

CONTINUING EDUCATION AND CONTRACT TRAINING POLICY

POLICY

College of the Rockies continuing education and contract training services are provided primarily on a cost recovery basis. The services are structured, designed and delivered in a timely and cost effective manner to respond to individual, community and business & industry needs across the East Kootenay region of British Columbia and beyond.

Funding for continuing education and contract training is typically non-grant and is generated by individual paid tuition or provided by third party organizations from the private or public sector or by a government ministry.

Continuing education and contract training can range from courses and programs that are offered regularly each year to a single offering that is customized to meet the requirement of one industry client.

PURPOSE

The College and Institute Act [Objects of a college 6 (c)] states that one of the objects of a college is to provide comprehensive continuing education to meet the needs of the area of British Columbia designated as the college region. This policy provides guidelines to ensure College of the Rockies responsibilities and reporting expectations for the provision of continuing education and contract training services are in compliance with the Act [Advisory role of the education council 23(c) (i) and (ii)].

SCOPE

Continuing education and contract training typically involves non-credit courses and can involve a course or a series of courses that may constitute a non-credit training or education program.

DEFINITIONS

Non-credit refers to training and education programming that are not considered post-secondary training or post-secondary education.

Non-grant refers to funding that is not derived from the provincial grant. The latter is used primarily for the delivery of post-secondary training and post-secondary education programs to domestic students.

Cost recovery means that the revenue from the activity recovers the incremental cost of development and delivery while also returning a contribution to the overhead of the unit and/or the College operations.

College Policy & Procedures Manual	
Category	Business Development
Policy #	9.1.1

Certificate of Achievement, Certificate of Completion and Certificate of Participation are defined in Policy 2.4.1 Credential Framework

GUIDELINES

- A.1 The director of continuing education and contract training is responsible for ensuring consistent guidelines and practices are in place for planning, development, costing, marketing and delivery of continuing education and contract training services. She/he is responsible to ensure integrity, quality and student satisfaction in the implementation of these services.
- A.2 Graduates of non-credit programs are eligible to receive credentials of Certificate of Achievement, Certificate of Completion or Certificate of Participation. The details of these credentials are outlined in Policy 2.4.1 Credential Framework.
- A.3 The director will prepare an annual information report for the June meetings of Education Council and the public session of the Board of Governors detailing new non-credit programs offered through continuing education and programs offered under contract training in the previous twelve (12) months. The report will include program names, number of participants, source of funding, participant success and location of offering.