

Ace Community College
 Unit 101-102 9486 120th Street, Surrey, B.C. V3V 4B9
 Phone: 604-603-ACE1 (2231)
 Email: admissions@acecollegecanada.com
www.acecollegecanada.com



The application is currently in process. No enrollments, advertisements, or marketing will be entertained until this program is approved by the Private Training Institutions Branch (PTIB) of the Ministry of Post-Secondary Education and Future Skills.

STUDENT INFORMATION

Last Name		First Name & Middle Name	
Usual First Name		Personal Education Number (if available)	
Mailing Address			
Mailing Address in Canada (if different from above)			
Student Telephone Number		Student Email Address	
International Student:		If you are an international student:	
<input type="checkbox"/> Yes <input type="checkbox"/> No		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	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
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Voluntary Disclosure

***You may voluntarily provide the personal information listed below:**

Do you identify yourself as an Indigenous person, that is, First Nations, Métis, or Inuit? Yes No

If you answered "Yes", please indicate if you are: First Nations Métis 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? Yes No

PROGRAM INFORMATION

Program Title: **Construction Drawings Technician Program**

240		12			
Hours of Instruction During Contract Term		Program Duration in Weeks		Contract Start Date	Contract End Date
Credential Issued on Graduation	<input type="checkbox"/> Diploma	<input checked="" type="checkbox"/> Certificate			
Program Delivery Method (select all that apply)	<input checked="" type="checkbox"/> In-class	<input type="checkbox"/> Distance	<input checked="" type="checkbox"/> Combined		
Language of Instruction:	English				

REQUIRED COURSE MATERIALS

- **Construction Drawings Technician E-book**
Author: ACE Community College

RECOMMENDED RESOURCES

- **Architectural Drafting and Design** by Alan Jefferis and David A. Madsen
- **Understanding Construction Drawings** by Mark W. Huth
- **Building Codes Illustrated: A Guide to Understanding the 2018 International Building Code** by Francis D. K. Ching and Steven R. Winkel
- **AutoCAD and Its Applications Basics 2023** by Terence M. Shumaker, David A. Madsen, and David P. Madsen
- **Architectural Graphic Standards** by The American Institute of Architects (AIA)
- **Site Engineering for Landscape Architects** by Steven Strom and Kurt Nathan

REFERENCE BOOKS (OPTIONAL)

- **Fundamentals of Building Construction: Materials and Methods by Edward Allen and Joseph Iano**
- **Structures: Or Why Things Don't Fall Down by J.E. Gordon**

Admission Requirement

1. English Language Proficiency Requirements

You must meet at least one of the English Language Proficiency assessments listed below. The test results must be **dated no more than two years before the start date of the program** you're applying to.

	Name of English Language Assessment/Test	Minimum Score(s)/level(s)*
1.	International English Language Testing System (IELTS) - Academic:	Minimum overall score of 5.5
2.	Test of English as a Foreign Language (TOEFL) IBT:	Minimum overall score of 46 .
3.	Canadian English Language Proficiency Index Program (CELPIP):	Minimum score of Listening 6 , Speaking 6 , Reading: 5 , Writing: 5
4.	Canadian Academic English Language Assessment (CAEL):	Minimum overall score of 40 .
5.	Duolingo English Test:	Minimum overall score between 95.
6.	Pearson Test of English (PTE) Academic	Minimum overall score of 43 .
7.	Cambridge English Qualifications: B2 First exam (FCE) Institutions may include other Cambridge Qualifications at a higher level (i.e., C2 Proficiency (CPE)).	Minimum overall score of 160 or " C "
8.	Cambridge Linguaskill	Minimum overall B2 level
9.	LANGUAGECERT Academic	Minimum overall B2 level
10.	The Michigan English Test (MET)	Minimum overall B2 level
11.	iTEP Academic	Minimum overall score of 3.5
12.	EIKEN	Minimum placement of Grade Pre-1

OR

➤ **High School Credential**

Applicants must provide Evidence that 3 years of full-time secondary education (Grades 8-12), or 2 years of secondary education (including English 10 and 11 with a grade of 'C' or higher) from a country where English is one of the principal languages. **OR**

➤ **Other Criteria**

Applicants must have completed a minimum of two (2) years of full-time post-secondary education at an accredited institution in a country where English is one of the principal languages. **OR**

➤ **Mature Domestic Students:**

This option applies only if:

- The program's language of instruction is English.
- The applicant is a mature domestic student facing barriers.
- The applicant is unable to access their educational records or provide sufficient proof of secondary/post-secondary education.

Accuplacer Assessment:

- Applicants must be 19 years or older at the start of the program and a Canadian citizen or permanent resident.
- Must provide attestation of completing at least three years of full-time education in English in a country where English is one of the primary languages (*ELL courses do not count*).
- Must achieve the following minimum scores on the Accuplacer English Assessment (*Next Generation*):
 - ✓ Reading: 230
 - ✓ Writing: 230
 - ✓ WritePlacer: 4

AND

2. Math Proficiency Requirement

- Successful completion of provincially recognized Grade 10, 11, or 12 Mathematics with a minimum passing score of C. **OR**
- Successful completion of a math assessment conducted in-house by Ace Community College with a minimum score of 50%.

PROGRAM OUTLINE

Course Duration and Schedule

Total program hours	240 hours
Total program length Full-time	12 weeks

The campus determines the start date for this program. Students may only enter the program in the introductory phase as the program is cohort-based.

On-campus courses are scheduled Monday to Friday, with students expected to attend all sessions, which are 6 (six) hours in length. Specific class hours and schedule will be provided by the campus at the time of enrolment.

Brief Course Description

The Certificate in Construction Drawings is tailored to enhance career opportunities within the construction

industry, including roles in architectural, engineering, manufacturing, and government sectors. This program emphasizes the creation of detailed construction drawings for commercial, residential, and industrial projects. Targeted towards individuals aspiring to enter technical drafting or professionals seeking advancement in the construction field, the program equips graduates with essential drafting skills in technical, electrical, structural, and mechanical domains. Participants learn to convert technical data into precise construction drawings.

The curriculum comprises seven modules covering technical drawing aspects from initial concept sketches to design details, codes, and specifications. Students will develop a comprehensive skill set through lectures, self-guided learning, project work, virtual labs, and group collaboration.

Technical drawing is crucial for clear and accurate communication of construction ideas. It utilizes standard symbols, perspectives, and notations, adhering to international standards like ISO 128. Unlike artistic drawings, technical drawings convey specific, unambiguous information.

Career prospects for Construction Drawings Technicians are robust, with high demand in sectors such as architecture, engineering, and construction. The program prepares graduates for roles as drafters, with opportunities for advancement to senior positions, supported by expertise in Computer-Aided Drafting and Design (CADD) technology.

Learning Objectives

- This course introduces the relationship between construction drawings and building construction. The course goal is to enable students to read and interpret construction drawings, including Floor Plans, Roof Plans, Elevations, Building Sections, Framing Plans and Construction Details.
- Students will be able to understand the relationship and interdependencies of all drawings represented in contract documents. They will also become familiar with abbreviations, symbols and materials used in construction blueprints.
- Students will gain skills in graphically representing design and dimensional information, using drawing conventions and techniques, and applying CAD software to detail construction systems, specifically focusing on reinforced concrete structural systems.
- This course provides students with the knowledge and skills necessary to develop a set of construction drawings from concept sketches, design information, codes and specifications.
- The course is delivered through in-depth review of drawing sets for a single-family wood-frame house and project work on floor plans, elevations, roof plans, foundations, schedules, and details.
- One of the modules also covers the topics in technical mathematics which are important for student success in drafting. Topics include algebraic operations, simple equations, ratios, basic geometry, quadratic equations, graphs, linear equations, vectors, trigonometry, logarithms and exponential functions.

Career Occupation

- This program is specially designed to prepare you for entry-level drafting positions in related fields which include plumbing, HVAC, mechanical, electrical, architectural, civil or structural engineering offices as well as manufacturing, facility management and municipal services. It is also excellent preparation for continuing your education in the field of architecture.
- Construction Drawings Technician may be the career for you. Drafters work behind the scenes to create technical drawings and plans based on sketches, specifications or notes made by architects, engineers, surveyors, or other industry professionals. They use advanced Computer-Aided Drafting and Design (CADD) software to bring designs to life.
- ACE Community College's intensive 8 Weeks program fully equips you to prepare drawings of residential and commercial buildings used for construction and to obtain building permits. You apply drafting and design techniques and learn to understand construction standards and building codes. You learn surveying methods in the field to understand how a building fits on a construction site. You also learn to use AutoCAD to design accurate building plans.

- Our knowledgeable instructors create an environment patterned after the working world. You get to solve real design problems, and you are encouraged to develop your creative talents and techniques beyond the level demanded of a junior draftsman.
- ACE Community College's program is designed to prepare you for entry-level drafting positions in fields related to architectural, plumbing, civil, or structural engineering offices, as well as manufacturing, facility management, municipal services, private design firms, and public agencies. It is also excellent preparation for continuing your education in the field of architecture.

Teaching Methods

Course delivery is instructor-led and combines theory lectures with shop demonstrations and practical shop engagement.

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

Homework Hours

Homework expectation is a minimum of one to three hours per day to support the course learning.

Methods of Student Evaluation

- Weekly on-campus tests
- Final exam at end of course

Completion Requirements

- Successful completion of all on-campus tests and final exam with a minimum of 50% overall average.
- Successful completion of Confined spaces, ladder safety and WHMIS training which will be completed during the program

STATEMENT OF STUDENT RIGHTS

Ace Community College is certified with the [Private Training Institutions Branch](#) (PTIB) of the British Columbia Ministry of Advanced Education and Skills Training.

Before you enroll at a certified private training institution, you should be aware of your rights and responsibilities.

You have the right to be treated **fairly** and **respectfully** by the institution.

You have the right to a **student enrolment contract** that includes the following information:

- amount of tuition and any additional fee for your program
- refund policy
- if your program includes a work experience, the requirements to participate in the work experience and the geographic area where it will be provided
- whether the program was approved by PTIB or does not require approval.

Make sure you read the contract before signing. The institution must provide you with a signed copy.

You have the right to access the institution's **dispute resolution process** and to be **protected against retaliation** for making a complaint.

You have the right to make a **claim** to PTIB for a **tuition refund** if:

- your institution ceased to hold a certificate before you completed an approved program
- You were misled about a significant aspect of your approved program.

You must file the claim within **one year** of completing, being dismissed or withdrawing from your program.

For more information about PTIB and how to be an informed student, go to:

<http://www.privatetraininginstitutions.gov.bc.ca/students/be-an-informed-student>.

REGULATORY REQUIREMENTS (If applicable)

Refer to Admission Requirements on Page no 3 & 4 for the Regulatory Requirements.

PROGRAM COSTS

Domestic Students	Domestic Students	International Students
Tuition	3425	3925
Application Fee	250	250
Administrative Fee	100	200
Testing/Assessment Fee	250	250
Textbooks Fee	200	200
Materials Fee	1000	1000
Taxes	261.25	291.25
Total	5,486.25	6,166.25

Method of Payment: Cash Credit Card Cheque Other:

REFUND POLICY

Approved Programs – In-class, Combined Delivery, or Synchronous Distance Delivery

Refund Due

Before program start date, institution receives a notice of withdrawal or provides a notice of dismissal:

- No later than seven days after student signed the enrolment contract, and
- Before the program start date.

100% of tuition and all related fees, other than application fee. Related fees include administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials, and unused aircraft utilization fees.

Approved Programs – In-class, Combined Delivery, or Synchronous Distance Delivery	Refund Due
<ul style="list-style-type: none"> • More than seven days after student signed the enrolment contract, and • Before the program start date. 	Institution may retain up to 10% of tuition, to a maximum of \$1,000 paid or payable under a contract.
After the program start date, the institution provides a notice of dismissal or receive a notice of withdrawal (applies to all programs):	
<ul style="list-style-type: none"> • No later than seven days after the program start date, the institution provides a notice of dismissal or receives a notice of withdrawal 	Institution may retain up to 10% of tuition, to a maximum of \$1,000 paid or payable under a contract.
After program start date, institution provides a notice of dismissal or receives a notice of withdrawal (applies to all approved programs, other than solely asynchronous distance-education-only programs):	
<ul style="list-style-type: none"> • After the program start date, and up to and including 10% of instruction hours have been provided. 	Institution may retain up to 10% of tuition paid or payable under a contract.
<ul style="list-style-type: none"> • After the program start date, and after more than 10% but before 30% of instruction hours have been provided. 	Institution may retain up to 30% of tuition paid or payable under a contract.
<ul style="list-style-type: none"> • After the program start date, and after more than 30% but before 50% of instruction hours have been provided. 	Institution may retain up to 50% of tuition paid or payable under a contract.
<ul style="list-style-type: none"> • After the program start date, and after more than 50% of instruction hours have been provided. 	No refund due
Student does not attend – “no-show” (applies to all students except those enrolled in a program delivered solely by asynchronous distance education):	
<ul style="list-style-type: none"> • A student does not attend the first 30% of the program. 	Institution may retain up to 50% of the tuition paid under a contract.

Approved Programs – In-class, Combined Delivery, or Synchronous Distance Delivery	Refund Due
Institution receives a refusal of study permit (applies to international students requiring a study permit):	
<ul style="list-style-type: none"> • Before 30% of instruction hours would have been provided, had the student started the program on the later of the following: <ul style="list-style-type: none"> a) The program start date in the most recent Letter of Acceptance b) The program start date in the enrolment contract • Student has not requested additional Letter(s) of Acceptance. 	100% tuition and all related fees, other than application fee.
Approved Programs – Solely Asynchronous Distance Delivery	Refund Due
Before program start date, institution receives a notice of withdrawal:	
<ul style="list-style-type: none"> • No later than seven days after student signed the enrolment contract, and • Before the program start date. 	100% of tuition and all related fees, other than application fee. Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials, and aircraft utilization fees.
<ul style="list-style-type: none"> • More than seven days after student signed the enrolment contract, and • Before the program start date. 	Institution may retain up to 10% of tuition, to a maximum of \$1,000 paid or payable under a contract.
After program start date, institution provides a notice of dismissal or receives a notice of withdrawal (applies to only approved solely-asynchronous distance-education-only programs):	
<ul style="list-style-type: none"> • No later than seven days after the program start date 	Institution may retain up to 10% of tuition, to a maximum of \$1,000 paid or payable under a contract.
<ul style="list-style-type: none"> • Student has completed no more than 10% of the program 	Institution may retain up to 10% of tuition paid or payable under a contract.
<ul style="list-style-type: none"> • Student has completed no more than 10% but less than 30% of the program 	Institution may retain up to 30% of the tuition paid or payable under a contract.
<ul style="list-style-type: none"> • Student has completed more than 30% but less than 50% of the program 	Institution may retain up to 50% of tuition paid or payable under a contract.
<ul style="list-style-type: none"> • Student has completed 50% or more of the program 	No refund due

Completed means the student has received an evaluation of their performance for the specified percentage of hours of instruction. Only hours of instruction for which the student received an evaluation should be included in the calculation of a tuition refund. If a student completed a portion of a program for which they did not receive an evaluation, that portion should not be included in the calculation of the percentage of the program completed.

Approved Programs – All Delivery Methods	Refund Due
Student enrolled in a program without having met the admission requirements for the program	
<ul style="list-style-type: none"> If the student did not misrepresent the student’s knowledge or skills when applying for admission and the registrar orders the institution to refund tuition and fees. 	100% tuition and all related fees, including application fees
Institution does not provide a work experience	
<ul style="list-style-type: none"> The institution fails to provide the work experience within 30 days of the contract end date, unless the registrar determines the institution was prevented from doing so by circumstances beyond its control. 	100% tuition and all related fees, other than application fees

Refund of Aircraft Utilization Fees
<p>The institution must refund unused aircraft utilization fees paid by or on behalf of a student if any of the following apply:</p> <ul style="list-style-type: none"> Student provides notice of withdrawal Institution provides notice of dismissal Student completes the program Student does not attend any of the first 30% of the hours of instruction of the program

Private Training Institutions Regulatory Unit (PTIRU)

This institution is certified by the Private Training Institutions Regulatory Unit (PTIRU) of the British Columbia Ministry of Post-Secondary Education and Future Skills. Certified institutions must comply with regulatory requirements relating to, among other things, student enrolment contracts, tuition refunds and instructor qualifications. For more information about PTIRU, go to www.privateinstitutions.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 Post-Secondary Education and Future Skills 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).

Should you have any questions about the collection, disclosure and use of personal information you may contact: Director, Policy and Institution Certification, Private Training Institutions Regulatory Unit, System Integrity Branch, Post-Secondary Policy & Programs, Ministry of Post-Secondary Education and Future Skills, 310-601 Cordova Street W, Vancouver, BC V6B 1G1 or by telephone at (604 569-0019).

Student Signature

Date Signed

Signature of Parent or Legal Guardian

Date Signed

INSTITUTION SIGNATURE

Signature of Institution Representative

Date Signed