cost: \$350.00

Evaluation of Student Learning

Evaluation for this program includes theory quizzes and exams, practical performance-based lab and shop assignments, and problem-based learning projects in a real shop environment.

Attendance and Participation

Given the industrial nature of this program, professional and safe work practice is critical. A student may be withdrawn from the program for safety concerns and/or an inability to meet professional practice standards due to a failure to meet attendance requirements.

Excused absences are those reported in advance of the absence, wherever possible, or that suitable documentation be provided to support the absence. All other will be reported as unexcused absences.

Recommended Characteristics of Students

Personal hygiene, grooming and appearance acceptable to a service industry;
 Good hand dexterity for operating equipment and machines;
 Ability to understand and follow verbal and written instruction;
 Good general health and respiratory condition;
 Physical strength and stamina compatible with the handling of heavy parts and equipment as required by the program;
 Ability to tolerate noise and vibration;
 Mechanical aptitude and interest;
 Good hand-eye coordination;
 Good eyesight and colour vision;
 Good line, form and depth perception;
 Possession of valid BC driver's license.

Courses

Course List

Code	Title	Credits
<u>ACRF 1100</u>	Occupational Safety	2.5
<u>ACRF 1110</u>	Industry Readiness	4.5
<u>ACRF 1120</u>	Construction and Components	5
<u>ACRF 1130</u>	Tools, Equipment and Maintenance	3.5
<u>ACRF 1140</u>	Welding, Heating and Cutting Steel	3
<u>ACRF 1150</u>	Metal Panels and Components	7.5
<u>ACRF 1160</u>	Plastic Panels and Components	2
<u>ACRF 1170</u>	Organize, Document and Communicate	2
<u>ACRF 1180</u>	Refinish Preparation	6.5
<u>ACRF 1185</u>	Refinish Application	4
<u>ACRF 1190</u>	Interior and Exterior Detailing	1.5
Total Credits		42

Transcript of Achievement

The evaluation of learning outcomes for each student is prepared by the instructor and reported to the Student Records Department at the completion of semesters.

The transcript typically shows a letter grade for each course. The grade point equivalent for a course is obtained from letter grades as follows:

Grading Standard

Grade	Percentage	Description	Grade Point Equivalency
A+	96-100		4.33
A	91-95		4.00
A-	86-90		3.67
B+	81-85		3.33
B	76-80		3.00
B-	70-75	Minimum Pass	2.67
C+			2.33
C			2.00
C-			1.67
D			1.00
F	0-69	Failing Grade – unable to proceed to next Term	0.00
S	70 or greater	Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards	N/A
U		Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I		Incomplete	N/A
IP		Course in Progress	N/A
W		Withdrawal	N/A
Course Standings			
R		Audit. No Credit	N/A
EX		Exempt. Credit Granted	N/A
TC		Transfer Credit	N/A

Grade Point Average (GPA)

The course grade points shall be calculated as the product of the course credit value and the grade value. The GPA shall be calculated by dividing the total number of achieved course grade points by the total number of assigned course credit values. This cumulative GPA shall be determined and stated on the Transcript at the end of each Program level or semester.

Grades shall be assigned to repeated courses in the same manner as courses taken only once. For the purpose of GPA calculation of grades for repeated courses, they will be included in the calculation of the cumulative GPA.

Rationale and Consultations

Provide a rationale for this proposal.

Please refer to attached documents for rationale and detailed changes.

Are there any expected costs to this proposal.

The Department received curriculum development funding which, together with in-kind contributions from faculty and industry over the past 2 years has covered the costs of this project to date. Additional funding may be required to further edit the program after it's initial offering and review.

The costs to support the duration increase will be covered by a top-up in funding from the ITA and an adjustment in student tuition. The proposed program is 34 weeks in duration and replaces the Auto Collision foundation which is currently 32 weeks in duration, and the Auto Refinish Prep foundation currently at 22 weeks.

Consultations

Consultated Area	Consultation Comments
Centre for Teaching, Learning, and Research (CTLR)	Instructional Associate, Lucy Griffith assisted the Department with the development of this proposal.
Faculty/Department	<p>Faculty consultation took place during initial draft release of new program outline in April 2019. Faculty approved new course arrangement and placement/selection/modification of instructional content modules. Content was created in Moodle in fall 2019 for faculty review and modifications where made. In spring 2020 faculty volunteered for further review and editing of content modules. This is ongoing and a topic of regular department meetings.</p> <p>Given the integration of two foundation programs faculty has been concerned with the prospect of scheduling, in particular any potential for lay-offs due to overlapping program delivery. This is being addressed in-part by the proposed dual cohort model which will allow for better distribution of instructor teaching assignments. Additionally, program and course duration increases will help ensure job security for all.</p>
Department Support Staff	Included in faculty meetings as noted above. No concerns raised.
Registrar's Office	Worked with Les Apouchtine and made all changes requested. Changes made prior to submission.

Consultated Area	Consultation Comments
International Education	Alison Rudko addressed concerns that major industry change might have on Diploma (int.) program. Assured her changes were made in 2019 update to that program.
Library	Kristina Oldenburg offered a number of resources that we will consider integrating into our existing learning modules.
	Tanny Marks, Arbiter of Student Issues, Students & Community Development provided feedback regarding Attendance/Participation statement (see Evaluation of Student Learning).

Additional Information

Provide any additional information if necessary.

Please find attached a project scope document (National Harmonization...) and a proposal/change detail document detailing this proposal.

Supporting
documentation:

[Automotive Collision and Refinishishing Certificate - Proposal-Detail of Changes Sep2020.pdf](#)

[National Harmonization Project- Automotive Collision Repair and Refinishing Trades.pdf](#)

Marketing Information

FOR MARKETING PURPOSES ONLY. DO NOT EDIT.

These fields are NOT required for governance approval. The wording in these fields is written by Marketing for a specific purpose and must be consistent with all other College publications. If changes are needed, contact webmaster@vcc.ca.

This program is for: Domestic

Marketing Description

What you will learn

What to expect

Course Change Request

New Course Proposal

Date Submitted: 10/01/20 12:43 pm

Viewing: **ACRF 1100 : Occupational Safety**

Last edit: 10/28/20 1:29 pm

Changes proposed by: rpopow

Programs
referencing this
course

[153: Automotive Collision and Refinishing Foundation Certificate](#)

Course Name:

Occupational Safety

Effective Date:

September 2021

School/Centre:

Trades, Technology & Design

Department:

Automotive Collision Repair (4301)

Contact(s)

In Workflow

1. **4301 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 10/01/20 2:54 pm
David Cross
(dcross): Approved
for 4301 Leader
2. 10/01/20 3:15 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 10/29/20 2:07 pm
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Robin Popow	rpopow@vcc.ca	604-313-0556

Banner Course
Name:

Occupational Safety

Subject Code:

ACRF - Auto Collision & Refinishing

Course Number

1100

Year of Study

1st Year Post-secondary

Credits: 2.5

Course Description:

Students learn their rights and responsibilities in the workplace according to local, Provincial and National safety regulations and to identify job hazards and provide a safe workplace. The course focuses on Workplace Hazardous Materials Information Systems (WHMIS), fire prevention, personal protective equipment (PPE), emergency procedures and environmental safety such as hazardous material handling, storage and disposal. Additionally, students are introduced to vehicle hazards such as alternate fuel and electric vehicles, supplemental Restraint Systems (SRS).

Course Pre-Requisites (if applicable):**Course Co-requisites (if applicable):****PLAR (Prior Learning Assessment & Recognition)**

No

Course Learning Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Describe workers rights and responsibilities in the workplace according to local, Provincial and National safety regulations and to identify job hazards and provide a safe workplace.
CLO #2	Create and maintain a safe environment when performing work duties in the workplace in compliance with local, Provincial and National safety regulations.
CLO #3	Describe vehicle hazards and precautions associated with vehicle handling and repair processes.
CLO #4	Describe fire safety prevention, extinguishing and storage procedures and equipment according to local, Provincial and National safety regulations and fire safety standards.
CLO #5	Use the Workplace Hazardous Materials Information System (WHMIS) in the workplace in compliance with Provincial and National regulations.
CLO #6	Use personal protective equipment (PPE) and safety equipment in the workplace in compliance with Provincial and National regulations.

Instructional Strategies:

Instructional strategies include: Lectures, demonstrations, group work, individual work, and project work in an authentic shop environment. Course evaluation is based on theory assignments and the students' ability to create and maintain a safe working environment.

Evaluation and Grading

Grading System: Percentages-ITA
70%

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	30	Formative theory (quizzes and assignments)
Exam	20	Summative theory
Lab Work	30	Integrated safety performance evaluations. This mark is taken from other program courses with safety components.
Participation	20	Active participation, teamwork.

Hours by Learning Environment Type

Lecture, Seminar, Online

50

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Occupational Health and Safety

Hazardous Materials

Course Topics:

Workplace Hazardous Materials Information System (WHMIS)

Fire Safety

Vehicle and Components Handling Safety

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

Yes

Provide a rationale
for this proposal:

Please refer to *Automotive Collision and Refinishing Foundation Certificate* PCG proposal and attachment.

Are there any
expected costs as a
result of this
proposal?

Consultations

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer
Comments

Course Change Request

New Course Proposal

Date Submitted: 10/01/20 12:44 pm

Viewing: **ACRF 1110 : Industry Readiness**

Last edit: 10/28/20 1:31 pm

Changes proposed by: rpopow

Programs
referencing this
course

[153: Automotive Collision and Refinishing Foundation Certificate](#)
[154: Automotive Collision and Refinishing Foundation Certificate \(E-](#)

Course Name:
Industry Readiness

Effective Date: September 2021

School/Centre: Trades, Technology & Design

Department: Automotive Collision Repair (4301)

Contact(s)

In Workflow

1. **4301 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 10/01/20 2:54 pm
David Cross
(dcross): Approved
for 4301 Leader
2. 10/01/20 3:16 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 10/31/20 10:47 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Robin Popow	rpopow@vcc.ca	604-313-0556

Banner Course Name: Industry Readiness

Subject Code: ACRF - Auto Collision & Refinishing

Course Number: 1110

Year of Study: 1st Year Post-secondary

Credits: 4.5

Course Description:

Students document personal successes and achievements and develop a personal learning plan to become competent in those skills that may be lacking throughout the program. Students conduct research to create an updated resume for employment in the Collision Repair and Refinishing Industry. Additionally, students prepare for a professional presentation for potential employers.

Course Pre-Requisites (if applicable):**Course Co-requisites (if applicable):****PLAR (Prior Learning Assessment & Recognition)**

No

Course Learning**Outcomes (CLO):**

	Upon successful completion of this course, students will be able to:
CLO #1	Develop and maintain a simple e-portfolio to document work progress and acquired industry competencies.
CLO #2	Develop a personal learning plan based on industry competencies not yet met.
CLO #3	Research and prepare to develop an employment resume.
CLO #4	Develop a resume to obtain employment in the Collision Repair Industry.
CLO #5	Use communication techniques appropriate to build and maintain professional relationships.

Instructional**Strategies:**

Instructional strategies include reflective journaling, self-assessment, peer assessment, role-playing and individual home assignments.

Evaluation and GradingGrading System: Percentages-ITA
70%

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Assignments	30	E-portfolio: Create an E-portfolio providing evidence of competency achievement
Assignments	30	Personal Learning Plan: Develop a Personal Learning Plan that addresses competencies not yet met.
Assignments	10	Employment Resume Part 1: Research and prepare to develop an employment resume.
Assignments	15	Employment Resume Part 2: Create an updated resume designed to obtain employment in the Collision Repair Industry
Assignments	15	Job Interview Exercise: Participate in and reflect on an actual or mock job interview.

Hours by Learning Environment Type

Lecture, Seminar, Online

10

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

Practicum

Self Paced / Individual Learning

125

Course Topics

Course Topics:
Reflective Learning with E-portfolio Journals
Developing a Personal Learning Plan

Course Topics:

Resume Building:

- Collecting Information
- Resume Creating and Formatting

Employment Interview Skills

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

See Auto Collision and Refinishing Foundation Certificate PCG proposal and attachment.

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer
Comments

Marketing Information

FOR MARKETING PURPOSES ONLY. NOT REQUIRED FOR GOVERNANCE APPROVAL.

This section is used by Marketing to help populate course information on the website. If you have any questions about this section, contact webmaster@vcc.ca.

Make Available on Website:

Course Change Request

New Course Proposal

Date Submitted: 10/01/20 12:44 pm

Viewing: **ACRF 1120 : Construction and Components**

Last edit: 10/28/20 1:33 pm

Changes proposed by: rpopow

Programs
referencing this
course

[153: Automotive Collision and Refinishing Foundation Certificate](#)

Course Name:

Construction and Components

Effective Date:

September 2021

School/Centre:

Trades, Technology & Design

Department:

Automotive Collision Repair (4301)

Contact(s)

In Workflow

1. **4301 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 10/01/20 2:54 pm
David Cross
(dcross): Approved
for 4301 Leader
2. 10/01/20 3:16 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 10/29/20 2:07 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Robin Popow	rpopow@vcc.ca	604-313-0556

Banner Course
Name:

Construction and Components

Subject Code:

ACRF - Auto Collision & Refinishing

Course Number

1120

Year of Study

1st Year Post-secondary

Credits: 5

Course Description:

This course begins with a brief history of the automobile followed by the evolution of the automotive technologies and materials and how vehicles are manufactured today. Students are introduced to vehicle body styles, structures and body components. A major focus of this course is the removal and installation vehicle trim, hardware, decals and stripes to assist repair and refinishing processes.

Course Pre-Requisites (if applicable):**Course Co-requisites (if applicable):****PLAR (Prior Learning Assessment & Recognition)**

No

Course Learning**Outcomes (CLO):**

	Upon successful completion of this course, students will be able to:
CLO #1	Identify vehicle types and structures.
CLO #2	Describe interior vehicle components.
CLO #3	Describe automotive glass components.
CLO #4	Describe exterior trim components, fasteners and hardware.
CLO #5	Remove and install trim and hardware to specified fit and finish specifications.
CLO #6	Describe decals and striping.
CLO #7	Remove and install decals and striping.

Instructional**Strategies:**

Instructional strategies include: Lectures, demonstrations, group work, individual work, field trips, and project work in an authentic shop environment.

Evaluation and Grading

Grading System: Percentages-ITA
70

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	30	Formative theory (quizzes and assignments)
Exam	20	Summative Theory
Assignments	30	Performance evaluations
Participation	20	Active participation, teamwork, and safety demerits

Hours by Learning Environment Type

Lecture, Seminar, Online

75

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

25

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Evolution of the Automobile

Major Components and Structures

Automotive Glass:

- Movable
- Stationary
- National Auto Glass Specifications (NAGS)

Trim and Hardware

Course Change Request

New Course Proposal

Date Submitted: 10/01/20 12:45 pm

Viewing: **ACRF 1130 : Tools, Equipment & Maintenance**

Last edit: 10/28/20 1:33 pm

Changes proposed by: rpopow

Programs
referencing this
course

[153: Automotive Collision and Refinishing Foundation Certificate](#)

Course Name:

Tools, Equipment and Maintenance

Effective Date:

September 2021

School/Centre:

Trades, Technology & Design

Department:

Automotive Collision Repair (4301)

Contact(s)

In Workflow

1. **4301 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 10/01/20 2:54 pm
David Cross
(dcross): Approved
for 4301 Leader
2. 10/01/20 3:16 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 10/29/20 2:07 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Robin Popow	rpopow@vcc.ca	604-313-0556

Banner Course
Name:

Tools, Equipment & Maintenance

Subject Code:

ACRF - Auto Collision & Refinishing

Course Number

1130

Year of Study

1st Year Post-secondary

Credits: 3.5

Course Description:

Students learn to identify, operate and maintain hand, electric and pneumatic tools. Students are introduced to pneumatic power systems, basic refinishing equipment and hydraulic equipment used in the industry. This course also focuses on safe vehicle lifting procedures using various lifting equipment.

Course Pre-Requisites (if applicable):**Course Co-requisites (if applicable):****PLAR (Prior Learning Assessment & Recognition)**

No

Course Learning**Outcomes (CLO):**

	Upon successful completion of this course, students will be able to:
CLO #1	Describe hand, electric and pneumatic tools used during collision and refinishing repairs.
CLO #2	Perform various tool and equipment maintenance procedures according to manufacturers' recommendations and industry standards.
CLO #3	Use hand, electric and pneumatic tools appropriate for various tasks in a safe manner.
CLO #4	Perform test spray to demonstrate proper spray gun setup, cleaning and maintenance.
CLO #5	Perform vehicle lifting and lowering procedures using various equipment according to Provincial and National safety standards.

Instructional**Strategies:**

Instructional strategies include: Lectures, demonstrations, group work, individual work, field trips, and project work in an authentic shop environment.

Evaluation and Grading

Grading System: Percentages-ITA

Passing grade:

70

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	30	Formative theory (quizzes and assignments)
Exam	20	Summative theory
Assignments	30	Performance evaluations
Participation	20	Active participation, teamwork

Hours by Learning Environment Type

Lecture, Seminar, Online

50

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

25

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:
Hand Tools
Electric and Pneumatic Tools and Equipment
Hand Tools for Collision Repair
Basic Spray Gun Use and Maintenance
Hydraulic Equipment and Vehicle Lifting

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

Course Change Request

New Course Proposal

Date Submitted: 10/01/20 12:45 pm

Viewing: **ACRF 1140 : Welding Heating Cutting Steel**

Last edit: 10/28/20 1:33 pm

Changes proposed by: rpopow

Programs
referencing this
course

[153: Automotive Collision and Refinishing Foundation Certificate](#)

Course Name:

Welding, Heating and Cutting Steel

Effective Date:

September 2021

School/Centre:

Trades, Technology & Design

Department:

Automotive Collision Repair (4301)

Contact(s)

In Workflow

1. **4301 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 10/01/20 2:54 pm
David Cross
(dcross): Approved
for 4301 Leader
2. 10/01/20 3:16 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 10/29/20 2:07 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Robin Popow	rpopow@vcc.ca	604-313-0556

Banner Course
Name:

Welding Heating Cutting Steel

Subject Code:

ACRF - Auto Collision & Refinishing

Course Number

1140

Year of Study

1st Year Post-secondary

Credits: 3

Course Description:

Students begin this course learning to safely perform oxyacetylene welding, cutting and heating operations to establish basic skills as a foundation for additional welding processes. Then, students learn to perform gas metal arc welding processes as well as troubleshooting, equipment maintenance and safe welding practices. The course concludes with an industry standard weld performance qualification test.

Course Pre-Requisites (if applicable):**Course Co-requisites (if applicable):****PLAR (Prior Learning Assessment & Recognition)**

No

Course Learning**Outcomes (CLO):**

	Upon successful completion of this course, students will be able to:
CLO #1	Describe oxyacetylene components and safety devices.
CLO #2	Perform oxyacetylene setup and shut down procedures according to industry standards and safe work practice.
CLO #3	Describe gas metal arc welding (GMAW) equipment components and safety hazards.
CLO #4	Describe gas metal arc welding process variables and their affects on the structural integrity of vehicle repairs.
CLO #5	Perform gas metal arc welding setup and shut down procedures according to industry standards and safe work practice.
CLO #6	Perform various gas metal arc welds on sheet steel to industry standard visual and destructive testing criterion.

Instructional**Strategies:**

Instructional strategies include: Lectures, demonstrations, group work, individual work, field trips, and project work in an authentic shop environment.

Evaluation and Grading

Grading System: Percentages-ITA
70

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	30	Formative theory (quizzes and assignments)
Exam	20	Summative theory
Assignments	30	Performance evaluations
Participation	20	Active participation, teamwork

Hours by Learning Environment Type

Lecture, Seminar, Online

25

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

50

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Properties of Steel 1: Steel Used in Vehicle Construction

Oxyacetylene Heating and Cutting

Properties of Steel 2: Steel Unitized Structures, Technologies and Repairs

Steel Gas Metal Arc Welding

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Course Change Request

New Course Proposal

Date Submitted: 10/01/20 12:46 pm

Viewing: **ACRF 1150 : Metal Panels and Components**

Last edit: 10/28/20 1:33 pm

Changes proposed by: rpopow

Programs
referencing this
course

[153: Automotive Collision and Refinishing Foundation Certificate](#)

Course Name:

Metal Panels and Components

Effective Date:

September 2021

School/Centre:

Trades, Technology & Design

Department:

Automotive Collision Repair (4301)

Contact(s)

In Workflow

1. **4301 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 10/01/20 2:54 pm
David Cross
(dcross): Approved
for 4301 Leader
2. 10/01/20 3:16 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 10/29/20 2:07 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Robin Popow	rpopow@vcc.ca	604-313-0556

Banner Course
Name:

Metal Panels and Components

Subject Code:

ACRF - Auto Collision & Refinishing

Course Number

1150

Year of Study

1st Year Post-secondary

Credits: 7.5

Course Description:

This course introduces students to the characteristics of sheet metal, types of sheet metal damage and sheet metal tools and equipment. Students perform minor sheet metal damage repairs using a variety of panel shaping and filler contouring techniques. Additionally, students remove and install various body panels and components to industry fit and finish standards.

Course Pre-Requisites (if applicable):**Course Co-requisites (if applicable):****PLAR (Prior Learning Assessment & Recognition)**

No

Course Learning**Outcomes (CLO):**

	Upon successful completion of this course, students will be able to:
CLO #1	Describe structural and cosmetic sheet metal body components.
CLO #2	Describe steel types and strength characteristics and the affects of repair processes.
CLO #3	Identify sheet metal damage conditions.
CLO #4	Prepare damaged panels for repair processes.
CLO #5	Remove various exterior body panels and their components.
CLO #6	Describe metal repair and shrinking procedures.
CLO #7	Perform minor repairs on sheet metal (steel) exterior body panels to restore original contours and dimensions.
CLO #8	Install various exterior body panels and components to industry standards for fit and finish.

Instructional**Strategies:**

Instructional strategies include: Lectures, demonstrations, group work, individual work, field trips, and project work in an authentic shop environment.

Evaluation and Grading

Grading System: Percentages-ITA
70

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	30	Formative theory (quizzes and assignments)
Exam	20	Summative theory
Assignments	30	Performance evaluations
Participation	20	Active participation, teamwork, and safety demerits

Hours by Learning Environment Type

Lecture, Seminar, Online

50

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

125

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Sheet Used in Vehicle Construction

Bolted-On Parts Replacement

Fitting and Adjusting

Corrosion Protection

Repairing Damaged Exterior Body Panels

Body Fillers and Sanding

Course Topics:

Additional Repair Methods

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

See Automotive Collision and Refinishing Foundation PCG proposal and attachment.

Additional Information

Provide any additional information if necessary.

Supporting
documentation:Reviewer
Comments

Marketing Information

FOR MARKETING PURPOSES ONLY. NOT REQUIRED FOR GOVERNANCE APPROVAL.

This section is used by Marketing to help populate course information on the website. If you have any questions about this section, contact webmaster@vcc.ca.

Make Available on Website:

Course Change Request

New Course Proposal

Date Submitted: 10/01/20 12:46 pm

Viewing: **ACRF 1160 : Plastic Panels and Components**

Last edit: 10/28/20 1:34 pm

Changes proposed by: rpopow

Programs
referencing this
course

[153: Automotive Collision and Refinishing Foundation Certificate](#)

Course Name:

Plastic Panels and Components

Effective Date: September 2021

School/Centre: Trades, Technology & Design

Department: Automotive Collision Repair (4301)

Contact(s)

In Workflow

1. **4301 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 10/01/20 2:54 pm
David Cross
(dcross): Approved
for 4301 Leader
2. 10/01/20 3:16 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 10/29/20 2:07 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Robin Popow	rpopow@vcc.ca	604-313-0556

Banner Course Name: Plastic Panels and Components

Subject Code: ACRF - Auto Collision & Refinishing

Course Number: 1160

Year of Study: 1st Year Post-secondary

Credits: 2

Course Description:

This course introduces students to automotive plastics identification, repair tools and equipment, and repair techniques. Students perform adhesive and weld repairs to rigid and flexible plastic interior and exterior parts.

Course Pre-Requisites (if applicable):**Course Co-requisites (if applicable):****PLAR (Prior Learning Assessment & Recognition)**

No

Course Learning**Outcomes (CLO):**

	Upon successful completion of this course, students will be able to:
CLO #1	Identify plastic characteristics and applications.
CLO #2	Describe methods of plastic identification.
CLO #3	Describe damage conditions and repair considerations.
CLO #4	Remove plastic panels in preparation for repairs.
CLO #5	Perform repair preparations on various plastic types.
CLO #6	Perform repair on plastic panel using hot-air welding procedures.
CLO #7	Perform repair on plastic panel using airless welding procedures.
CLO #8	Perform repair on plastic panel using adhesive repair procedures.
CLO #9	Install plastic panels and components to industry standards for fit and finish.

Instructional**Strategies:**

Instructional strategies include: Lectures, demonstrations, group work, individual work, field trips, and project work in an authentic shop environment.

Evaluation and Grading

Grading System: Percentages-ITA
70

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	30	Formative theory (quizzes and assignments)
Exam	20	Summative theory
Assignments	30	Performance evaluations
Participation	20	Active participation, teamwork, and safety demerits

Hours by Learning Environment Type

Lecture, Seminar, Online

20

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

30

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:
Safety and Plastic Identification
Cleaning, Damage Types and Repair Techniques
Adhesive Repairs
Welded and Combination Repairs
Thermoplastic Repair Procedures
Thermoset Plastic Repair Procedures

Course Topics:

Additional Repair Considerations

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

See Automotive Collision and Refinishing Foundation Certificate PCG proposal and attachment.

Additional Information

Provide any additional information if necessary.

Supporting
documentation:Reviewer
Comments

Marketing Information

FOR MARKETING PURPOSES ONLY. NOT REQUIRED FOR GOVERNANCE APPROVAL.

This section is used by Marketing to help populate course information on the website. If you have any questions about this section, contact webmaster@vcc.ca.

Make Available on Website:

Key: 8916

[Preview Bridge](#)

Course Change Request

New Course Proposal

Date Submitted: 10/01/20 12:47 pm

Viewing: **ACRF 1170 : Organize Document Communicate**

Last edit: 10/28/20 1:34 pm

Changes proposed by: rpopow

Programs
referencing this
course

[153: Automotive Collision and Refinishing Foundation Certificate](#)

Course Name:

Organize, Document and Communicate

Effective Date:

September 2021

School/Centre:

Trades, Technology & Design

Department:

Automotive Collision Repair (4301)

Contact(s)

In Workflow

1. **4301 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 10/01/20 2:54 pm
David Cross
(dcross): Approved
for 4301 Leader
2. 10/01/20 3:16 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 10/29/20 2:07 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Robin Popow	rpopow@vcc.ca	604-313-0556

Banner Course
Name:

Organize Document Communicate

Subject Code:

ACRF - Auto Collision & Refinishing

Course Number

1170

Year of Study

1st Year Post-secondary

Credits: 2

Course Description:

Students learn planning and organizational work process skills needed to productively contribute to the workflow of a collision repair facility. Additionally, students learn to locate and interpret vehicle information, technical manuals and bulletins and to interpret work orders. This course also focuses on environmental safety regulation compliance and auto insurance claims processes in British Columbia.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Use workplace and organizational skills.
CLO #2	Interpret trade terminology.
CLO #3	Locate and interpret vehicle information.
CLO #4	Use specifications and procedures.
CLO #5	Identify environmental regulations and compliance documentation.
CLO #6	Interpret damage reports, work orders and repair estimates.
CLO #7	Describe auto insurance claims processes in British Columbia.
CLO #8	Describe repair processes and timelines.
CLO #9	Collaborate with coworkers to develop an effective production schedule.
CLO #10	Describe shop roles and responsibilities.
CLO #11	Describe business relations.
CLO #12	Use active listening techniques to communicate effectively in the workplace.

Instructional**Strategies:**

Instructional strategies include: Lectures, demonstrations, case studies, group work, individual work, field trips, and project work in an authentic shop environment.

Evaluation and Grading

Grading System: Percentages-ITA
70

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	15	Formative theory (quizzes and assignments)
Exam	20	Summative theory
Assignments	50	Practical assignments (preparation, task completion, cleanup, document writing, etc.)
Participation	15	Active participation and teamwork

Hours by Learning Environment Type

Lecture, Seminar, Online

30

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

20

Practicum

Self Paced / Individual Learning

Course Topics**Course Topics:**

Workplace Organizational Skills and Workflow

Vehicle Identification, Estimating and Terminology

Course Topics:

Health and Safety for Refinishing

Environmental Safety

Auto Insurance Claims Processes in British Columbia

Effective Communication Skills for Industry Relations

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

Please refer to Automotive Collision and Refinishing Foundation Certificate PCG proposal and attachment.

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer
Comments

Marketing Information

Course Change Request

New Course Proposal

Date Submitted: 10/01/20 12:48 pm

Viewing: **ACRF 1180 : Refinish Preparation**

Last edit: 10/06/20 12:09 pm

Changes proposed by: rpopow

Programs
referencing this
course

[153: Automotive Collision and Refinishing Foundation Certificate](#)

Course Name:

Refinish Preparation

Effective Date:

September 2021

School/Centre:

Trades, Technology & Design

Department:

Automotive Collision Repair (4301)

Contact(s)

In Workflow

1. **4301 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 10/01/20 2:54 pm
David Cross
(dcross): Approved
for 4301 Leader
2. 10/01/20 3:16 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 10/29/20 2:07 pm
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Robin Popow	rpopow@vcc.ca	604-313-0556

Banner Course
Name:

Refinish Preparation

Subject Code:

ACRF - Auto Collision & Refinishing

Course Number

1180

Year of Study

1st Year Post-secondary

Credits: 6.5

Course Description:

Students identify various substrates, topcoats and conditions found with automotive finishes and procedures required to correct them in preparation for refinishing. A major focus of this course is correct sanding and stripping of surfaces, masking vehicles, applying and blocking undercoat materials and fillers. Students are introduced to coatings, solvents and additives and important information regarding safe use, handling and storage.

Course Pre-Requisites (if applicable):**Course Co-requisites (if applicable):****PLAR (Prior Learning Assessment & Recognition)**

No

Course Learning**Outcomes (CLO):**

	Upon successful completion of this course, students will be able to:
CLO #1	Clean surfaces in preparation for repairs.
CLO #2	Describe substrates.
CLO #3	Identify substrate condition.
CLO #4	Describe masking materials and equipment.
CLO #5	Use masking techniques in preparation for primer.
CLO #6	Describe masking deficiencies and corrective procedures.
CLO #7	Remove masking after primer.
CLO #8	Describe paint removal techniques.
CLO #9	Describe sanding materials and equipment.
CLO #10	Use sanding techniques and procedures.
CLO #11	Describe body fillers.
CLO #12	Mix body fillers.

Upon successful completion of this course, students will be able to:

CLO #13 Describe undercoats, solvents and additives.

CLO #14 Mix undercoats.

Instructional

Strategies:

Instructional strategies include: Lectures, demonstrations, case studies, group work, individual work, field trips, and project work in an authentic shop environment.

Evaluation and Grading

Grading System: Percentages-ITA
70%

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	30	Quizzes and Assignments (formative - theory)
Exam	30	Theory exam (summative - theory)
Assignments	30	Practical assignments (preparation, task completion, cleanup, document writing-service report etc.)
Participation	10	Active participation and team work

Hours by Learning Environment Type

Lecture, Seminar, Online

75

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

75

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Tools and Equipment for Refinish Preparations

Substrate Identification and Cleaning

Finish Sanding and Removal

Filler Application and Sanding for Surface Preparation

Masking for Undercoats

Undercoats, Solvents and Additives

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

See Automotive Collision and Refinishing Foundation PCG proposal and attachment.

Additional Information

Provide any additional information if necessary.

Supporting
documentation:Reviewer
Comments**Marketing Information**

Course Change Request

New Course Proposal

Date Submitted: 10/01/20 12:48 pm

Viewing: **ACRF 1185 : Refinish Application**

Last edit: 10/06/20 12:10 pm

Changes proposed by: rpopow

Programs
referencing this
course

[153: Automotive Collision and Refinishing Foundation Certificate](#)

Course Name:

Refinish Application

Effective Date:

September 2021

School/Centre:

Trades, Technology & Design

Department:

Automotive Collision Repair (4301)

Contact(s)

In Workflow

1. **4301 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 10/01/20 2:54 pm
David Cross
(dcross): Approved
for 4301 Leader
2. 10/01/20 3:16 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 10/29/20 2:07 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Robin Popow	rpopow@vcc.ca	604-313-0556

Banner Course
Name:

Refinish Application

Subject Code:

ACRF - Auto Collision & Refinishing

Course Number

1185

Year of Study

1st Year Post-secondary

Credits: 4

Course Description:

This course focuses on the spray environment, vehicle and gun setup in preparation for various topcoat applications in compliance with personal and environmental safety regulations. Students also learn spray techniques for topcoating, refinish defect prevention and defect correction processes.

Course Pre-Requisites (if applicable):**Course Co-requisites (if applicable):****PLAR (Prior Learning Assessment & Recognition)**

No

Course Learning**Outcomes (CLO):**

	Upon successful completion of this course, students will be able to:
CLO #1	Describe spray booth controls and operation.
CLO #2	Operate a spray booth.
CLO #3	Perform spray booth maintenance.
CLO #4	Describe topcoat materials.
CLO #5	Mix refinishing materials using manufacturers' software and mixing system.
CLO #6	Use cleaning materials in preparation for various coatings.
CLO #7	Apply primer sealers.
CLO #8	Apply single-stage paint.
CLO #9	Apply basecoat/clearcoat.

Instructional**Strategies:**

Instructional strategies include: Lectures, demonstrations, case studies, group work, individual work, field trips, and project work in an authentic shop environment.

Evaluation and Grading

Grading System: Percentages-ITA
70%

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	30	Quizzes and Assignments (formative - theory)
Exam	30	Theory exam (summative - theory)
Assignments	30	Practical assignments (preparation, task completion, cleanup, document writing-service report etc.)
Participation	10	Active participation and team work

Hours by Learning Environment Type

Lecture, Seminar, Online

40

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

60

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Understanding and Preventing Refinish Defects

Spray Environment Controls, Preparation, Operation and Maintenance

Topcoat Materials, Paint Manufacturers' Software and Mixing Systems

Primer/Sealer Application

Single-Stage Paint Application

Course Topics:

Basecoat/Clearcoat Application

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

See Automotive Collision and Refinishing Foundation Certificate proposal and attachment.

Additional Information

Provide any additional information if necessary.

Supporting
documentation:Reviewer
Comments

Marketing Information

FOR MARKETING PURPOSES ONLY. NOT REQUIRED FOR GOVERNANCE APPROVAL.

This section is used by Marketing to help populate course information on the website. If you have any questions about this section, contact webmaster@vcc.ca.

Make Available on Website:

Course Change Request

New Course Proposal

Date Submitted: 10/01/20 12:49 pm

Viewing: **ACRF 1190 : Interior & Exterior Detailing**

Last edit: 10/28/20 1:35 pm

Changes proposed by: rpopow

Programs
referencing this
course

[153: Automotive Collision and Refinishing Foundation Certificate](#)

Course Name:

Interior and Exterior Detailing

Effective Date:

September 2021

School/Centre:

Trades, Technology & Design

Department:

Automotive Collision Repair (4301)

Contact(s)

In Workflow

1. **4301 Leader**
2. **CTT Dean**
3. **Curriculum
Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 10/01/20 2:54 pm
David Cross
(dcross): Approved
for 4301 Leader
2. 10/01/20 3:16 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 10/29/20 2:07 pm
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Robin Popow	rpopow@vcc.ca	604-313-0556

Banner Course
Name:

Interior & Exterior Detailing

Subject Code:

ACRF - Auto Collision & Refinishing

Course Number

1190

Year of Study

1st Year Post-secondary

Credits: 1.5

Course Description:

In this course, students inspect paint finishes, correct minor paint defects and perform interior and exterior detailing processes. Students learn to perform final checks to ensure repairs are consistent with work orders and control quality standards in advance of delivery to customers.

Course Pre-Requisites (if applicable):**Course Co-requisites (if applicable):****PLAR (Prior Learning Assessment & Recognition)**

No

Course Learning**Outcomes (CLO):**

	Upon successful completion of this course, students will be able to:
CLO #1	Describe the post-refinish detailing process.
CLO #2	Polish to remove minor paint surface defects.
CLO #3	Describe post-refinish exterior vehicle cleaning.
CLO #4	Describe post-refinish interior vehicle cleaning.
CLO #5	Perform interior and exterior vehicle detailing.
CLO #6	Perform quality control inspection.

Instructional**Strategies:**

Instructional strategies include: Lectures, demonstrations, group work, individual work, field trips, and project work in an authentic shop environment.

Evaluation and Grading

Grading System: Percentages-ITA

Passing grade:

70

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	30	Formative theory (quizzes and assignments)
Exam	20	Summative theory
Assignments	30	Performance evaluations
Participation	20	Active participation, teamwork, and safety demerits

Hours by Learning Environment Type

Lecture, Seminar, Online

12.5

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

25

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:
Inspecting the Finish
Finish Defect Removal
Final Detailing of Interior and Exterior Surfaces
Quality Control Inspections

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

This proposed program aims to formalize the 'E-pprentice' High School offering of the *Automotive Collision and Refinishing Foundation Certificate* (see previous proposal for details). The current version of this program is offered in the *Automotive Collision Repair Certificate* and under this proposed program would provide additional opportunities for those wishing to pursue a career as an Automotive Painter as per the new harmonized National curriculum.

The current program has been offered for several years in various B.C. regions including: Salmon Arm, Enderby, Victoria, Parksville and Courtenay. Expansion to other areas including Terrace are ongoing. Students complete their theory portions primarily online and practical portions are covered by a combination of school shop classes and/or work experience, and monthly VCC instructor visits to the participating school district. This program features a comprehensive evaluation and guidebook for all practical experiences performed in school and during work experience.

While the PCG and course content are similar for this proposed program as with the traditional foundation program the delivery method differs greatly. Therefore, the COs must differ in terms of the distribution of learning environment hours and subsequent course credits. All proposed courses are copies of the traditional program with the adjustments noted above with the exception of *ACRF 2115 Shop Experience*. This proposed course would ensure the practical work requirements are compliant with the Provincial Program Outline while providing flexibility to meet the unique adaptations required of each school district in which the program is offered.

Typical delivery format:

- November-through June - Students' complete online self-study material on a set schedule with instructor support;
- November-through June - Depending on the programming offered in each School District, students commence with shop work experience and/or school-based Auto Body shop class sessions;
- February-through June - VCC instructors perform 5-7 visits to individual school district cohorts to deliver practical lessons and performance evaluations and shop visits;
- June – Students' perform final examination online invigilated by School District personnel.

Change Detail

Current			Proposed				
Course #	Course Name	Cr.	Action	Course #	Course Name	Cr.	Explanation
ACRF 1100	Occupational Skills and Safety	2.5	New	ACRF 2100	Occupational Safety (E-pprentice)	2	New course based on ACRF 1100. [ITA Block A]
ACRF 1110	Industry Readiness	4.5	None			4.5	Utilizes course from traditional foundation program. [Non ITA]
ARPT 1153	Shop Experience	2.5	New	ACRF 2115	Shop Experience (E-pprentice)	12	New course based on ARPT 1153 with enhanced criteria and longer duration (350 hrs) to supplement reduced instructor practical lessons.
ACRF 1120	Construction and Components	5.0	New	ACRF 2120	Construction and Components (E-pprentice)	3.5	New course based on ACRF 1120 with practicum component to supplement instructor practical lessons. [ITA Block F]
ACRF 1130	Tools and Equipment	3.5	New	ACRF 2130	Tools and Equipment (E-pprentice)	2.5	New course based on ACRF 1130 with practicum component to supplement instructor practical lessons. [ITA Block B]
ACRF 1140	Welding, Heating and Cutting Steel	3.0	New	ACRF 2140	Welding, Heating and Cutting Steel (E-pprentice)	2.5	New course based on ACRF 1140 with practicum component to supplement instructor practical lessons. [ITA Block C]
ACRF 1150	Metal Panels and Components	7.5	New	ACRF 2150	Metal Panels and Components (E-pprentice)	6.0	New course based on ACRF 1150 with practicum component to supplement instructor practical lessons. [ITA Block K]
ACRF 1160	Plastics and Composites	2.0	New	ACRF 2160	Plastic and Composites (E-pprentice)	1.5	New course based on ACRF 1160 with practicum component to supplement instructor practical lessons. [ITA Block L]
ACRF 1170	Organize, Document and Communicate	2.0	New	ACRF 2170	Organize, Document and Communicate (E-pprentice)	1.5	New course based on ACRF 1170 with practicum component to supplement instructor practical lessons. [ITA Block D/E]
ACRF 1180	Surface Preparation	6.5	New	ACRF 2180	Surface Preparation (E-pprentice)	5.0	New course based on ACRF 1180 with practicum component to supplement instructor practical lessons. [ITA Block G]
ACRF 1185	Refinishing Application	4.0	New	ACRF 2185	Refinishing Application (E-pprentice)	3.5	New course based on ACRF 1185 with practicum component to supplement instructor practical lessons. [ITA Block H/I]
ACRF 1190	Automotive Detailing	1.5	New	ACRF 2190	Interior and Exterior Detailing (E-pprentice)	1.0	New course based on ACRF 1190 with practicum component to supplement instructor practical lessons. [ITA Block M]
TOTAL						45.5	

Program Change Request

New Program Proposal

Date Submitted: 10/01/20 8:11 am

Viewing: **Automotive Collision and Refinishing Foundation Certificate (E-pprentice)**

Last edit: 10/31/20 10:46 am

Changes proposed by: rpopow

In Workflow

1. **4301 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Ministry Review
6. Board of Directors

Program Name:

Automotive Collision and Refinishing Foundation Certificate (E-pprentice)

Credential Level: Certificate

Effective Date: November 2021

Effective Catalog Edition: 2021-2022

Edition:

School/Centre: Trades, Technology & Design

Department: Automotive Collision Repair (4301)

Contact(s)

Approval Path

1. 10/01/20 9:53 am
David Cross
(dcross): Approved for 4301 Leader
2. 10/01/20 10:06 am
Brett Griffiths
(bgriffiths): Approved for CTT Dean
3. 10/31/20 10:47 am
Todd Rowlatt
(trowlatt): Approved for Curriculum Committee Chair

Name	E-mail	Phone/Ext.
David Cross	dcross@vcc.ca	7543
Keith Mew	kmew@vcc.ca	7543
Robin Popow	rpopow@vcc.ca	604-313-0556

Program Content Guide

Purpose

This program provides alternate delivery options for regional British Columbia High School students wishing to obtain employment in the Automotive Industry as an Automotive Collision Repair Technician or an Automotive Paint Technician. Students complete theory assignments online and participate in instructor-lead practical lessons typically occurring in their communities at partnering industry or school facilities.

An Automotive Collision Repair Technician restores the structural integrity of damaged vehicles by straightening vehicle structure, repairing or removing damaged sections and priming and preparing and applying refinishing products to repaired surfaces. As an Automotive Collision Repair Technician, you will also repair and/or replace glass and interior and exterior components of the vehicle. Duties also include verifying dimensional accuracy, system functions, passenger protection, proper alignment and proper handling.

A first-level Automotive Refinishing Technician typically removes parts, masks, performs chemical cleaning, applies putty, sands, primes, and prepares an automobile, truck or bus for the Automotive Refinishing Technician in a safe and environmentally sound manner.

Graduates receive a *VCC Auto Collision and Refinishing Foundation Certificate*. Additionally, graduates receive the following credit by the Industry Training Authority of British Columbia (ITA):

Auto Body and Collision Technician – Certificate of Completion

Automotive Refinishing Technician – Certificate of Completion

Foundation Program Credit toward Apprenticeship:

Common Core Level 1 Technical Training

625 hours toward Auto Body and Collision Technician

450 hours toward Automotive Refinishing Technician

Admission Requirements

Applicants do not apply to VCC directly. Interested students, teachers and counselors are directed to contact the Career Program Coordinator or Administrator for their school district. Regional B.C. School Districts are directed to contact the VCC Auto Collision Repair Department for participation details.

Greater Vancouver area High School students should apply to the *Automotive Collision and Refinishing Foundation Certificate* program.

See the ITA Youth Train in Trades Program website for details (<http://youth.itabc.ca/programs/train/>)

The following are essential requirements for student success in this program:

Applicants must have minimum basic computer skills and access to an internet-connected computer/mobile device;

Applicants must be responsive to active communications;

Applicants must be self motivated and disciplined to complete online studies on a set schedule;

Applicants must possess the ability and willingness to take responsibility for learning assignments issued during work experience sessions.

Prior Learning Assessment & Recognition (PLAR)

Prior learning assessment and recognition is not available for this program.

Program Duration & Maximum Time for Completion

This program is offered over an 8-month period and may vary according to the requirements of regional School Districts. The program must be completed within 2 years.

Program Learning Outcomes

Upon completion of this program, graduates will be able to:

Adhere to industry health and safety standards in the repair and reconditioning of automotive vehicles

Maintain tools and equipment to ensure top performance, safety and environmental compliance

Perform cutting, welding and heating processes to industry and vehicle manufacturers' standards

Analyze vehicle conditions and documentation to develop organized repair plans

Use communication techniques to build and maintain professional industry and customer relations

Remove and install vehicle components to manufacturers fit and finish standards

Prepare surfaces for refinishing accounting for substrate conditions and manufacturers' specifications

Use repair materials and equipment in preparation for top-coat application in accordance with manufacturers' specifications

Perform top-coating procedures to achieve a variety of original equipment (OE) finishes

Remove, repair and install metal panels and components to original contour, fit and finish

Remove, repair and install plastic panels and components to original contour, fit and finish

Perform automotive detailing tasks and inspect repaired vehicles according to quality assurance standards

Instructional Strategies, Design, and Delivery Mode

This program provides a wide range of opportunities for student learning including:

Scheduled and self-paced online theory assignments

Online group discussions

Hands-on practical lessons and lectures in the workplace, school, or VCC facility according to regional agreements.

Note: Students are required to purchase minimal basic tools and personal protective items early in the program. Approximate cost: \$350.00

Evaluation of Student Learning

Evaluation for this program includes theory quizzes and exams, practical performance-based lab and shop assignments, and problem-based learning projects.

Attendance and Participation

Given the industrial nature of this program, professional and safe work practice is of critical importance. A student may be withdrawn from the program for safety concerns and/or an inability to meet professional practice standards due to inadequate attendance.

Excused absences are those reported in advance of a scheduled class, wherever possible, or if appropriate documentation can be provided for the time missed. Other absences will be reported as unexcused, and an excess of unexcused absences may result in a student being withdrawn from a course or program.

Recommended Characteristics of Students

Personal hygiene, grooming and appearance acceptable to a service industry;

Good hand dexterity for operating equipment and machines;

Ability to understand and follow verbal and written instruction;

Good general health and respiratory condition;

Physical strength and stamina compatible with the handling of heavy parts and equipment as required by the program;

Ability to tolerate noise and vibration;

Mechanical aptitude and interest;

Good hand-eye coordination;

Good eyesight and colour vision;

Good line, form and depth perception;

Possession of valid BC driver's license.

Courses

Course List

Code	Title	Credits
<u>ACRF 1101</u>	Occupational Safety (E-pprentice)	2
<u>ACRF 1110</u>	Industry Readiness	4.5
<u>ACRF 1116</u>	Shop Experience (E-pprentice)	12
<u>ACRF 1121</u>	Construction and Components (E-pprentice)	3.5
<u>ACRF 1131</u>	Tools and Equipment (E-pprentice)	2.5
<u>ACRF 1141</u>	Welding, Heating and Cutting Steel (E-pprentice)	2.5
<u>ACRF 1151</u>	Metal Panels and Components (E-pprentice)	6
<u>ACRF 1161</u>	Plastic Panels and Components (E-pprentice)	1.5
<u>ACRF 1171</u>	Organize, Document and Communicate (E-pprentice)	1.5
<u>ACRF 1181</u>	Refinish Preparation (E-pprentice)	5

Code	Title	Credits
ACRF 1186	Refinish Application (E-pprentice)	3.5
ACRF 1191	Interior and Exterior Detailing (E-pprentice)	1
Total Credits		45.5

Courses for this program are offered over one term and not necessarily in the order listed.

Transcript of Achievement

The evaluation of learning outcomes for each student is prepared by the instructor and reported to the Student Records Department at the completion of the program.

The transcript typically shows a percentage grade for each course. The grade point equivalent for a course is obtained from letter grades as follows:

Grading Standard

Transcript of Achievement

Grade	Percentage	Description	Grade Point Equivalency
A+	96-100		4.33
A	91-95		4.00
A-	86-90		3.67
B+	81-85		3.33
B	76-80		3.00
B-	70-75	Minimum Pass	2.67
C+			2.33
C			2.00
C-			1.67
D			1.00
F	0-69	Failing Grade – unable to proceed to next Term	0.00
S	70 or greater	Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards	N/A
U		Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I		Incomplete	N/A
IP		Course in Progress	N/A
W		Withdrawal	N/A
Course Standings			
R		Audit. No Credit	N/A
EX		Exempt. Credit Granted	N/A
TC		Transfer Credit	N/A

Grade Point Average (GPA)

The course grade points shall be calculated as the product of the course credit value and the grade value. The GPA shall be calculated by dividing the total number of achieved course grade points by the total number of assigned course credit values. This cumulative GPA shall be determined and stated on the Transcript at the end of each Program level or semester.

Grades shall be assigned to repeated courses in the same manner as courses taken only once. For the purpose of GPA calculation of grades for repeated courses, they will be included in the calculation of the cumulative GPA.

Rationale and Consultations

Provide a rationale for this proposal.

Please refer to attached Proposal and Detail of Changes document

Are there any expected costs to this proposal.

Consultations

Additional Information

Provide any additional information if necessary.

Supporting documentation:

Marketing Information

FOR MARKETING PURPOSES ONLY. DO NOT EDIT.

These fields are NOT required for governance approval. The wording in these fields is written by Marketing for a specific purpose and must be consistent with all other College publications. If changes are needed, contact webmaster@vcc.ca.

This program is for: Domestic

Marketing Description

What you will learn

Course Change Request

New Course Proposal

Date Submitted: 10/01/20 12:56 pm

Viewing: **ACRF 1101 : Occupational Safety (E)**

Last edit: 10/31/20 10:39 am

Changes proposed by: rpopow

Programs
referencing this
course

[154: Automotive Collision and Refinishing Foundation Certificate \(E-pprentice\)](#)

Course Name:

Occupational Safety (E-pprentice)

Effective Date:

November 2021

School/Centre:

Trades, Technology & Design

Department:

Automotive Collision Repair (4301)

Contact(s)

In Workflow

1. **4301 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 10/01/20 2:54 pm
David Cross
(dcross): Approved
for 4301 Leader
2. 10/01/20 3:16 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 10/31/20 10:47 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Robin Popow	rpopow@vcc.ca	604-313-0556

Banner Course
Name:

Occupational Safety (E)

Subject Code:

ACRF - Auto Collision & Refinishing

Course Number

1101

Year of Study

1st Year Post-secondary

Credits: 2

Course Description:

Students learn their rights and responsibilities in the workplace according to local, Provincial and National safety regulations and to identify job hazards and provide a safe workplace. The course focuses on Workplace Hazardous Materials Information Systems (WHMIS), fire prevention, personal protective equipment (PPE), emergency procedures and environmental safety such as hazardous material handling, storage and disposal. Additionally, students are introduced to vehicle hazards such as alternate fuel and electric vehicles, supplemental Restraint Systems (SRS).

Course Pre-Requisites (if applicable):**Course Co-requisites (if applicable):****PLAR (Prior Learning Assessment & Recognition)**

No

Course Learning Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Describe workers rights and responsibilities in the workplace according to local, Provincial and National safety regulations and to identify job hazards and provide a safe workplace.
CLO #2	Create and maintain a safe environment when performing work duties in the workplace in compliance with local, Provincial and National safety regulations.
CLO #3	Describe vehicle hazards and precautions associated with vehicle handling and repair processes.
CLO #4	Describe fire safety prevention, extinguishing and storage procedures and equipment according to local, Provincial and National safety regulations and fire safety standards.
CLO #5	Use the Workplace Hazardous Materials Information System (WHMIS) in the workplace in compliance with Provincial and National regulations.
CLO #6	Use personal protective equipment (PPE) and safety equipment in the workplace in compliance with Provincial and National regulations.

Instructional Strategies:

Instructional strategies include: Self-paced and scheduled online learning assignments, lectures, demonstrations, group work, individual work, field trips, and project work in an authentic shop environment.

Evaluation and Grading

Grading System: Percentages-ITA
70%

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	30	Formative theory (quizzes and assignments)
Exam	20	Summative theory
Assignments	25	Integrated safety performance evaluations. This mark is taken from other program courses with safety components.
Practicum	25	Performance evaluations (Instructor/ Workplace as per Workplace Evaluation Guide)

Hours by Learning Environment Type

Lecture, Seminar, Online

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

6

Practicum

Self Paced / Individual Learning

50

Course Topics

Course Topics:

Occupational Health and Safety

Course Topics:

Hazardous Materials

Workplace Hazardous Materials Information System (WHMIS)

Fire Safety

Vehicle and Components Handling Safety

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

See Automotive Collision and Refinishing Foundation (E-pprentice) Certificate PCG proposal and attachment.

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer
Comments

Marketing Information

Course Change Request

New Course Proposal

Date Submitted: 10/01/20 12:57 pm

Viewing: **ACRF 1116 : Shop Experience (E)**

Last edit: 10/31/20 10:42 am

Changes proposed by: rpopow

Programs
referencing this
course

[154: Automotive Collision and Refinishing Foundation Certificate \(E-pprentice\)](#)

Course Name:

Shop Experience (E-pprentice)

Effective Date:

November 2021

School/Centre:

Trades, Technology & Design

Department:

Automotive Collision Repair (4301)

Contact(s)

In Workflow

1. **4301 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 10/01/20 2:54 pm
David Cross
(dcross): Approved
for 4301 Leader
2. 10/01/20 3:16 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 10/31/20 10:47 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Robin Popow	rpopow@vcc.ca	604-313-0556

Banner Course
Name:

Shop Experience (E)

Subject Code:

ACRF - Auto Collision & Refinishing

Course Number

1116

Year of Study

1st Year Post-secondary

Credits: 12

Course Description:

The purpose of this 350 hour work practicum is to provide students opportunities to apply practical skills and knowledge learned in the courses of this program in authentic learning environments.

Opportunities are provided by; students working in industry in a sponsor shop, working in the VCC or High School collision repair shop, or a combination of these based on the individual student situation.

Course Pre-Requisites (if applicable):**Course Co-requisites (if applicable):****PLAR (Prior Learning Assessment & Recognition)**

No

Course Learning**Outcomes (CLO):**

	Upon successful completion of this course, students will be able to:
CLO #1	Perform full range of practical job tasks required of an Auto Refinishing Prep Technician according to the ITA Program Outline.
CLO #2	Adapt skills to suit needs and standards of an auto refinishing facility.
CLO #3	Perform job tasks in an active, reliable and efficient manner.
CLO #4	Perform job tasks in accordance with occupational health and safety standard.

Instructional**Strategies:**

Students are provided opportunities for hands-on practical work experience in an authentic collision and refinishing facility at VCC, High School and/or in industry. A Workplace Evaluation Guide is issued in alignment with practical assignments issued in the program.

Evaluation and Grading

Grading System: Percentages-ITA

Passing grade:

70%

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Participation	50	Students are graded on active participation, reliability and efficiency (evaluation rubric)
Assignments	50	Checklist of required practical tasks (Workplace Evaluation Guide) based on employer and/or HS Teacher feedback

Hours by Learning Environment Type

Lecture, Seminar, Online

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

10

Practicum 350

Self Paced / Individual Learning

Course Topics

Course Topics:
Workplace Evaluation Guide

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Course Change Request

New Course Proposal

Date Submitted: 10/01/20 12:58 pm

Viewing: **ACRF 1121 : Construction & Components (E)**

Last edit: 10/31/20 10:40 am

Changes proposed by: rpopow

Programs
referencing this
course

[154: Automotive Collision and Refinishing Foundation Certificate \(E-pprentice\)](#)

Course Name:
Construction and Components (E-pprentice)

Effective Date: November 2021

School/Centre: Trades, Technology & Design

Department: Automotive Collision Repair (4301)

Contact(s)

In Workflow

1. **4301 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 10/01/20 2:54 pm
David Cross
(dcross): Approved
for 4301 Leader
2. 10/01/20 3:16 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 10/31/20 10:47 am
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Robin Popow	rpopow@vcc.ca	604-313-0556

Banner Course Name: Construction & Components (E)

Subject Code: ACRF - Auto Collision & Refinishing

Course Number: 1121

Year of Study: 1st Year Post-secondary

Credits: 3.5

Course Description:

This course begins with a brief history of the automobile followed by the evolution of the automotive technologies and materials and how vehicles are manufactured today. Students are introduced to vehicle body styles, structures and body components. A major focus of this course is the removal and installation vehicle trim, hardware, decals and stripes to assist repair and refinishing processes.

Course Pre-Requisites (if applicable):**Course Co-requisites (if applicable):****PLAR (Prior Learning Assessment & Recognition)**

No

Course Learning**Outcomes (CLO):**

	Upon successful completion of this course, students will be able to:
CLO #1	Identify vehicle types and structures.
CLO #2	Describe interior vehicle components.
CLO #3	Describe automotive glass components.
CLO #4	Describe exterior trim components, fasteners and hardware.
CLO #5	Remove and install trim and hardware to specified fit and finish specifications.
CLO #6	Describe decals and striping.
CLO #7	Remove and install decals and striping.

Instructional**Strategies:**

Instructional strategies include: Self-paced and scheduled online learning assignments, lectures, demonstrations, group work, individual work, field trips, and project work in an authentic shop environment.

Evaluation and Grading

Grading System: Percentages-ITA
70%

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	30	Formative theory (quizzes and assignments)
Exam	20	Summative Theory
Assignments	25	Performance evaluations (Instructor)
Practicum	25	Performance evaluations (Instructor/Workplace as per Workplace Evaluation Guide)

Hours by Learning Environment Type

Lecture, Seminar, Online

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

12.5

Practicum 12.5

Self Paced / Individual Learning

75

Course Topics

Course Topics:

Evolution of the Automobile

Major Components and Structures

Automotive Glass:

- Movable
- Stationary
- National Auto Glass Specifications (NAGS)

Trim and Hardware

Course Change Request

New Course Proposal

Date Submitted: 10/01/20 12:58 pm

Viewing: **ACRF 1131 : Tools and Equipment (E)**

Last edit: 10/31/20 10:40 am

Changes proposed by: rpopow

Programs
referencing this
course

[154: Automotive Collision and Refinishing Foundation Certificate \(E-pprentice\)](#)

Course Name:

Tools and Equipment (E-pprentice)

Effective Date:

November 2021

School/Centre:

Trades, Technology & Design

Department:

Automotive Collision Repair (4301)

Contact(s)

In Workflow

1. **4301 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 10/01/20 2:54 pm
David Cross
(dcross): Approved
for 4301 Leader
2. 10/01/20 3:15 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 10/31/20 10:47 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Robin Popow	rpopow@vcc.ca	604-313-0556

Banner Course
Name:

Tools and Equipment (E)

Subject Code:

ACRF - Auto Collision & Refinishing

Course Number

1131

Year of Study

1st Year Post-secondary

Credits: 2.5

Course Description:

Students learn to identify, operate and maintain hand, electric and pneumatic tools. Students are introduced to pneumatic power systems, basic refinishing equipment and hydraulic equipment used in the industry. This course also focuses on safe vehicle lifting procedures using various lifting equipment.

Course Pre-Requisites (if applicable):**Course Co-requisites (if applicable):****PLAR (Prior Learning Assessment & Recognition)**

No

Course Learning**Outcomes (CLO):**

	Upon successful completion of this course, students will be able to:
CLO #1	Describe hand, electric and pneumatic tools used during collision and refinishing repairs.
CLO #2	Perform various tool and equipment maintenance procedures according to manufacturers' recommendations and industry standards.
CLO #3	Use hand, electric and pneumatic tools appropriate for various tasks in a safe manner.
CLO #4	Perform test spray to demonstrate proper spray gun setup, cleaning and maintenance.
CLO #5	Perform vehicle lifting and lowering procedures using various equipment according to Provincial and National safety standards.

Instructional**Strategies:**

Instructional strategies include: Self-paced and scheduled online learning assignments, lectures, demonstrations, group work, individual work, field trips, and project work in an authentic shop environment.

Evaluation and Grading

Grading System: Percentages-ITA

Passing grade:

70%

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	30	Formative theory (quizzes and assignments)
Exam	20	Summative Theory
Assignments	25	Performance evaluations (Instructor)
Practicum	25	Performance evaluations (Instructor/ Workplace as per Workplace Evaluation Guide)

Hours by Learning Environment Type

Lecture, Seminar, Online

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

6

Practicum 19

Self Paced / Individual Learning

50

Course Topics

Course Topics:
Hand Tools
Electric and Pneumatic Tools and Equipment
Hand Tools for Collision Repair
Basic Spray Gun Use and Maintenance
Hydraulic Equipment and Vehicle Lifting

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Course Change Request

New Course Proposal

Date Submitted: 10/01/20 12:59 pm

Viewing: **ACRF 1141 : Weld Heat Cut Steel (E)**

Last edit: 10/31/20 10:40 am

Changes proposed by: rpopow

Programs
referencing this
course

[154: Automotive Collision and Refinishing Foundation Certificate \(E-pprentice\)](#)

Course Name:

Welding, Heating and Cutting Steel (E-pprentice)

Effective Date:

November 2021

School/Centre:

Trades, Technology & Design

Department:

Automotive Collision Repair (4301)

Contact(s)

In Workflow

1. **4301 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 10/01/20 2:54 pm
David Cross
(dcross): Approved
for 4301 Leader
2. 10/01/20 3:15 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 10/31/20 10:47 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Robin Popow	rpopow@vcc.ca	604-313-0556

Banner Course
Name:

Weld Heat Cut Steel (E)

Subject Code:

ACRF - Auto Collision & Refinishing

Course Number

1141

Year of Study

1st Year Post-secondary

Credits: 2.5

Course Description:

Students begin this course learning to safely perform oxyacetylene welding, cutting and heating operations to establish basic skills as a foundation for additional welding processes. Then, students learn to perform gas metal arc welding processes as well as troubleshooting, equipment maintenance and safe welding practices. The course concludes with an industry standard weld performance qualification test.

Course Pre-Requisites (if applicable):**Course Co-requisites (if applicable):****PLAR (Prior Learning Assessment & Recognition)**

No

Course Learning**Outcomes (CLO):**

	Upon successful completion of this course, students will be able to:
CLO #1	Describe oxyacetylene components and safety devices.
CLO #2	Perform oxyacetylene setup and shut down procedures according to industry standards and safe work practice.
CLO #3	Describe gas metal arc welding (GMAW) equipment components and safety hazards.
CLO #4	Describe gas metal arc welding process variables and their affects on the structural integrity of vehicle repairs.
CLO #5	Perform gas metal arc welding setup and shut down procedures according to industry standards and safe work practice.
CLO #6	Perform various gas metal arc welds on sheet steel to industry standard visual and destructive testing criterion.

Instructional**Strategies:**

Instructional strategies include: Self-paced and scheduled online learning assignments, lectures, demonstrations, group work, individual work, field trips, and project work in an authentic shop environment.

Evaluation and Grading

Grading System: Percentages-ITA
70%

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	30	Formative theory (quizzes and assignments)
Exam	20	Summative Theory
Assignments	25	Performance evaluations (Instructor)
Practicum	25	Performance evaluations (Instructor/ Workplace as per Workplace Evaluation Guide)

Hours by Learning Environment Type

Lecture, Seminar, Online

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

12.5

Practicum 37.5

Self Paced / Individual Learning

25

Course Topics

Course Topics:

Properties of Steel 1: Steel Used in Vehicle Construction

Oxyacetylene Heating and Cutting

Properties of Steel 2: Steel Unitized Structures, Technologies and Repairs

Steel Gas Metal Arc Welding

Course Change Request

New Course Proposal

Date Submitted: 10/01/20 12:59 pm

Viewing: **ACRF 1151 : Metal Panels & Components (E)**

Last edit: 10/31/20 10:40 am

Changes proposed by: rpopow

Programs
referencing this
course

[154: Automotive Collision and Refinishing Foundation Certificate \(E-pprentice\)](#)

Course Name:

Metal Panels and Components (E-pprentice)

Effective Date:

November 2021

School/Centre:

Trades, Technology & Design

Department:

Automotive Collision Repair (4301)

Contact(s)

In Workflow

1. **4301 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 10/01/20 2:54 pm
David Cross
(dcross): Approved
for 4301 Leader
2. 10/01/20 3:15 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 10/31/20 10:47 am
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Robin Popow	rpopow@vcc.ca	604-313-0556

Banner Course
Name:

Metal Panels & Components (E)

Subject Code:

ACRF - Auto Collision & Refinishing

Course Number

1151

Year of Study

1st Year Post-secondary

Credits: 6

Course Description:

This course introduces students to the characteristics of sheet metal, types of sheet metal damage, and sheet metal tools and equipment. Students perform minor sheet metal damage repairs using a variety of panel shaping and filler contouring techniques. Additionally, students remove and install various body panels and components to industry fit and finish standards.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Describe structural and cosmetic sheet metal body components.
CLO #2	Describe steel types and strength characteristics and the affects of repair processes.
CLO #3	Identify sheet metal damage conditions.
CLO #4	Prepare damaged panels for repair processes.
CLO #5	Remove various exterior body panels and their components.
CLO #6	Describe metal repair and shrinking procedures.
CLO #7	Perform minor repairs on sheet metal (steel) exterior body panels to restore original contours and dimensions.
CLO #8	Install various exterior body panels and components to industry standards for fit and finish.

Instructional

Strategies:

Instructional strategies include: Self-paced and scheduled online learning assignments, lectures, demonstrations, group work, individual work, field trips, and project work in an authentic shop environment.

Evaluation and Grading

Grading System: Percentages-ITA
70%

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	30	Formative theory (quizzes and assignments)
Exam	20	Summative theory
Assignments	25	Performance evaluations
Practicum	25	Performance evaluations (Instructor/ Workplace as per Workplace Evaluation Guide)

Hours by Learning Environment Type

Lecture, Seminar, Online

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

25

Practicum 100

Self Paced / Individual Learning

50

Course Topics

Course Topics:

Sheet Used in Vehicle Construction
Bolted-On Parts Replacement
Fitting and Adjusting
Corrosion Protection
Repairing Damaged Exterior Body Panels

Course Topics:

Body Fillers and Sanding

Additional Repair Methods

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

See Auto Collision and Refinishing Foundation (E-pprentice) Certificate PCG and attachment

Additional Information

Provide any additional information if necessary.

Supporting
documentation:Reviewer
Comments

Marketing Information

FOR MARKETING PURPOSES ONLY. NOT REQUIRED FOR GOVERNANCE APPROVAL.

This section is used by Marketing to help populate course information on the website. If you have any questions about this section, contact webmaster@vcc.ca.

Make Available on Website:

Course Change Request

New Course Proposal

Date Submitted: 10/01/20 1:00 pm

Viewing: **ACRF 1161 : Plastic Panels Components (E)**

Last edit: 10/31/20 10:41 am

Changes proposed by: rpopow

Programs
referencing this
course

[154: Automotive Collision and Refinishing Foundation Certificate \(E-pprentice\)](#)

Course Name:

Plastic Panels and Components (E-pprentice)

Effective Date:

November 2021

School/Centre:

Trades, Technology & Design

Department:

Automotive Collision Repair (4301)

Contact(s)

In Workflow

1. **4301 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 10/01/20 2:54 pm
David Cross
(dcross): Approved
for 4301 Leader
2. 10/01/20 3:15 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 10/31/20 10:47 am
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Robin Popow	rpopow@vcc.ca	604-313-0556

Banner Course
Name:

Plastic Panels Components (E)

Subject Code:

ACRF - Auto Collision & Refinishing

Course Number

1161

Year of Study

1st Year Post-secondary

Credits: 1.5

Course Description:

This course introduces students to automotive plastics identification, repair tools and equipment and repair techniques. Students perform adhesive and weld repairs to rigid and flexible plastic interior and exterior parts.

Course Pre-Requisites (if applicable):**Course Co-requisites (if applicable):****PLAR (Prior Learning Assessment & Recognition)**

No

Course Learning**Outcomes (CLO):**

	Upon successful completion of this course, students will be able to:
CLO #1	Identify plastic characteristics and applications.
CLO #2	Describe methods of plastic identification.
CLO #3	Describe damage conditions and repair considerations.
CLO #4	Remove plastic panels in preparation for repairs.
CLO #5	Perform repair preparations on various plastic types.
CLO #6	Perform repair on plastic panel using hot-air welding procedures.
CLO #7	Perform repair on plastic panel using airless welding procedures.
CLO #8	Perform repair on plastic panel using adhesive repair procedures.
CLO #9	Install plastic panels and components to industry standards for fit and finish.

Instructional**Strategies:**

Instructional strategies include: Self-paced and scheduled online learning assignments, lectures, demonstrations, group work, individual work, field trips, and project work in an authentic shop environment.

Evaluation and Grading

Grading System: Percentages-ITA
70%

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	30	Formative theory (quizzes and assignments)
Exam	20	Summative theory
Assignments	25	Performance evaluations
Practicum	25	Performance evaluations (Instructor/ Workplace as per Workplace Evaluation Guide)

Hours by Learning Environment Type

Lecture, Seminar, Online

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

6

Practicum 24

Self Paced / Individual Learning

20

Course Topics

Course Topics:

Safety and Plastic Identification

Cleaning, Damage Types and Repair Techniques

Adhesive Repairs

Welded and Combination Repairs

Thermoplastic Repair Procedures

Course Topics:

Thermoset Plastic Repair Procedures

Additional Repair Considerations

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

See Automotive Collision and Refinishing Foundation (E-pprentice) Certificate PCG proposal and attachment.

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer
Comments

Marketing Information

FOR MARKETING PURPOSES ONLY. NOT REQUIRED FOR GOVERNANCE APPROVAL.

This section is used by Marketing to help populate course information on the website. If you have any questions about this section, contact webmaster@vcc.ca.

Make Available on Website:

Course Change Request

New Course Proposal

Date Submitted: 10/01/20 1:00 pm

Viewing: **ACRF 1171 : Organize Document Comm (E)**

Last edit: 10/31/20 10:41 am

Changes proposed by: rpopow

Programs
referencing this
course

[154: Automotive Collision and Refinishing Foundation Certificate \(E-pprentice\)](#)

Course Name:

Organize, Document and Communicate (E-pprentice)

Effective Date:

November 2021

School/Centre:

Trades, Technology & Design

Department:

Automotive Collision Repair (4301)

Contact(s)

In Workflow

1. **4301 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 10/01/20 2:55 pm
David Cross
(dcross): Approved
for 4301 Leader
2. 10/01/20 3:15 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 10/31/20 10:47 am
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Robin Popow	rpopow@vcc.ca	604-313-0556

Banner Course
Name:

Organize Document Comm (E)

Subject Code:

ACRF - Auto Collision & Refinishing

Course Number

1171

Year of Study

1st Year Post-secondary

Credits: 1.5

Course Description:

Students learn planning and organizational work process skills needed to productively contribute to the workflow of a collision repair facility. Additionally, students learn to locate and interpret vehicle information, technical manuals and bulletins and to interpret work orders. This course also focuses on environmental safety regulation compliance and auto insurance claims processes in British Columbia.

Course Pre-Requisites (if applicable):

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No

Course Learning

Outcomes (CLO):

	Upon successful completion of this course, students will be able to:
CLO #1	Use workplace and organizational skills.
CLO #2	Interpret trade terminology.
CLO #3	Locate and interpret vehicle information.
CLO #4	Use specifications and procedures.
CLO #5	Identify environmental regulations and compliance documentation.
CLO #6	Interpret damage reports, work orders and repair estimates.
CLO #7	Describe auto insurance claims processes in British Columbia.
CLO #8	Describe repair processes and timelines.
CLO #9	Collaborate with coworkers to develop an effective production schedule.
CLO #10	Describe shop roles and responsibilities.
CLO #11	Describe business relations.
CLO #12	Use active listening techniques to communicate effectively in the workplace.

Instructional**Strategies:**

Instructional strategies include: Self-paced and scheduled online learning assignments, lectures, demonstrations, group work, individual work, field trips, and project work in an authentic shop environment.

Evaluation and Grading

Grading System: Percentages-ITA
70%

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	30	Formative theory (quizzes and assignments)
Exam	20	Summative theory
Assignments	25	Performance evaluations
Practicum	25	Performance evaluations (Instructor/ Workplace as per Workplace Evaluation Guide)

Hours by Learning Environment Type

Lecture, Seminar, Online

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

6

Practicum 14

Self Paced / Individual Learning

30

Course Topics**Course Topics:**

Workplace Organizational Skills and Workflow

Course Topics:

Vehicle Identification, Estimating and Terminology

Health and Safety for Refinishing

Environmental Safety

Auto Insurance Claims Processes in British Columbia

Effective Communication Skills for Industry Relations

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

See Automotive Collision and Refinishing Foundation (E-pprentice) Certificate PCG proposal and attachment.

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer
Comments

Marketing Information

Course Change Request

New Course Proposal

Date Submitted: 10/01/20 1:01 pm

Viewing: **ACRF 1181 : Refinish Preparation (E)**

Last edit: 10/31/20 10:41 am

Changes proposed by: rpopow

Programs
referencing this
course

[154: Automotive Collision and Refinishing Foundation Certificate \(E-pprentice\)](#)

Course Name:

Refinish Preparation (E-pprentice)

Effective Date:

November 2021

School/Centre:

Trades, Technology & Design

Department:

Automotive Collision Repair (4301)

Contact(s)

In Workflow

1. **4301 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 10/01/20 2:55 pm
David Cross
(dcross): Approved
for 4301 Leader
2. 10/01/20 3:15 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 10/31/20 10:47 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Robin Popow	rpopow@vcc.ca	604-313-0556

Banner Course
Name:

Refinish Preparation (E)

Subject Code:

ACRF - Auto Collision & Refinishing

Course Number

1181

Year of Study

1st Year Post-secondary

Credits: 5

Course Description:

Students identify various substrates, topcoats and conditions found with automotive finishes and procedures required to correct them in preparation for refinishing. A major focus of this course is correct sanding and stripping of surfaces, masking vehicles, applying and blocking undercoat materials and fillers. Students are introduced to coatings, solvents and additives and important information regarding safe use, handling and storage.

Course Pre-Requisites (if applicable):**Course Co-requisites (if applicable):****PLAR (Prior Learning Assessment & Recognition)**

No

Course Learning**Outcomes (CLO):**

	Upon successful completion of this course, students will be able to:
CLO #1	Clean surfaces in preparation for repairs.
CLO #2	Describe substrates.
CLO #3	Identify substrate condition.
CLO #4	Describe masking materials and equipment.
CLO #5	Use masking techniques in preparation for primer.
CLO #6	Describe masking deficiencies and corrective procedures.
CLO #7	Remove masking after primer.
CLO #8	Describe paint removal techniques.
CLO #9	Describe sanding materials and equipment.
CLO #10	Use sanding techniques and procedures.
CLO #11	Describe body fillers.
CLO #12	Mix body fillers.

Upon successful completion of this course, students will be able to:

CLO #13 Describe undercoats, solvents and additives.

CLO #14 Mix undercoats.

Instructional

Strategies:

Instructional strategies include: Self-paced and scheduled online learning assignments, lectures, demonstrations, group work, individual work, field trips, and project work in an authentic shop environment.

Evaluation and Grading

Grading System: Percentages-ITA
70%

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	30	Formative theory (quizzes and assignments)
Exam	20	Summative theory
Assignments	25	Performance evaluations
Practicum	25	Performance evaluations (Instructor/ Workplace as per Workplace Evaluation Guide)

Hours by Learning Environment Type

Lecture, Seminar, Online

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

12.5

Practicum 62.5

Self Paced / Individual Learning

Course Topics

Course Topics:

Tools and Equipment for Refinish Preparations

Substrate Identification and Cleaning

Finish Sanding and Removal

Filler Application and Sanding for Surface Preparation

Masking for Undercoats

Undercoats, Solvents and Additives

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

See Automotive Collision and Refinishing Foundation (E-pprentice) Certificate PCG proposal and attachment.

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer
Comments

Course Change Request

New Course Proposal

Date Submitted: 10/01/20 1:02 pm

Viewing: **ACRF 1186 : Refinish Application (E)**

Last edit: 10/31/20 10:42 am

Changes proposed by: rpopow

Programs
referencing this
course

[154: Automotive Collision and Refinishing Foundation Certificate \(E-pprentice\)](#)

Course Name:

Refinish Application (E-pprentice)

Effective Date:

November 2021

School/Centre:

Trades, Technology & Design

Department:

Automotive Collision Repair (4301)

Contact(s)

In Workflow

1. **4301 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 10/01/20 2:55 pm
David Cross
(dcross): Approved
for 4301 Leader
2. 10/01/20 3:15 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 10/31/20 10:47 am
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Robin Popow	rpopow@vcc.ca	604-313-0556

Banner Course
Name:

Refinish Application (E)

Subject Code:

ACRF - Auto Collision & Refinishing

Course Number

1186

Year of Study

1st Year Post-secondary

Credits: 3.5

Course Description:

This course focuses on the spray environment, vehicle and gun setup in preparation for various topcoat applications in compliance with personal and environmental safety regulations. Students also learn spray techniques for topcoating, refinish defect prevention and defect correction processes.

Course Pre-Requisites (if applicable):**Course Co-requisites (if applicable):****PLAR (Prior Learning Assessment & Recognition)**

No

Course Learning**Outcomes (CLO):**

	Upon successful completion of this course, students will be able to:
CLO #1	Describe spray booth controls and operation.
CLO #2	Operate a spray booth.
CLO #3	Perform spray booth maintenance.
CLO #4	Describe topcoat materials.
CLO #5	Mix refinishing materials using manufacturers' software and mixing system.
CLO #6	Use cleaning materials in preparation for various coatings.
CLO #7	Apply primer sealers.
CLO #8	Apply single-stage paint.
CLO #9	Apply basecoat/clearcoat.

Instructional**Strategies:**

Instructional strategies include: Self-paced and scheduled online learning assignments, lectures, demonstrations, group work, individual work, field trips, and project work in an authentic shop environment.

Evaluation and Grading

Grading System: Percentages-ITA
70%

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	30	Formative theory (quizzes and assignments)
Exam	20	Summative theory
Assignments	25	Performance evaluations
Practicum	25	Performance evaluations (Instructor/ Workplace as per Workplace Evaluation Guide)

Hours by Learning Environment Type

Lecture, Seminar, Online

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

6.5

Practicum 53.5

Self Paced / Individual Learning

40

Course Topics

Course Topics:

Understanding and Preventing Refinish Defects
Spray Environment Controls, Preparation, Operation and Maintenance
Topcoat Materials, Paint Manufacturers' Software and Mixing Systems
Primer/Sealer Application
Single-Stage Paint Application

Course Topics:

Basecoat/Clearcoat Application

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

See Automotive Collision and Refinishing Foundation (E-pprentice) Certificate PCG proposal and attachment.

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer
Comments

Marketing Information

FOR MARKETING PURPOSES ONLY. NOT REQUIRED FOR GOVERNANCE APPROVAL.

This section is used by Marketing to help populate course information on the website. If you have any questions about this section, contact webmaster@vcc.ca.

Make Available on Website:

Course Change Request

New Course Proposal

Date Submitted: 10/01/20 1:02 pm

Viewing: **ACRF 1191 : Interior Exterior Detail (E)**

Last edit: 10/31/20 10:42 am

Changes proposed by: rpopow

Programs
referencing this
course

[154: Automotive Collision and Refinishing Foundation Certificate \(E-pprentice\)](#)

Course Name:

Interior and Exterior Detailing (E-pprentice)

Effective Date:

November 2021

School/Centre:

Trades, Technology & Design

Department:

Automotive Collision Repair (4301)

Contact(s)

In Workflow

1. **4301 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 10/01/20 2:55 pm
David Cross
(dcross): Approved
for 4301 Leader
2. 10/01/20 3:15 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 10/31/20 10:47 am
Todd Rowlett
(trowlett): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Robin Popow	rpopow@vcc.ca	604-313-0556

Banner Course
Name:

Interior Exterior Detail (E)

Subject Code:

ACRF - Auto Collision & Refinishing

Course Number

1191

Year of Study

1st Year Post-secondary

Credits: 1

Course Description:

In this course student inspect paint finishes, correct minor paint defects and perform interior and exterior detailing processes. Students learn to perform final checks to ensure repairs are consistent with work orders and control quality standards in advance of delivery to customers.

Course Pre-Requisites (if applicable):**Course Co-requisites (if applicable):****PLAR (Prior Learning Assessment & Recognition)**

No

Course Learning**Outcomes (CLO):**

	Upon successful completion of this course, students will be able to:
CLO #1	Describe the post-refinish detailing process.
CLO #2	Polish to remove minor paint surface defects.
CLO #3	Describe post-refinish exterior vehicle cleaning.
CLO #4	Describe post-refinish interior vehicle cleaning.
CLO #5	Perform interior and exterior vehicle detailing.
CLO #6	Perform quality control inspection.

Instructional**Strategies:**

Instructional strategies include: Self-paced and scheduled online learning assignments, lectures, demonstrations, group work, individual work, field trips, and project work in an authentic shop environment.

Evaluation and Grading

Grading System: Percentages-ITA

Passing grade:

70%

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	30	Formative theory (quizzes and assignments)
Exam	20	Summative theory
Assignments	25	Performance evaluations
Practicum	25	Performance evaluations (Instructor/ Workplace as per Workplace Evaluation Guide)

Hours by Learning Environment Type

Lecture, Seminar, Online

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

6.5

Practicum 18.5

Self Paced / Individual Learning

12.5

Course Topics

Course Topics:
Inspecting the Finish
Finish Defect Removal
Final Detailing of Interior and Exterior Surfaces
Quality Control Inspections

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

164

Apprentice Training Changes for Automotive Collision Repair and Automotive Refinishing Offerings

Proposal and Detail of Changes

September 2020

The aim of this proposal is to replace the first of five existing apprentice training offerings for Auto Collision Repair, Refinish Prep as per the *National Harmonization Project* (see document in *Automotive Collision and Refinishing Foundation Certificate* proposal).

Note: Remaining courses including additional proposals aimed at formalizing/expanding/updating *E-pprentice* apprentice training offerings will follow November 2020. See table below for full schedule of changes to apprentice offerings.

Current		Replace/New	Proposed		EdCo Submission
ACAP 1001	Auto Collision Repair Technician Apprentice Level 1	Replace	ACRP 1101	Automotive Collision and Refinishing Common Core Level 1	October 2020
ARAP 1001	Auto Refinishing Prep Technician Apprentice	Replace			
		New	ACRP 1102	Automotive Collision and Refinishing Common Core Level 1 (E-pprentice)	November 2020
ACAP 2001	Auto Collision Repair Technician Apprentice Level 2	Replace	ACAP 2002	Auto Body and Collision Technician Level 2	
		New	ACAP 2003	Auto Body and Collision Technician Level 2 (E-pprentice)	
ACAP 3001	Auto Collision Repair Technician Apprentice Level 3	Replace	ACAP 3002	Auto Body and Collision Technician Level 3	
		New	ACAP 3003	Auto Body and Collision Technician Level 3 (E-pprentice)	
		New	ACAP 4002	Auto Body and Collision Technician Level 4	
		New	ACAP 4003	Auto Body and Collision Technician Level 4 (E-pprentice)	
APAP 2001	Auto Paint and Refinish Technician Apprentice	Replace	APAP 2002	Automotive Refinishing Technician Level 2	
		New	APAP 2003	Automotive Refinishing Technician Level 2 (E-pprentice)	

Change Detail

In the following *Change Detail* table:

- *grey* indicates courses common to both trades/instructors
- *blue* indicates courses focussing on Collision Repair
- *green* indicates courses focussing on Refinish Prep

Current			Proposed				
Course #	Course Name	Cr.	Action	Course #	Course Name	Cr.	Explanation
ACAP 1001	Auto Collision Repair Technician Apprentice Level 1	5.5	New	ACRP 1101	Automotive Collision and Refinishing Common Core Level 1	9.0	New 7 week (210 hours) common core course based on ACAP 1001 with added content from ARAP 1001 and APAP 1001. Duration increases: ACAP 1001 from 5 weeks, ARAP 1001 from 4 weeks.
ARAP 1001	Auto Refinishing Prep Technician Apprentice	4.5					

Effective: September 2021

Deactivation of current courses: April 2021

Note: Level 2+ courses effective/deactivate dates pending ITA Transition Plan

Course Change Request

New Course Proposal

Date Submitted: 10/01/20 12:54 pm

Viewing: **ACRP 1101 : Auto Coll & Ref Apprentice**

1

Last edit: 10/28/20 7:12 pm

Changes proposed by: rpopow

Course Name:

Automotive Collision and Refinish Common Core Apprentice Level 1

Effective Date:

September 2021

School/Centre:

Trades, Technology & Design

Department:

Auto Collision Apprenticeship (4314)

Contact(s)

In Workflow

1. **4314 Leader**
2. **CTT Dean**
3. **Curriculum Committee Chair**
4. **EDCO Chair**
5. Records
6. Banner

Approval Path

1. 10/01/20 2:59 pm
David Cross
(dcross): Approved
for 4314 Leader
2. 10/01/20 3:15 pm
Brett Griffiths
(bgriffiths):
Approved for CTT
Dean
3. 10/29/20 2:07 pm
Todd Rowlatt
(trowlatt): Approved
for Curriculum
Committee Chair

Name	E-mail	Phone/Ext.
Robin Popow	rpopow@vcc.ca	604-313-0556

Banner Course

Auto Coll & Ref Apprentice 1

Name:

Subject Code:

ACRP - Auto Collision Refinishing Appren

Course Number

1101

Year of Study

1st Year Post-secondary

Credits: 9

Course Description:

This 7 week (210 hour) course provides the Level 1 technical training component of the Provincial Auto Body and Collision Technician program and, the Automotive Refinishing Technician program.

Major topics include occupational safety, tools and equipment, welding/cutting/heating processes, organization and documentation, metal and plastics repair and replacement, automobile construction and surface preparation/refinishing.

Upon successful completion of this level of technical training students are eligible to write an ITA Standardized Exam. The VCC training grade is blended with the ITA Exam mark at 80%/20% to determine an overall final grade. Students achieving a blended grade of 70% or greater are eligible to:

- receive 210 hours ITA Work-Based Training credit;
- advance to Auto Body and Collision Technician Level 2;
- advance to Automotive Refinishing Technician Level 2.

Course Pre-Requisites (if applicable):

Students must be registered apprentices in the Automotive Collision, Refinishing Prep, or Refinishing Technician trades with the Industry Training Authority of B.C. (ITA) and have received an Apprentice Identification number.

Course Co-requisites (if applicable):**PLAR (Prior Learning Assessment & Recognition)**

No

Course Learning**Outcomes (CLO):**

Upon successful completion of this course, students will be able to:	
CLO #1	Adhere to industry health and safety standards in the repair and reconditioning of automotive vehicles (A1-A2).
CLO #2	Maintain tools and equipment to ensure top performance, safety and environmental compliance (B1-B7).

Upon successful completion of this course, students will be able to:	
CLO #3	Perform cutting, welding and heating processes to industry and vehicle manufacturers' standards (C1-C3).
CLO #4	Analyze vehicle conditions and documentation to develop organized repair plans (D1-D4).
CLO #5	Use communication techniques to build and maintain professional industry and customer relations (E1).
CLO #6	Remove and install vehicle components to manufacturers fit and finish standards (F1-F3).
CLO #7	Prepare surfaces for refinishing accounting for substrate conditions and manufacturers' specifications (G1-G4).
CLO #8	Use repair materials and equipment in preparation for top-coat application in accordance with manufacturers' specifications (H1-H4).
CLO #9	Perform top-coating procedures to achieve a variety of original equipment (OE) finishes (I1-I4).
CLO #10	Remove, repair and install metal panels and components to original contour, fit and finish (K1-K5).
CLO #11	Remove, repair and install plastic panels and components and composites to original contour, fit and finish (L1-L5).
CLO #12	Perform automotive detailing tasks and inspect repaired vehicles according to quality assurance standards (M1-M2).

Instructional

Strategies:

This course provides a wide range of opportunities for student learning in classroom and shop settings. In addition to hands-on practical experience at VCC's own state of the art automotive collision repair and refinishing facility learning activities such as lectures, demonstrations, individual and group project based learning strategies may be used throughout the course. Students may access learning materials and course evaluations using VCC's online course management system.

Attendance and Participation

Given the industrial nature of this course professional and safe work practice is of critical importance. A student may be withdrawn from the course for safety concerns and/or an inability to meet professional practice standards due to inadequate attendance.

Excused absences are those reported in advance of a scheduled class, wherever possible, or if appropriate documentation can be provided for the time missed. Other absences will be reported as unexcused, and an excess of unexcused absences may result in a student being withdrawn from the course.

Evaluation and Grading

Grading System: Percentages-ITA
70

Passing grade:

Evaluation Plan:

Type	Percentage	Brief description of assessment activity
Quizzes/Tests	40	Formative theory quizzes
Final Exam	20	Summative theory exam
Assignments	40	In-shop practical evaluations

Hours by Learning Environment Type

Lecture, Seminar, Online

80

Lab, Clinical, Shop, Kitchen,
Studio, Simulation

130

Practicum

Self Paced / Individual Learning

Course Topics

Course Topics:

Occupational Safety

Tools and Equipment

Oxyacetylene Heating and Cutting Procedures

Gas Metal Arc Welding Steel Sheet Metal

Work Organization, Repair Plans and Communications

Auto Body Construction and Components

Sheet Metal Repair and Replacement

Plastics and Composites

Course Topics:

Refinish Coatings

Surface Preparation

Refinish Application

Vehicle Detailing and Quality Control

Learning Resources (textbooks, lab/shop manuals, equipment, etc.):

Rationale and Consultations

You only have to complete the Rationale and Consultations section once for a group of related proposals (i.e. a number of changes to a PCG and multiple courses). Is this proposal part of a group of related proposals?

Yes

Is this the primary proposal?

No

Primary Proposal

See Automotive Collision and Refinishing Foundation proposal for national harmonization project scope. See attached for Detail of Changes.

Additional Information

Provide any additional information if necessary.

Supporting
documentation:

Reviewer
Comments

Marketing Information



DECISION NOTE

PREPARED FOR: Education Council

DATE: November 10, 2020

ISSUE: Approval process for deactivating courses and programs within Courseleaf

BACKGROUND:

The College has been using the Courseleaf CIM curriculum management software for several years and is about to launch the Courseleaf Catalog product as well. Part of the process for managing curriculum is deactivating courses and programs that are either no longer taught or that have been superseded by new courses or new programs.

Education Council and Curriculum Committee do not have a clear process for approval of these deactivations. Currently, the Chair of Curriculum Committee, the Coordinator Curriculum & Policy, the Education Council Assistant, and the Associate Registrars are actively discussing specific courses, consulting with departments as needed. In obvious cases, deactivations are completed without additional governance approvals; in other cases, deactivations have been approved at either the Curriculum Committee level or at EDCO.

DISCUSSION:

Most deactivations are a direct result of new curriculum being approved that includes new course numbers or new program names. It is a very simple process to identify which courses should then be deactivated and only requires consultation with the departments to confirm the timing for the deactivations. As the new curriculum is already approved by Education Council, it seems redundant to bring the deactivations forward for approval as well. As such, my recommendation is that EDCO assign the task of managing deactivations to Curriculum Committee to ensure that deactivations are still recorded in the minutes of a governance body, but without the additional EDCO step.

As part of this process, a set of guidelines would be created for the various deactivation scenarios, including:

- When courses/programs are replaced by new curriculum
- When courses have not run for a number of years
- When courses need to be removed temporarily from the website

However, Education Council should be explicit that programs and courses that fall under Policy C.3.3 Suspension and/or Discontinuance of Programs are not eligible for this type of deactivation until all requirements of Policy C.3.3 have been met.

RECOMMENDATION:

THAT Education Council approve Curriculum Committee as the approval body for course and program deactivations within Courseleaf CIM, except for those programs and courses that are within the process of suspension and/or discontinuance as governed by Policy C.3.3.

PREPARED BY: Todd Rowlett, Chair, Curriculum Committee

DATE: October 29, 2020



DECISION NOTE

PREPARED FOR: Education Council

DATE: November 10, 2020

ISSUE: C.3.10 Educational Affiliations Policy and Procedures
(formerly Affiliation Agreements (Education))

BACKGROUND:

This policy and related procedures establish the guiding principles for educational affiliations and outline a process for exploring, developing, and finalizing educational affiliations. The policy was up for review, has been presented to both the Administrative Policy Committee and Education Policy Committee by Todd Rowlett, policy writer, and has been made available for community feedback. Major changes from the previous iteration of this policy include joint research projects and a clarification of the steps, processes and consultation needed to undertake development of an educational affiliation. This policy requires joint approval by Education Council and the Board of Governors.

DISCUSSION:

Education Policy Committee discussed the policy at our October 2020 meeting. The policy was last seen at our August meeting prior to being sent for community feedback. There were no comments from the College community. The committee agreed with minor edits by the policy writer, the most significant of which was to change “instructors” to “employees” in the Scope and Limits section.

RECOMMENDATION:

THAT Education Council approve C.3.10 Educational Affiliations Policy and Procedures;

THAT Education Council recommend approval of C.3.10 Educational Affiliations Policy and Procedures to the Board of Governors.

PREPARED BY: Natasha Mandryk, Chair, Education Policy Committee

DATE: November 2, 2020



POLICY

Title	Educational Affiliations
Policy No.	C.3.10
Approval Body	Board of Governors and Education Council (jointly)
Policy Sponsor	Vice President, Academic & Research
Last Revised/Replaces	June 29, 2015 (<i>formerly Affiliation Agreements (Education)</i>)
Effective Date	DRAFT 2020-09-08

CONTEXT AND PURPOSE

Educational affiliations are agreements with post-secondary institutions or other bodies that create opportunities for educational programming, student pathways, or applied research. Educational affiliations extend Vancouver Community College's (VCC; the College) ability to create learning experiences for students, partnerships for offering credentials, collaborations for applied research and scholarship, or equivalent course/credit pathways between institutions.

This policy and related procedures establish the guiding principles for educational affiliations and establish a development and approval process that assists Vancouver Community College in making informed judgements about the desirability of specific affiliations and in articulating a clear process that governs agreements.

SCOPE AND LIMITS

This policy and related procedures applies to affiliation agreements entered into by VCC involving:

- the issuance of a VCC credential, a VCC course completion credit, a joint credential and/or course completion credit involving both VCC and another institution/body; and/or
- the recognition of a credential or course completion credit offered by another institution; and/or
- A joint applied research project agreed to at an institutional level between VCC and another organization(s) that involves employees, students, and/or publication of research under the College's name.

The policy does not apply to:

- Education Service Contract training (see Policy C.3.5) or other industry partnerships, unless they result in the recognition of a credential or course completion credit offered by another institution, a joint credential, or a joint research project at an institutional level.
- Education Service Contracts that relate to packaging existing programs or courses that have already gone through governance approval (such as offering another cohort of a program or a series of approved courses taught for a client).

- Articulation agreements between VCC and other post-secondary institutions that are included in the BC Transfer Guide.
- Agreements with other organizations for the sole purpose of providing practicum/clinical placements, work experience, or cooperative education.
- Applied research projects funded through Canadian, British Columbia or other provinces/territories government funding, or funding secured by individual employees to support a research project.
- Affiliations that do not involve education such as procurement, finance, and facilities.

STATEMENT OF POLICY PRINCIPLES

1. All educational affiliations will align with and support the mission, mandate, and strategic direction of VCC.
2. Opportunities for educational affiliations are considered with organizations that share compatible goals and values with VCC, and agree to conform to all VCC's policies and procedures.
3. Educational affiliations should enhance the quality, range, and relevance of VCC's educational and applied research offerings, and should improve student access, transferability, and opportunities.
4. VCC has ultimate responsibility for the quality, academic standards, and student experience of any academic credential granted in its name, and educational affiliations must recognize the respective roles of Education Council and the Board of Governors in decision-making over educational matters.
5. Educational affiliations must ensure institutional academic freedom and independence from interference in educational decision-making and applied research. Agreements must respect all elements of academic freedom established in VCC policy and in VCC Collective Agreements. All educational affiliations are open to public scrutiny to ensure transparency.
6. VCC will only establish educational affiliations with partners who can demonstrate appropriate academic or professional standing, along with financial and legal standing. Agreements should have evident benefits for all partners, while minimizing risk to any partner.
7. Affiliation agreements will specify terms for dates of review and renewal and the credential to be awarded, and will include mechanisms for dispute resolution, non-compliance, and cancellation of an agreement.
8. All educational affiliations must establish terms to protect intellectual property.
9. All affiliation agreements will be subject to periodic review, no less than once every five years.

DEFINITIONS

Affiliation Agreement: An arrangement with another institution or body that involves the awarding of a credential, the establishment of equivalency between the courses or programs between VCC and another institutions, the movement of students between institutions, or applied research projects at an institutional level. Common examples include:

Applied Research Project: A project established by VCC as an institution in partnership with other institutions where funding or resources are provided to the College, and involves the research activities of employees or students.

Articulation: Agreements that provide for inter-institutional transfer of credit for courses or programs. These formal agreements set out the terms under which credits or credentials awarded by one institution will be given transfer status by the other institutions. Normally the submission requirements will resemble those within the BC Council of Admissions and Transfer (BCCAT) guide.

Block Transfer: The process whereby a block of credits is granted to students who have successfully completed a certificate, diploma, or cluster of courses that is recognized as having an academic wholeness or integrity, and that can be related meaningfully to a credential at another institution.

Consortium Model: An agreement in which several institutions collaborate on the development of a generic curriculum but independently offer parts of or the entire program at their institution or jointly administer a program that is hosted at one or more institution.

Joint Credential: The process whereby two or more independent institutions offer designated portions of a jointly developed/agreed to curriculum that result in a credential where both institutions are cited as the credential granter.

Memorandum of Understanding: An agreement between two or more parties outlined in a formal document. It is not legally binding but signals the willingness of the parties to move forward with a contract.

RELATED LEGISLATION & POLICIES

Legislation:

College & Institute Act, RSBC 1996, c 52

Policies

- C.3.5 Education Services Contracts
- C.3.11 Qualifications for Faculty Members
- C.3.12 Qualifications for Continuing Studies Instructors
- C.3.15 Curriculum Development and Approval
- D.1.3 Copyright
- D.1.4 Curriculum/Educational/Instructional Materials Created within the College
- D.3.5 Prior Learning Assessment and Recognition
- F.1.1 Ethical Conduct for Research Involving Humans
- F.1.2 Ethics and Integrity in Research and Scholarly Activity
- F.1.3 Conflict of Interest Related to Research
- E.3.1 Sponsorship

RELATED PROCEDURES

Refer to A.3.10 Educational Affiliations Procedures.



PROCEDURES

Title	Educational Affiliations
Policy No.	C.3.10
Approval Body	Board of Governors and Education Council (jointly)
Policy Sponsor	Vice President, Academic & Research
Last Revised/Replaces	June 29, 2015 (formerly Affiliation Agreements (Education))
Effective Date	DRAFT 2020-09-08

GENERAL

1. Developing an educational affiliation agreement involves the following three phases:
 - a. Exploratory discussions
 - b. Developing a memorandum of understanding
 - c. Developing an educational affiliation agreement for a specific initiative
2. A series of resources applicable to educational affiliations are available for internal users on myVCC, including affiliation agreement templates.

EXPLORATORY DISCUSSIONS

3. Educational affiliation proposals may originate from any member of the College, including but not limited to Instructors, Department Leaders, Deans, or Senior Leadership.
4. The proposer must first seek approval from the appropriate Dean to enter into exploratory discussions with a potential partner. The Dean and proposer should carefully consider the Principles outlined in the related Policy to ensure that a potential affiliation is aligned with the College's mandate and values.
 - a. If the proposed partnership involves international students or programs, approval is also required from the Director of International Education.
 - b. If the proposed partnership involves Indigenous students or programs, approval is also required from the Dean of Indigenous Initiatives.
 - c. If the proposed partnership involves an applied research project, consultation is also required with the Dean responsible for the Centre of Teaching, Learning & Research.
 - d. If the proposed partnership involves significant or unusual student service requirements, consultation is also required with the Associate Vice President, Students & Enrolment Services.
 - e. Initial consultations should be held with appropriate department faculty and staff.

5. The Dean and proposer are responsible for an initial assessment of any risks to the College from the affiliation.
6. If the exploratory discussions indicate that an affiliation may be beneficial to all partners, the proposer and Dean submit a Decision Note to the appropriate Vice President for review and approval.

MEMORANDUM OF UNDERSTANDING

7. In most cases, educational affiliations will require a memorandum of understanding (MOU) between the parties. The document outlines the broad objectives and potential scope of activities, and signals the intent to collaborate and develop a formal partnership. It does not create an affiliation agreement with another institution.
8. Multiple affiliation or other agreements may be developed as the result of one (1) MOU with an organization.
9. The Vice President, Academic & Research (or delegate) is responsible for developing the MOU with the partner organization. The Vice President, Academic & Research approves the final document for VCC.
10. The official copy is kept in the office of the Vice President, Academic & Research. A copy of the MOU is sent to the President's Office, Education Council, and the Board of Governors for information.

AFFILIATION AGREEMENT

11. As individual educational initiatives are developed under an MOU, each initiative should have an educational affiliation agreement outlining the purpose, roles and responsibilities of all partners, governance requirements, and financial/operational terms.
12. The Vice President, Academic & Research (or delegate) is responsible for developing the affiliation agreement with the partner organization.
13. The proposed affiliation agreement must be reviewed by relevant faculty, relevant staff, student services, the Registrar's Office, Human Resources, Financial Services, Safety Security and Risk Management, and any other relevant stakeholder within the College to ensure that the agreement properly supports students, fits the College's strategic and financial plans, and minimizes risks to students and the College.
14. Affiliation agreements related to programming will typically include sections on:
 - a. Credential or credits awarded or transferred
 - b. Internal requirements related to the Office of the Registrar, Institutional Research and Finance
 - c. Collective Agreements
 - d. Human Resources
 - e. Learning Resources including an appropriate level of student services
 - f. Marketing and student information
 - g. Intellectual property
 - h. Occupational safety and security

15. Affiliation agreements related to applied research will typically include sections on:
 - a. Research ethics and review
 - b. Collective Agreements
 - c. Human Resources
 - d. Intellectual property
 - e. Occupational safety and security
16. All affiliation agreements will specify:
 - a. Terms for dates of review and renewal
 - b. Mechanisms for dispute resolution, non-compliance, and cancelation of agreements

APPROVAL OF EDUCATIONAL AFFILIATION AGREEMENTS

17. All affiliation agreements must be approved by the Board of Governors.
18. Depending on the terms of the affiliation, Education Council must either approve the affiliation agreement or provide advice to the Board prior to their decision.
 - a. In cases where the agreement determines whether “courses or programs, or course credit, from another institution, university or other body are equivalent to courses or programs, or course credit, at the College” (*College and Institute Act*, RSBC 1996, c 52 s 25(1)(a)), or the agreement relates to the development of programs, courses, or other curriculum content (s 24(2)), the agreement must be jointly approved by Education Council.
 - b. In all other cases, Education Council provides advice to the Board prior to their decision.
19. Proposed affiliation agreements are sent to the Education Council Office for decision by Education Council. The Education Council Office sends it to the Executive Assistant to the Board for decision by the Board of Governors.
20. After governance approval, the affiliation agreement is signed by the President or a Vice President, and by an authorized person at the partner organization. The official copy is kept in the office of the Vice President, Academic & Research.

REVIEW AND REPORTING

21. The Vice President, Academic & Research (or delegate) is responsible for reviewing all affiliations at the time of renewal, or no less than once every five years.
22. The Vice President, Academic & Research provides an annual report to Education Council on all active or recently completed educational affiliations.

RELATED POLICY

Refer to A.3.10 Educational Affiliations Policy.