

OEC



Operating Engineers College

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POLICIES & PROCEDURES MANUAL

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Welcome

Thank you for choosing to complete your program at the Operating Engineers College. We strive to offer our students top quality and safe training, and we hope you enjoy your time at OEC.

Please take the time to read through our Policies & Procedures Manual to familiarize yourself with the general information, staff lists, and most important, school policies and regulations.

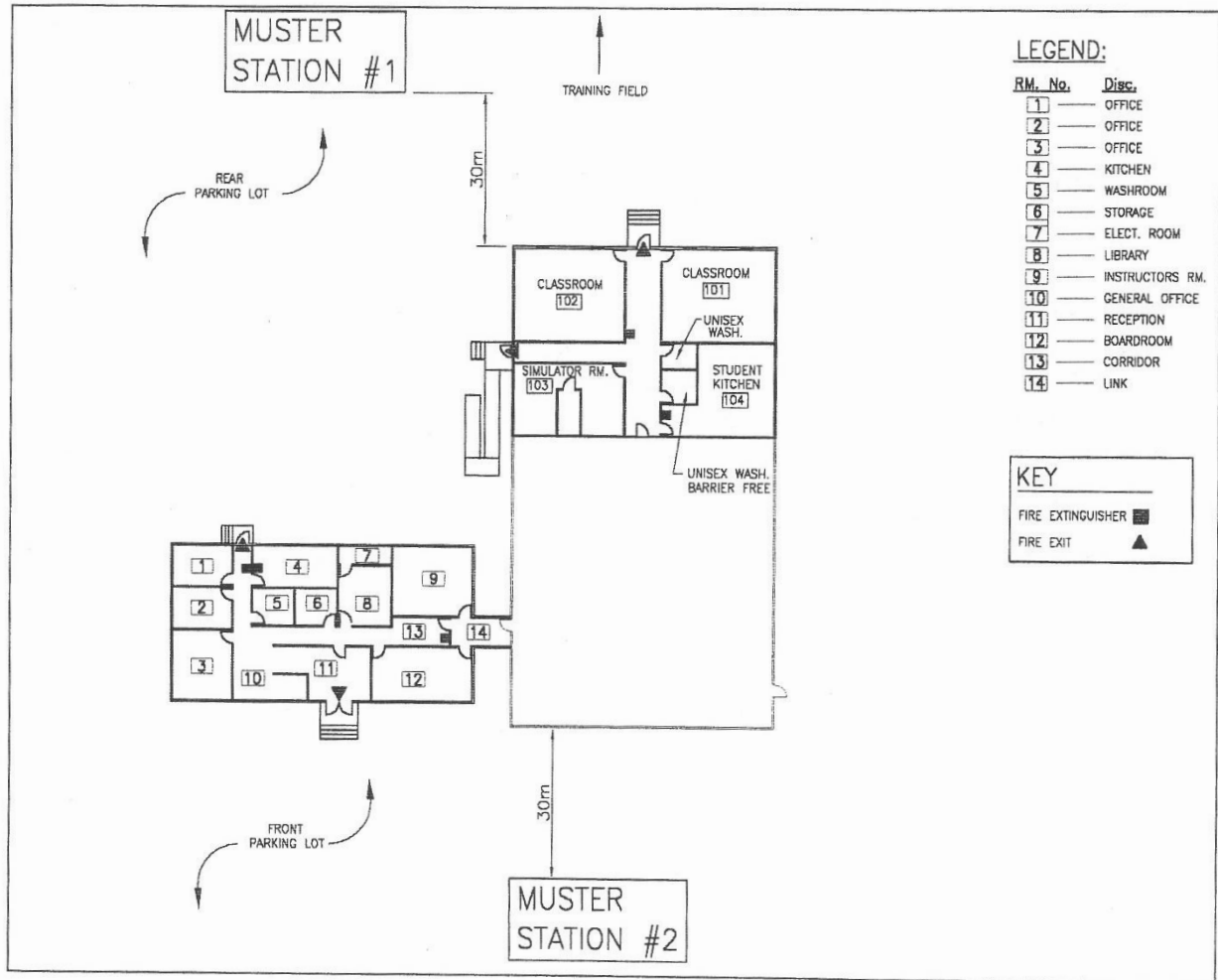
I would like to stress to students that we have an open-door policy and if you have any concerns or comments, please feel free to meet with me or one of our staff members. I wish you every success as you prepare to enter our industry.

Sincerely,

Patrick Whelan
Training Director

Revised: September 2023

Campus Information



Profile

The **Operating Engineers College (OEC)** is an established, licensed, and accredited heavy equipment and mobile crane training facility located in Holyrood, Newfoundland on the Salmonier Line (45 kilometers west of St. John's).

The International Union of Operating Engineers, Local 904 set out in 1988 to identify its industry's training needs and project requirements for the next 10 years. As a result of the decision made by the Canada Employment & Immigration Commission in January 1988, "Crane Operator" was designated as a skill shortage in the province of Newfoundland Labrador.

Site preparation and buildings were completed in August of 1992 and the first tower crane course began in October 1992 at the Holyrood training facility and continued until 1994. The college produces forty-eight (48) tower crane operators for the Hibernia project who subsequently went to work on major projects throughout Canada. These courses were made possible in partnership with strong support from principal contractors, like NODECO and PASSB, to provide professional training and safety in a workplace of five thousand workers.

In the interest of responding to other heavy equipment industry needs, the OEC secured future apprenticeship and enhancement training funds for heavy equipment operators through the Department of Immigration, Population Growth and Skills. With the present structure of the economy, industrial workers can no longer afford to be disadvantaged in regards to employment because they do not have the necessary skills.

The mandate of this College is to provide heavy equipment and mobile crane operators with the opportunity to upgrade and enhance their skills, and to produce an ongoing supply of apprentices and certified journeypersons to the Heavy Equipment and Mobile Crane industry. Multi-skills training has already been undertaken and has worked successfully within the membership of IUOE (Local 904) and with other clients in the Atlantic Region.

We currently have a fully trained and certified staff backed by an efficient administrative system. The school continues to produce an ongoing supply of apprentices from year-to-year. The results of our efforts testify to the quality of the training we do. Our safety record is second-to-none. We have proven that operators, given the necessary training, do have the ability to adapt themselves to the rigid qualification demands in the construction industry today.

Our mission is to provide a well-trained, highly skilled, and productive workforce to the construction industry, who operates in a safe and efficient manner.

Hours of Operation

Students have access to the College Monday to Friday 7:30 am to 4:00 pm; however, our office hours are 8:30 am to 4:30 pm. Students will be provided with appropriate schedules for the classroom and field.

School Closures

When the College officially closes due to weather conditions or any other reason(s), there will be **NO** field shifts or classroom theory for the period of the closure. If students arrive at the college they will **NOT** be permitted to operate the field equipment.

Student Information Line

Students will be informed of school closures/delays and other student information through our phone system. The information line will be updated by 6:15 am for school closures. In the event of a power outage at the school, the system will not work, therefore; announcements will be made on 94.7 OZ FM, 97.5 K-Rock, and 590 VOXM. The information line is a recording and will not accept messages.

Phone Line Instructions:

1. Call the college at (709) 229-6464
2. When the automated system cuts in, Press 7

Hours of Study and Equipment Hours

Students will attend training as scheduled by the College. Students will not be permitted to operate equipment outside the regular training period, unless it is scheduled by the Training Director.

OEC reserves the right to implement courses that are deemed cost efficient in relation to the demand by industry and the Department of Immigration, Population Growth and Skills guidelines. Students on the Heavy Equipment Operator Program will be trained and tested on an excavator, dozer, and tandem truck. Students on the Mobile Crane Operator Program will be trained and tested on hydraulic and lattice boom cranes. The College reserves the right to provide additional instruction to individuals who require additional learning and instruction to meet performance and learning goals.

Students will be awarded hours of credit toward their apprenticeship upon graduating a 22-week Heavy Equipment Program or a 25-week Mobile Crane Program and obtaining employment in the appropriate industry. The ultimate decision, regarding the awarding of hours, is made at the discretion of the Department of Immigration, Population Growth and Skills.

Holiday Schedule

Heavy Equipment Operator 22-Week Program..... November 20, 2023 – May 10, 2024

Christmas Break Monday, December 18-29, 2023
 New Years Day Monday, January 1, 2024
 Good Friday..... Friday, March 29, 2024

Progress Report Dates

1st Semester February 2, 2024
 2nd Semester April 19, 2024

Acceptance Procedure

You are required to complete and submit all items below to be eligible for acceptance; incomplete applications/documentation will not be processed. **You are only eligible for acceptance once ALL documents (1-5) are submitted to the College.** Once you have met the eligibility requirements for acceptance and a seat is available, an acceptance letter will be mailed to you. You may be accepted into a program twice, if you decline the 2nd acceptance you will be removed from our files.

1. Complete the application form.
2. Enclose a copy of your Official High School Transcript, ABE or GED showing you have graduated. If you are currently completing high school, submit your current grade 11 or 12 marks. To apply as a mature student (19 years or older without successfully completing high school), you must complete a CAAT Assessment (Level B) for Grade 10 or higher equivalency. Please call the College to arrange a time.
3. Submit a \$45.00 processing fee payable by Cash, Cheque, Money Order or Bank Draft (non-refundable). **Debit/credit is available.**

4. Submit a copy of your valid class 05 Newfoundland Driver's License. The Class 05 must be valid for a minimum of one year. If you have an out of province license, it must be transferred to a Newfoundland license, before you are eligible for acceptance.
5. Complete a medical and consent form and return the original copy to the College. Medical is to be completed by a physician.

Mature Student

To apply as a mature student, you must be 19 years or older at the time of application and have been out of high school for at least a year. Individuals wishing to apply for a program at the Operating Engineers College who have not successfully completed High School, GED or ABE will be required to complete the CAAT Assessment (Level B) and obtain a grade 10 or higher equivalency in each applicable section of the assessment. Those who do not obtain a grade 10 or higher equivalency may be given the opportunity to complete the assessment a 2nd time. The second appointment will be at the discretion of the assessor based upon the assessment score and available appointments.

Academic Probation/Conditional Re-Admission Policy

Students who fail in semester one or any other semester, to meet the academic standards as outlined in the curriculum, may be considered for academic probation/conditional re-admission to the following semester if the specific conditions are met:

- The student has passed all prerequisite courses required in the current semester to advance to course offerings requiring those prerequisites in the following semester;
- The student has been successful in at least sixty percent (60%) of the course load for the current semester;
- The student has obtained a grade not less than sixty percent (60%) in the courses in which they were unsuccessful;
- The student has a record of attendance in at least ninety percent (90%) of classes and/or other type of instruction scheduled in any given week of the semester unless otherwise excused by the Instructor or Director of the Campus.

Students granted conditional re-admission to any given semester must:

- Attend at least ninety percent (90%) of classes scheduled in a given week except where approved absence is otherwise granted by the Training Director of the Campus
- Meet with the instructor at the end of each week to review his/her progress
- Maintain a passing grade on all tests, assignments and other evaluations conducted by the instructor.

Failure to meet the conditions on conditional re-admission will result in the student being terminated from the program.

There will be a 10-week period whereby the student will be monitored by an instructor to ensure they are maintaining 70% on each course of study. If a student is not maintaining a 70%, the student will be required to meet with the instructor and training director, where it will be determined if termination from the program is necessary.

Code of Behaviour

OEC prides itself on its ability to prepare students for the workforce. It is imperative that students conduct themselves in a responsible manner. The following violations **will not** be tolerated on the school premises, and **may result in immediate suspension or termination**:

- Theft of equipment, supplies, personal or school property
- Malicious damage to property or equipment
- Smoking inside the school premises, in the field or in non-designated areas
- Consumption of alcohol and/or drugs (including Cannabis) and/or arriving at the school in any intoxicated or inflicted condition that affects normal performance of work and study
- Inappropriate conduct such as harassment, fighting, unsuitable language, or horse-playing which may jeopardize your safety or the safety of others
- Cheating and/or plagiarism on examinations and/or assignments
- Any other behaviors deemed inappropriate by the College

Students, instructors and staff will:

- Focus on improvement and change, not individual personalities
- Respect the opinion of one another
- Offer help to one another, if possible, work and learn as a team
- Demonstrate leadership by not only adhering to the above *“Code of Behavior”*, but by encouraging others to do the same

Disciplinary Action

OEC may terminate a student from a training program, at any time, for failure to comply with the policies and procedures of the college. Any student who is being terminated may request to meet with the college director.

Before invoking any disciplinary action, OEC will notify the student in writing, and a copy of the action will be placed on the student's file. The student's funding agent(s) will be notified of a decision that would reasonably affect a student's funding status, and where the funding agent requests to be informed of the student's status at OEC.

Attendance

Students must (except in exceptional circumstances or with permission from administration) attend and be punctual to all classes in the program. The curriculum in all programs is essential for the safe operation of equipment; maximum learning can only be achieved through attendance.

Where absenteeism adversely affects student's progress and performance, termination from the College may result.

It is critical that students attend all classes. However, if you will be absent, you must notify the office. Please leave a message on the main reception voice mail (line 200).

1. Excused absences will be decided at the discretion of the Training Director. It will include, but not limited to, sickness requiring medical attention (doctor's note required the day a student returns to school or the note will not be accepted), family emergencies, bereavement, etc. Even though absences may be determined to be excused, missed course material must be completed in a timely manner. Depending upon the number of absences, it may require additional time to complete the program beyond the original end date.
2. Students are expected to be punctual. Arriving late and/or leaving early will affect attendance. Students arriving late or leaving early will be marked absent for that morning or afternoon. You must notify your instructor or the main office if you plan on leaving the College early. Instructors differ in the way they handle students who are late. Late students cause a disruption. Your instructor will clearly state their classroom policy regarding tardiness. Please respect their guidelines. Students with regular absenteeism whether excused or unexcused, will be subject to probation and possible termination. At the discretion of the instructor and Training Director, marks will be deducted from the participation mark for absenteeism.

3. Failing to notify the College of your absence will be considered un-excused. Un-excused absenteeism **will not** be tolerated.

If absenteeism adversely affects student's progress and performance, the following procedure will be implemented:

- (i) Verbal warning from his/her instructor
- (ii) If the verbal warning does not result in improved attendance, the instructor will report the situation to the training director of the College; note to students' file
- (iii) Written warning to the student from the training director; copy to student's file
- (iv) If attendance is not improved, the training director of the College could terminate the student from the program; student will be informed in writing and a copy to student's file
- (v) Termination from program; PTI.3 Contract Termination Report filled out and copy to student, student's file and the Department of Immigration, Population Growth and Skills

Note: There are some circumstances that would warrant an immediate termination.

Grounds for Termination from Program

1. Students with regular absenteeism whether excused or unexcused, will be subject to probation and possible termination.
2. OEC reserves the right to terminate any student(s) who does not provide payments according to a prearranged payment schedule determined by the school. Regardless of the source(s) of funding, the student is responsible for paying the full tuition at least three weeks before the end date of the program. If the college receives an NSF cheque from a student, there will be a fee charged to that student for the amount charged to the college by the bank.
3. OEC may terminate a student from a program, at any time, for failure to comply with the policies and procedures of the college.

Probationary Period

Each student who is selected for apprenticeship training will serve a probationary period of ten (10) weeks at the College.

Standards of performance for classroom and field instruction:

- (i) The probationary student is expected to conform to the policies and procedures set by **OEC**.
- (ii) The record of each probationary student is reviewed at any time during the probationary period. Records will consist of a daily attendance report and the student's grades. Any constructive disciplinary action taken will be reviewed and communicated to the student.
- (iii) Each probationary student maintaining satisfactory attendance and grades upon review of the probationary records will not be terminated from the program.

Access to Information and Protection of Personal Privacy Act

The key purpose of the ATIPPA is to protect the privacy of individuals whose personal information is held by a public body.

Personal information is defined under the ATIPPA and includes academic information, financial information, attendance, marks, address, telephone number etc. A full definition of personal information is included in the ATIPPA. Pursuant to Part IV of the ATIPPA, OEC will not release your personal information to anyone (including parents, children, siblings, or employers) without your written consent unless required to do so by law.

OEC is not permitted to supply any information requested by employers or potential employers without your express written consent, including whether or not you attended OEC. Consent must be given to the College in writing. Email or telephone permission will not be accepted. The form can be found in Appendix 4: Required Forms.

It is the responsibility of the student to update any contact information or consent forms. Any updates should be made in writing. Revocation of consent must also be given in writing. Email or telephone changes will not be accepted.

Testing and Evaluation

1. At the beginning of each course, students will be provided with course outlines that will include (but not limited to) the following: course description, course outcome, course objective, evaluation methods (tests, assignments, practical competencies, etc.) and the value of each item.
2. Courses that have prerequisites (instructor will inform students of the prerequisite courses) require a 70% in the theory portion before being eligible to do the field/practical portion of the program.

3. After each evaluation the students are given their results. They are given their test/evaluation to review before giving them back to the instructor. After each semester, each individual student is given a Progress Grade Report showing how they are doing over the duration of each semester. The report is broken down into four categories: Safety, Field Theory, Essential Skills, and Field Practical. It will let the student know whether they are exceeding standard, above standard, meeting standard or if they need improvement. The instructor may include comments on their progress to date.

Missed Exams

1. If you are going to miss a test you must inform your instructor before the test is scheduled to begin. It is at the instructor's discretion to determine if the reason you give is valid. Please be prepared to supply supporting documentation.
2. If a student is absent on the day an evaluation (test/quiz/final exam) is scheduled, the student will be required to pay a \$25.00 fee to write the missed evaluation. The \$25.00 fee must be paid before the evaluation is administered. If a student **does not show up** to write the missed evaluation or **does not pay** the \$25.00 fee, 0% will be applied to that evaluation. Missed evaluations **will not** be rescheduled a 2nd time.
3. Regardless of the mark achieved, 70% will be the maximum mark given. Missed evaluations will be scheduled for the following day (after regular class hours). For prerequisite courses, a student may be permitted to begin the next course conditionally.

Exam Rewrites

All courses require a minimum of 70%, with the exception of Motor Vehicle (combination of theory and practical components). Rewrites are available at the discretion of the instructor and administrator. Attendance and punctuality will be considered to determine your eligibility to do a rewrite.

If a student is eligible to do a rewrite and is successful, the maximum grade given will be 70% regardless of the mark achieved.

There are no rewrites for Standard First Aid. If a student does not achieve a 70% on their exam, the student is required to complete a Standard First Aid course outside regular classroom hours, at a cost to the student.

Exam Reread Policy

Students who do not achieve the minimum 70% on a course, may request a reread at a cost of \$25.00 or may be permitted to do a rewrite at a cost of \$25.00. If the student(s) is still unsuccessful after a reread and/or rewrite, he or she may repeat the course at the cost to the student and when the College schedule permits.

Repeating Courses

A student who is required to repeat a course may do so at the discretion of the Training Director. A course cost will apply. The required course may not be available during your program duration, therefore; you may need to come back at a later date to complete your course or see if your eligible for Independent Study (see below).

Independent Study

When required courses are not available in a particular semester, full-time students may submit an Independent Study Contract Form to Student Services (Front Office) for approval by the Training Director to register for such courses through independent study. The Independent Study Contract must be submitted to Student Services within 7 calendar days from the semester start date. Access to courses through independent study may be permitted when resources are available and with the permission of the Training Director. Strategies to ensure adherence to course requirements must be documented in contract format to be signed by the student, the course instructor, and Training Director.

Credit Transfers

Students may request a Credit Transfer if they have successfully completed courses at another recognized training institution. A credit amount for the textbook(s) will be applied to their account and the student will **not** be permitted to attend the course(s). A copy of an official transcript must be submitted. However, an exemption for safety courses will be considered with an original, valid certificate (photocopies will **not** be accepted). Students cannot get a credit transfer for part of a course. **Example:** MB 1101 contains numerous safety courses.

| Heavy Equipment | | | |
|------------------------|---|----------------------|--|
| Course Number | Course Name | Course Number | Course Name |
| HE 1102 | Equipment Operation Safety | HE 1502 | Dozer |
| HE 1110 | Safety | HE 1542 | Tandem Dump Truck |
| HE 1121 | Slopes and Grades | HE 1562 | Excavator |
| HE 1130 | Heavy Equipment Certification Requirements | HE 1601 | Air Brakes |
| HE 1140 | Tools and Equipment | HE 1611 | Introduction to Professional Driver Improvement (PDIC) |
| HE 1160 | Hoisting and Rigging | HE 1621 | Powerline Hazards |
| HE 1170 | Survey Indicators | HE 1631 | Transportation of Dangerous Goods (TDG) |
| HE 1180 | Methods of Approach for Worksite Job Planning | TS 1520 | Workplace Hazardous Materials Information System |
| HE 1190 | Trade Related Documents | TS 1530 | Standard First Aid |
| HE 1210 | Drawings and Plans | OL 1605 | Traffic Control Person (TCP) |
| HE 1220 | Soil Fundamentals | AM 1101 | Math Essentials |
| HE 1202 | Scheduled and Preventative Maintenance | AM 1171 | Heavy Equipment Operator Math Fundamentals |
| HE 1230 | Pre and Post-Operational Inspections | AP 1102 | Introduction to Apprenticeship |
| HE 1240 | Troubleshooting and Basic Repairs | MC 1062 | Computer Essentials |
| HE 1250 | Transportation of Equipment | CM 2161 | Communication Essentials |
| HE 1260 | Environmental Protection | SD 1761 | Workplace Essentials |
| | | AM 1000 | Introduction to Essential Skills |

| Mobile Crane | | | |
|----------------------|--|----------------------|--|
| Course Number | Course Name | Course Number | Course Name |
| MB 1041 | Shop Fundamentals for Mobile Crane Operators | MB 1250 | Class 03 Driver's License for Mobile Crane Operators |
| MB 1101 | Mobile Crane Operation Safety | MB 1261 | Rigging for Mobile Crane Operators |
| MB 1070 | Mobile Crane Maintenance | AP 1102 | Introduction to Apprenticeship |
| MB 1130 | Mobile Crane Operations | AM 1101 | Math Essentials |
| MB 1140 | Mobile Lattice Boom Cranes | AM 1341 | Hoisting Math Fundamentals |
| MB 1150 | Mobile Hydraulic Boom Cranes | TS 1510 | Occupational Health & Safety |
| MB 1050 | Introduction to Lift Planning | TS 1520 | Workplace Hazardous Materials Information System |
| MB 1055 | Introduction to Rigging | TS 1530 | Standard First Aid |
| MB 1060 | Introduction to Crane Components | MC 1062 | Computer Essentials |
| MB 1065 | Crane Systems | CM 2161 | Communication Essentials |
| MB 1075 | Specialty Crane Operations | SD 1761 | Workplace Essentials |
| | | AM 1000 | Introduction to Essential Skills |

Work Term

Work terms are not required for the programs offered at the Operating Engineers College.

Prior Learning Assessment & Recognition (PLAR)

A student may request credit for previous competencies and learning they have acquired through experience. This request must be made by the end of the first week of the program. Any request after that day will not be honored. Students may be assessed and evaluated to determine eligibility for an exemption from the course requested. PLAR candidate will be required to provide proof of their experience through a written and/or practical assessment. Please contact the administration office for information regarding the PLAR fee. All trades now include AM 1101 Math Essentials. A student who can meet the mathematics requirement through an Operating Engineers College Math Assessment may be exempted from AM 1101 Math Essentials. There is a cost of \$25 to complete the assessment and an 80% would have to be achieved for successful completion.

Field Safety

Students **are NOT permitted** in the field if they are wearing the following:

- Neckware
- Bracelet
- Ring
- Wristwatch
- Any piercing that is exposed (ie facial piercing, earrings etc.)
- Any like articles that may pose a safety hazard

Failure to comply with this policy *may result in termination* from the program.

Personal Protective Equipment (PPE)

Personal Protective Equipment use is intended to help protect against health and safety risks. PPE must be in suitable condition, fit properly, and meet the minimum standards and regulations as outlined in the Occupational Health and Safety Act and Regulations and standards such as outlines by CSA.

In addition to the minimum standards, the College policy requires that the PPE, as listed below, must be worn by all students during field training, and any other times deemed necessary by an OEC staff member. Hard hats, safety glasses, and vests are available for purchase at the college. All PPE must meet the following conditions, and the approval of the administration of the school; otherwise, **students found in violation will not be permitted in the field area.**

The following College policy applies. Students must wear:

1. CSA approved steel toe boots (not available at college for purchase). Steel toe rubber boots, or steel toe sneakers are not permitted.
2. Clothing suitable to the working environment, i.e. coveralls, gloves, rain clothes (not available at the college for purchase);
3. Hard Hats must meet the CSA code – Z94.1, Type 2 Class E (Color – Navy or Light blue);
4. Safety Glasses must meet the CSA code Z94.3 (anyone needing safety glasses to wear over their prescription eyeglasses will have to purchase them on their own);
5. Safety vests must be orange or green fluorescent with proper reflective stripes on front and back.

Fire Drill Regulations

1. There are four Main Exits
 - Rear Door, for Classrooms 101, and 102
 - Field Door with Ramp, for classroom 103 and Lunch Room 104
 - Main Entrance, for Administration Staff
 - Admin Back Door, for Administration Staff
2. At the sound of the alarm, classes are to move quickly but in an orderly fashion out of the building.
3. Students closest to the windows are to close windows if safe to do so.
4. The instructor is to leave the classroom last and must make sure that all windows are closed and the door is firmly shut.
5. Strict silence must be observed during fire drills.
6. Students are to assemble at the “Muster Station” located at the rear of the building for roll call.

Students are not to return to the building until the appointed College Fire Marshall confirms that it is safe to return.

Secure School/School Lockdown

A safety plan is developed to respond to a perceived or actual threat to the College and those within it. This policy applies to all students, employees and visitors. It is intended to assist with responding to an event and the return to normalcy after the event. Lockdown procedures shall be practiced a minimum of three times a year. A lockdown involves a “no one in, no one out scenario”.

Students with Learning Disabilities

To the greatest extent possible, OEC will provide reasonable accommodations to the point of undue hardship, to ensure inclusive integration into our programs. Accommodation is a term used to describe the supports used to assist individuals with learning disabilities that aim to compensate for difficulties arising from their disability. Accommodations will not be considered preferential treatment and will not compromise the integrity of objectives and learning outcomes. Some examples of accommodations include extended time for exams, a supervised and alternate setting for writing exams, and an updated schedule.

Procedure

Operating Engineers College offers an inclusive learning environment to all students who are accepted. Accepted applicants, who identify as having a learning disability and request accommodations, are required to submit documentation outlining their disability with recommended accommodations and supports. This documentation must be submitted to OEC prior to the signing of the student contract and may include individualized Support Plans, Educational Assessments, Psychological Assessments, etc. **The role of an advocate may be used at any time during the accommodation request process.**

The following process will be followed in receiving a student with a learning disability who requests accommodations:

- Administration will reply to all accommodation requests in writing.
- Administration will consult with the program instructors and the student (or advocate) to determine the accommodations to be provided.
- Once accommodations are agreed upon, notification will be given to the student in writing and both administration and the student (or advocate) will sign an accommodation agreement.
- Administration will consult with the instructors and student (or advocate) on a weekly basis to ensure accommodations are given the attention they require, and to ensure they are meeting the student’s needs.
- Individualized accommodation plans will be reviewed each semester, or if necessary, at any time during program duration.

Accommodations may include but are not limited to the following:

- OEC will provide a reader, to read exams and other evaluation items to students.
- OEC will provide an alternate setting, that is quiet and supervised for theoretical evaluations.
- Extended time for evaluations.
- Extra time to study for evaluations.
- An adjusted evaluation schedule.
- After class review tutoring.
- OEC can offer students and applicants a referral to SOAR, a tutoring, counselling, and career consultation service from the Murphy Center. This service is free.

Union Recommendation

Successful graduates of the College, have an opportunity to join the International Union of Operating Engineers (IUOE), Local 904. To be recommended you must:

- Achieve a mark of not less than **70%** in all program courses;
- Have a record of **Good Standing** with the school. i.e. all fees are paid, attendance and punctuality are acceptable;
- Conform to the **Code of Behavior** and other rules, regulations, and policies of the College.

During the final week of a program, a union application will be provided. Students will have **30 days** from the end date of a program to submit the application. OEC students will have one opportunity to have their union application recommended to the union by the college. The College submits your application to the union, along with a letter of recommendation to be voted on at the earliest general membership meeting. Local 904 will notify you of your acceptance.

Employment Counseling

As part of the program, students are required to successfully complete a Workplace Essentials course which involves completing a resume and cover letter. The instructor will assist students throughout the course to ensure resume and cover letters are completed to the highest standard. As well, companies continually contact the College with job opportunities which the College will post on the bulletin board for easy access to students. A Labour Market Research is also made available (Appendix 3), containing website addresses to help find jobs, resources that can be used, and programs that are set up by Department of Immigration, Population Growth and Skills, such as the Wage Subsidy Program to Benefit Aspiring Apprentices.

Computer Lab Usage

Violation of the below regulations may constitute grounds for disciplinary action.

1. Upon starting your program at the college, an email account will be automatically created for you and given to you by your instructor before the start of classes.
2. Students have access to the computer lab/internet from 7:30 am to 4:00 pm, Monday to Friday, except while there is a class in progress.
3. Students are not permitted to wear field clothing and/or footwear in the computer lab.
4. Food and beverages are not permitted in the computer lab.
5. Downloading and installing any computer programs from the internet are not permitted without instructor permission.
6. Accessing computer systems belonging to instructor(s) in any Lab/Classroom is strictly prohibited. Use of these systems without permission will be perceived as intent to obtain unauthorized material.
7. Use of internet connection to access pornographic, violent, or otherwise objectionable material is strictly forbidden. Possession of such material on school property is also prohibited.
8. Students are not permitted to use chat line software of any type during scheduled class instruction.

Harassment

Harassment is a form of discrimination; it is against the law, and against the policies of the **Operating Engineers College (OEC)**. The College seeks to provide a safe, healthy, rewarding and harassment-free working and learning environment for all of its employees, students, visitors, officers, agents and suppliers.

Harassment takes many forms but can generally be defined as behavior including comments and/or conduct which is insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual, or to a group of individuals, or which created an uncomfortable environment. Specifically prohibited is harassment on the following grounds: race, ancestry, place of origin, color, ethnic origin, citizenship, creed, religion, sex, sexual orientation, disability, age, marital/family status or record of offense.

Harassment may include:

- Written or verbal abuse or threats;
- Sexually oriented comments;
- Racial or ethnic slurs;
- Unwelcome remarks, jokes, innuendos, or taunting about a person's body attire, age marital status, ethnic or racial origin, religion;
- Leering (offensive staring) or obscene or offensive gestures;
- Condescending behavior which undermines self-respect or adversely affects performance, learning, or working conditions;
- Physical conduct such as touching, kissing, patting, pinching
- Vandalism;
- Physical assault

Harassment can consist of a single incident or several incidents over a period of time. It is considered to have taken place if a reasonable person ought to have known that the behavior was unwelcome.

Note: The Newfoundland Labrador Human Rights Code protects everyone within provincial jurisdiction from harassment and other forms of discrimination.

Harassment Procedure

If you feel that you have been harassed, harassment will not be tolerated, you are encouraged to report the harassment as follows:

1. Tell the individual(s) that his or her actions are unwelcome. **(IMPORTANT – Victims of harassment are not required to confront the alleged harasser, either verbally or in writing, they may make the formal complaint to management.)**
2. Document your case. Keep a written record of the incidents including times, places, witnesses, and/or any other evidence (i.e. pictures) to strengthen your case.
3. Contact a staff member whom you feel comfortable to approach.

The College encourages that all harassment be reported and welcomes the opportunity to resolve the situation appropriately. However, you also have the right to file a complaint with the Newfoundland Human Rights Commission. A complaint must be filed with the Commission within one year of the last incident. Their phone number is 1-800-563-5808.

If a harassment complaint is made against you:

1. Discuss the matter with the Training Director, or if it is not appropriate to discuss with the Training Director, choose a staff member you are comfortable with;
2. Cooperate fully with the person(s) conducting the investigation so that the facts can be determined.

Dealing with the complaint:

1. The College will investigate all complaints immediately and take the necessary steps to resolve the problem.
2. The complaint and the alleged harasser will both be interviewed (separately), along with the individual who may be able to provide relevant information.
3. If the investigation reveals evidence to support the complaint of harassment, the harasser will be disciplined appropriately. Discipline of staff or students may include suspension, dismissal, or other discipline as deemed appropriate by the Training Director. In the case of students, they will not have the opportunity to be recommended to the union and the union will be advised of the complaint and investigation. Also, the incident will be documented and placed in the harasser's file.

4. If the investigation fails to find evidence to support the complaint, there will be no documentation concerning the complaint placed in the alleged harasser's file.
5. Any employee complainant who has lost the opportunity for job advancement, promotion, wage raise, etc. due to harassment, will have his or her qualifications re-examined in a fair, unbiased manner.

Complaint Resolution

Students who wish to report a conflict/complaint should do so by submitting their complaint in writing to the Training Director at the College. The Training Director will then respond to the student complaint in writing within 5 business days. If the issue remains unresolved, the complainant may then communicate the concern(s) to the Department of Education in writing and attach a copy of the letter of response from the Private Training Institution. Your concerns can be brought to the Departments attention by completing a Student Complaint Form which can be found in the link below. Additional contact information/ mailing address can be found on the complaint form.

Contact Information:

Manager of Private Training

Division of Literacy and Institutional Services

Email: PTI@gov.nl.ca

<https://www.gov.nl.ca/education/files/forms-privatetraining-pdf-pti-7-stucomplaint.pdf>

General Policies

Smoking

Smoking is only permitted in designated areas outside the College. Students are asked not to smoke on or around College entrance areas and smoking is not permitted while operating equipment in the field.

Electronic Cigarettes (e-cigarettes)

Electronic cigarettes and other vaping devices are not permitted in the classroom or while operating equipment in the field. Students are asked to use the designated smoking areas.

Telephone Calls and Text Messages

Students will not be called out of class for personal calls, except for an emergency. In most cases a message will be left at the front desk. The telephone at the front desk is unavailable for students' use. Use of cell phones (for texting or calls) while classes are in session is prohibited since it causes considerable distraction.

Change of Address

We like to keep in touch with our students, both current and graduates. Therefore, we will ask you to keep your address up to date and notify us of any changes. Correspondence, including your diploma, will be forwarded to the address we have on file.

Personal Belongings

We strongly advise that you do not leave valuables, including textbooks in your classroom without supervision. Keep your belongings locked in the lockers provided. OEC does not assume responsibility for missing books, personal items, etc.

Parking Facilities

Students must park in designated areas only. "Staff Parking" and "Wheelchair Parking" areas are designated by a sign.

Speed Limit

Speed limit on parking lot is 10 kms.

Appendices

Appendix 1Staff List

Appendix 2Student Loan Information

Appendix 3Labour Market Research/Statistics

Appendix 4Required Forms

Appendix 1

Staff List

Patrick Whelan..... Training Director
Barbara Sheppard Office Manager
Blake Connors Heavy Equipment Instructor
Francis Tobin..... Mobile Crane Instructor
Dale Follett Mechanic

Appendix 2

Student Loan & Scholarship Information

Anyone applying for a student loan should keep track of all information pertaining to their loan. Students should check online on a regular basis to keep themselves updated on the status of their loans. You will need your Social Insurance Number and Date of Birth to access your loan information online. It will show you how much you're receiving for both semesters in loans and grants (if eligible). It will also show any over-awards you may have. Anyone attending a program at OEC will **NOT** receive a student loan to cover the full cost of tuition and books. It is recommended that you apply online at <https://www.gov.nl.ca/education/studentaid/>. Apply early to avoid delay in receiving assistance. You are to include your **Social Insurance Number** on all correspondence and have it available when calling the Student Financial Services Division and the National Student Loans Service Centre.

Please refer to Student Budget Worksheet:

<https://www.gov.nl.ca/isl/files/studentaid-apply-2017-2018-budget-worksheet.pdf>

Contact Information

The Government of Canada and the Government of Newfoundland and Labrador work together to provide student financial assistance to residents of Newfoundland and Labrador. Both loans and grants are available to help you access and pay for post-secondary education. With one application, StudentAidNL will assess you for both federal and provincial financial assistance.

Student Financial Services Division

| | | | |
|------------------|---|------------------|---|
| Telephone: | (709) 729-5849 | Business Hours: | Monday to Friday |
| Toll Free: | (888) 657-0800 | | 9:00am to 4:30pm |
| Fax: | (709) 729-2298 | | (4pm in summer) |
| Web Site: | www.gov.nl.ca/education/studentaid/ | | |
| E-mail: | studentaidenquiry@gov.nl.ca (for those asking a question) | | |
| E-mail: | studentaidmailbox@gov.nl.ca (for documentation submission) | | |
| Office Location: | 216 Prince Philip Drive Coughlan College Memorial University St. John's, NL A1B 3R5 | Mailing Address: | P.O. Box 8700 St. John's, NL A1B 4J6 |

National Student Loans Service Centre

Telephone: 1-888-815-4514 Mailing Address: P.O. Box 4030
Fax: 1-866-656-5639 Mississauga, ON L5A 4M4
Web Site: <https://www.csnpe-nslsc.canada.ca/>
www.canada.ca/en/services/jobs/education/student-financial-aid.html

Student Financial Assistance Officer (SFAO)

Barbara Sheppard

SFAO/Office Manager

Ph: (709) 229-6464, ext. 203; or

Toll Free: 1-888-229-6468

Fax: (709) 229-6469

Web Site: www.oecollege.ca

Email: barbara@oecollege.ca

Applying

To apply for full-time funding, you must create a StudentAidNL account or sign into your current account to complete and submit your application.

StudentAidNL can only process applications if:

- it is fully completed;
- it is received by the deadline date;
- all required forms are signed and submitted;
- all requested information has been submitted; and
- your previous loans are in good standing.

Information Required to Complete Your Application

Before you start the application, you will require:

Personal Information

- Social Insurance Number (SIN)
- Line 15000 of your previous year's Income Tax Return
- Any other financial resources or income information (RESP, investments, scholarships, etc.)
- Complete mailing address and permanent address (if different from mailing address)
- Current and/or cell phone numbers

Program Information

- Name of Program
- Institution Name (and campus, if applicable)
- Start and End Dates for the current academic year
- Costs (tuition and required fees)

If you are a Dependent Student, you will also require your:

- Parent(s) or guardian(s) information (i.e., SIN, date of birth, postal code, line 15000 of previous year's Income Tax Return)
- Sibling(s) name and age (and SIN for any sibling attending post-secondary)
- If you are a Married/Common-Law Student, you will also require your:
- Spouse's information (i.e., SIN, line 15000 of previous year's Income Tax Return, date of birth and income)

Basic Eligibility Requirements

Students are eligible for financial assistance if they meet all the following eligibility criteria:

- You are a Canadian citizen (as defined in the **Citizenship Act**), permanent resident or have protected person status (as defined in the **Immigration and Refugee Protection Act**), or a person registered as an Indian (under the **Indian Act**).
- You are a resident of Newfoundland and Labrador
- You have a valid Canadian Social Insurance Number
- You have demonstrated financial need
- You are not in default on previous federal and/or provincial student loans
- You are pursuing full-time studies at a designated educational institution
- You are enrolled full-time in a program of study leading to a degree, diploma or certificate that is at least 12 weeks in duration
- Your period of study is at least six weeks in duration

Note: Students can only receive funding from one province at a given time.

Course Load Requirements

The post-secondary educational institution determines the student's course load percentage based on the number of courses a student is taking compared to the standard number of courses for the program of study. If attending university, the school typically considers five courses to be 100% of a full course load. To receive funding for full-time studies, students must register for the following course load percentages:

- **Provincial Funding:** at least 80% of a full course load
- **Federal Funding:** at least 60% of a full course load
- **Students with Disabilities:** at least 40% of a full course load to be eligible for both provincial and federal funding.
- Students without a verified disability completing 60% of a full course load may be eligible to receive provincial funding for full-time studies with a Reduced Course Load Request Form if they are:
 - A single parent who has a child (or children) under 12 years of age and who:
 - are enrolled in at least 60% of a full course load that includes at least one university credit course requiring lab time in addition to regular classroom time; or
 - has a child (or children) with special needs; or
 - has other personal circumstances that merit special consideration.
 - A student who has:
 - a severe medical condition; or
 - recently experienced a trauma that merits special consideration; or
 - other documented extenuating circumstances.

Note: There is part-time student financial assistance available for students taking less than 60% of a full course load (less than 40% for students with a verified disability).

Receiving Student Loans and Grants

Receiving Your Funds

Once StudentAidNL has assessed your application, you will receive an email notifying you of the results. You can view your Notice of Assessment by logging into your StudentAidNL account. Your Notice of Assessment details the amount of student financial assistance you are eligible to receive. At any time, if StudentAidNL reassesses your application, you will receive an email advising you to access your account to view your revised Notice of Assessment.

There are a number of federal and provincial loans and grants available through the Canada-Newfoundland and Labrador Student Financial Assistance Program. The steps you must follow to receive your eligible funding will depend on the type of loan(s) and/or grant(s) you are eligible to receive. Please refer to the StudentAid NL website for more information on types of funding and grants available.

Receiving a Student Loan

In order to receive student loan/grant funding, new applicants requiring a Master Student Financial Assistance Agreement (**MSFAA**) will be required to follow an online process to confirm your identify; register your account with the National Student Loans Service Centre (NSLSC); and complete your MSFAA online and accept the Terms and Conditions of the agreement. This process must be completed in order for a student to receive their funding. The **MSFAA** is a legal agreement that outlines a student's responsibilities and the terms and conditions of accepting and repaying your student loans.

There are separate MSFAAs for full-time and part-time students with unique terms and conditions for each. If you receive an email indicating a new MSFAA is required, you must complete the registration process using your new MSFAA number to receive your funds.

Note: The terms and conditions of the full-time and the part-time MSFAA are subject to change with each new academic year.

A MSFAA is required if a student:

- Is a first-time loan or grant recipient enrolled in full-time or part-time studies;
- Previously submitted a MSFAA but have left full-time or part-time studies for two years or more; or
- Has previously received student loans and/or grants, but has since established residency in another province/territory.

Submitting the MSFAA

Submitting the MSFAA is an online, electronic process. It will take about 20 minutes to complete.

Within 1-2 business days from the date of receiving the Notice of Assessment, StudentAidNL will send students an email indicating the unique 10-digit MSFAA number required to be used during the online submission process that has been uploaded to their online account. Students simply log into their online account to obtain the MSFAA number. The NSLSC will then send a "Welcome Email" within 1-2 business days with the subject line "Complete your MSFAA/Remplissez votre EMAFE" including a link to begin the online process. Students are then ready to proceed with submitting the MSFAA.

Before proceeding with the online process, please ensure you have the following information readily available:

- Bank account information – including transit number, institution number and account number;
- Social Insurance Number (SIN);
- Unique 10 digit MSFAA number (located in your online StudentAidNL account once assessed); and
- Date of Birth

You must complete the MSFAA registration process in **one session**. The process includes:

- Linking into the NSLSC website and confirming identity;
- Registering for an online NSLSC account; and
- Completing the online MSFAA registration.

If you have questions about the registration process with the NSLSC, please contact the NSLSC, via telephone toll free at 1-888-815-4514 (within North America) or 1-800-225-2501 (outside North America).

Important: If you do not require a new MSFAA and your personal banking information has changed, you can update your banking information online by logging into your NSLSC account.

Electronic Confirmation of Enrolment (ECE)

Electronic Confirmation of Enrolment (ECE) allows schools to provide confirmation of your full-time enrolment to the National Student Loan Service Centre (NSLSC) online. Since your enrolment needs to be confirmed before funds can be deposited in your account or forwarded to your school, ECE will help you get your financial assistance much quicker.

Email Requirement

An email address will now be **required** when creating an account on the Student Aid Login site. You will need to provide a username and password upon creating an account.

Once full-time enrolment has been confirmed, but no earlier than the first day of classes, eligible financial assistance will be deposited to your bank account. All or a part of your financial assistance may be sent to your school to pay fees owing. You will receive a letter from the NSLSC advising you of the amount of your disbursement that has been issued to you and/or your school.

Career & Financial Counselling Services

What is the role of a Career Counseling Specialist within Student Financial Services?

The Career Counselling Specialist promotes sound career decision making that will lead to graduating post-secondary education in a timely manner with a reasonable student loan debt, through career and financial counseling.

Why do Students get referred to a Career Counselling specialist?

- Switching programs or completing a subsequent program.
- Completing programs of study in a timely manner.
- High unmet need of over \$3000 per semester.

Who Refers Students to a Career Counselling Specialist?

StudentAidNL staff may refer your application to a Career and Financial Counsellor. External referrals can be received from Post-Secondary School Representatives, Secondary School Guidance Counsellors, professionals from the community and self-referrals.

What can you expect to discuss with a Career Counselling Specialist?

During the initial session with a student, the career plan is reviewed which will include discussions on previous and/or current academic endeavors to establish suitability to the new program choice. Additionally, emphasis is placed on reviewing the students' labour market awareness. If it is determined that the student lacks knowledge in this area they will be required to complete a Labour Market Research Questionnaire. This questionnaire requires the student to research a variety of resources to ensure they have a full understanding of the employment and salary potential for this occupation.

As well, there is a review of the student's awareness of their current student loan debt, projected debt and how the accumulated debt will impact the Total Service Debt Ratio depending on salary expectation. The Total Service Debt Ratio is a calculation which provides insight into a student's ability to repay.

Should the student be required to gather subsequent information, additional sessions with a Career Counselling Specialist can be arranged to ensure the information is adequate prior to counselor recommendation. A Career Counselling Summary Report is completed which will include a recommendation on whether additional financial assistance should be provided and the student is notified of the recommendation. The decision will be made by the Senior Assessment Officer or Appeals Officer which is usually the source of the referral.

How can I contact a Career Counselling Specialist?

Contact StudentAidNL to discuss if your circumstances warrant a referral to a Career and Financial Counsellor by emailing studentaidenquiry@gov.nl.ca or calling 1-888-657-0800.

Deadlines (as they relate to OEC)

Applications

Eight weeks after the start of classes.

Appeals

Eight weeks prior to the end of the period of study (semester).

External Appeals Board

Six weeks prior to the end of the period of study (semester).

Income Confirmation Form

Deadline is eight weeks after the start of classes. **Note:** If you submitted your StudentAidNL application after the start of classes for your academic year, an ICF is not required.

Service Standards

StudentAidNL will endeavor to review all applications within 15 business days upon receipt. All subsequent documents and information submitted as part of the application will be reviewed within five business days of receipt. StudentAidNL will respond to all email correspondence within three business days.

Pre-Study Information

If you have earnings immediately preceding the start date of your study period, you are expected to save a portion of these earnings. You will need your income information from line 15000 of the Income Tax Notice of Assessment. Your pre-study period is the time between the end of your last period of full-time studies (post-secondary or highschool), and your first day of classes for the current academic year, for a **minimum of 4 weeks** and a **maximum of 17 weeks**.

Study Period Information

All earnings during the study period must be reported. Your financial resources will be used to calculate the amount you will be expected to contribute to your education. These include, but not limited to, earned income, EI benefits, training allowances, pension, investments, and scholarships.

Forms

Program Cost Form

Must be filled out by an official at the Operating Engineers College and must be included with your application for financial assistance. It is used to verify associated costs and other relevant information.

Income Confirmation Form (ICF)

The **Income Confirmation Form** is not to be submitted with your application form. The ICF is a **critical** part of the application process for the second semester. Failure to submit the form by the deadline date will result in the forfeiture of student loans and/or grants.

If the gross income amount on the ICF is less than the amount you reported on your application, please include an explanation on the reverse side of the form to account for the difference. Deadline is **8-weeks** after the period of studies start date.

Parent's Declaration, Consent and Signature Form

Required for dependent students.

Spouses'/Common-Law Partner's Declaration, Consent and Signature Form

This form is required if you are married or in a common-law relationship.

Student's Consent to Release Personal Information Form

Privacy legislation limits whom we can discuss your file. This form is required if you would like to give your consent to have your personal and financial information shared with a particular individual. This form is required each academic year.

Reduced Course Load Request Form

Required for students requesting an exemption from the requirement to enroll in at least 80% of a full course load.

Application for Grants for Services and Equipment for Students with Disabilities

Students with disabilities who have exceptional education-related costs associated with their disability (such as costs for hiring tutors, note-takers or interpreters; or costs for braille-related expenses or technical aids), may receive up to \$20,000 per academic year through the Canada Student Grant for Services and Equipment for Students with Disabilities.

Additional funding is available through the Provincial Grant for High Need Students with Disabilities if required. Once the application is processed, the student will receive written notification of their eligibility. Students applying for this grant must also submit the Verification of Eligibility Form when applying for financial assistance.

Verification of Eligibility for Students with Disabilities Form

Required for students applying as a student with a disability. The student must sign the consent portion of the form and have a qualified medical or educational assessor complete and sign the verification portion of the form.

Student Appeal Form

This is to be completed if you request a review of your assessment. The application and assessment for student financial assistance may not capture all student situations or exceptional circumstances. The purpose of the appeal process is to assist students whose standard student financial assistance application does not accurately capture their individual circumstances. If you do not believe that your assessment results reflect your true financial need, or you have exceptional circumstances, you may request a review of your application through the appeal process.

Medical Appeal Form

The student and a medical professional must complete this form if the student is requesting the removal of an over-award from their file due to a medical withdrawal.

Additional Documentation

Documentation requirements depend on your situation. Some forms may not be applicable to you.

Birth or Baptismal Certificate

Students with dependents are required to submit a birth certificate for each dependent child, which indicates both parents' names where applicable. A baptismal certificate indicating both parents' names may also be accepted.

Canada Child Benefit

Single parents are required to submit confirmation of receiving Canada Child Tax Benefits. Confirmation can be obtained by calling 1-800-387-1193.

Childcare Confirmation

If you have a child aged 11 years or under listed as a dependent on your application and you are requesting reimbursement of childcare costs, you must submit a letter from the appropriate government department verifying that you are not receiving a child-care subsidy.

Common-law Documentation

If you are living in a common-law arrangement, you must submit a letter from an unbiased, unrelated third party who has personal knowledge of your living arrangements and who can confirm the date of cohabitation; confirmation from your landlord is not acceptable. The third party must submit their contact information, occupation and their relationship to you; affidavits are not acceptable.

Employment Insurance Information

Confirmation of Employment Insurance Benefits is required. Students can obtain confirmation from "My Service Canada Account".

Scholarship Verification

Students in receipt of a scholarship must submit confirmation of the amount and disbursement schedule from the source of the scholarship.

Grants

Provincial Grant

There is no separate application for the grant; eligibility is determined when you apply for a student loan for full-time studies. This grant will be deposited directly into your bank account by the NSLSC after it has been confirmed that you are still registered as a full-time student, and you have submitted a properly completed Income Confirmation Form.

Canada Student Grants

When you apply and qualify for a Canada Student Loan, you are automatically assessed for Canada Student Grants. A separate application is only required for the grant for services and equipment for students with a permanent disability. This grant is non-repayable funding to help pay for post-secondary education. All Canada Student Grants are disbursed in two portions: one at the beginning of the school year and one at the middle of the school year. The amount will be disbursed into your account by the **NSLSC**.

Grant for Full-Time Students with Dependents

Provides up to a maximum of \$280.00 per month of full-time studies per child who is under 12 years of age (or a dependent with a permanent disability who is 12 or older) at the beginning of the study period.

Canada Student Grant for Students with Disabilities

Students with disabilities can receive \$2800.00 per academic year to help cover the costs of accommodation, tuition, and books. To be considered for this grant, you must submit a *Verification of Eligibility Form for Students with Disabilities* when you apply for full-time assistance.

Canada Student Grant for Services and Equipment for Students with Disabilities

Students with disabilities who have exceptional education related costs associated with their disability (such as costs for hiring tutors, note-takers or interpreters, braille-related expenses or technical aids), may receive up to \$20,000 per academic year. This application is completed by your school. You will meet with an official to discuss accommodations, services, and/or equipment that you may need to successfully complete your studies. A separate application is required for this grant. The application is available at www.gov.nl.ca/education/studentaid/disabilities/.

Studentawards.com

www.studentawards.com is a **FREE** scholarship search service devoted to helping high school seniors, university and college students find information on scholarships, bursaries, grants and other forms of financial assistance.

By becoming a StudentAwards member, you'll have access to millions of dollars in bursaries, scholarships and awards that could help you pay for school. Spend just 10 minutes to build your profile and you will be matched to awards applicable to you.

Apprenticeship Incentive Grant (AIG)

The **Apprenticeship Incentive Grant (AIG)** is a taxable cash grant of **\$1000** per year, up to a maximum of **\$2000** per person, available to registered apprentices once they have successfully finished their first or second year/level (or equivalent) of an apprenticeship program in one of the Red Seal trades. See www.servicecanada.gc.ca for more information.

Deadline: **12 months** following your date of progression in your apprenticeship program.

Apprenticeship Completion Grant (ACG)

The **Apprenticeship Completion Grant (ACG)** is a taxable cash grant of **\$2000** maximum available to registered apprentices who have successfully completed their apprenticeship training and obtained their journeyman certification in a designated Red Seal trade. See www.servicecanada.gc.ca for more information.

Deadline: If you completed your program on or after January 1, 2021, your deadline to submit an application is **12 months** following your date of progression.

Duration of Assistance

You are eligible to receive assistance for the normal length of your program, as defined by your school, plus a grace period of up to a maximum of one academic year. If you reach the maximum number of weeks of eligible assistance and are still attending full-time studies, no payments are required until **6 months** after you complete or withdraw from studies. There is a lifetime limit of 340 weeks of student financial assistance.

You are encouraged to enroll in, and successfully complete a **100%** full course load for each period of study that you receive student loans.

Reassessments

A reassessment is the result of StudentAidNL receiving new information related to a past, current, or future semester for which a student was previously assessed for student financial assistance. A reassessment may mean that a student is entitled to receive the same, more, or less financial assistance than the initial assessment indicated.

Over-Awards

An **over-award (overpayment)** is financial assistance that you receive but are not eligible for. The amount of the over-award will be deducted from future loan and/or grant entitlements. The over-award recovery process depends on the type of funding over-awarded.

Defaulting On Your Loan

It is important to ask for help as soon as you feel you are having difficulty meeting your repayment obligations as you may qualify for repayment assistance.

Missing payments could damage your credit rating and your student loan could go into default. If you are having difficulty making your loan payments, contact the **NSLSC**. There are programs and services available to help you manage your payments and avoid defaulting on your loan.

A student loan is in default when a student is behind on their payments for 270 days (nine months). Students who default on a student loan should contact StudentAidNL to determine if their Canada Student Loan and/or their NL Student loan is in default.

Repaying Student Loans

A **Loan Repayment Estimator** can be found on <https://tools.canlearn.ca/cslgs-scpse/cln-cln/crp-lrc/af.nlindex-eng.do>. The Loan Repayment Estimator can help you estimate the monthly payments you'll need to make to repay your Canada Student Loan or other government student loans. All you need to do is type in the settings for your loan.

The Repayment Process

You are responsible for repaying **all** the loans you borrow to fund your education as per the terms and conditions detailed on your Master Student Financial Assistance Agreement (**MSFAA**). Both Newfoundland & Labrador and Canada Student Loans are interest free.

Repayment of a student loan begins on the first day of the seventh month following the student's period of study end date. If the student returns to full-time studies prior to the seventh month, their previous loans will revert to payment-free status as long as the National Student Loan Service Centre is aware of their status.

Students completing their studies and entering repayment should visit the NSLSC website for more information. The **NSLSC** manages the repayment of your student loans on behalf of the Government of Canada and the Government of Newfoundland and Labrador. Students can review their loan balance and more through their NSLSC Online Services Account.

It is your responsibility to contact the NSLSC (1-888-815-4514) to set up a repayment schedule. It is important that you advise the NSLSC of any changes to your address or other contact information.

Newfoundland and Labrador Debt Reduction Grants

StudentAidNL may convert up to the full amount of provincial student loans into non-repayable grants for students graduating from eligible programs through the Newfoundland and Labrador Debt Reduction Grant Program.

Responsibility for finalizing eligibility for the Newfoundland and Labrador Debt Reduction Grant Program rests with graduating students. There is no separate or designated application form. StudentAidNL **does not** know when or if students graduate and therefore, it is the explicit and direct responsibility of students to notify StudentAidNL when graduation occurs.

Graduating students are required to provide proof of graduation to StudentAidNL (email; mail; in-person), within two years of graduating from eligible programs of study. Failure to do so will result in the student no longer being eligible for the Newfoundland and Labrador Debt Reduction Grant Program.

You are eligible for a Debt Reduction Grant if:

- you successfully complete at least **80%** of a full course load each semester or academic year as determined by the educational institution;
- apply for and be considered eligible to receive financial assistance for at least 50% of the required length of their program of study. Does not include work terms;
- you borrow in excess of **\$165** per week of study during a semester; and
- within 10 years after the program start date, you graduate from a post-secondary program within the province that is at least **80** weeks in duration.

Programs Less Than 80 Weeks in Duration

Borrowers may be eligible to receive **Debt Reduction Grants** for programs that are less than 80 weeks in duration if the program(s):

- Students with eligible disabilities enrolled in at least 40% of a full course load.
- Single parents enrolled in 80% of a full course load with a child under the age of 12.
- Single parents enrolled in 60% of a full course load with at least one university credit course which includes laboratory time in addition to classroom time.
- Single parents enrolled in 60% of a full course load with a child who has special needs and is under the age of 12.

Required Documentation for Debt Reduction

A separate application is not required; however, StudentAidNL requires the following information to determine a student's eligibility:

- Official transcript of marks;
- Percentage of a full course load the student attempted and passed in each study period; and,
- Confirmation of graduation and the date of graduation (this can be a copy of the relevant degree, certificate, or diploma).

Programs to Help If You Have Difficulty Repaying Your Loan

Contact the **NSLSC** before you miss a payment. There are repayment options available to help you manage your payments and avoid defaulting on your loan.

Repayment Assistance Plan

You are responsible for repaying all the money you borrow to fund your education. The **Repayment Assistance Plan (RAP)** can help if you have difficulty making your student loan payments. You can view the Repayment Assistance Estimator at the follow link:

<http://tools.canlearn.ca/cslgs-scpse/cln-cln/rae-ear/rae-ear-1-eng.do>

The RAP makes it easier for you to manage your debt by requiring you to pay back what you can reasonably afford, based on your family income and family size. Depending on your income, you may qualify for reduced payments or no payments at all.

The NSLSC administers the RAP on behalf of the Governments of Canada. If you face financial difficulty after completing your studies, call the **NSLSC (1-888-815-4514)** before you begin missing payments. **NSLSC Online Services** enable you to review your student loan accounts and to view and change your contact information.

Am I Eligible?

To be eligible for the Repayment Assistance Plan you must:

- be a resident of Canada;
- your loans are in repayment, that is at least 6 months have passed since your graduated or left school; and
- you are up-to-date on your loan payments.

How Do I Apply?

You *need to apply* for the RAP; enrolment is not automatic. You must re-apply every **6 months** to stay eligible.

- Call the **NSLSC at 1-888-815-4514** to request an application form or to get more information about the plan.
- Complete the application form and submit it, along with all required supporting documentation, to the NSLSC. Application can be filled out online.
- Applications are also available through your NSLSC Online Services account.

Repayment Assistance Plan for Borrowers with a Disability

The **Repayment Assistance Plan for Borrowers with a Disability (RAP-D)** helps borrowers with a disability who are having difficulty paying their student loans. The RAP-D makes it easier for borrowers to manage their debt by paying back what they can reasonably afford.

Am I Eligible?

To be eligible for the Repayment Assistance Plan you must:

- be a resident of Canada;
- loans are in repayment;
- are up-to-date on your loan payments;
- fall within the income thresholds; and
- have a disability that is recognized by the Canada Student Financial Assistance Program

How Do I Apply?

You *need to apply* for the RAP-D; enrolment is not automatic. You must reapply every **6 months** if you want to continue the plan.

- Apply online through the National Student Loans Service Centre (NSLSC), or
- Submit a Repayment Assistance Plan Application, and
- Complete a Disability Related Expense Form, if you have disability related expenses.

Bankruptcy

Student loan debts are eligible for discharge along with other debts if the student has been out of studies for more than seven years as of the date of filing for bankruptcy. A discharge from bankruptcy releases the student from their obligation to repay their student loans. Students not meeting this rule are obligated to repay their student loan.

Scenario of Actual Costs of doing a Program at the Operating Engineers College

Elizabeth is accepted for the *Heavy Equipment Operator 22-Week Program*. The cost of this program is **\$16,150.00**, including books. Her program is due to begin **November 20, 2023**. She has been approved for a full student loan, including Canada and Provincial grants, totaling **\$9000.00**. At the moment she has no other means set up for funding. She has no vouchers or scholarships available to her. Elizabeth is renting a 3-bedroom home in Carbonear. She is married with two children, ages 9 and 11. Her husband works all day; therefore, she must pay a babysitter for 5 days a week from 9am to 5:30pm. She must pay rent, utilities, food for the family and for school lunches, and gas to and from Carbonear to Holyrood (**120 km's** combined). Luckily, the car is paid in full, but she has to allow for normal maintenance every 2-3 months, as well as purchase proper clothing for the field portion of the program and a **\$130.00** fee payable to Motor Vehicle for her license. Will Elizabeth have enough money to pay for her program, as well as other expenses with just her student loan?

Costs Attributed to Program (6-Months)

| | |
|---|---------------------------|
| Tuition/Books (Total) | \$16,150.00 |
| Rent (\$600.00/month) | \$3600.00 |
| Heat & Lights (\$185/month) | \$1110.00 |
| Cable, Phone & Internet (\$150.00/month) | \$900.00 |
| Food (\$600.00/month) | \$3600.00 |
| Gas (\$120.00/week for 6-months) | \$2880.00 |
| Maintenance (\$55 every 3-months) | \$110.00 |
| Clothing (Boots, rain gear, coveralls and safety gear) | \$300.00 |
| Motor Vehicle Licencing Fee | \$130.00 |
| Babysitter (\$40.00/day) | \$4800.00 |
| Total Cost to Elizabeth (for 6-months) | <u>\$33,580.00</u> |

Answer: No.

Elizabeth will have to come up with additional means of funding her program than just a Student Loan. The total of her loan, including grants will not cover all her expenses. Elizabeth has to go to HRLE to ask for funding help, to family/friends or to the bank to get a personal loan. She can also check on studentawards.com to see if any additional grants are applicable to her.

Elizabeth is EI (employment insurance) eligible, therefore, she decided to go to HRLE and speak to a counsellor regarding funding help for the Heavy Equipment Program. Elizabeth got the additional funding she needed. They paid for her tuition and books, covered clothing needed, gave \$50/week for gas, and are going to cover the full expense of babysitting to upgrade her for the employment industry. Without the help of HRLE, Elizabeth would have to drop out of the Heavy Equipment Operator Program.

Operating Engineers College Student Loan Information Session Form

I, _____ attended the **Student Loan Information Session**
Full Name (Print)

offered at the **Operating Engineers College**. The session took place on

mm/dd/year

I understand the meaning and implications of not repaying my student loan and going into default. I am also aware that if I have any questions in regards to repayment of my student loan, that I can contact the **National Student Loan Service Centre (NSLSC)** at **1-888-815-4514** or at www.csnpe-nslsc.canada.ca.

Student's Name (*Please Print)

Student's Signature

**Student Financial Assistance
Officers (SFAO) Signature**

Training Director's Signature

Date (mm/dd/year)

To be filled out **ONLY** when information session is completed
This form is **ONLY** applicable if you are receiving or previously received a student loan.

Operating Engineers College Student Loan Repayment Session Form

I, _____ attended the **Student Loan Repayment Session**
Full Name (Print)

offered at the **Operating Engineers College**. The session took place on

mm/dd/year

I understand the meaning and implications of not repaying my student loan and going into default. I am also aware that if I have any questions in regards to repayment of my student loan, that I can contact the **National Student Loan Service Centre (NSLSC)** at **1-888-815-4514** or at www.csnpe-nslsc.canada.ca

Student's Name (*Please Print)

Student's Signature

**Student Financial Assistance
Officers (SFAO) Signature**

Training Director's Signature

Date (mm/dd/year)

To be filled out **ONLY** when repayment session is completed
This form is **ONLY** applicable if you are receiving or previously received a student loan.

Appendix 3

Labour Market Research/Statistics

Labour Market Outlook 2025 provides an outlook for job prospects in 120 occupational groups in the province from 2015 to 2025. You can view this full report at <https://www.gov.nl.ca/ipgs/files/publications-pdf-labour-market-outlook2025.pdf>. This report projects the provinces labour demands for the next decade and outlines the prospects for various occupations.

Significant job openings are anticipated over the next decade due to an increase of retiring workers. Almost 64,000 job openings are anticipated between 2015 and 2025 in Newfoundland and Labrador. Replacement of retiring workers will be a priority over the forecast period and a main source of opportunities for job seekers in the Newfoundland and Labrador job market.

Between 2015 and 2025, approximately 57% of job openings will be in occupations that are in management or require some form of post-secondary education. There will also be considerable openings in jobs requiring secondary school and on-the-job training.

Employment

Over the next ten years, employment in the province is anticipated to fluctuate based on major project employment cycles. Over the 2019 to 2025 period, the number of workers is expected to increase by about 12,000 (or 4.5%). This reflects higher activity levels around production from other major projects including Vale's Voisey's Bay underground mining development and Statoil's Bay du Nord discovery, as well as expanding employment in the service sector to meet demands generated by an aging population.

Industries that are expected to experience the largest increase in employment over the 2015 to 2025 period are:

- Health Care and social assistance;
- Mining and oil and gas extraction;
- Arts, entertainment and recreation/accommodations and food services;
- Finance, insurance, real estate, and leasing; and
- Wholesale and retail trade.

Industries that are expected to experience the largest employment declines are:

- Construction;
- Professional, scientific and technical services;
- Other manufacturing (excluding seafood processing);
- Public administration; and
- Educational services

Of particular importance to future labour market policy is the fact that new entrants, specifically young people at the beginning of their careers, will be the biggest single source of new labour supply.

Economic Outlook

Economic activity between 2015 and 2025 will vary from year-to-year depending on major project timelines, and the level of oil and mineral production.

The current forecast indicates less activity for the first few years of the period as major projects begin to mature past peak development. Development of major projects has been a significant source of economic and employment growth over the past several years. As development winds down and large projects move toward the production phase, there is often a lull in activity.

In the longer term, economic expansion is expected to resume due to production from Hebron, Muskrat Falls and the Voisey's Bay underground mine, as well as development of other offshore resources, such as Statoil's Bay du Nord discovery.

Skill Levels

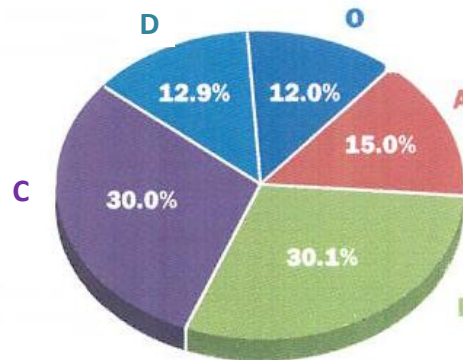
The Government of Canada provides a National Occupational Classification for Statistics (NOC-S) matrix to allow occupational classification based on skill level. There are five skill level categories:

- O** – Management Occupations;
- A** – Occupations usually require university education;
- B** – Occupations usually require college education or apprenticeship training;
- C** – Occupations usually require secondary school and/or occupation specific training; and
- D** – On-the-job training is usually provided for occupations.

Over the 2019 to 2025 period, the percentage increases 57.7%, partially reflecting increased demand for skilled jobs because of the development of major projects in the province over this time period.

Job Openings by Skill Level, 2015 to 2025

Source: Department of Finance



Job Openings for Heavy Equipment & Crane Operators

Detailed Forecast for Newfoundland and Labrador

| Occupation | Reference Year | | | Expansion/Contraction | | | Attrition | | | Job Openings | | |
|-------------------------------------|----------------|---------|---------|-----------------------|-----------|-----------|-----------|-----------|-----------|--------------|-----------|-----------|
| | 2014 | 2018 | 2025 | 2015-2018 | 2019-2025 | 2015-2025 | 2015-2018 | 2019-2025 | 2015-2025 | 2015-2018 | 2019-2025 | 2015-2025 |
| Total Across all Occupations | 292,060 | 267,987 | 279,980 | -24,073 | 11,993 | -12,080 | 26,477 | 49,493 | 75,970 | 2,404 | 61,486 | 63,890 |
| Heavy Equipment | 4,236 | 3,359 | 3,286 | -877 | -72 | -949 | 308 | 545 | 854 | -569 | 473 | -96 |
| Crane Operators, drillers/blasters | 634 | 487 | 470 | -147 | -17 | -164 | 45 | 83 | 128 | -103 | 66 | -37 |

Occupational Job Prospects

The Department of Finance carried out an analysis of 120 occupational categories taking both supply and demand considerations into account to identify occupations with the strongest job prospects over the 2015 to 2025 period. This occupational forecast has included the following variables:

- Employment growth rates (historical and projected);
- Attrition;
- New entrants;
- Participation rates;
- Age of the workforce;

- Unemployment; and
- Migration.

The following key is provided to assist in the interpretation of job prospects for various occupations over the 2015 to 2025 period in Newfoundland and Labrador:

Occupation Rated as 1:

Projected labour supply is expected to be able to meet projected job openings, and an excess supply of workers may exist.

Occupation Rated as 2:

Projected labour supply is expected to be able to meet projected job openings.

Occupation Rated as 3:

Projected labour supply to meet job openings will require increased labour supply responses (ex: in-migration, higher participation rates, inter-occupational shifts). Additional supplies of qualified workers to meet unanticipated short-term increases in demand in the province are limited.

Occupation Rated as 4:

Projected labour supply is expected to lag projected job openings. Significant labour supply responses (ex: in-migration and inter-occupational shifts) will be required to meet demand. Competition for qualified labour will be strong.

Labour Market Outlook 2025 Occupational Ratings

| | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2019-2025 | 2015-2025 |
|---|------|------|------|------|------|------|------|-----------|-----------|
| Heavy Equipment Operators | 2 | 2 | 2 | 2 | 1 | 2 | 1 | 2 | 2 |
| Crane Operators, Drillers/Blasters | 2 | 3 | 3 | 2 | 1 | 2 | 2 | 2 | 2 |

Job Listings for Newfoundland & Labrador/Canada

Listings, wages, and tools/resources are taken from the following website addresses. These are exceptional sites for anyone seeking information on employment and resources. Information contained within these websites can help you find a job or start up a business of your own.

www.jobbank.gc.ca
<https://www.nlclassifieds.com/Jobs/c26000>
<https://ca.indeed.com/jobs-in-Newfoundland-and-Labrador>
www.simplyhired.ca
www.iuoe904.com
<https://www.gov.nl.ca/pep/>
<https://www.gov.nl.ca/ipgs/students/>
<https://www.gov.nl.ca/atcd/apprentices-youth/becoming-an-apprentice/>
<https://www.careersinconstruction.ca/en/career/heavy-equipment-operator>

The following table shows the name of 1 company out of the # of job postings available around the Avalon Peninsula. For more information on each job posting, please see the website addresses listed above. Your individual search can be broken down into different areas/locations.

| Occupation | Company | Job Position | Salary | Posted |
|--------------------------|---|-------------------------|---------------------------|----------------|
| Heavy Equipment Operator | Modern Paving Limited, St. John's, NL | Excavator, RTB Operator | \$19-25 per hr. | July 2021 |
| Mobile Crane Operator | Mid-Sized Construction Company, Fortune, NL | Crane Operator | \$39,000-\$60,000 per yr. | September 2021 |

Heavy Equipment Operator

The salary range is based on all experience levels, from first-year apprentices through to highly experienced journeypersons. Wages can vary depending on the contract, company, location, and collective agreement (if applicable), as well as local and national economic conditions.

Heavy Equipment Operators in Canada earn between **\$19.00/hour** and **\$38.00/hour**.

| Community/Area | Wage (\$/hr) | | |
|-------------------------|--------------|---------|---------|
| | Low | Median | High |
| Newfoundland & Labrador | \$19.00 | \$25.00 | \$34.58 |
| Alberta | \$20.00 | \$30.00 | \$37.00 |
| Ontario | \$18.50 | \$25.55 | \$37.36 |

<https://www.jobbank.gc.ca/marketreport/wages-occupation/15029/ca>

Mobile Crane Operator

The salary range is based on all experience levels, from first-year apprentices through to highly experienced journeymen. Wages can vary depending on the contract, company, location, and collective agreement (if applicable), as well as local and national economic conditions.

Mobile Crane Operators in Canada earn between **\$21.10/hour** and **\$45.00/hour**.

| Community/Area | Wage (\$/hr) | | |
|-------------------------|--------------|---------|---------|
| | Low | Median | High |
| Newfoundland & Labrador | \$27.00 | \$30.00 | \$40.00 |
| Alberta | \$20.19 | \$38.00 | \$46.00 |
| Ontario | \$24.00 | \$30.00 | \$45.00 |

<https://www.jobbank.gc.ca/marketreport/wages-occupation/7891/ca>

International Union of Operating Engineers, Local 904

Successful graduates of the Operating Engineers College who completed a 21-Week Heavy Equipment or a 25-Week Mobile Crane Program will have an opportunity to join the **International Union of Operating Engineers (IUOE), Local 904**. To be recommended, you must achieve a mark of not less than 70% in all program courses; have a record of good standing with the school (tuition fees are paid, attendance and punctuality are acceptable); and conforms with the Code of Behaviour and other rules, regulations, and policies of the College.

Procedure

During the final week of your program, a union application will be explained and provided to you; and you will have 30 days from the end date of your program to submit your application. The College will submit your application to the union, along with a letter of recommendation to be voted on at the earliest general membership meeting. Local 904 will notify you of your acceptance and the procedure to complete your membership status.

There are benefits to becoming a member of Local 904. Becoming a member means you will have access to a **Job Line** where there are postings of jobs for union members. The job line number is **1-855-747-9040**. Anyone can view the job listings to see just what is available in each occupation, what positions are filled and the Collective Agreements for each company.

The wages for each job is dependent on what company is offering employment and the agreement that is put in place. There are many classifications that also reflect what your wages will be. For example, there are 6 periods applicable to being an apprentice, therefore, there are 6 different wage categories (ex: Vale Inco. (May 2010) - 1st period Apprentice, 60% of Group 2 = \$18.58/hr.; 6th period Apprentice, 90% of Group 2 = \$27.87/hr.). There would also be a different rate for a Journeyman who has years of experience.

Resources

There are many resources you can take advantage of that can help in your search for your desired career path. One site, www.jobbank.gc.ca, can help you make career decisions by giving you helpful tools, such as a career quiz for you to test your skills and see what occupation might be well suited to you. This, among other sections can be found under “Job Seekers/Workers” section on the Job Bank Site. You will need to create an account in order to use the tools available on this site: Job Match, Job Alert, Resume Builder and the Career Navigator. There ‘Resume Builder’ can help you with compiling the perfect resume.

Apprenticeship Wage Subsidy (AWS) Program

The Apprenticeship Wage Subsidy (AWS) program assists apprentices to gain work experience in their skilled trade, and progress to journey person certification by providing a wage subsidy to employers who hire apprentices. The program supports apprentices across all levels – First, Second, Third and Fourth year.

The program provides a subsidy of 75%, to a maximum of \$14 an hour, for all apprentices funded under the program, and is paid directly to the employers who hire the apprentice.

Apprentices are only eligible to be subsidized for two levels of their apprenticeship certification training under the AWS program.

EI eligible and Non EI eligible apprentices are eligible under the program. The apprentice must be eligible to register, or already be registered, with the Institutional and Industrial Training Division as an apprentice.

Apprentices will need to complete an Apprentice Application and submit to the department. This application will be kept on file with the department and may be shared with an employer looking to hire someone with a particular skilled trade.

Apprentices looking for employment in their skilled trade may use a “Marketing Letter” (<https://www.gov.nl.ca/ipgs/files/lmda-pdf-aws-marketing-letter-2.pdf>) as part of their job search with employers. Apprentices are encouraged to connect with the department to determine their eligibility as an apprentice and how they may use this letter as a job search tool and access other job search supports.

For further information on how to apply, and the eligibility requirements, please visit: www.aesl.gov.nl.ca/lmda/apprenticeship. General inquiries: **1-800-563-6600**.

Employment Assistance Services

Employment Assistance Services is a support measure that provides funding to organizations to assist unemployed individuals prepare for, obtain and maintain employment.

Services may include:

- Provision and sharing of labour market information;
- Employment needs assessment, career planning;
- Employment counseling;
- Job search skills;
- Job placement services;
- Development of a Return to Work Action Plan;
- Case management, and;
- Follow-up of a participant in an employment program

Individuals should contact 1-800-563-6600 for information on where they can receive employment assistance from the nearest Employment Assistance Service provider. For general information and applications, visit www.aes.gov.nl.ca/lmda. A list of offices for each region can be found on this site.

Job Creation Partnership Program

The Newfoundland and Labrador Job Creation Partnerships (JCP) employment program provides opportunities for eligible job seekers to gain meaningful work experience and to develop and maintain the employment skills they need to successfully find long-term employment. These opportunities are made available through the implementation of projects that support communities and local economic development.

The JCP Program is administered by the Department of Human Resources, Labour and Employment (HRLE) under the Canada - Newfoundland and Labrador Market Development Agreement (CA/NL LMDA).

Potential project participants and project sponsors are strongly encouraged to read the entire document prior to applying to the JCP program. HRLE also offers a range of other employment programs. To learn more about these programs, including the ones provided under the CA/NL LMDA, visit: <https://www.gov.nl.ca/ipgs/lmda/jcp/>.

JobsNL Wage Subsidy

JobsNL Wage Subsidy is designed to connect employers and employees by providing funding to employers to create sustainable, long-term, or seasonal employment. Priority for funding may be given to occupations and sectors identified by the department with consideration given to the equitable distribution of funding, especially in areas of high unemployment.

Private and not-for-profit employers that are incorporated or sole proprietorships and have a location or base in the province.

JobsNL is not limited to but will give priority to income support clients, persons with disabilities, recent post-secondary graduates and other client groups that may be identified by the department. An individual hired prior to the date of application is submitted is not eligible for funding.

Two funding options are available under JobsNL. For more information and how to apply, please visit: <https://www.gov.nl.ca/jpgs/empservices/jobsnl> or call 1-800-563-6600.

Companies Who Have Employed OEC Students

Heavy Equipment Operator 22-Week Program

| | |
|--|--|
| A & A Construction, CBS, NL | Kelly's, Brig Bay, NL |
| Allard Distributing Limited, Labrador City, NL | Long Harbour, NL |
| Anthony Construction, Bay Robert, NL | Marquee Construction, St. John's, NL |
| B.J. Services, AB | Miller Equipment, St. Phillips, NL |
| Capital Ready Mix | Pardy's Industrial, Mt. Pearl, NL |
| Central Ready Mix, Lewisporte, NL | Pennecon |
| City of St. John's, NL | Professional Paving, St. John's, NL |
| Clarke's Construction, Paradise, NL | Progressive Paving, Gould's, NL |
| Coal Mine, AB | Shaw Ventures, NL |
| Cooper Construction, South Dildo, NL | Taylor's Limited, CBS, NL |
| D.F. Barnes Services Limited, St. John's, NL | Town of CBS, NL |
| Department of Highways, Foxtrap, NL | Trident Construction, Mt. Pearl, NL |
| Farrell's Excavating, Clarke's Beach, NL | Triple A Excavating, NL |
| Hickey's, NL | Twin City Paving |
| Humber Valley Construction, NL | Wally Drakes Trucking & Equipment Rentals, |
| Iron Ore Company of Canada (IOC), NL | Marystown, NL |
| J & N Excavating, Paradise, NL | Weirs Construction, CBS, NL |
| Jim Earle's Construction, NL | |

Mobile Crane Operator 25-Week Program

| | |
|--|---|
| ALLCRANE, NL | Max Duffett & Son's, NL |
| Bishop's Crane, St. John's, NL | North Atlantic Refinery Limited, AB |
| Capital Crane, St. John's, NL | Parsons Trucking Ltd., NL |
| Coast Guard, St. John's, NL | Sterling Crane, AB |
| Come-by-Chance, NL | Billiard's Trucking & Crane Rental Ltd., St. John's, NL |
| DCH Crane Rentals Ltd., St. John's, NL | Iron Ore Company of Canada (IOC), NL |
| Holden's Transport Limited, St. John's, NL | |
| JD Irving Equipment, NL | |
| Long Harbour, NL | |
| Mammoet, Canada | |

Testimonials from Students at the Operating Engineers College

Crane and Heavy Equipment Testimonials

The following testimonials are from graduates of the Operating Engineers College.

"I loved my experience at the Operating Engineers College! I learned so much about safety and hands on with the equipment. The instructors were very knowledgeable and helpful!" (Kelsey Dean)

"I had a great experience with the staff and at the college; I would like to thank everyone who helped me out." (Steadman Coles)

"I had the greatest experience at OEC, I continue to tell people about the program and always recommend it. I still enjoy visiting the school to see the instructors and staff. They always show great interest in what I have moved on too. Couldn't be more grateful for the effort the staff puts in at OEC." (Lynn Perry)

"I went from knowing nothing to knowledgeable." (Barb Hawco)

"I have really enjoyed my training at the school, and I'm amazed at how much I've learned and how comfortable I have become operating the cranes in just 5 months." (Jackie O'Brien)

"OEC (Operating Engineers College) is a great course! I definitely learned what I needed to know in the field, the theory and I enjoyed every bit of it." (Travis Hopkins)

"By far one of the best training experiences I have had." (John Casey)

“There are no better teaching materials than knowledge and experience in the subject you are teaching! My knowledgeable instructors were the most valuable part of my course.” (Robin Dooley)

“The field instructors are very knowledgeable and very friendly.” (Dave Murrin)

“They (the instructors) are very knowledgeable because they know their field of work. I really enjoyed the program.” (Unknown)

“Great experience in learning how to operate some of the equipment.” (Roland Parsons)

“By far the best training I have ever received over my years of training. This training is the best you can have.” (John Casey)

“Yes. If you want to be an Operating Engineer, OEC can help put you on the right track.” (Myron Wheaton)

“Training Program was amazing! Went way too fast though. I have learned a tremendous amount of knowledge and skill that will allow me to excel in this trade. The instructors in this program were outstanding.” (Perry Spurrell)

“My experience here was next to none. The instructors were awesome, and they made it easy to learn new things.” (Jesse Bickford)

“Operating Engineers College Program is second to none.” (Darrell Brown)

“The instructors and administration are very professional and helpful. Great people. The equipment is kept in great shape. Good College.” (Cole Parsons)

“Roy is a very good instructor and is very knowledgeable about what he is teaching and provides good stories for us to learn from.” (Andrew Power)

“Adapts to possible disabilities, such as ADHD when instructing which makes it easier. Makes you feel comfortable while instructing.” (Unknown)

“Mr. Peach is an excellent instructor, and you can certainly tell that he has many years of experience in the field. When you have an instructor like him, you obtain the best results. I’ll certainly miss his stories.” (Drew Jordan)

“The in-class is very informative, and the field was a lot of fun!” (Ashley Lawlor)

Operating Engineers College Graduate Employment Survey 2018-2020

From the **Employment Survey** conducted **July 2021** for Mobile Crane Graduates **September 2018 – March 2019**, and for Heavy Equipment Graduates **November 2019 – September 2020** (program interrupted by COVID), the following information was determined. Some graduates were unreachable by phone and email; therefore, the numbers are approximate based on the graduates that we could reach.

Heavy Equipment Operator Program (9/16 Graduates) **56% Working**
Mobile Crane Operator Program (8/12 Graduates) **67% Working**

Percentage of Graduates Working in Newfoundland Labrador

The statistics of graduates whom we did reach who are working in their trade in **Newfoundland Labrador** are outstanding.

Heavy Equipment Operator (8/9) **89% working in NL**
Mobile Crane Operator (5/8) **63% working in NL**

Appendix 4

Required Forms

Private Training Institutions Regulations under the Private Training Institutions Act

Retention and Repayment of Fees

- 17. (1)** Where a student has contracted for a course of instruction at a private training institution and subsequently exercised the option to void the contract at least 21 days before the commencement date of the course, the private training institution shall refund money paid by or on behalf of the student including the registration fee under section 16.
- (2)** Where a student has contracted for a correspondence course at a private training institution and subsequently exercised the option to void the contract within 14 days of signing the contract, the private training institution shall refund money paid by or on behalf of the student including the registration fee under section 16.
- (3)** Notwithstanding any provision contained in a contract in respect of a course of instruction at a private training institution, the institution shall not retain money paid for or on account of instruction given by the private training institution where the registrant or representative of the private training institution has made false or misleading statements regarding the course of instruction or regarding the nature of the contract for the purpose of including a person to enter into the contract and all money so received shall be immediately repaid to the person who has paid it and the contract is void.

Expectations to Refunds

- 18. (1)** Students of private training institutions shall be entitled to a refund of money paid with the exception of the registration fee under section 16 where the student has contracted for a course of instruction at a private training institution and gives notice in writing either delivered personally or by registered mail to the private training institution less than 21 days before the commencement date of the course of instruction of the student's intention not to commence the course of instruction.
- (2)** Students of private training institutions shall be entitled to a refund of money paid with the exception of the registration fee under section 16 and 10% of the total course fees where

- (a)** the student has contracted for a course at a private training institution and does not give notice in writing by registered mail to the private training institution before the commencement date of the student's intention not to commence the course of instruction and does not attend the first 5 consecutive days of the course if instruction; or
- (b)** the student has contracted for a course of instruction for a correspondence course at a private training institution and gives notice in writing by registered mail to the private training institution more than 14 days after signing the contract and provided all lessons have been returned in good condition.
- (3)** Students of private training institutions shall be entitled to a refund of money paid where
- (a)** the student has contracted for a course of instruction at a private training institution and gives notice in writing either delivers personally or by registered mail to the private training institution after the commencement date of the course of instruction of the student's intention to cease taking the course of instruction;
- (b)** the student has contracted for a course of instruction at a private training institution and fails to exercise the option to void the contract under section 15 before the date upon which the first class is held, then exercised the option notwithstanding that the student may not have participated in the course of instruction;
- (c)** the student has contracted for a correspondence course at a private training institution and exercised the option to void a contract under section 15 after part of the course of instruction has been supplied and services; or
- (d)** a private training institution
- (i)** has the registration cancelled,
 - (ii)** has the renewal of the registration refused and the registration has expired, or
 - (iii)** has not applied for renewal of registration and the registration has expired.
- (4)** Refund of money referred to in subsection (3) shall not include
- (a)** the registration fee under section 17;

- (b) the fees for the proportion of the course already supplied and serviced for in the case of correspondence courses the fee for lessons supplied and evaluated, and for the purposes of this paragraph any portion of a week shall be considered one week in determining the amount of the refund;
- (c) the retail cost of equipment that has been supplied to the student by the private training institution unless the equivalent has been returned to the private training institution unopened or as issued within 10 days of receipt by the student.

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

Refund Not Required

19. (1) Where a private training institution has supplied and services two-thirds or more of a course of instruction and has not received a proper notice of a student's intention to cease attending the course before that date, the private training institution shall not be obliged to refund money paid for or on account of the fees by or on behalf of a person who has contracted for that course of instruction.
- (2) The private training institution is not required to repay money to a student, where
- (a) a student has contracted for a course of instruction at a private training institution and the registration of this private training institution is cancelled or expires before the course of instruction has been completed;
 - (b) where a course of instruction offered by another registered private training Institution is the same or similar to the course of instruction contracted by the student under paragraph (a); and
 - (c) where the student and private training institution referred to in paragraph (a) agree in writing with the owner or operator of the registered private training institution referred to in paragraph (b) that the student will complete the course of instruction at the registered private training institutions referred to in paragraph (b) at no additional cost to the student.

Tuition Fees

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

Acknowledgement and Account Statement

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

Time of Refund

- 22.** (1) Where a private training institution is required to refund money under sections 17 and 18, refunds shall be made to the person entitled within 30 days of the receipt by the private training institution of the notice referred to in sections 17 and 18.
- (2) If a student received a student loan, the refund cheque is to be made payable both to the bank and the student.

When there is a refund to Student Financial Services, it has to be refunded within 30 days.

Refunds upon Dismissal for cause

- 23.** (1) Where a private training institution has after the commencement date of a course of instruction dismissed a student due to academic failure, contravention of an institution regulation, misconduct or failure to pay the required fees under a written contract for a course of instruction and the private training institution had satisfied the superintendent that the dismissal was for good cause, the private training institution shall refund money paid for or on account of the fees by or on behalf of the student except
- (a) the registration fee under section 16; and
 - (b) the proportion of the fees for the course of instruction that the part of the course of instruction supplied and services to the date of dismissal bears to the course of instruction.
- (2) Where a private training institution has dismissed a student under subsection (1), the private training institution may retain, in addition to the money referred to in subsection (1), an amount required to repair or replace property of the private training institution that has been damaged or destroyed as a direct result of the action or conduct of the dismissed student and the private training institution has satisfied the superintendent that the damage or destruction was caused by the willful action of the student.

Student Program and Tuition Contract

This document is a legal and binding agreement between **Operating Engineers College** and the **student** listed below.

Personal Section

(Please Print)

Student Name: _____
(First and Middle Initial) (Last)

Mailing Address: _____

Postal Code: _____ Social Insurance Number: _____

Phone: _____ Fax: _____

Cell: _____ E-mail: _____

Program Information

Office Use ONLY

****Students DO NOT Complete****

Program Name: Heavy Equipment Operator 22-Week Program

Course List: Course list attached

Start Date: November 20, 2023 **End Date:** May 10, 2024

Requirements: *Highschool Transcript or Equivalent *Application Form
*Valid Class 05 NL License *\$45 Processing Fee *Medical/Consent

Entrance Requirements Met: Yes No

Total Length of Program (including holidays): 25-Weeks Diploma

Fee Structure

Office Use ONLY * ** Students DO NOT Complete*

Tuition Cost: \$15,550.00 **Book Cost:** \$600.00 **Total Tuition & Book Cost:** \$16,150.00

-Book Credit (If applicable): _____ **Additional Cost:** \$130 payable to Motor Vehicle

Total Cost to Student (Regardless of Funding Sources): _____

Funding Source:

Student Loan AESL WHSCC Diversity Provincial Self Other:

Conditions of the Contract of Tuition

- Taking the above program does not guarantee employment.
- Operating Engineers College will provide all courses of instruction for this program as described and filed with the Department of Education.
- Operating Engineers will provide the equipment and facilities necessary to complete the educational requirements of the program.
- Operating Engineers College will provide instructors and demonstrators who have been approved by the Department of Education.
- A signed copy of this contract will be provided to the student along with a course list at the time of signing.
- The student agrees that he/she has been interviewed by personnel from Operating Engineers College and has been given the following
 - The outline for the program of study;
 - A copy of the policies and procedures of Operating Engineers College;
 - Graduate employment statistics; and Training related employment opportunities
- At the student's request, a complete copy of the Private Training Institutions Regulations is available from Operating Engineers College.
- Sections 17 to 23 of the Private Training Regulations, referring to the terms and conditions of tuition refunds are provided with this document.
- You should ask potential employers whether this training provides worthwhile job attributes. The value of this training is more appropriately determined by employers.
- Operating Engineers College reserves the right to terminate any student(s) who does not provide payments according to a prearranged payment schedule determined by the school. Regardless of the source(s) of funding, the student is responsible for paying the full tuition at least three weeks before the end date of the program.
- Financial assistance may be available from government to those who qualify. If any loans are made to you, it is solely your responsibility to repay the loans.
- If a student is under 16 years of age, the PTI must seek written approval from the Superintendent, Private Training Institutions, before the student is permitted to enroll in the program.
- The student agrees to abide by the rules and regulations of Operating Engineers College.

Both parties agree that they have read and understand the terms of this agreement.

Training Director's Signature _____ Date _____

Student's Signature _____ Date _____

The contract is subject to the Act and the Regulations made under the Act; and refunds are available in accordance with sections 17 and 18.

Policies & Procedures Acceptance Form

I have read the **Policies & Procedures** of the **Operating Engineers College**.

I understand the meaning and implications of each and every clause, and will agree and abide by these policies throughout my training period with OEC. If I fail to do so, the **procedure(s)** outlined in the Policies & Procedures manual will be exercised.

Student's Name (please print)

Date

Student's Signature

Witness' Name (please print)

Date

Witness' Signature

Training Director's Signature

Date

Promotional Release Form

I, _____ give my consent to authorize the
(Student's Name, Please Print)

Operating Engineers Education and Development Inc. (aka Operating Engineers College) the use and reproduction of any and all photographs, video, or electronic recording taken of me while attending the **Heavy Equipment Operator 22-Week Program November 20, 2023 – May 10, 2024.**

I further authorize the **Operating Engineers College** to use, televise, and publish (in print or on the Internet) any voice and image recordings and photographs. I understand the **Operating Engineers College** will use this material for reasonable purposes, including press releases, marketing, materials, presentation, and website testimonials without acknowledgement and without being entitled to remuneration or compensation. I agree that the ownership of such recordings will be retained by the **Operating Engineers College**.

I hereby release the Operating Engineers College, its officers, directors, and associates from any and all liability, or damages resulting from the use of the images described above.

Please check (✓) one of the following:

- I Give My Consent**
- I DO NOT Give My Consent**

Student Name (Please Print)

Witnesses Name (Please Print)

Student Signature

Witness Signature

Date

Date

Personal Information Disclosure Form

Authorization and Direction

I, _____ (print name), Identified by my driver's license number:

_____, my birth date: _____ / _____ / _____
(DD/MM/YY)

and address: _____,

_____ (postal code), am a student of the Operating Engineers College. I give my consent to the College to release documentation to the following person(s), agency(ies), Department(s):

For the purpose of this form, a third party includes and is limited to:

- Department of Education / Department of Immigration, Population Growth & Skills (i.e. Funding records, Transcript, Personal Information (S.I.N, DOB, address etc.)
- Student AID Canada-Newfoundland Labrador Student Financial Assistance – If Funding Agent (i.e. Funding records, Transcript, Personal Information (S.I.N., DOB, address etc.)
- Human Resources Skills Development Canada – If Funding Agent (i.e. Funding records, Transcript, Personal Information (S.I.N., DOB, address etc.)
- WHSCC – If Funding Agent (i.e. Funding records, Transcript, Personal Information (S.I.N., DOB, address etc.)
- Office to Advance Women Apprentices & LHEA/RDTC Diversity Committee – If Funding Agent (i.e. Funding records, Transcript, Personal Information (S.I.N., DOB, address etc.)
- Other: (i.e. Funding records, Transcript, Personal Information (S.I.N, DOB, Address etc.)

Indicate name and relationship below

Name: _____ Relationship _____

Upon the request of a third party as indicated above to obtain specific information relating to my training, I hereby authorize and direct the Administration Staff to release such information to the third party, provided that the Administration Staff finds the release of such information to be reasonable under the circumstances. Information will be disclosed in accordance with governing legislation and OEC documents.

Personal Information Disclosure Form

Authorization and Direction

I hereby give the staff at the Operating Engineers College permission to contact me at any time after the end date of my training program regarding future training and/or employment survey(s) and/or employment opportunities.

By Signing below, I release the administration staff from any resultant liability that may occur from the disclosure of personal information.

I understand that this authorization and direction to disclose information remains in effect until I otherwise inform the Administration Staff in writing. It is my responsibility to ensure that this authorization and direction is up-to-date and reflects my current wishes.

Dated at _____, _____
Location MM/DD/YEAR

Name of Student (please print)

Signature of Student

Independent Study Contract

This document is a legal and binding agreement between **Operating Engineers College** and the **student** listed below.

Student Name: _____

Address: _____

Phone Number: _____

SIN (Last 3 Digits): _____

Email: _____

Program Name: _____

Start Date: _____ **End Date:** _____

Course(s) requested though Independent Study (*Full course name and number must be given*):

- A signed copy of this contract will be provided to the student
- The student agrees to abide by the rules and regulations of Operating Engineers College
- The College will provide all necessary accommodations for the student to complete their test/assignment/evaluation

Student's Signature

Date

Instructor's Signature

Date

Director's Signature

Date

Accommodations Agreement

The staff/instructors at the Operating Engineers College agree to provide the following accommodations below to _____ (student) during the period of _____ (program date).

Accommodations (✓ applicable accommodation required):

- Oral examinations
- Alternate setting for exams
- Extended time for evaluations
- Extra time to study for evaluations
- Adjusted evaluation schedule
- After class review tutoring
- Referral to SOAR

Student's Name (Print)

Advocate's Name (if applicable – Print)

Student's Signature

Advocate's Signature (if applicable)

Director's Signature

Date

Medical Form

In the event you may need medical attention while you are a student at the Operating Engineers College, we ask that you complete this form. **This form would be provided to medical personnel. PLEASE PRINT CLEARLY AND USE A PEN.**

Personal

Name _____
First Middle Last

Date of Birth _____ Family Doctor _____ Phone _____
MM/DD/YY

Contact Person in Case of Emergency

Name _____
First Middle Last

Phone _____ Fax _____ E-mail _____

Work Phone _____ Relationship _____

Medical

Do you have any allergies to food, drugs, or other? Yes No
Describe _____

1. Have you ever been diagnosed or treated for any of the following:
- | | | |
|---|--|---|
| <input type="checkbox"/> Heart disease/attack | <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Asthma |
| <input type="checkbox"/> Stroke | <input type="checkbox"/> Diabetes | <input type="checkbox"/> Tuberculosis |
| <input type="checkbox"/> High Blood Pressure | <input type="checkbox"/> Bleeding Disorder | <input type="checkbox"/> Other (describe) |
2. Please describe any other medical condition that the school, or medical personnel should be aware of in the event of illness or accident.
- _____
- _____

3. Are you taking any medication on a regular basis? Yes No
If you checked yes, please list the type of medication and dosage.
- _____

I have completed this form accurately, and will notify the office if there are any changes in my medical condition, or contact information. I consent to providing this form to medical personnel and/or staff members, if I require any medical care.

Student Signature _____ Date _____