

9486-120 Street , Surrey V3V 4B9 info@acecollegecanada.com 604-603-2231

ACE Community College is interim designated by the Private Training Institutions Branch

| STUDENT INFORMATION | | | | | | | | | | | | | | |
|---|---|---|---|---|--|---|---|---|--|---------------|--|------|--|--------|
| Last Namey | | | | | First Name & Middle Name | | | | | | | | | |
| Usual First Name | | | | | Personal Education Number (if available) | | | | | | | | | |
| Mailing Address | | | | | | | | | | | | | | |
| Mailing Address in Canada (if available and different from above) | | | | | | | | | | | | | | |
| Student Telephone Number | | | | | Student Email Address | | | | | | | | | |
| International Student: <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | If you are an international student: Citizenship: _____ | | | | | | | | | |
| Do you have a study permit? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | | | | | | | | | |
| If you do not have a study permit, do you have a permit, visa or other written authorization to study in Canada other than a study permit? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | | | | | | | | | |
| Date of Birth: | | | | | | | | | | Gender | | Male | | Female |
| | Y | Y | Y | Y | M | M | D | D | | | | | | |
| Voluntary Disclosure | | | | | | | | | | | | | | |
| *You may voluntarily provide the personal information listed below: | | | | | | | | | | | | | | |
| Do you identify yourself as an Aboriginal person, that is, First Nations, Métis, or Inuit? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | | | | | | | | | |
| If you answered "Yes", please indicate if you are: <input type="checkbox"/> First Nations <input type="checkbox"/> Métis <input type="checkbox"/> Inuit | | | | | | | | | | | | | | |
| Do you have a long-term physical or mental health condition that limits the kind of activity that you can perform on a daily basis? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | | | | | | | | | |

PROGRAM INFORMATION

ELECTRICAL FOUNDATIONS HARMONIZED PROGRAM

Program Title
720

25 weeks

Hours of Instruction during Contract Term

Program Duration in Weeks

Contract Start Date

Contract End Date

Credential Issued on Graduation

Diploma

Certificate

Program Delivery Method (select all that apply)

In-class

Distance

Combined

Language of Instruction:

English

Required course materials and technological resources not provided by the institution (if applicable):

PROGRAM ADMISSION REQUIREMENTS

Grade 12 graduation, or equivalent (General Education Development, Adult Basic Education), or mature student status (age 19 and one year out of school). All transcripts must be "true certified copies" or originals. Applicants must successfully complete the admissions interview and entrance assessments with a minimum score of 20/40 in the English Assessment and a minimum score of 20/40 in the Math Assessment (with a minimum composite score of 42/80).

PROGRAM OUTLINE

Brief Course Description

This Electrical Foundation harmonized program provide adults and youth who do not have work experience or employer sponsorship with an opportunity to gain the knowledge and skills needed to enter the Construction Electrician occupation. An Electrician is designated as a Construction Electrician under the Inter-Provincial Red Seal program. This program provides opportunities for students to gain employable lifetime skills and provides employers with a highly trained and experienced workforce, while strengthening British Columbia's economy.

The program emphasizes a hands-on approach to training, where experience gained in the workshop is focused on industry practice. The necessary theoretical work component is integrated into the program to complement and enhance the practical. Industry tours will expose the student to a variety of work environments.

After completing a mathematics review, students learn how to use hand tools, power tools and test equipment safely; apply basic Electrical theory and circuit concepts; learn safety procedures; read and interpret drawings; install low voltage systems and control devices; analyze motor controls and are introduced to the Canadian Electrical Code. Practical application of theory is demonstrated in Labs and Shop. Contained within the program is training towards certification for WHMIS and Standard First Aid CPR/AED Level C.

The Electrical Foundation harmonized program includes a 6 week Practicum and workplace orientation. This includes a minimum of 25 hours per week, for a minimum total of 150 hours (144 practicum hours and 6 hours of work place orientation) Practicum placements are subject to availability (may be in various areas)

This program includes Level 1, which is the first year theoretical and hands-on training component of the four-year apprenticeship program. Upon successful completion of the diploma requirements, students will receive certification and a total of 350 hours towards their apprenticeship.

Course Prerequisites

Grade 12 graduation, or equivalent (General Education Development, Adult Basic Education), or mature student status (age 19 and one year out of school). All transcripts must be "true certified copies" or originals.

Applicants must successfully complete the admissions interview and entrance assessments with a minimum score of 70% in the English Assessment and a minimum score of 70% in the Math Assessment .

Domestic Students:

- Domestic students that can provide a Canadian transcript showing completion of English 11 or 12 or equivalent) with a passing grade of 'C', will be exempt from having to write the English Entrance Assessment.

- Domestic students that can provide a Canadian transcript showing completion of Math 10, 11 or 12 (or equivalent) with a passing grade of 'C', will be exempt from having to write the Math Entrance Assessment.

International Students:

- International students can meet the Math Entrance Assessment requirement by providing an equivalent to Canadian High School Math 10, 11 or 12 with a passing grade of 'C'. The credential must be evaluated and verified.

Learning Objectives*

The aim of this program is to provide learners with the necessary skills and aptitude required to advance their career as an electrical apprentice in various settings: residential, commercial, and other electrical contractors. Students will learn all of the general area competencies required for work-based training and Level 1, understand the apprentice pathway to certification, and be prepared to write the ITA exam for Electrical Foundation harmonized program at the conclusion of the technical training. Foundation training prepares students to begin work in the construction industry. Students who successfully complete this program will acquire breadth of knowledge and develop the necessary habits concerning safety, time and materials management, hand tools and power tools. Various practical projects are performed in a shop environment to enhance students' skills in layout, assembly, installation, testing, troubleshooting and repairing electrical wiring, fixtures, control devices and related equipment in buildings and other structures.

At the end of the Foundation program students will write the Construction Electrician Level 1 exam. Students who complete the Foundation program and exam are eligible for ITA credit in Construction Electrician Level 1 apprenticeship and 350 work-based hours.

Required course materials*

LIST OF LEARNING MATERIAL/ INSTRUCTIONAL SUPPORT MATERIAL

Required Reference Material

- 1) Electrician Apprenticeship Program: Level 1: Harmonized (2018) – Print Edition - Two (2) Binder Set.
 - a. *AUTHOR: ITA*
 - b. *PUBLISHER: Queen's Printer*

- 2) C22.1-18 Canadian Electrical Code, Part I (24th edition), Safety Standard for Electrical Installations
 - a. *AUTHOR: CSA Group*
 - b. *PUBLISHER: CSA Group*

- 3) Electrical Foundations Harmonized Program Exercise Book
 - a. *AUTHOR: ACE Community College*
 - b. *PUBLISHER: ACE Community College*

- 4) Electrical Foundations Harmonized Program Lab Book
 - a. *AUTHOR: ACE Community College*
 - b. *PUBLISHER: ACE Community College*

Reference Books (Optional)

- 1) **Delmar's Standard Textbook of Electricity, 7th Edition**
AUTHOR: Stephen L. Herman –
PUBLISHER: Nelson Canada

- 2) **Applications of Electrical Construction**
AUTHORS: Robert Clidero and Kenneth Sharpe
PUBLISHER: Irwin

- 3) **Electricians Guide To AC Motor Control**
AUTHORS: Richard Cox
PUBLISHER: COXCO (2017)

- 4) **AC Fundamentals**
AUTHORS: Duff and Herman
PUBLISHER: Delmar

- 5) **DC Fundamentals**

AUTHORS: Loper and Tedson

PUBLISHER: Delmar

6) ***Electrical Wiring – Residential***

AUTHORS: Mullin and Fraser

PUBLISHER: Nelson Canada

7) ***Practical Problems In Mathematics For Electricians***

AUTHORS: Herman

PUBLISHER: Delmar

8) ***Ugly's Electrical References 2017***

AUTHORS: Ed Hart

PUBLISHER: J&B

9. ***Basic Electricity (2Nd Ed) Schaum's Outline***

AUTHORS: Gussow

PUBLISHER: Mcg

10. ***Basic Mathematics For Electricity & Electronics (Schaum's)***

AUTHORS: Beiser

PUBLISHER: Mhr

Course Duration

The Electrical Foundation harmonized program includes a 6 week Practicum and workplace orientation. This includes a minimum of 25 hours per week, for a minimum total of 150 hours (144 practicum hours and 6 hours of work place orientation) Practicum placements are subject to availability (may be in various areas)

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diploma requirements, students will receive certification and a total of 350 hours towards their apprenticeship.

Homework Hours

Homework expectation is a minimum of five hours per week to support the course learning.

Delivery Methods

Indicate how the course is delivered:

- In-class instruction
- Distance education
- Combined delivery (both in-class and distance)

Teaching Methods*

Course delivery is instructor led that combines theory lectures with laboratory demonstrations and practical laboratory engagement.

- In-class lecture including demonstrations
- Focused course activities
- PowerPoint Presentations as applicable
- Application based exercises

Method(s) of Student Evaluation*

Self-test quizzes are used as a means of validating the student's module progress. Students are best to use these self-test quizzes as a means in identifying their strengths and the areas they can improve upon. Areas of difficulty are best addressed in seeking additional assistance. A quiz (campus tests) is included in the course grade which is taken upon completion of each module. The tests carries a weight of 60%, 40% Participation equals the final course grade. A minimum of 70% is required to pass each test.

Final ITA exam is also taken on the last day

A final grade of 70% is required to pass this course.

Completion Requiremen*

- Successful completion of all on-campus tests with a minimum of 70% overall average.
- Successfully passing ITA exam with a minimum of 70% overall average.
- Successful completion of 6 weeks of attested practicum and workplace orientation hours
- Successful completion of CPR, First Aid and WHMIS training which will be completed during the program

WORK EXPERIENCE (if applicable)

This Electrical Foundation harmonized program provide adults and youth who do not have work experience or employer sponsorship with an opportunity to gain the knowledge and skills needed to enter the Construction Electrician occupation

REGULATORY REQUIREMENTS (if applicable)

Grade 12 graduation, or equivalent (General Education Development, Adult Basic Education), or mature student status (age 19 and one year out of school). All transcripts must be "true certified copies" or originals. Applicants must successfully complete the admissions interview and entrance assessments with a minimum score of 20/40 in the English Assessment and a minimum score of 20/40 in the Math Assessment (with a minimum composite score of 42/80).

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PROGRAM COSTS (DOMESTIC)

- 1.2. The institution provides written notice to the student advising that the student has been dismissed from the program.

2. The written notice of withdrawal or dismissal may be delivered in any manner provided that a receipt or other verification is available that indicates the date on which the notice is delivered.

3. The notice of withdrawal or dismissal is deemed to be effective from the date it is delivered.

4. The refund to which a student is entitled is calculated on the total tuition fees due under the contract. Where total tuition fees have not yet been collected, the institution is not responsible for refunding more than has been collected to date and a student may be required to make up for monies due under the contract.

5. If the institution has received fees in excess of the amount it is entitled to under the student contract, the excess amount must be refunded.

6. Refund policy for students:
 - 6.1 Refunds before the program of study begins:
 - 6.1.1. If written notice of withdrawal is received by the institution within 7 days after the contract is made, and before the commencement of the period of instruction specified in the contract, the institution may retain 5% of the total tuition and fees due under the contract to a maximum of \$250.
 - 6.1.2. If written notice of withdrawal is received by the institution 30 days or more before the commencement of the period of instruction specified in the contract and more than 7 days after the contract was made, the institution may retain 10% of total tuition only due under the contract to a maximum of \$1000.
 - 6.1.3. If written notice of withdrawal is received by the institution less than 30 days before the commencement of the period of instruction specified in the contract, and more than 7 days after the contract was made, the institution may retain 30% of the total tuition only, due under the contract to a maximum of \$1500.

7. Refunds after the program of study starts:

7.1. If written notice of withdrawal is received by the institution or a student is dismissed up to and including 10% of the period of instruction specified in the contract has elapsed, the institution may retain 40% of the tuition due under the contract upto a maximim of \$2000.

7.2. If written notice of withdrawal is received by the institution, or a student is dismissed where more than 10% and up to and including 30% of the period of instruction specified in the contract has elapsed, the institution may retain 65% of the tuition due under the contract upto a maximum of \$3000.

7.3. If a student withdraws or is dismissed where more than 30% of the period of instruction specified in the contract has elapsed, no refund will be made.

7.4. If a student does not want or accept a refund , they may choose to apply the remanining portion of tution and other unused fees paid to ACC to any other courses/ programs offered by ACC within 1 year of the date the contract is signed.

8. Where a student did not meet the institutional and/or program specific minimum requirements for admission through no misrepresentation or fault of their own, the institution must refund all tuition and fees paid under the contract, less the applicable non-refundable student application or registration fee.

9. Where a student withdraws or is dismissed from their program, they are entitled to 100% refund of any as-yet to be received consumables that have been pre-paid.

10. Where a student withdraws or is dismissed from their program after receiving technical equipment from the institution free of charge:

10.1. The student must return the equipment unopened or as issued within 14 calendar days; and

10.2. If the student fails to return the equipment as set out above, the institution may deduct the reasonable cost of the equipment from any amount to be refunded to the student.

11. Refunds owed to students must be paid within 30 days of the institution receiving written notification of withdrawal and all required supporting documentation, or within 30 days of an institution's written notice of dismissal.

12. Where the delivery of the program of study is through home study or distance education, refunds must be based on the percent of the program of study completed at the rates as set out in Section 6.1.

International Students:

1. An international student is a person who is not a Canadian citizen, permanent resident or who has been determined under the Immigration and Refugee Protection Act to be a Convention Refugee.
2. If an international student's Study Permit application has not been completed by the start date identified in the institution's Letter of Acceptance and the student so notifies the institution, at the request of the student, the institution may issue a second Letter of Acceptance for a later start date. In such a circumstance, the institution may charge the student an additional \$200 administrative fee and retain the balance of the prepaid tuition fees pending the outcome of the Study Permit application. Should a student fail to so advise the institution, the institution's refund policy for students will apply.
3. An institution may retain the lesser of 10% of the total fees due under the contract or \$400 for international students who are denied Study Permit authorization from Citizenship and Immigration Canada. Students denied a Study Permit must provide the institution with a copy of the denial letter prior to the program start date as set out in the institution's most recently issued Letter of Acceptance. Should a student fail to advise the institution, or choose to withdraw for other reasons, the refund policy set out in Section 7 above will apply. Refunds owed to students must be paid within 30 days of the institutions receiving a copy of the Study Permit denial letter.

PRIVATE TRAINING INSTITUTIONS BRANCH

Tel. (604) 569-0033 or 1-800-661-7441
Fax. (778) 945-0606
www.privateinstitutions.gov.bc.ca
PTI@gov.bc.ca

Please be advised that under section 61 of the Private Training Act, the Registrar is authorized to collect, use and disclose personal information in accordance with the Registrar's regulatory duties under that Act. Accordingly, this institution is authorized to disclose your personal information to the Registrar for regulatory purposes.

STUDENT DECLARATION

I consent to the Institution sharing my personal information with the Ministry of Advanced Education, Skills and Training for research purposes and statistical analysis under the authority of sections 6(2)(a) and 10(1)(a) of the Personal Information Protection Act (PIPA).

I consent to the sharing, in accordance with Provincial privacy legislation, of my enrolment and reporting information between ACE COMMUNITY COLLEGE and Immigration, Refugees and Citizenship Canada, as necessary, for the purposes of the International Student Program.

Should you have any questions about the collection, disclosure and use of personal information you may contact: Director, Regulation, Private Training Institutions Branch, Governance, Legislation and Strategic Policy Division, Ministry of Advanced Education, Skills and Training 203 - 1155 W. Pender St, Vancouver, BC V6E 2P4 or by telephone at (604 569-0019).

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| | |
| Student Signature | Date Signed |
| Signature of Parent or Legal Guardian | Date Signed |
| INSTITUTION SIGNATURE | |
| | |
| Signature of Institution Representative | Date Signed |