

POWER LAB MISSING HOURS & COMPETENCIES POLICY

Policy Section:	Student and Academic Support Services	Effective Date:	July 1, 2024
Policy Owner:	Vice President of Academic and Student Experience	Last Revised:	July 1, 2024
Policy Administrator:	Dean, School of Trades and Technology	Review Scheduled:	Every 4 years
Approver:	Executive Committee		
<i>The official controlled version of this document is held with the Legislative Compliance / Policy & Procedure Coordinator.</i>			

A. POLICY STATEMENT

Keyano College offers 4th Class steam time through the 200-Hour Power Lab course and 40-Hour Power Lab courses. To obtain the 4th Class Certification from ABSA students are required to complete a minimum of 200 hours of steam time through the power lab course(s).

The 4th Class Power Lab follows the AB-533 acceptance criteria. It is expected that students will manage their time in accordance with the published schedule and will attend all labs. There are four hours built into the program to accommodate missing hours of steam time.

The purpose of this policy is to provide a process for students that exceed four missing hours in the Power Lab course or require more time to complete competencies and to accommodate students due to illness or other exceptional circumstances.

1. Guiding Principles for Power Lab Missing Hours

- 1.1 If a student has accumulated four missing hours or less, they will be able to make up the missing hours the last day of class. No fees will be applied.
- 1.2 If the student is missing between 4 and 17 hours, the student will be notified by the instructor or Chief Power Engineer of the missing hours and the student can request to fill out the Power Lab for Missing Hours & Competencies Request form and pay the related fees.
- 1.3 The Power Lab for Missing Hours & Competencies Request form must be filled out and submitted to the Office of the Registrar prior to the course end date.
- 1.4 The form will be filled out by the student, instructor, or Chief Power Engineer and Chair. The instructor or Chief Power Engineer will confirm on the form the course(s) start and end dates and number of missing hours.
- 1.5 The Program Coordinator will email the completed form to the Office of the Registrar and will include in the email the student, instructor, or Chief Power Engineer and Chair.

- 1.6 The Office of the Registrar will process the form and payment.
- 1.7 Once the form has been processed the Office of the Registrar will email a confirmation receipt to the student, instructor, or Chief Power Engineer, Program Coordinator and Chair, the email will include the course(s) start and end dates and the start time.
- 1.8 If the student has exceeded 17 hours. The student will be marked as CE incomplete or Fail and will need to re register into the power lab course(s).
- 1.9 If illness or other exceptional circumstances occur, students may be able to request special accommodations for the missing hours.

2. Guiding Principles When Students Require More Time to Complete Competencies in the Power Lab

- 2.1 The instructor or Chief Power Engineer will confirm with the student the competencies that have not been successfully completed.
- 2.2 The instructor or Chief Power Engineer will confirm with the student the number of hours that would be required to complete the missing competencies. The student can request to fill out the Power Lab for Missing Hours & Competencies Request form and pay the related fees.
- 2.3 The number of hours to complete missing competencies must not exceed 17 hours.
- 2.4 The Power Lab for Missing Hours & Competencies Request form must be filled out and submitted to the Office of the Registrar prior to the course end date.
- 2.5 The form will be filled out by the student, instructor, or Chief Power Engineer and Chair. The instructor or Chief Power Engineer will confirm on the form the course(s) start and end dates and the number of hours required to complete the competencies.
- 2.6 The Program Coordinator will email the completed form to the Office of the Registrar and will include in the email the student, instructor, or Chief Power Engineer and Chair.
- 2.7 The Office of the Registrar will process the form and payment.
- 2.8 Once the form has been processed the Office of the Registrar will email a confirmation receipt to the student, instructor, or Chief Power Engineer, Program Coordinator and Chair, the email will include the course(s) start and end dates and the start time.
- 2.9 If the number of hours to complete the missing competencies exceeds 17 hours, the student will be marked as CE incomplete or Fail and will need to re register into the power lab course(s).

3. Guiding Principals for Power Lab Special Accommodations for Missing Hours

- 3.1 Due to illness or other exceptional circumstances, students may be allowed to complete the missing hours for the power lab course without any additional fees. Students will need to fill out the Request for Power Lab Special Accommodations for Missing Hours form.
- 3.2 To qualify, students must provide a valid reason for missing hours. Students will need to fill out the Request for Power Lab Special Accommodations for Missing Hours form and submit the form to the Office of the Registrar.
Valid reasons may include:
 - Bereavement
 - Personal illness or injury
 - Religious observances
 - Domestic affliction
- 3.3 Documentation (medical certificate, death certificate, accident report, etc.) will be required to support special accommodations for missing hours. All medical documentation must be provided to Health verification.
- 3.4 Requests for special accommodations for missing hours must be completed and submitted to the Office of the Registrar prior to the course end date.
- 3.5 The request form will be available online and will be initiated by the student and provided to the instructor or Chief Power Engineer. The instructor or Chief Power Engineer will confirm on the request the number of missing hours and the course(s) start and end dates to complete the missing hours. The instructor or Chief Power Engineer upon completion of their portion will forward the form to the Chair to complete their portion and sign.
- 3.6 The Program Coordinator will email the completed form to the Office of the Registrar and will include in the email the student, instructor, or Chief Power Engineer and Chair.
- 3.7 The Office of the Registrar will process the Request for Power Lab Special Accommodations for Missing Hours form and will notify the student, the instructor, Chief Power Engineer, the Program Coordinator, and the Chair of the outcome.
- 3.8 If the request is approved the Office of the Registrar will notify via email the student, instructor, or Chief Power Engineer, Program Coordinator and Chair, the email will include course(s) start and end dates and the start time.
- 3.9 If the request is denied, the student, the instructor or Chief Power Engineer, Program Coordinator and Chair will be notified by the Office of the Registrar via email indicating the reason for denial to the student.

B. DEFINITIONS

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| (1) | AB-533: | means ABSA's Power Engineering Course Acceptance Criteria Edition 2 |
| (2) | ABSA: | means Alberta Boilers Safety Association |
| | CE: | means Incomplete for non-credit courses |
| (3) | Chief Power Engineer | means a person who holds a certificate of competency of a classification that meets or exceeds the requirements under the Regulation respecting supervision for the plant type and capacity and has been designated by the owner of a power plant to fulfill the responsibilities of the chief power engineer |
| (4) | College: | means Keyano College |
| (5) | Competencies | means competencies are a set of characteristics and behaviours that enable performance and success within a job. They're distinct from a job description, which summarizes skill and knowledge requirements |
| (6) | Exceptional Circumstances: | means circumstances that could not be reasonably foreseen and for which there was insufficient time to take the necessary action to resolve the situation arising from those circumstances |
| (7) | Fail: | means Fail for credit courses |
| (8) | Form | means Power Lab for Missing Hours & Competencies Request form or Request Power Lab Special Accommodations for Missing Hours form |
| (9) | Missing hours: | means a minimum of 200 hours of steam time is required to complete the power lab course. Anything less than 200 hours is considered missing hours of steam time |
| (10) | Policy: | means The Power Lab Missing Hours Policy |
| (11) | Power Lab: | means a suitable operating power plant accepted as a course for practical experience credit at the 5th, 4th, and/or 3rd class levels. These labs are designed for controlled learning (e.g., students and instructors) and have boilers and pressure equipment |
| (12) | Request for Power Lab Special Accommodations for Missing Hours: | means upon meeting the eligibility and receiving confirmation from the Office of the Registrar, the student will be registered in the next available power lab course to complete the missing hours of steam time |

- (13) **Steam time:** means operating of boilers and pressure equipment
- (14) **Student:** means an individual registered in a credit course or program of study at Keyano College
- (15) **Power Lab for Missing Hours & Competencies Request** means student can request to make up missing power lab hours or competencies upon approval from instructor or Chief Power Engineering and Chair

C. RELATED POLICIES

- Examination Policy: Deferred Examination Application

D. RELATED LEGISLATION

- *ABSA (Alberta Boilers Safety Association) is the pressure equipment safety authority for Alberta. ABSA administers Alberta's pressure equipment safety programs under the Safety Codes Act and has the authority to enforce pressure equipment safety as set out in the legislation.*
- *Province of Alberta Safety Codes Act Power Engineers Regulation*

E. RELATED DOCUMENTS

- ABSA - AB-533
- Province of Alberta Safety Codes Act Power Engineers Regulation

F. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
7/1/2024	NEW Policy. Policy vetted as well by Academic Council.	ALL	Dean, School of Trades and Technology	Vice President of Academic and Student Experience