



Academic **CALENDAR** 2022-2023



Welcome from the President

Throughout our transition from a small adult vocational school in the 1960s to today's comprehensive post-secondary institution, Aurora College's mandate has been to offer programs and courses that meet the needs of Northerners and the ever-changing northern labour market. We have helped prepare many thousands of Northerners for new careers, to further their education, and to become leaders in their communities and beyond. We are proud of that history, and continue in that tradition, offering a wide variety of educational choices that range from academic upgrading to certificates, diplomas, degrees, trades and industrial training, as well as short vocational and general interest Continuing Education courses.

Studying at Aurora College offers many benefits. Our three campuses and 21 Community Learning Centres offer Northerners the opportunity to stay close to home and stay learning with the support of their families and communities. Our small class sizes mean more one-on-one interaction with instructors for additional instruction, support and guidance to help students succeed. As a northern education institution, we strive to be responsive to different ways of being, knowing and learning in teaching and research. Respect for and inclusion of the NWT's Indigenous history, cultures, languages and traditions are central to Aurora College's operations and programs; we take an holistic approach to student support that acknowledges the importance of strong connections to community, culture and family.

We have also recently introduced new initiatives to make it easier to apply for programs at Aurora College. We will no longer charge an application fee for NWT and Canadian applicants. International students will pay a non-refundable tuition deposit rather than application fee. As well, the application process has opened earlier so that potential students can know sooner whether they have been accepted, or if they need to meet additional pre-requisites or requirements. Receiving this information sooner will allow students the time needed to obtain missing requirements and courses. Applying

early improves a student's chance of being accepted into the program of their choice and into student housing while there is room available. I hope you take advantage of these initiatives to get your applications in before the deadlines.

Looking forward, and building on our past, Aurora College is on an exciting journey to transform into an effective, efficient and sustainable polytechnic university by the summer of 2025. Establishing a polytechnic university will further increase access to post-secondary education and training opportunities for NWT residents to help reach their education and career goals. There will be a place for every resident who seeks an opportunity to further their skills, knowledge and abilities through post-secondary education. This means meeting learners where they are in their educational journey – and being supportive through the entire journey – from applying to a program offered by a Community Learning Centre or Campus right through to employment success. The success of the polytechnic university and the success of students will be one in the same. The polytechnic university will also serve as a bridge to programs at other post-secondary institutions across Canada and around the world. NWT residents will be able to take advantage of learning opportunities close to home that will also qualify them for opportunities far beyond our borders. We look forward to you joining us on this journey.

Andy Bevan
President,
Aurora College



2022-2023 Aurora College Academic Calendar

This Calendar introduces our wide variety of programs, which include certificates, diplomas, degrees, trades, apprenticeship, and industrial training. Our programs have been designed specifically to meet the unique needs of Northerners and of the Northwest Territories (NWT) labour market. We take pride in having programming that connects Northerners to educational opportunities throughout Canada and the world. Students benefit from the College's small class sizes, which ensure individual attention from instructors.

Historically, this land has been a place of hunting, harvesting and trading for the Chipewyan, Cree, Gwich'in, Inuit, Inuvialuit, Métis, North Slavey, South Slavey and Tłıchǫ peoples. Aspects from this diverse cultural history have been incorporated into programs of study including the Education, Business, Developmental Studies, Environment and Natural Resources Technology, and Health Care programs. The School of Trades, Apprenticeship and Industrial Training reflects the needs of our modern North, ensuring our graduates are well prepared for employment in the current and future economies.

Aurora College has grown from a small adult vocational centre in the 1960s to the comprehensive post-secondary institution it is today. Our programs combine theory with practical hands-on experience, incorporating both the rich Traditional Knowledge and cultures of the north and the most up-to-date knowledge, theory, theoretical and practical learnings in each program area. This has created an innovative programming mix that makes being a student of Aurora College a transformative experience.

Please explore our course and program offerings in this calendar and make the choice to join us in the near future. The result will be a rewarding educational experience that both prepares you for employment and enriches your life.

In addition to the programs outlined in this calendar, Aurora College offers a large selection of non-credit and Continuing Education courses and workshops through our three campuses and 21 Community Learning Centres.



In October 2020, Aurora College publicly shared our new three-year strategic plan – *Strengthening the Foundation and Planning for Change*. The plan is the first of three strategic plans that will guide us as we transform into a polytechnic university. It sets our new vision, mission, values and strategic direction, which will guide our operations from 2020 through 2023, will help to strengthen the foundation of the College and will set the context for key transformational changes. The 2020-2023 strategic plan was developed with input from Aurora College students, employees, partners and stakeholders. Ongoing public engagement will remain a priority and will take place throughout the transformation process.

Vision

Through the transformation of Aurora College into a polytechnic university, we will establish a university in the North and for the North that creates equitable opportunities for residents across the Northwest Territories to reach their full potential.

Mission

Demonstrate leadership in the delivery of relevant and meaningful education and research rooted in strong connections to Northern land, tradition, community and people.

Values

RESPECT

We care for one another and foster relationships based on trust, respect and fairness. We respect others and the land, water, air and animals.

INCLUSIVENESS AND DIVERSITY

We foster a culture of equity and inclusion that celebrates different ways of being, knowing and doing.

INNOVATION

We inspire and nurture thinking, continuous discovery and creative expression.

ACADEMIC INTEGRITY

We hold ourselves to high standards of ethical behaviour and take responsibility for our actions. We recognize and protect the right of the individual to search for knowledge, wherever knowledge is to be found.

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Aurora College Campuses



Aurora College Community Learning Centres



Aurora College delivers programs at three campuses, 21 Community Learning Centres, and other community sites in the NWT. The Office of the President is located in Fort Smith. The Aurora Research Institute, a division of Aurora College, has three research centres which offer licensing and research assistance throughout the NWT. The Aurora Research Institute Head Office is located in Inuvik.

Office of the President

50 Conibear Crescent
Box 1290, Fort Smith, NT
X0E 0P0
Tel: (867) 872-7009
Fax: (867) 872-5143

Aurora Campus

87 Gwich'in Road
Box 1008, Inuvik, NT
X0E 0T0
Tel: (867) 777-7800
Fax: (867) 777-2850
Toll free: 1-866-266-4966

Thebacha Campus

50 Conibear Crescent
Box 600, Fort Smith, NT
X0E 0P0
Tel: (867) 872-7500
Fax: (867) 872-4511
Toll free: 1-866-266-4966

Yellowknife North Slave Campus

5004-54th Street -
Northern United Place
Bag Service 9700,
Yellowknife, NT X1A 2R3
Tel: (867) 920-3030
Fax: (867) 873-0333
Toll free: 1-866-266-4966

Community Learning Centres

Aklavik	867-978-2224 / 2460 Fax
Behchokǝ	867-392-6082 / 6366 Fax
Déline	867-589-3704 / 4036 Fax
Dettah/Ndilo	867-920-2003 / 873-2583 Fax
Fort Good Hope	867-598-2270 / 2744 Fax
Fort Liard	867-770-3064 / 3064 Fax
Fort McPherson	867-952-2550 / 2647 Fax
Fort Providence	867-699-3231 / 4305 Fax
Fort Resolution	867-394-5401 / 3181 Fax
Fort Simpson	867-695-7344 / 7353 Fax
Hay River	867-874-6455 / 4201 Fax
Kátł'odeeche	867-874-3107 / 4354 Fax
Łutselk'e	867-370-3013 / 3013 Fax
Norman Wells	867-587-7154 / 2117 Fax
Tsiigehtchic	867-953-3036 / 3038 Fax
Tuktoyaktuk	867-977-2328 / 2275 Fax
Tulit'a	867-588-4313 / 4714 Fax
Ulukhaktok	867-396-4213 / 4312 Fax
Weekweti	867-713-2023 / 713-2019 Fax
Whati	867-573-3084 / 3085 Fax



Aurora Research Institute

The Aurora Research Institute (ARI) is the research and scientific arm of Aurora College. ARI operates three research centres: Inuvik, Fort Smith, and Yellowknife.

Aurora Research Institute's mandate is to improve the quality of life for NWT residents by applying scientific, technological, and Indigenous knowledge to solve northern problems and advance social and economic goals. As such, the Aurora Research Institute is responsible for:

- Licensing and coordinating research in accordance with the NWT Scientists Act;
- Promoting communication between researchers and the people of the communities in which they work;
- Promoting public awareness of the importance of science, technology and Indigenous knowledge;
- Fostering a scientific community within the NWT which recognizes and uses the Traditional Knowledge of northern Indigenous peoples;
- Making scientific and Traditional Knowledge available to people of the NWT; and
- Supporting or conducting research which contributes to the social, cultural and economic prosperity of the people of the NWT.

Contact the Aurora Research Institute:

	Fax: (867) 873-0358	
Western Arctic Research Centre	South Slave Research Centre	North Slave Research Centre
Box 1450	Box 45	5004-54th Street,
Inuvik, NT X0E 0T0	Fort Smith, NT X0E 0P0	Bag Service 9700
Phone: (867) 777-3298	Phone: (867) 872-7080	Yellowknife, NT X1A 2R3
Fax: (867) 777-4264	Fax: (867) 872-5024	Phone: (867) 920-31623



THE ACADEMIC CALENDER

Do you have dreams and goals? Aurora College can help you achieve them. This calendar provides most of the information that you'll need to learn more about courses, programs, eligibility requirements, upgrading, financial assistance, Campus and Community Learning Centre locations, Student Services, and contact information. Use this calendar for ideas and inspiration. Discover what you can do and how far you can go. Discover your potential!

Going through this calendar is the first step on the path to a great career. The next step to a successful and rewarding future is enrolling in an Aurora College course or program at any of our locations throughout the Northwest Territories. Whether you have just finished high school, are returning to school after a few years away, continuing your education or changing careers, Aurora College offers a range of educational options that can lead to a bright future.

As of the time of printing this calendar we plan to offer face-to-face instruction for most of our programs. Due to the evolving nature of the COVID-19 pandemic, delivery methods for Aurora College programs during the 2022-2023 academic year may change, contingent on advice from the NWT Office of the Chief Public Health Officer. We will make every effort to communicate any changes with students and applicants as decisions are made.

Some Aurora College programs (including health, education and Office Administration) have mandatory practicums with external partners. COVID-19 Vaccination policies and guidelines have been developed by our practicum partners, which Aurora College students and faculty must follow in order to participate with those partners.

The information presented in this calendar is prepared several months in advance of the academic year for which it is intended to provide guidance, and students are advised that the information is subject to ongoing review and revision. The offering of programs and courses is dependent upon sufficient enrolment and on the availability of funding.

2022-2023 Academic Schedule

The dates listed are guidelines. Please contact the appropriate Campus for exact start and end dates.

Summer Term 2022

July 1	Holiday - Canada Day
Beginning of July	Summer term begins
August 1	Holiday - Civic
Mid August	Summer term ends

Fall Term 2022

June 30	Application deadline
July 15	Online Fall Registration open
July 30	Late applications final deadline*
August 8	ENRTP start date (Year 1)
August 22	ENRTP start date (Year 2)
August 29-31	Orientation/ Fall term begins
September 5	Holiday - Labour Day
September 30	Holiday - Truth and Reconciliation Day
October 10	Holiday - Thanksgiving
November 11	Holiday - Remembrance Day
Mid December	Fall term ends

Winter Term 2023

Beginning of January	Registration/Orientation
April 15	Holiday - Good Friday
April 18	Holiday - Easter Monday
End of April	Winter term ends

Spring Term 2023

Beginning of May	Spring term begins
May 23	Holiday - Victoria Day
Mid June	Spring term ends
June 21	Holiday - National Indigenous Peoples Day

**Late applications will only be considered if there is room available in the program.*

Prospective students should contact the nearest Campus to confirm the delivery of program of choice.

Aurora College does not accept any responsibility for loss or damage suffered or incurred by any student as a result of suspension or termination of services, courses or classes caused by strikes, lockouts, riots, weather, damage to College property or for any other cause beyond the reasonable control of Aurora College.

Bachelor of Education Degree Update

Currently, the Bachelor of Education program is undergoing a full program review. There will be no intake of new Bachelor of Education students for the 2022-2023 academic year.

Social Work Diploma update

Currently, the Social Work program is undergoing a full program review. There will be no intake of new Social Work students for the 2022-2023 academic year.

ADMISSION REQUIREMENTS

Admission requirements vary from one program to another. Check the detailed program sections of this calendar for program-specific admission requirements.

MATURE STUDENTS

If you do not have the academic requirements for direct entry, you may be eligible as a mature student. A mature student must be 20 years of age or older, and have been out of school for at least one year.

Mature applicants will be required to complete the Aurora College Placement Package. Candidates who do not meet the academic requirements for admission into a program will be recommended for enrolment in Adult Literacy and Basic Education or preparatory courses.

FEES

NOTE: Fees information is accurate at the time of printing this calendar.

APPLICATION FEE

There will be no application fee for 2022-23 programs.

TUITION FEES

The fees for the current academic year are listed below. All fees are payable in advance and subject to change.

\$365.00 per course up to two courses

\$1800.00 per term

\$2400.00 per delivery for Heavy Equipment Operator program

\$2400.00 for first term of first year ENRTP

(Field camp cost is \$1060 for part-time only)

Adult Literacy and Basic Education (ALBE) students do not pay tuition or student fees.

TRANSFER CREDIT FEES

Some programs have transfer agreements with other universities and/or course work required from other institutions (e.g. Business Administration, Nursing).

This may require students to apply to the institution and pay appropriate application fees. Please verify application requirements for the Aurora College program to which you are applying.

ADDITIONAL FEES

Aurora College charges the following additional fees:

Technology Fee – This fee provides you with access to several online and computer software tools. For example, @myauroracollege.ca email, Microsoft Office 365 (Word, Excel, PowerPoint, etc.), Microsoft Teams, Grammarly, EBSCO online library search, and more.

Recreation Fee – This fee helps to provide different types of activities and events at each campus. You are encouraged to get involved in activities on campus and online.

Student Association Fee – This fee is collected by Aurora College on behalf of your campus Student Association. Each campus Student Association hosts different activities and events on campus. Get involved with your Student Association.

Fall/Winter Term

Full-time

Student Association Fee - \$25/term

Recreation Fee - \$25/term

Technology Fee - \$100/term

Part-Time

Student Association Fee - \$10/term

Recreation Fee - \$25/term

Technology Fee - \$100/term

Off Campus Programs

Technology Fee - \$100/term

Spring Term

Full-time & Part-time

Student Association Fee - \$0/term
Recreation Fee - \$25/term
Technology Fee - \$100/term

Trades

Programs 2 months or shorter

Student Association Fee - \$10/term
Recreation Fee - \$25/term
Technology Fee - \$100/term

Programs longer than 2 months

Student Association Fee - \$25/term
Recreation Fee - \$25/term
Technology Fee - \$100/term

As and When Required:

Duplicate Documents of Recognition - \$50
NSF Cheques - \$50
Invigilation fee – \$50/First three hours, \$20/
per additional hour.

Books and Materials

Contact your campus or Community Learning Centre for program-specific fees relating to books and materials. Textbooks for the ALBE program are provided free of charge. For more information, send an email to textbooks@auroracollege.nt.ca.

STUDENT HOUSING

Due to the evolving nature of the COVID-19 pandemic, availability of student accommodations may be affected.

Aurora College provides a selection of housing for both single students and for those with families. Prospective students may apply for student housing at the time of their application through the online program application form. All other students should contact their campus residence officer/manager directly.

To be eligible for housing, students must be registered as a full-time student in a full-time program. Full-time students registered in long-term programs have priority for student housing. Housing is assigned once you are accepted into a program.

Types of Units

Aurora College Housing features a variety of units ranging from shared accommodation, to dorms, apartments and row houses. Availability of units vary between campuses.

Aurora Campus – Dorms, apartments (2 bedroom) and row houses (2, 3 and 4 bedroom).

Thebacha Campus – Breynat Hall (dorms), Grande DeTour (1 and 2 bedroom), Thebacha Kue (2 bedroom), Aurora Gardens (3 and 4 bedroom), houses (3 and 4 bedroom).

Yellowknife North Slave Campus – Northern United Place (Bachelor, 1-5 bedroom), Nova Court (1 and 2 bedroom), Beck Court (2 bedroom).

Aurora College will continue to follow all COVID-19 related public health and safety directions for our student accommodations we receive from the NWT Office of the Chief Public Health Officer.

Rent and Laundry

Rent in Aurora College student housing is billed for the entire semester at the beginning of the term. For example, while your rent may be based on \$680/month, for the Fall term, September to December, you will be invoiced \$2,720 on your student account (i.e. \$680/month x 4 months). The amount you will be invoiced will depend on your monthly rate, whether laundry is included, and the length of your residency. You will still be permitted to pay your rent monthly, however your rent will be invoiced once per term.

Some units include laundry and others have coin-operated laundry machines. If your unit includes laundry, your rent will include either a \$20/month or \$30/month amount for the cost of the laundry. The cost of coin-operated laundry machines is based on a per load fee and varies in different locations. When you are notified about your residence placement, you will also be informed whether laundry is or is not included.

This chart outlines residence fees:

Type of Unit	Monthly Rent	Monthly Laundry	Monthly Total	4 Month Total	5 Month Total	2 Month Total
Single Student Unit w/laundry	\$350	\$20	\$370	\$1,480	\$1,850	\$740
Single Student Unit w/o laundry	\$350	Coin Laundry	\$350	\$1,400	\$1,750	\$700
Bachelor Unit w/o laundry	\$525	Coin Laundry	\$525	\$2,100	\$2,625	\$1,050
One Bedroom Unit w/ laundry	\$600	\$20	\$620	\$2,480	\$3,100	\$1,240
One Bedroom Unit w/o laundry	\$600	Coin Laundry	\$600	\$2,400	\$3,000	\$1,200
2 Bedroom Unit w/ laundry	\$650	\$30	\$680	\$2,720	\$3,400	\$1,360
2 Bedroom Unit w/o laundry	\$650	Coin Laundry	\$650	\$2,600	\$3,250	\$1,300
3+ Family Unit w/ laundry	\$775	\$30	\$805	\$3,220	\$4,025	\$1,610
3+ Family Unit w/o laundry	\$775	Coin Laundry	\$775	\$3,100	\$3,875	\$1,550

Rules and Policies

Only full-time Aurora College students are eligible for student housing, although exceptions may be made. A full-time student is a person enrolled in a post-secondary program taking a minimum 60 percent of a 100 percent course load, or a person with a permanent disability taking a minimum 40 percent of a 100 percent course load. Residents, their families, and their guests are expected to follow Aurora College bylaws and rules. Failure to follow the rules will result in a violation warning and possible eviction. Please review *Policy D Student Affairs - D.05 Student Housing* on our website.

Priority

Student housing is assigned to returning, out-of-town students who are enrolled in multi-year programs (i.e. diploma or degree programs) first. After these returning student housing assignments are complete, other

new and returning housing applications are considered. An out-of-town applicant is an NWT resident who, at the time of application, is resident in a community located 40 kilometres or more from the community where the person will be attending Aurora College. Please review the criteria and priorities for student housing assignments on the residence page of our website. Only applications received by the priority deadline [March 31] will receive consideration for priority placement. Applying later can affect your chances of getting housing.

More Information

Please check out the Student Housing page on our website for more complete information. You can also contact residence by emailing: residenceIN@auroracollege.nt.ca (Aurora Campus, Inuvik), residenceFS@auroracollege.nt.ca (Thebacha Campus, Fort Smith), or residenceYK@auroracollege.nt.ca (Yellowknife North Slave Campus, Yellowknife).

HOW TO APPLY

Applications for 2022-23 programs are open as of early November 2021. Completed applications will be reviewed as quickly as possible to provide timely responses to students. Applying to Aurora College for most programs is completed online through the MyAC Self-Service portal found on our website. Application deadline is June 30, 2022 for most programs. Application deadlines for Heavy Equipment Operator are in November and May. Contact Thebacha Campus for exact dates. For help with Student Financial Assistance, please contact the **Department of Education, Culture and Employment** in your area, or call toll-free at 1-800-661-0793.

APPLY ONLINE through our online portal or contact your local campus or community learning centre. **Applications are reviewed in the order that they arrive, so the earlier you apply the better your chance of entering the program of your choice.**

AFTER YOU APPLY

You will receive a letter or email acknowledging that your application has been received and requesting any additional information or documentation that maybe required. You will be contacted if an interview is needed. Some programs require interviews while others do not.

You will be notified via email when you are:

- accepted, with information on how to proceed with registration;
- not accepted, but recommended for another field of study at Aurora College; or
- not accepted, with an explanation.

INTERNATIONAL STUDENTS

Current information is available on our website: www.auroracollege.nt.ca

CONTINUING EDUCATION

To find out what courses are currently being offered online or at a campus near you, visit the Aurora College website at www.auroracollege.nt.ca. Under *Future students > Community-based learning* follow the link to *Continuing Education* for each campus, or contact us directly at:

Aurora Campus

Coordinator, Continuing Education
Phone (867) 777-7816
Fax (867) 777-2850

Thebacha Campus

Coordinator, Continuing Education
Phone (867) 872-7507
Fax (867) 872-4511

Yellowknife North Slave Campus

Coordinator, Continuing Education
Phone (867) 920-8802
Fax (867) 873-0333

CUSTOMIZED TRAINING

The Continuing Education office at Aurora College has a mandate to offer quality, cost effective programs for personal and professional development. Courses are customized to suit your specific training requirements/goals. We offer practical, hands-on training relevant to real work situations. Training is delivered in a concise, time-sensitive manner, which enables employees to gain the maximum amount of learning - at our facilities or yours. If you would like more information on customized training for your organization, please contact your local Continuing Education Coordinator.

CONTINUING EDUCATION COURSES

Courses in the following categories may be offered at the Campus nearest you.

- Business Development
- Computer Training
- Finance and Accounting
- General Interest
- Personal Skill Development
- First Aid/CPR
- Project Management
- Leadership

Course delivery is not limited to this list.

Please contact your local Continuing Education Coordinator for more information.

PARTNERSHIPS

Aurora College works with Indigenous, municipal, territorial, and federal governments; business, industry, and non-government organizations to ensure the timely delivery of relevant and high-quality post-secondary programming throughout the Northwest Territories.



Programs delivered and funded through partnership arrangements form a key area of college operations. These programs may focus on immediate training needs or address recurring or high-demand program requirements.

Please contact the Admissions office at your nearest campus location to find out more information about these programs.

ARTICULATION AND TRANSFER CREDIT AGREEMENTS

Aurora College has a wide variety of accreditation and transfer credit agreements with other post-secondary institutions and organizations. These are reviewed on an ongoing basis.

Transfer credit is the awarding of course credits earned at another post-secondary educational institution for an equivalent course. If you have completed the equivalent of an Aurora College course at another institution, you may apply for transfer credit after you have been accepted to the College. Approval of transfer credits is at the discretion of the Registrar. Additional information on transfer credits can be obtained from the program manager of the College program of interest.

Students wishing to obtain transfer credits from Aurora College at post-secondary institutions in Alberta should refer to the Alberta Transfer Guide. It lists all courses and program transfer agreements between post-secondary institutions in Alberta, Northwest Territories, Yukon and Nunavut. The Guide and other transfer information are available online at www.transferalberta.ca or by contacting:

Alberta Council on Admissions and Transfer
11th Floor, Commerce Place
10155 – 102 Street
Edmonton, AB T5J 4L5
Phone: (780) 422-9021
Email: acat@gov.ab.ca

Listed below are some of the organizations with which Aurora College has current transfer agreements. Some courses in the listed programs may not be transferable under existing agreements. Additional transfer arrangements may be in place.

Certificate in Adult Education

- University of Alberta

Environment and Natural Resources

Technology Diploma

- Wildlife Technology Program by the North American Wildlife Technology Association
- University of Saskatchewan (BA Northern Studies)
- University of Lethbridge (BSc Environmental Science)
- University of Northern British Columbia (BSc Natural Resources Management)

Business Administration Diploma

- University of Saskatchewan (BA Northern Studies)
- University of Lethbridge
- Athabasca University
- Certified General Accountants (CGA)

Bachelor of Science In Nursing

- University of Victoria

Most Programs*

- Nunavut Arctic College
- Yukon University

** Check with the office of the Vice President, Education and Training, for current program transfer agreements between Aurora College and other institutions.*

ADMISSION REQUIREMENTS

Each university maintains its own admissions policy. Check with the Registrar at the institution to which you are applying to see which policies apply to you.

CERTIFICATION

Participants will receive an Aurora College transcript as the official document of recognition.

ADDITIONAL FEES

All students must pay a registration fee to the university at which they apply. For a description of other fees that may be applicable, see the appropriate university calendar or check with the Registrar. Part-time students pay on a course-by-course basis.

Financial assistance (grants, loans, etc.) may be available from the Student Financial Assistance Program, Department of Education, Culture and Employment (ECE), Government of the Northwest Territories (GNWT). Other student financial assistance may be available through your Regional Career Development Officer at ECE.

Aurora College and any partner universities reserve the right to make changes to any policies or procedures, fees, course availability, delivery mode, schedules or program requirements at any time without further notice. Students are responsible for informing themselves of the regulations and requirements of their program.

UNIVERSITY OF THE ARCTIC

Aurora College is a University of the Arctic member institution. The University of the Arctic (UArctic) is a cooperative network of universities, colleges, and other organizations committed to higher education and research in the circumpolar North. Members share resources, facilities, and expertise to build post-secondary education programs that are relevant and accessible to northern students. The overall goal is to create a strong, sustainable circumpolar region by empowering northerners and northern communities through education and shared knowledge.

The University of the Arctic promotes education that is circumpolar, interdisciplinary, and diverse in nature, and draws on the combined strengths of member institutions to address the unique challenges of the region. UArctic recognizes the integral role of Indigenous peoples in northern education, and seeks to engage their perspectives in all of its activities.

AURORA COLLEGE POLICIES

Aurora College has many policies guiding its operation and three bylaws relevant to students. The complete bylaws, policies, and procedures are available on the Aurora College website in the *About Us* section. Important bylaws and policies include:

Bylaws

- #1: Student Conduct
- #2: Academic and Performance Standards
- #3: Student Loss of Privileges, Penalties, Sanctions, and Appeals

Policies

- B.18 Copyright
- C.01 Transfer Credit
- C.02 Course and Program Attendance
- C.12 College Application, Admission, and Continuation
- C.13 Course Extensions
- C.27 Supplemental Final Examinations and Assignments
- C.30 Student Withdrawal
- C.44 Registration
- C.48 Transcripts
- C.49 Program Completion Grace Period
- C.50 Academic Freedom
- D.05 Student Housing
- D.14 Support for Students with Disabilities
- H.08 Vehicle Use
- I.02 Research Administration
- I.03 Integrity in Scholarship and Research
- I.04 Ethical Conduct for Research Involving Human Subjects
- I.05 Care of Animals in Teaching and Research
- J.01 Program/Course Withdrawal Tuition Refund
- J.02 Fees
- J.04 Student Financial Credit

Support for Students with Disabilities (Policy D.14)

Aurora College recognizes its obligations to ensure that its programs and services are available to student with disabilities. College staff share a responsibility to accommodate students with disabilities. Applicants/students are responsible for notifying the College of their disability.

Student Conduct (Bylaw #1)

- 5.1 All students shall conduct themselves in an acceptable manner as defined by statutes and regulations, College bylaws, policies, procedures, rules and guidelines.
- 5.2 Misconduct may lead to loss of privileges, penalties or sanctions up to and including dismissal from a program, expulsion from the College and/or eviction from College housing.

TO DETERMINE WHICH POLICY IS RELEVANT IN ANY GIVEN SITUATION, LOOK UP THE SITUATION IN THE CHART BELOW

POLICY AND QUICK REFERENCE	
Topic	Bylaw or Policy
Academic misconduct/dishonesty	Bylaw #1 Student Conduct
Academic performance standards	Bylaw #2 Academic and Performance Standards
Academic probation	Bylaw #3 Student Loss of Privileges, Penalties, Sanctions, and Appeals
Accommodating disabilities	Policy D.14 Support for Students with Disabilities
Alcohol	Bylaw #1 Student Conduct
Appeals	Bylaw #3 Student Loss of Privileges, Penalties, Sanctions, and Appeals
Attendance	Policy C.02 Course and Program Attendance
Copyright	Policy B.18 Copyright
Course extensions	Policy C.13 Course Extensions
Drugs (Illicit)	Bylaw #1 Student Conduct
Extending my lease	Policy D.05 Student Housing
Eviction from housing	Policy D.05 Student Housing
Financial credit	Policy J.04 Student Financial Credit
Harassment	Bylaw #1 Student Conduct
Housing rules	Policy D.05 Student Housing
Marijuana (Intoxicants)	Bylaw #1 Student Conduct
Non-academic misconduct	Bylaw #1 Student Conduct
Plagiarism (Academic Misconduct)	Bylaw #1 Student Conduct
PLAR	Policy C.03 Prior Learning Assessment and Recognition
Probation	Bylaw #3 Student Loss of Privileges, Penalties, Sanctions, and Appeals
Rent	Policy D.05 Student Housing
Staying in housing for more than one year	Policy D.05 Student Housing
Student conduct	Bylaw #1 Student Conduct
Student fees	Policy J.02 Fees
Summer housing	Policy D.05 Student Housing
Summer storage	Policy D.05 Student Housing
Transfer Credit	Policy C.01 Transfer Credit
Tuition fees	Policy J.02 Fees
Unsatisfactory academic performance	Bylaw #3 Student Loss of Privileges, Penalties, Sanctions, and Appeals
Withdrawing from program/course	Policy C.30 Student Withdrawal

IMPORTANT NOTE: During a crisis, where the President believes it is in the best interests of students, staff, faculty, or the community at large, the President, in consultation with the Executive Leadership Team, may override Aurora College policies or make exceptions to Aurora College policies. Check the Aurora College website to find out about temporary changes to policies, procedures, and deadlines.

YOUR RIGHTS AND RESPONSIBILITIES AS AN AURORA COLLEGE STUDENT

As an Aurora College student it is important that you are aware of your responsibilities and rights and the College's academic standards and expectations. Aurora College has three bylaws that govern student conduct; academic standards; and student loss of privileges, penalties, sanctions and appeals. In addition, there are policies and procedures dealing with the administration and operation of the College. Key elements of the bylaws and policies are outlined below. The complete and current versions are available through the Campus Admissions Office, your local Community Learning Centre, and online at www.auroracollege.nt.ca

Note: the *Aurora College Act* is being amended and Aurora College's policies and procedures are being revised as part of the transformation of Aurora College to a polytechnic university.

PRIOR LEARNING ASSESSMENT AND RECOGNITION (POLICY C.03)

Prior Learning Assessment and Recognition (PLAR) is used to recognize past learning. The PLAR process can be used to show that a College applicant meets the admission requirements for a program and/or that a student of the College is entitled to obtain credit for one or more courses within a program. In order to be considered for PLAR, you must apply in writing to the Office of the Registrar at the time of application. The Registrar, in consultation with appropriate program staff, will assess prior learning. You may be granted up to 40 percent of a total program or course requirement through PLAR.

Course credits can be obtained by successfully challenging an Aurora College course. Credit by challenge may be

evaluated through written and/or oral examination, portfolio review and other methods approved by the Registrar. A fee is charged for each course that is challenged. You must apply to the Office of the Registrar for challenge credits.

REGISTRATION (BYLAW #3 AND POLICY C.44)

You must be registered to participate in a course or program.

- Registration creates a contract between the student and the College, under which the student agrees to adhere to the policies of the College.
- You are responsible for completing and submitting all documents required for registration at the beginning of each term.
- You may not register in subsequent terms until all accounts with the College have been settled or a suitable repayment plan has been approved by the College's Director of Finance.
- You must have an official letter of acceptance signed by the Registrar to register as a student.
- You are responsible for registering on the date specified in your official letter of acceptance.
- To be registered, you must comply with all registration procedures, including payment of fees associated with registration.
- Registration dates and procedures for Continuing Education courses, workshops and seminars are available from the Continuing Education Office.
- You are responsible for notifying the Office of the Registrar in writing of any changes of address, phone number or any other pertinent information.

AUDIT STATUS (POLICY C.29)

You may apply to audit any regular credit course as long as space is available. You are required to pay the full tuition and materials

fee for audited courses. Prior to applying for audit status, you must have written permission to audit the course from the Program Manager and the instructor who is teaching the course. As an auditing student, you are not required to complete assignments or examinations. In the event that you choose to complete assignments or examinations, the results may not be used for credit purposes, unless you have requested a change in status from audit to credit before delivery of the third class of the course.

WITHDRAWAL (POLICY C.30)

A student may withdraw from an Aurora College course or program without academic penalty if he or she withdraws prior to the completion of one half of the course or program delivery. A student may be permitted to withdraw, without academic penalty, from a course or program after the withdrawal deadline if his or her academic performance is significantly affected

by extenuating circumstances.

STUDENT ACADEMIC EVALUATION (BYLAWS #2 AND #3)

The standard minimum grade that you need to pass a course is 50 percent. The standard minimum cumulative average of all your courses that you need to maintain is 60 percent. Some courses and programs may have different minimum requirements. These will be listed in the program outlines, the course outline and course syllabus. If your course mark or cumulative average falls below the required minimum, you may be placed on academic probation or dismissed. You must successfully complete all of the requirements described in the course outline and course syllabus. In some courses and programs failure to complete all required course work will result in failure in the course or program regardless of your computed percentile grade. This will be clearly stated in the program outlines,



GRADING OF COURSES (BYLAW # 2)

A standardized system of grading is used in all academic preparation, pre-employment, skill training, apprenticeship programs, and classroom courses in certificate, diploma, and degree programs. Planned and required learning activities such as practicums, internships, and camps may be graded in a different manner.

course outlines, and syllabi.

Grade Point Average*

The grade point average (GPA) measures achievement in credit courses, and is calculated as follows:

$$\frac{\text{Total Grade Points}}{\text{Total Credits}} = \text{GPA}$$

Each course is assigned a credit value based on course hours.

1. Multiply the number of credits by the grade points received for each course.
2. Total the grade point value for each course.
3. Divide the total grade point value by the total number of credits.

Grading System

Grade	Mark	Pt value
A+	97-100	4.00
A	90-96	3.90
A-	83-89	3.70
B+	77-82	3.30
B	70-76	3.00
B-	66-69	2.70
C+	62-65	2.30
C	58-61	2.00
C-	54-57	1.70
D	50-53	1.00
F	0-49	0.00

*This calculation is done on an ongoing basis for the entire program (cumulative grade point average) but can be manually calculated on a term by term basis. This grade point average calculation is used to determine: a) eligibility for some awards and scholarships; b) progression to the next term or year of study; c) if program honour requirements have been met; d) if transfer requirements to other colleges have been met.

Example:

Course #	Grade	Mark	Points	X	Credits	Grade Points
020-107	B-	67	2.70		3.0	8.1
020-213	B+	79	3.30		3.0	9.9
020-215	A-	84	3.70		3.0	11.1

$$*29.1 \div 9 = 3.23 \text{ GPA} \quad \text{Total} = 9.0 \quad 29.1$$

SUPPLEMENTAL EXAMINATIONS AND ASSIGNMENTS (BYLAW #2 AND POLICY C.27)

A student who has missed a final exam or final assignment due to extenuating circumstances may apply to the course instructor to write a supplemental final exam or to complete a supplemental final assignment for the course.

You must document the extenuating circumstances that existed to warrant consideration of a supplemental examination or assignment, and submit this documentation to the course instructor.

Note: In some cases, it may not be possible for the College to offer supplemental final examinations or final assignments, regardless of circumstances. The course outlines and course syllabi will clearly indicate which courses do not allow supplemental final examinations or final assignments.

CONVOCATION (POLICY C.17)

Aurora College holds convocation ceremonies at each campus for students who successfully complete the requirements for Aurora College programs leading to a certificate, diploma, or degree. A student must be in good standing financially with the College in order to participate in convocation.

COPYRIGHT (POLICY B.18)

The reproduction or use of creative property in any form by staff or students of Aurora College is subject to copyright or other protective legislation. Aurora College recognizes the Canadian legislation on copyright relating to the reproduction of materials and does not sanction or authorize any infringements or violations of copyright.

STUDENT CONDUCT (BYLAW #1)

As an adult learner, you are expected to conduct yourself in an acceptable manner as defined by government laws and regulations and College bylaws, policies, procedures, rules, and guidelines. Misconduct may lead to loss of privileges, penalties or sanctions up to and including dismissal from a program, expulsion from the College and/or eviction from College Housing.

All students are required to maintain the highest standards of academic integrity during all of their studies at the College. Students are not to participate in acts that compromise the integrity of the academic process.

The possession and/or consumption of alcohol, illegal drugs or other intoxicants on Aurora College property or during College sponsored activities is prohibited.

Harassment in any form is not acceptable. Every member of the Aurora College community has the right to perform their role at the College free from harassment.

SCENTS AND FRAGRANCES

Scents and fragrances cause some people to have severe reactions. In order for Aurora College to provide a healthy and safe environment, all staff, students, and visitors to Aurora College facilities should refrain from using perfume, cologne, and other scented products.

SMOKING (NWT LEGISLATION)

As per GNWT legislation, smoking is not permitted in any College facility, vehicle, or workplace. This includes vaping, tobacco, and cannabis.

STUDENT APPEALS (BYLAW #3)

Aurora College has a formal appeal process through which students may appeal assignment of interim and final grades; dismissal from a course, required learning activity, or program; disciplinary action taken as a result of academic or non-academic misconduct; and eviction from College housing. Students are strongly encouraged to resolve issues informally before making an appeal.

While it is intended that the programs of study and the regulations set forth in this calendar will apply for the current academic year, Aurora College reserves the right to make changes as required.

STUDENT SERVICES

STUDENT SERVICES MISSION

Student success is of paramount importance at Aurora College. Each of our campus locations have dedicated staff who can arrange academic assistance for students in the form of tutoring, workshops, resources and career counselling. To find out more, contact the Student Success Coordinator at your campus.

Some of the many services provided by the Student Services Division are:

- Orientation to college life
- Academic, career and personal counselling
- Employment counselling
- Financial information
- Personal development
- Referrals
- Cultural celebrations and ceremonies

For information on the full range of services or hours of operation, please contact your preferred campus:

Aurora Campus: 867-777-7800

Thebacha Campus: 867-920-3030

Yellowknife North Slave Campus: 867-872-7500

ADMISSIONS OFFICE

You can also contact the Admissions Office by email at ApplyInuvik@auroracollege.nt.ca (Aurora Campus), ApplyFortSmith@auroracollege.nt.ca (Thebacha Campus), or ApplyYellowknife@auroracollege.nt.ca (Yellowknife North Slave Campus).

OFFICE OF THE REGISTRAR

The Office of the Registrar issues certificates, diplomas, transcripts, and all other documents of recognition.

STUDENT SUCCESS

As part of the Student Success initiative, each of the Aurora College campuses has a Student Success Coordinator. The Student Success Coordinator arranges academic assistance for students in the form of tutoring, workshops, a collection of resources, and career counselling. To find out more about the Student Success

activity, please contact the coordinator at your Campus:

Aurora Campus: 1-867-777-7814

Thebacha Campus: 1-867-872-7583

Yellowknife North Slave Campus: 1-867-920-3077

COUNSELLING

Aurora College has counsellors at all three campuses to assist students. In addition to one-on-one services in the areas of career exploration and personal wellness, the counsellor offers workshops and presentations, assistance in finding online and community resources, and self-help materials. All sessions and referrals are kept strictly confidential. **Phone for appointment:** 1-867-872-7522 or 1-867-920-3004

STUDENT LIFE AND WELLNESS

Aurora College's Student Life and Wellness programs arrange a variety of athletic, cultural, recreational, and wellness activities designed to make your stay on campus more enjoyable. They are designed to ensure your education is a holistic balance of mind, body and spirit. For more information call your campus.

STUDENT ASSOCIATIONS

A student association is established at each campus. The associations are student organizations governed by an executive, which is elected annually. You are required to pay a student association fee at all campuses. The student associations, through their executives, are responsible for social activities, some publications, coordination of events and communication between students and the administration of Aurora College. For more information on services provided by the student association at your campus, please call your campus.

CHILD CARE

Aurora College does not provide child care services. If you require information about childcare you may contact the Student Services division at your campus, or contact the local child care centres in the community. There are limited spaces in most community daycare centres and day homes, so apply early.

For information on child care please visit www.ece.gov.nt.ca and click on Early Childhood Development. There is also a list of child care available in our Student Toolkit on our website.

STUDENT TOOLKIT (ONLINE)

The Student Services Division has created an online Student ToolKit with helpful links. We will continue to add to these links over time as we develop new tools and learn of others. You can find the student toolkit on our website.

LIBRARY SERVICES

Aurora College provides libraries at each of the three campuses and the Aurora Research Institute. Libraries support students and staff through a full range of in-person and online library services. Library collections across the three campuses include 25,000+ books, journals, videos, government documents, and a wide array of digital and online resources. Internet access and inter-library loan services are available at all campus libraries.

TUTORING

Aurora College offers tutoring to help support our students. Your first step is always to get assistance from your instructors. However, if you need some additional support, please contact the Student Success Coordinator at your campus.

IMPORTANT NOTES

Aurora College may extend financial credit to students for tuition during registration if they have not received their funding by the time of registration. Contact the Finance Manager at your campus for more information. Aurora College may extend financial credit to students for the first month's rent if they have not received their funding by the time of registration. No financial credit will be extended for rent other than for the first month's rent. (**Note:** The first month's rent is due at the time of registration)

FINANCIAL ASSISTANCE

You may be eligible for financial assistance through (but not limited to):

- Student Financial Assistance Program, Department of Education, Culture and Employment, Northwest Territories;
- Employment and Social Development Canada;
- Indigenous Skills and Employment Training Strategy (ISETS);
- Indigenous Organizations

If you require financial assistance, you must contact the assisting agency or department directly. Check with your sponsoring agency regarding application deadlines. Sponsor letters should be forwarded to the campus to which you have applied. Apply early as some programs have limited funds to allocate.

NWT STUDENT FINANCIAL ASSISTANCE

Email: nwtsfa@gov.nt.ca

Website: www.nwtsfa.gov.nt.ca

Please ensure you submit your application for financial assistance by the appropriate deadlines:

- **June 30** for programs starting August 16-September 30
- **October 31** for programs starting in January
- One month prior to program start date for all other months.

SFA does not require that you have been accepted by Aurora College prior to applying.

Indigenous Services Canada University and College Entrance Program (UCEP)

Ph: (867) 669-2620

Email: vicki.losier@canada.ca

Deadline for applications: July 15

SCHOLARSHIPS, BURSARIES, AND AWARDS

A broad range of scholarships, bursaries and awards are available to students. For information on awards, please contact:

- the Student Services Office at any Campus
- the GNWT Department of Education, Culture and Employment
- the Research Centres of the Aurora Research Institute

Check with the Student Services office for information on what is available and how to apply. Also check our website at www.auroracollege.nt.ca



Academic Programming

School of Arts & Science

School of Business & Leadership

School of Developmental Studies

School of Education

School of Health & Human Services

School of Trades, Apprenticeship & Industrial Training



School of Arts & Science

Environment and Natural Resources Technology Diploma

Environment and Natural Resources Technology

Program Description

The Environment and Natural Resources Technology Program is a two-year Diploma program which links opportunities to learn from experience in the field with academic coursework in the classroom and skill training in the laboratory. Graduates of the program will possess the ability needed to succeed as technicians and officers in natural resource and environmental management careers including wildlife, forestry, marine and freshwater fisheries, planning, water resources, environmental protection, parks, land claim resource management, oil and gas, and mining. The program places emphasis on learning through experience.

Program Eligibility

Applicants may be admitted into the Environment and Natural Resources Technology program based on one of the following pathways: academic, previous studies and mature student/experiential.

Academic Pathway

Applicants may be considered for admission who have a final grade 65 percent in each of:

- English 30-2 and
- Math 30-2 and
- Biology 30, Chemistry 30 or Physics 30

Applicants who have completed the Aurora College University and College Access Program (UCAP) in the *Environment and Natural Resources Technology* Pathway may also be considered for admission if they have a final grade 65 percent in each of:

- Aurora College English 150 and
- Aurora College Math 150 and

- Biology 30, Chemistry 30 or Physics 30.

Equivalencies and other post-secondary education may be considered. Applicants who do not have the required final grade of 65% or higher may be considered for acceptance on probation.

Previous Studies

Applicants who have successfully completed environmental studies or related courses through another institution may be considered for admission.

Mature Student/Experiential Pathway

Applicants who are 20 years or older, have been out of school for at least one year, and have relevant work/life experience may be considered for admission on an individual basis. Eligibility for the program may be determined through an interview and a placement test or other assessment of English and/or Math. The applicant may be required to submit a resume or other evidence of relevant work/life experience.

Regardless of the pathway for admission, all applicants must:

- Submit official transcripts from high school and/or post-secondary education, as applicable.
- Submit a letter of intent detailing why the applicant is interested in apply for the program including any extenuating circumstances of why they do not meet the admission requirements.
- Submit a letter of reference from an employer/instructor that can attest to your character and benefit in the program.

Depending on the applicant's pathway, they may be advised/requested to submit:

- A resume or other evidence of relevant work/life experience.

Applicant Assessment

Applicants must complete an Aurora College application form, submit official transcripts (high school and/or post-secondary), submit a letter of intent, and submit a letter of reference. Applicants are also required to possess or be eligible to possess a Firearms Possession and Acquisition License (PAL) to successfully complete field camp requirements. The Environment and Natural Resources Technology program is in high demand. Applicants are encouraged to apply early and submit all required and requested documentation.

Applicants who are currently enrolled in one or more of the required academic courses for admission are encouraged to apply early and provide transcripts that demonstrate that they are currently registered in these courses. Applicants may receive a conditional acceptance that is dependent on their successful completion of the required courses (~65 percent or higher). Applicants who are conditionally accepted will be required to provide a final transcript upon completion of the required courses to be fully accepted.

Students who have already completed post-secondary course work in Environmental Studies or related courses may have transferability into this program. Post-secondary transcripts and course syllabi/outlines will be required for evaluation. Students seeking transfer credit will be required to follow process defined in Aurora College Policy C.01 Transfer Credit.

Program Admission

Applicants will be admitted to the program based on how well they meet the program eligibility requirements and on space availability. Long term residents of the NWT* and graduates of the UCAP/Environment and Natural Resources Technology Career Pathway at Aurora College will be given priority in

the selection process if they have submitted a complete** application before April 1. Priority consideration for admission will not be considered for applications received on or after April 1. Applications will be processed based on the date that their application is complete**.

*** Preference will be given to longer-term northern residents from the Northwest Territories, the Yukon and Nunavut before short-term residents of one year or less.**

**** A complete application is one in which all required documentation (ex. application, transcripts, letter of reference) and all requested documentation (ex. additional documentation that supports your eligibility that is requested for your application) is received.**

Program Information

A considerable amount of the program will be delivered in field settings. Approximately 40% of class time will be spent in the laboratory or the field for most classroom-based courses. In addition, significant practical learning experiences will be undertaken during the three remote field camps listed in the program design.

Field work can be physically strenuous. Applicants should be physically and mentally fit and prepared for the rigors of field work.

It is recognized that students entering the program may already possess certain required skills. Students may receive advanced credit for certain program courses on the basis of documented completion of equivalent learning and/or successfully passing a challenge examination.

In addition to College tuition and fees, the student will be required to purchase textbooks, classroom supplies, and personal field equipment as specified in course outlines and camp manuals.

Transfer agreements are in place with the University of Lethbridge, University of Saskatchewan, and University of Northern British Columbia. Transferable coursework is also available at other major institutions on a case-by-case basis.

Program Objectives

Graduates of the Environment and Natural Resources Technology Program will have the technical skills and knowledge necessary to:

1. Become employed at the technician and/or officer level with territorial, provincial and federal agencies, Indigenous organizations, and/or private industry;
2. Apply their technical and managerial skills to the fields of environment, land, water, fisheries, forest and fire management, and wildlife;
3. Understand the application of science and scientific method;
4. Develop clear linkages between Indigenous knowledge and scientific education;
5. Communicate technical and scientific content effectively, both orally and in writing, using language that is appropriate to the audience;
6. Clearly communicate resource management policies, procedures and decisions to various stakeholders at the community and territorial level;
7. Coordinate and implement field work activities in remote northern conditions.
8. Utilize spatial technologies in acquiring, compiling and interpreting data;
9. Apply critical thinking skills to research and resource management activities and environmental stewardship;
10. Effectively manage projects such as data collection and analysis, educational outreach, and public safety;
11. Pursue further academic education and other continued learning experiences;
12. Actively participate in the sustainable management of northern natural resources;
13. Enhance the capacity of Northerners to participate in resourced-based development and conservation opportunities of their lands;
14. Participate in future northern research and long-term monitoring and analysis of environmental trends;
15. Integrate Indigenous knowledge and scientific education when providing

advice to local stakeholders on resource management issues;

16. Model and promote professionalism in dealing with natural resource challenges at the community, territorial and federal level; and
17. Become a part of an alumni legacy of northern graduates who now work as natural resource professionals.

Completion Requirements

The passing mark for a course will be 50 percent. To earn a diploma, students must maintain a cumulative average of 60 percent or more in the program.

Students are required to complete all 22 Core Courses in the Program. In addition, students must complete at least one elective and the required non-credit course field camps listed. The total credits required are 69 for successful completion of this diploma.

The diploma program must be completed within five years of commencing studies.

Document of Recognition:

Environment and Natural Resources Technology Diploma



School of Business & Leadership

Business Administration Diploma & Certificate Office Administration Diploma & Certificate Northern Leadership Development

Business Administration

Program Description

The Business Administration Program is intended to provide students with the knowledge and skills necessary for careers in business, government and non-profit organizations. Emphasis is placed on helping students develop knowledge and skills that are appropriate for the unique business environment in the NWT. The Business Administration Program provides students with an opportunity to acquire a Certificate (one year) and a Diploma (two years).

Business Administration Certificate

All students accepted into the Business Administration Program must initially be enrolled in the Certificate Program. This program consists of ten courses, representing 30 credit hours. The program provides students with the skills necessary to succeed in an entry-level position in business, government or non-profit organizations. Graduates will be able to work in areas such as accounting, finance, management and marketing.

Business Administration Diploma

Upon completing the Certificate Program, students may enroll in the Diploma Program. There are six required courses in the Diploma Program. There are also 12 electives. Students must complete four to earn a Business Administration Diploma. The Accounting Stream includes the indicated four electives (*Automated Accounting, Managerial Accounting I, Managerial Accounting II, and Corporate Finance*).

A Work Experience Option, is available to all students but is not a required component of the program. It includes two work placements, one after the first year, and one after the second year.

Program Eligibility

Applicants may be admitted into the Business Administration program based on one of the following pathways: academic, previous business studies and mature student/experiential.

Academic Pathway

Applicants may be considered for admission who have:

- Completed a high school diploma including:
- A passing grade in English 30-2 and
- A passing grade in Math 30-2.

Applicants who have completed the Aurora College *University and College Access Program* (UCAP) *Business Administration Pathway* may also be considered for admission if they have:

- A passing grade in Aurora College English 150 and
- A passing grade in Aurora College Math 150.

Equivalencies and other post-secondary education may be considered.

Previous Business Studies

Applicants who have previously completed the Aurora College Office Administration diploma will be considered for admission. These

applicants must have successfully completed Math 30-2 or Aurora College Math 150. Alternatively, the applicant must successfully complete a specific Business Administration math entry course designed to help Office Administration students ladder into Business Administration. Students who have successfully completed a Business Administration Certificate through another institution may be considered for admission.

Mature Student/Experiential Pathway

Applicants who are 20 years or older, have been out of school for at least one year, and have relevant work/life experience may be considered for admission on an individual basis. Eligibility for the program may be determined through an interview and a placement test or other assessment of English and/or Math. The applicant may be required to submit a resume or other evidence of relevant work/life experience.

Regardless of the pathway for admission, all applicants must:

- Submit official transcripts from high school and post-secondary education, as applicable.

Depending on the applicant's pathway, they may be advised/requested to submit:

- A resume or other evidence of relevant work/life experience.

Applicant Assessment

Applicants must complete an Aurora College application form and submit official transcripts (high school and post-secondary). Applicants are encouraged to apply early and submit all required and requested documentation.

Applicants who are currently enrolled in one or more of the required academic courses for admission are encouraged to apply early and provide transcripts that demonstrate that they are currently registered in these courses. Applicants may receive a conditional acceptance that is dependent on their successful completion of the required courses (50 percent or higher). Applicants who are conditionally accepted will be required to provide a final

transcript upon completion of the required courses to be fully accepted.

Students who have already completed post-secondary course work in Business Administration or related courses may have transferability into this program. Post-secondary transcripts and course syllabi/outlines will be required for evaluation. Students seeking transfer credit will be required to follow process defined in *Aurora College Policy C.01 Transfer Credit*.

Program Admission

Applicants will be admitted to the program based on how well they meet the program eligibility requirements and on space availability. Graduates of the UCAP/Business Administration Career Pathway at Aurora College will be given priority in the selection process if they have submitted a complete* application before April 1. Priority consideration for admission will not be considered for applications received on or after April 1. Applications will be processed based on the date that their application is complete**.

*** A complete application is one in which all required documentation (ex. application, transcripts, letter of reference) and all requested documentation (ex. additional documentation that supports your eligibility that is requested for your application) is received.**

Program Information

The Business Administration Program is two years in length. Students will earn a Certificate after successfully completing 10 specified courses. Students can then obtain a Diploma by completing a second year. There are six required courses in the second year. There are also 12 electives; students must successfully complete four of them to earn a Business Administration Program Diploma. If students successfully complete the indicated four electives, they will earn a Business Administration Program - Accounting Stream Diploma. The Work Experience Option is available to all students but is not a required component of the program. It requires students to participate in two work

placements, one after the first year and one after the second year. This provides students with an opportunity to apply the theoretical knowledge they have learned.

The Business Administration Program may be taken on a full-time or part-time basis. Successful completion of the Program requires hard work, time management skills, organizational skills, a positive attitude, and the ability to deal with stress.

The Business Administration Program was designed to maximize the number of agreements regarding transfer credits with universities and professional associations. The Accounting Stream was designed to assist graduates who wish to work towards a Chartered Professional Accounting (CPA) designation.

Each of the courses in the Business Administration Program will be delivered face-to-face on one or more of the three campuses of Aurora College. As well, some or all of the classes will be delivered through video conferencing to students on the other two campuses. Students will therefore receive face-to-face instruction for some of their courses from an instructor in the classroom, while they will receive instruction for other courses through video conferencing, delivered by instructors on another campus.

Program Objectives

1. To provide students with knowledge and skills in the subject areas of the Business Administration Program.
2. To help students prepare for employment in business, government or non-profit organizations in the NWT.
3. To provide students with a sound educational base so that they can continue their education after graduating and obtain educational or professional credentials.

Completion Requirements

1. Students must complete all course assignments. The passing mark for each course will be 50 percent. However, students must maintain a minimum cumulative average of 60

percent in the Business Administration Program.

2. Certificate students must successfully complete ten courses as specified in the curriculum.
3. Diploma students must successfully complete the six required courses and four electives. Students who complete the four accounting stream electives will earn a Business Administration - Accounting Stream Diploma.
4. Students who choose the optional Work Experience Option must also successfully complete two work placements, one after the first year, and one after the second year.
5. Students who successfully complete the Accounting Stream will receive a Business Administration Program - Accounting Stream Diploma. Students who successfully complete the Diploma year but who did not complete the Accounting Stream will receive a Business Administration Diploma. Students who successfully complete the Work Experience Option will receive a *Business Administration - Work Experience Diploma*, unless they also successfully completed the Accounting Stream, in which case they will receive a *Business Administration Accounting Stream - Work Experience Diploma*.

Document of Recognition:

- Aurora College Business Administration Certificate and/or
- Aurora College Business Administration Diploma

Office Administration

Program Description

The Office Administration Program is intended to provide students with the knowledge and skills necessary for administrative careers in business, government and non-profit organizations. Emphasis is placed on preparing students for employment in the unique work environment in the NWT. The Office Administration program provides students with an opportunity to acquire a Certificate (one-year program) and a Diploma (two-year program).

Office Administration Certificate

All students accepted into the Office Administration Program must initially be enrolled in the Certificate Program. This

program takes one year to complete. It consists of ten courses, each with 45 class hours and worth three credits, and a Practicum. The Certificate Program provides students with the knowledge and skills necessary to succeed in an entry level administrative assistant position in business, government or non-profit organizations. This program concentrates on the practical application of computer technology in the contemporary office workplace.

Office Administration Diploma

Upon completing the Certificate Program (including the Practicum), students may enroll in the Diploma Program. This program takes one year to complete. It consists of ten courses, each with 45 class hours and worth three credits. The Diploma Program provides students with the knowledge and skills necessary to succeed in an executive administrative assistant position in business, government or non-profit organizations. As the program emphasizes specialized organizational and technical skills, students will also be able to succeed in administrative positions in the areas of human resources, payroll, and finance.

Program Eligibility - Certificate

Applicants may be admitted into the Office Administration program based on one of the following pathways: academic and mature student/experiential.

Academic Pathway

Applicants may be considered for admission who have a minimum grade of 65 percent in:

- English 20-2; and
- Math 10C.

Applicants who have completed the Aurora College *Occupations and College Access Program* (OCAP) and have a final grade of 65 percent in:

- English 140; and
- Math 140.

Equivalencies and other post-secondary education may be considered.

Mature Student/Experiential Pathway

Applicants who are 20 years or older, have been out of school for at least one year, and have relevant work/life experience may be considered for admission on an individual basis. Applicants will be required to complete a placement test

Regardless of the pathway for admission, all applicants must:

- Submit official transcripts from high school and post-secondary education.
- Submit a satisfactory* Criminal Records and Vulnerable Sector Check.**

* A record of certain offences may prevent candidates from completing all elements of the program, in particular, securing a practicum placement (see *Aurora College Policy C.21 Practicums/Internships*). As the program includes a required workplace practicum, a satisfactory Criminal Records and Vulnerable Sector Check is mandatory. ** **Prior to being permitted to do the workplace practicum course, students must have submitted their Criminal Records and Vulnerable Sector Check. These are typically required to be submitted by the end of September.**

Depending on the applicant's pathway, they may be requested to submit:

- A resume or other evidence of relevant work/life experience.

Applicant Assessment

Applicants must complete an Aurora College application form and submit official transcripts (high school and post-secondary). A typing speed of 35 words per minute is recommended. Applicants are encouraged to apply early and submit all required and requested documentation.

Applicants who are currently enrolled in one or more of the required academic courses for admission are encouraged to apply early and provide transcripts that demonstrate that they are currently registered in these courses. Applicants may receive a conditional acceptance that is dependent on their successful completion of the required courses

(65 percent or higher). Applicants who are conditionally accepted will be required to provide a final transcript upon completion of the required courses to be fully accepted.

Students who have already completed post-secondary course work in Office Administration or related courses may have transferability into this program. Post-secondary transcripts and course syllabi/outlines will be required for evaluation. Students seeking transfer credit will be required to follow process defined in *Aurora College Policy C.01 Transfer Credit*.

Program Admission

Applicants will be admitted to the program based on how well they meet the program eligibility requirements and on space availability. Graduates of the OCAP/ Office Administration Career Pathway at Aurora College will be given priority in the selection process if they have submitted a complete* application before April 1. Priority consideration for admission will not be considered for applications received on or after April 1. Applications will be processed based on the date that their application is complete**.

Program Eligibility - Diploma

To be eligible for acceptance, an applicant must:

- Possess an Office Administration Certificate; and
- Provide a letter of intent (applies to applicants who completed the Office Administration Certificate more than a year prior to enrolment in the Diploma program).

*** A complete application is one in which all required documentation (ex. application, transcripts, letter of reference) and all requested documentation (ex. additional documentation that supports your eligibility that is requested for your application) is received.**

Program Objectives

1. To provide students with knowledge and skills in the subject areas of the Office Administration Program.
2. To help students prepare for employment in business, government or non-profit organizations in the NWT.
3. To provide students with a sound educational base so that they can continue their education after graduating and obtain educational or professional credentials.

Completion Requirements

1. Students must comply with the specified attendance policy.
2. Students must complete all course assignments.
3. Students must successfully complete every course; the passing mark for each course is 50 percent. However, students must maintain a minimum cumulative average of 60 percent in the Office Administration Program.
4. Certificate students must successfully complete ten courses as specified in this Program Outline, and a Practicum.
5. Diploma students must successfully complete the Certificate Program and a further ten courses as specified in this Program Outline.

Document of Recognition:

- Aurora College Office Administration Certificate and/or
- Aurora College Office Administration Diploma

Northern Leadership Development Program

Program Description

The Northern Leadership Development Program (NLDP) is intended to provide individuals employed in “front line” positions in industry with an enhanced awareness of self, selfexpression, interpersonal skills, decision making, and stress management practices which result in stronger leadership practices. The program objective is to prepare these individuals to advance to more senior positions within their organization.

NLDP uses a variety of best practice leadership models throughout the program’s nine courses, including an emphasis on emotional intelligence. A governing theme throughout the program is centered on the awareness that organizational development practices that utilize emotional intelligence result in measureable achievement including higher team performance and enhanced organizational financial performance.

NLDP is unique in that each student will have an identified leadership mentor located at their place of work to support their growth and their application of what they are learning as they progress through the program. This onsite support is an important element that maximizes each student’s leadership growth and development throughout the program. This program is designed for potential leaders within an organization as well as people new to supervisory or management roles, such as team leaders or front line supervisors.

Program Eligibility

Applicants must be identified by their employer as strong candidates to participate fully in the program and integrate their learning into their respective workplaces. No previous leadership training is required for the NLDP. Aurora College can provide reading comprehension testing when requested, to determine the reading comprehension level of applicants and assist the employer

in identifying appropriate candidates to take the program. The employee must have a designated coach/mentor within his/her company or organization.

Applicant Assessment

Applicants will be accepted based on the recommendation and support of their employer.

Program Admission

Applicants will be admitted based on the program eligibility criteria, subject to space availability.

Program Information

The NLDP courses will be delivered over an academic year. Students will earn a Record of Achievement after successfully completing all of the required modules. Further information about the courses is available in the NLDP Participant Guide which will be provided to the students.

Students must attend all scheduled activities. Modules are usually delivered onsite at an Aurora College location in Yellowknife but some modules may be offered online. Each program course will require attendance on four days. In consideration of the work schedules of the students, the course dates and start and finish times will be scheduled to align with industry-imposed travel arrangements and will be shared as part of the program delivery schedule.

Mentors are requested to attend a Mentoring Workshop (one day, from 9:00am to 5:00am, and part of a second day (from 9:00am to noon) on the last day of the first course, Personal Development), as well as the ninth course, Leadership in Action.

Program Objectives

During the program, students will:

1. Acquire knowledge and skills in the subject areas of leadership development.
2. Develop skills which will allow them to better engage, communicate with, and manage their respective teams in the workplace.
3. Develop a base of leadership skills so that they can continue their leadership

development as they are exposed to increased responsibilities in the workplace.

Completion Requirements

Students must successfully complete all of the courses in the NLDP. To successfully complete a course, a student must attend at least 60 percent of the course hours and participate in the prescribed activities as directed by the facilitator of the course. A student who does not attend 60 percent of the course hours for a course, or who does not participate as directed by the facilitator, will fail the course. The Mentoring Workshop course is to be taken by the mentors of the students, not the students.

Document of Recognition

Record of Achievement



School of Developmental Studies

Adult Literacy and Basic Education

Occupations and College Access Program (OCAP)

University and College
Access Program (UCAP)

Adult Literacy and Basic Education

Offered at all campuses and most Community Learning Centres

the ALBE curriculum used in the ALBE and Access Programs is current and relevant.

Program Description

The Aurora College School of Developmental Studies Department, *Adult Literacy and Basic Education* (ALBE) curriculum includes six levels of study, ranging from basic literacy to coursework at the grade 12 level. Courses in this program enable participants to learn or relearn skills needed to meet employment, personal or educational goals. Participants in the Adult Literacy and Basic Education (ALBE) Program enroll in a program of study according to their personal needs and academic levels. Because of this, time spent in the program will vary for each individual.

Due to the extensive range of courses available, the course offerings will vary at each Aurora College location (Community Learning Centre and Campus). Participants often enroll in the program as a first step toward entering a certificate, diploma, degree or trades program. Students may take ALBE courses on a full-time or part-time basis through either classroom or distance delivery.

Aurora College has developed a *Continuous Quality Improvement (CQI)* process to ensure

Program Eligibility

Individuals who are at least seventeen years of age

Applicant Assessment

Applicants must meet the program eligibility requirements. Aurora College placement tests may be administered to determine an applicant's academic levels. Applicants complete the *Adult Literacy and Basic Education placement tests* to assess English (reading and writing) and math skills. The tools are not pass or fail, but designed to place the learner at an appropriate level. Also, as part of the placement process, Aurora College staff may interview each participant to assess suitability for the program. If secondary school (grades 10-12) transcripts can be provided, a copy of the transcript will also be used to assist with the assessment.

Program Admission

Applicants will be admitted to this program based on their ability to meet the program eligibility requirements.

Program Information

1. Program delivery varies at each program location (community learning centre and/or campus).

- The core program consists of English, Math, Career/Lifework, Career/College, and Prior Learning Assessment Recognition (PLAR) Portfolio Development. Social Studies, Science and Information and Communications Technology (ICT), and the Literacy and Essential Skills courses may be offered as well. Not all courses are available at all locations.
- An NWT Secondary School Diploma may be obtained by adult learners who complete a minimum of 100 credits, of which 55 are specified academic course credits. The balance may be made up through Prior Learning Assessment and Recognition (PLAR), to a maximum of 45 credits for accredited course equivalencies. An application must be completed and documentation must be provided to support PLAR assessment. Completed applications and supporting documentation are to be submitted to the PLAR Evaluation Committee.
- Full-time and part-time students are placed in a program of study based on their interests and needs.
- Most courses are delivered in the classroom, but some courses may be delivered through distance delivery.
- Students attend all scheduled classes in accordance with College and/or Program policy.

Program Objectives

- Develop and apply technology, numeracy and literacy skills to meet personal, employment and educational goals.
- Develop and apply communication skills to communicate effectively and build positive relationships in education, work and personal environments.
- Apply critical thinking skills and engage in reflective practice to problem solve and make decisions.
- Develop and apply academic skills to successfully complete course requirements and to gain admission into college/university programs or employment.

- Develop learning strategies to promote personal, professional and academic growth and to build lifelong learning capacity.
- Develop goal-setting and self-monitoring strategies to foster independence, perseverance and responsibility for their own learning.
- Explore their own culture and the history and cultures of the NWT to contribute to the development a strong cultural identity and a positive personal narrative; and
- Develop a *Prior Learning Assessment and Recognition (PLAR)* portfolio to achieve personal affirmation, gain employment, or obtain a NWT Secondary School Diploma.

Completion Requirements

For ALBE courses levels 110 to 145, the students must achieve 60 percent or greater to complete the course. For ALBE courses levels 150 and 160, Biology 20, Chemistry 20, Physics 20 and Social Studies 20-2, Biology 30, Chemistry 30, and Physics 30, the students must achieve 50 percent or greater to complete the course.

Aurora College and other Colleges/Universities may require higher course pass marks for entrance into specified programs of study.

Document Of Recognition

Record of Participation

NWT Secondary School Diploma may be awarded by the Department of Education, Culture and Employment (ECE) to an adult learner that meets the NWT Secondary School Diploma requirements. Students are required to complete and submit the application directly to ECE.

Adult Literacy and Basic Education Equivalencies

Adult Literacy and Basic Education Equivalencies			
Course	# of hours	Passing Mark	Approximate Grade Equivalency
English 110	180	60% overall	Grades 1-3
English 120	180	60% overall	Grades 4-6
English 130	180	60% overall	Grades 7-9
English 140	180	60% overall	Grades 10-11
English 150	180	50% overall	Grade 12 English Language Arts 30-2
English 160	180	50% overall	Grade 12 English Language Arts 30-1
Math 110	150	60% overall, no exit exam	Grades 1-3
Math 120	150	60% overall	Grades 4-6
Math 130	150	60% overall	Grades 7-9
Math 140	150	60% overall	Grade 10 (Math 10-C)
Math 145	150	60% overall	Grade 11 (Math 20-2)
Math 150	150	50% overall	Grade 12 (Math 30-2)
Math 160	150	50% overall	Grade 12 (Math 30-1)
Career/Life Work 120/130	45	60% overall	-
Career/College 130/140	45	60% overall	-
Science 110	75	60% overall	Grades 1-3
Science 120	100	60% overall	Grades 4-6
Science 130	100	60% overall	Grades 7-8
Science 140	100	60% overall	Grades 9-10
Biology 20	125	50% overall	Grade 11
Chemistry 20	125	50% overall	Grade 11
Physics 20	125	50% overall	Grade 11
Biology 30	125	50% overall	Grade 12
Chemistry 30	125	50% overall	Grade 12
Physics 30	125	50% overall	Grade 12
Social Studies 110	75	60% overall	Grades 1-3
Social Studies 120	75	60% overall	Grades 4-6
Social Studies 130	75	60% overall	Grades 7-8
Social Studies 140	75	60% overall	Grades 9-10
Social Studies 20-2	125	50% overall	Grade 11
Social Studies 150	125	50% overall	Grade 12 Social Studies 30-2 (old 33)
Social Studies 160	125	50% overall	Grade 12 Social Studies 30-1
Information and Communications Technology (ICT) 130	45	60% overall	Grades 7 - 9
Information and Communications Technology (ICT) 140	45	60% overall	Grades 10 - 11

Updated Dec 9, 2021. Approved by Aurora College August 23, 2019
Aurora College Vice-President Community and Extensions and
Chair, Developmental Studies

Occupations and College Access Program

Program Description

The Occupations and College Access Program (OCAP) is under the broader umbrella of the Aurora College School of Developmental Studies. The OCAP Program provides a combination of prerequisite and college preparation courses to enable students to enter the following Aurora College post-secondary programs: Office Administration, Personal Support Worker, Early Learning and Child Care, and Trades and Apprenticeship. OCAP prepares students to enter the following Trades Programs: Camp Cook and Heavy Equipment Operator (HEO); Fundamentals of Carpentry 1; Fundamentals of Electrical 1; and to write the Trades Entrance exams for Carpentry, Electrician, Heavy Equipment Technician, Housing Maintainer, Oil Heat Systems Technician and Plumber/Gasfitter B.

OCAP includes a combination of 85 percent Adult Literacy and Basic Education (ALBE) and 15 percent Specialty Access Courses. The Aurora College School of Developmental Studies has developed ALBE curriculum, which includes six levels of study. The ALBE Courses in OCAP range from the 130 to 140 levels.

Courses in this program enable students to learn or relearn skills needed to meet employment, personal or educational goals. Participants in the Occupations and College Access Program (OCAP) enroll in a program of study according to their career goals and academic levels. Because of this, time spent in the program will vary for each individual.

Due to the extensive range of courses available, the course offerings will vary at each Aurora College campus location. The courses for every Aurora College Career Pathway may not be available at each campus. Participants mainly enroll in the program to

meet prerequisite entry requirements for Aurora College certificate or trade programs. Students may enroll in this program on a full-time basis through classroom and/or distance delivery. Distance delivery of courses may not be available every academic year.

Aurora College has developed a *Continuous Quality Improvement (CQI)* process to ensure the ALBE curriculum used in the Access Programs is current and relevant.

Program Eligibility

Individuals must be at least seventeen years of age and meet specific academic prerequisites depending on career pathway of choice.

Applicant Assessment

Applicants must meet the program eligibility requirements. Applicants may have to complete the placement tests to assess English (reading and writing) and math skills. The tools are not pass or fail, but designed to place the learner at an appropriate level. Also, as part of the placement process, Aurora College staff may interview each participant to assess suitability for the program. If secondary school (grades 10-12) transcripts can be provided, a copy of the transcript will also be used to assist with the assessment.

Program Admission

Applicants will be admitted to this program based on their ability to meet the program eligibility requirements.

Program Information

1. Access Program delivery varies at each campus location.
2. The program consists of 85 percent ALBE courses in English, Math, Science, Social Studies, and Information and Communications Technology (ICT) and 15 percent Specialty Access courses. Not all courses are available at all locations.
3. Full-time students are placed in a program of study based on their interests and needs.
4. Most courses are delivered in the classroom, but some courses may be delivered through distance delivery.
5. Students attend all scheduled classes in

accordance with College and/or Program policy.

Program Objectives

The *Occupations and College Access Program (OCAP)* will provide the students with the opportunity to:

1. Achieve prerequisite courses for entry into the post-secondary programs at Aurora College (*Office Administration, Personal Support Worker, and Early Learning and Child Care*);
2. Achieve prerequisite courses necessary to succeed in the Category A and B Trades and Apprenticeship Programs offered at Aurora College (Camp Cook and Heavy Equipment Operator (HEO); Fundamentals of Carpentry 1; Fundamentals of Electrical 1; and to write the Trades Entrance exams for Carpentry, Electrician, Heavy Equipment Technician, Housing Maintainer, Oil Heat Systems Technician and Plumber/Gasfitter B.)
3. Develop study and workplace skills to prepare students to be successful in their selected post-secondary program and in their future careers;
4. Develop basic skills in specific subject areas using Adult Literacy and Basic Education curriculum (levels 130 and 140);
5. Expand critical and creative thinking skills;
6. Acquire skills, knowledge and attitudes needed to meet personal, employment or educational goals;
7. Explore a range of learning experiences;
8. Apply new knowledge to different situations;
9. Develop career pathways leading directly to employment or entry into further training programs through the study of carefully chosen courses;
10. Identify skills, knowledge and attitudes acquired through life experiences as well as course-based learning; and
11. Upgrade academic qualifications in order to gain direct admission into college/university programs or employment.

Completion Requirements

For all courses, levels 130 to 140, the student must achieve 60 percent or greater to complete the course. The students must achieve 60 percent or greater to complete the Specialty Access courses.


Aurora College Post-Secondary Programs and other Colleges/Universities may require higher course pass marks for entrance into specified programs of study. The course completion requirements for an Aurora College Access Program Record of Achievement are determined by the chosen career pathway. See chart on page 38.

Document of Recognition

Students will receive a Record of Achievement based on completing courses in their selected career pathway.



Occupations and College Access Program Career Pathways

Aurora College Career Pathway	Pre-requisite for Career Pathway	Pathway Completion Requirements	Education & Training Entrance Requirements
Office Administration	ALBE English 130 ALBE Math 120	ENGL 0014: ALBE English 140 (60%) MATH 0014: ALBE Math 140 (60%) COMM 0012: ALBE ICT 140 (60%) 109-001: Occupational Skills Development (60%) COMM 0013: Workplace Communications (60%)	ENGL 0014: ALBE English 140 (60%) MATH 0014: ALBE Math 140 (60%)
Personal Support Worker	ALBE English 130 ALBE Math 120	ENGL 0014: ALBE English 140 (60%) MATH 0014: ALBE Math 140 (60%) SCIE 0014: ALBE Science 140 (60%) 109-001: Occupational Skills Development (60%) COMM 0013: Workplace Communications (60%)	ENGL 0014: ALBE English 140 (60%) NOTE: A criminal record check and Proof of immunization required by health care professionals are required for acceptance into the Personal Support Worker Program.
Early Learning and Child Care	ALBE English 130 ALBE Math 120	ENGL 0014: ALBE English 140 (60%) MATH 0014: ALBE Math 140 (60%) SOST 0014: Social Studies 140 (60%) TRAD 0015: Occupational Skills Development (60%) COMM 0013: Workplace Communications (60%)	ENGL 0014: ALBE English 140 (60%) MATH 0014: ALBE Math 140 (60%) NOTE: A criminal record check and Proof of immunization is required for acceptance into the Early Learning and Child Care Program
Aurora College Career Pathway	Pre-requisite for Career Pathway	Pathway Completion Requirements	Education & Training Entrance Requirements
Trades, Apprenticeship and Industrial Training³	ALBE English 130 ALBE Math 120	ENGL 0014: ALBE English 140 (60%) MATH 001: ALBE Math 140 (60%) SCIE 0014: ALBE Science 140 (60%) TRAD 0015: Occupational Skills Development (60%) TRAD 0014: Trades Preparation I (60%)	See chart below 

Category A	Category B	Category C
Trades Entrance Exam 70% or <ul style="list-style-type: none"> English 10-2/ALBE English 130 (65%) Math 10c/ALBE Math 140 (60%) or Math 10-3/ALBE 130 (65%) Science 10/ALBE Science 140 (60%) 	Trades Entrance Exam 70% or <ul style="list-style-type: none"> English 20-2/ALBE English 140 (60%) Math 10c/ALBE Math 140 (60%) Science 10/ALBE Science 140 (60%) 	Trades Entrance Exam 70% or <ul style="list-style-type: none"> English 10-2/ALBE English 130 (60%) Math 10c/ALBE Math 140 (60%) or Math 10-3/ALBE 130 (65%) Science 10/ALBE Science 140 (60%)

University and College Access Program

Program Description

The *University and Access Program* (UCAP) is under the broader umbrella of the Aurora College School of Development Studies. UCAP provides a combination of prerequisite and college preparation courses to enable students to enter the following Aurora College post-secondary programs: *Nursing, Business Administration, Environment and Natural Resources Technology*.

UCAP includes a combination of 85 percent Adult Literacy and Basic Education (ALBE) and Alberta Education Grade 11 and 12 courses, and 15 percent *Specialty Access* courses. The Aurora College School of Developmental Studies has developed ALBE curriculum, which includes six levels of study. The ALBE Courses in UCAP range from the 140 to 160 levels. Courses in this program enable students to learn or relearn skills needed to meet employment, personal or educational goals. Participants in UCAP enroll in a program of study according to their career goals and academic levels. Because of this, time spent in the program will vary for each individual.

Due to the extensive range of courses available, the course offerings will vary at each Aurora College campus location. The courses for every Aurora College Career Pathway may not be available at each campus. Participants mainly enroll in the program to meet prerequisite entry requirements for Aurora College diploma or degree programs. Students may enroll in this program on a full-time basis through classroom and/or distance delivery. Distance delivery of courses may not be available every academic year.

Aurora College has developed a *Continuous Quality Improvement (CQI)* process to ensure the ALBE curriculum used in the Access Programs is current and relevant.

Program Eligibility

Individuals must be at least seventeen years of

age and meet specific academic prerequisites depending on career pathway of choice.

Applicant Assessment

Applicants must meet the program eligibility requirements. Applicants may have to complete placement tests to assess English (reading and writing) and math skills. The tools are not pass or fail, but designed to place the learner at an appropriate level. Also, as part of the placement process, Aurora College staff will interview each participant to assess suitability for the program and course selection. If secondary school (grades 10-12) transcripts can be provided, a copy of the transcript will also be used to assist with the assessment.

Program Admission

Applicants will be admitted to this program based on their ability to meet the program eligibility requirements. Applicants should also include a personal letter indicating why they want to enter the program.

Program Information

- Access Program delivery varies at each campus location.
- The program consists of 85 percent score courses in English, Math, Science, Social Studies, and Prior Learning Assessment Recognition (PLAR) Portfolio Development and 15 percent Specialty Access courses. Not all courses are available at all locations.
- An NWT Secondary School Diploma may be obtained by adult learners who complete a minimum of 100 credits, of which 55 are specified academic course credits. The balance may be attained through Prior Learning Assessment and Recognition (PLAR), to a maximum of 45 credits for accredited course equivalencies. An application must be completed and documentation must be provided to support PLAR assessment. Completed applications and supporting documentation are to be submitted to the *Adult Recognition Model (ARM)* Evaluation Committee for review.

4. Full-time students are placed in a program of study based on their interests and needs.
5. Most courses are delivered in the classroom, but some courses may be delivered through distance delivery.
6. Students attend all scheduled classes in accordance with College and/or Program policy.

Program Objectives

The University and College Access Program will provide the students with opportunities to:

1. Achieve prerequisite courses for entry into post-secondary programs at Aurora College (*Business Administration, Nursing and Environment and Natural Resources Technology*);
2. Develop writing and research skills to prepare students to be successful in the post-secondary program of their choice;
3. Develop basic skills in specific subject areas using *Adult Literacy and Basic Education* curriculum (levels 140 to 160);
4. Expand critical and creative thinking skills;
5. Acquire skills, knowledge and attitudes needed to meet personal, employment or educational goals;
6. Explore a range of learning experiences;
7. Apply new knowledge to different situations;
8. Develop career pathways leading directly to employment or entry into post-secondary programs through the study of carefully chosen courses;
9. Identify skills, knowledge and attitudes acquired through life experiences as well as course-based learning;
10. Develop a *Prior Learning Assessment and Recognition* (PLAR) portfolio, which can be used for personal affirmation, employment or accredited course equivalencies; and
11. Explore an alternative pathway for adult learners to earn an *NWT Secondary School Diploma*.

Completion Requirements

For all courses levels 140 to 145, the student must achieve 60 percent or greater to

complete the course.

For levels 150 and 160, Biology 20, Biology 30, Chemistry 20, Chemistry 30, Physics 20, Physics 30, Social Studies 20-2 and Social Studies 30-2, the student must achieve 50 percent or greater to complete the course. The students must achieve 50 percent or greater to complete the three UCAP Specialty Courses.

Aurora College post-secondary programs and other colleges/universities may require higher course pass marks for entrance into specified programs of study.

The course completion requirements for an Aurora College Access Program Record of Achievement are determined by the chosen career pathway. See the chart on page 41.

Document of Recognition

Students will receive a Record of Achievement based on completing courses in their selected career pathway.

NWT Secondary School Diploma may be awarded by the Department of Education, Culture and Employment (ECE) to an adult learner who meets the NWT Secondary School Diploma requirements. Students are required to complete and submit the application directly to ECE.

Document of Recognition

Record of Achievement



University and College Access Program Career Pathways

Aurora College Career Pathway	Pre-requisite for Career Pathway	Pathway Completion Requirements	Education & Training Entrance Requirements
Business Administration	English 20-2 and Math 10C or ALBE English 140 and ALBE Math 140 ALBE	ENGL 0015: ALBE English 150 (50%) ENGL 0015: ALBE Math 150 (50%) SOST 0017: Social Studies 20-2 (50%) COMM 0012: ALBE ICT 140 (60%) ENGL 0018: College Composition (50%) ENGL 0019: College Research (50%)	ENGL 0015: ALBE English 150 (50%) ENGL 0015: ALBE Math 150 (50%)
Nursing ² (Bachelor of Science in Nursing or Licensed Practical Nurse (LPN))	English 20-2 or ALBE English 140 ALBE Math 130 ALBE Science 140 or Science 10	ENGL 0015: ALBE English 150 (50%) MATH 0017: ALBE Math 145 (60%) BIOL 0012: Biology 30 (50%) ENGL 0018: College Composition (50%) ENGL 0019: College Research (50%)	ENGL 0015: ALBE English 150 (65%) MATH 0017: ALBE Math 145 (65%) BIOL 0012: Biology 30 (65%) NOTE: A criminal record check is required for acceptance into the Nursing Program.
Social Work	English 20-1 or English 30-2/ALBE English 150 ALBE Math 140 or Math 10C ALBE Science 140 or Science 10	ENGL 0016: English 160 (30-1) (50%) MATH 0015: ABE Math 150 (50%) SOST 0015: Social Studies 150 (Social Studies 30-2) (50%) BIOL 0012: Biology 30 (50%) ENGL 0018: College Composition (50%) ENGL 0019: College Research (50%)	ENGL 0016: ALBE English 160/English 30-1 MATH 0015: ALBE Math 150/Math 30-2 BIOL 0012: Biology 30 SOST 0015: Social Studies 150/Social Studies 30-2 NOTE: Final grade requirements may vary among different southern colleges/universities.
Bachelor of Education	English 20-1 or English 30-2/ALBE English 150 Math 10C or ALBE Math 140 Science 10 or ALBE Science 140	ENGL 0016: ALBE English 160 (30-1) (50%) MATH 0015: ALBE Math 150 (50%) BIOL 0012: Biology 30 (50%) SOST 0015: Social Studies 150 (Social Studies 30-2) (50%) ENGL 0018: College Composition (50%) ENGL 0019: College Research (50%)	ENGL 0016: ALBE English 160 /English 30-1 MATH 0015: ALBE Math 150/Math 30-2 BIOL 0012: Biology 30 SOST 0015: Social Studies 150/Social Studies 30-2 NOTE: Final grade requirements may vary among different southern colleges/universities.
Environment and Natural Resources Technology	English 20-2 and Math 10C or ALBE English 140 ALBE Math 140 ALBE Science 140 or Science 10	ENGL 0015: ALBE English 150 (50%) MATH 0015: ALBE Math 150 (50%) BIOL 0012: Biology 30 (50%) or CHEM 0017: Chemistry 30 (50%) ENGL 0018: College Composition (50%) ENGL 0019: College Research (50%)	ENGL 0015: ALBE English 150 (65%) MATH 0015: ALBE Math 150 (65%) BIOL 0012: Biology 30 (65%) or Physics 30 or Chemistry 30 (65%) Note: Applicants are required to possess or be eligible to obtain a valid Firearms Acquisition and Possession License. Applicants should be physically and mentally fit and prepared for the rigours of field work.

¹The courses for each Aurora College Career Pathway may not be available at each campus.

²It is highly recommended that UCAP students who have chosen the Nursing Career Pathway take the Standard First Aid with CPR-C & AED elective course.

School of Education

Early Learning and Child Care Diploma Certificate in Adult Education

Early Learning and Child Care Diploma

Program Description

The two-year Early Learning and Child Care (ELCC) Diploma Program is designed to prepare students to become educators of young children in a variety of early learning settings, including community early learning centres, home day cares, Head Start programs, and Junior Kindergarten/Kindergarten. Students develop the knowledge and skills necessary to work with families, community stakeholders and other professionals to support children's learning and development.

Emphasis in the program is on the development of inclusive play-based curriculum for children from birth to age 11 with a focus on adapting Indigenous languages, cultures and traditions across the entire curriculum core and delivery model. Students benefit from opportunities to observe the application of best practices and to apply their knowledge in real-world settings as they participate in field placements.

First year courses will allow students to develop a grounding in general early childhood care and learning principles so that graduates can function as assistants in any early childhood setting with moderate support.

Second year courses will help students to develop the knowledge, experience and confidence to function independently as classroom leads in an early childhood setting, with minimal to no additional support required by employers outside of the normal organizational policies and procedures.

The Early Learning and Child Care program is designed to be flexible and accessible. It can be taken full-time onsite or part-time through distance learning. The curriculum was developed to be reflective of the needs of the community. The part-time distance delivery is set up to meet the needs of working Early Learning professionals as well as non-professionals who may want to increase their knowledge and skills through individual courses.

Program Eligibility

Applicants may be admitted into the Early Learning and Child Care program based on one of the following pathways: academic, previous early childhood studies, or mature student/experiential pathways.

Academic Pathway

Applicants may be considered for admission who have:

- A passing grade in English 10-2

Applicants who have completed the Aurora College *Occupations and College Access Program* (OCAP) in the *Early Learning and Child Care Pathway* may also be considered for admission if they have:

- A passing grade in English 140

Equivalencies and other post-secondary education may be considered.

Previous Early Childhood Studies

Applicants who have previously completed courses or programs successfully through Aurora College or other post-secondary institutions will be considered for admission. Students who have successfully completed part-time courses in the Aurora College Early

Childhood Development or Early Learning and Child Care program will be considered for admission.

Mature Student/Experiential Pathway

Applicants who are 20 years or older, have been out of school for at least one year, and have relevant work/life experience such as working in the early childhood field may be considered for admission on an individual basis. Eligibility for the program may be determined through an interview and a placement test or other assessment of written communication. The applicant may be required to submit a resume or other evidence of relevant work/life experience. Knowledge of an Indigenous language and culture may be considered an asset for admission.

Regardless of the pathway for admission, all applicants must submit:

- Official transcripts from high school and post-secondary education, as applicable.
- One letter of interest written by the applicant that demonstrates their interest and experience in a career in the early child care and education field.
- Two letters of reference which demonstrate initiative, a positive attitude, and a genuine interest in working with young children
- A satisfactory* Criminal Records and Vulnerable Sector Check
- A copy of immunization records showing proof of compliance with the NWT Immunization Schedule published by the Department of Health and Social Services, and evidence of tuberculosis screening (*per GNWT Child Day Care Standards Regulation*).

* A record of certain offences may prevent candidates from completing all elements of the program, in particular, working with children, securing work practicum placements (see *Aurora College Policy C.21 Practicums/ Internships*). As the program is experientially based, including embedded work with young children, a satisfactory Criminal Records and Vulnerable Sector Check is mandatory for admission to the program.

Depending on the applicant's pathway, they may be requested to submit:

- A resume or other evidence of relevant work/life experience.
- Evidence of knowledge of an Indigenous language or culture.

Applicant Assessment

Applicants must complete an Aurora College application form, submit official transcripts (high school and post-secondary), provide the results of a recent Criminal Records and Vulnerable Sector Check, provide evidence of current appropriate immunizations, submit a letter of interest, and submit two letters of reference. Applicants are encouraged to apply early and submit all required and requested documentation.

Applicants who are currently enrolled in one or more of the required academic courses are encouraged to apply early and provide transcripts that demonstrate that they are currently registered in these courses. Applicants may receive a conditional acceptance that is dependent on their successful completion of the required courses (50 percent or higher). Applicants who are conditionally accepted will be required to provide a final transcript upon completion of the required courses to be fully accepted.

Applicants will be admitted based on the program's eligibility requirements/pathways, the applicant's interview and written assessment, space availability, and whether they display initiative, a positive attitude and a genuine interest in working with young children. Individuals entering the program may come from a broad range of social development fields or be interested in healthy child development.

Students who have completed the Aurora College Early Childhood Development Certificate may be admitted to the second year of the Early Learning and Child Care Diploma. Students who have successfully completed four part-time courses in the Early Childhood Development or Early Learning and Child Care programs in person or by distance, may be admitted to the program.

Students from other Early Childhood Certificate programs in Canada, seeking entrance into the Diploma program, will be assessed for transfer credit on a course-by-course basis based upon official transcripts and course outlines/syllabi from other Canadian approved post-secondary institutions. Students seeking transfer credit will be required to follow the process defined in *Aurora College Policy C.01 Transfer Credit*.

Program Admission

The ability to communicate effectively with other adults and children and the ability to work as part of a team is also seen to be critically important.

Priority may be given to applicants who have successfully completed at least four part-time in-person or distance courses in the Aurora College Early Childhood Development or Early Learning and Child Care program to permit them to complete the certificate and/or diploma requirements.

Additionally, applicants who are currently enrolled in the Aurora College Occupations and College Access Program (OCAP)/Early Learning and Child Care Pathway at Aurora College will be given priority in the selection process if they have submitted a complete** application before April 1. Priority consideration for admission will not be considered for applications received on or after April 1. Applications will be processed based on the date that their application is complete**.

**** A complete application is one in which all required documentation (ex. application, transcripts, letter of reference) and all requested documentation (ex. additional documentation that supports your eligibility that is requested for your application) is received.**

Program Information

Transfer Agreements

Most courses completed within this program have transferability to the following post-secondary Early Learning and Child Care programs:

- Yukon University

Employment Options

Students who successfully complete all requirements of year one may be eligible to receive the Early Learning and Child Care Certificate. They can potentially find work in daycare centres, nursery schools, playgroups, or as operators of their own daycare homes, or seek employment with Bands, Hamlets, Municipalities, Regional Health and Social Services, health-related fields, Indigenous organizations, community agencies or the Government of the Northwest Territories.

Students who successfully complete all requirements of year two of the Early Learning and Child Care Diploma can potentially find work as Junior Kindergarten teachers, Aboriginal Head Start teachers, Nursery school teachers, managers in daycare centres, playgroups, or seek employment with Bands, Hamlets, Municipalities, Regional Health and Social Services, health-related fields, Aboriginal organizations, community agencies or the Government of the Northwest Territories.

Working titles include daycare worker, childcare teacher, family daycare provider, nursery teacher, special needs worker, kindergarten assistant or aide, child life worker, early childhood educator, and more. The demand for trained early childhood teachers is great and is connected to many leadership roles.

Pre-Requisite/Co-Requisite Requirements

Course pre- or co-requisite requirements may be waived in exceptional circumstances. Permission must be granted by the Chair, School of Education, or designate, who will consult with the course instructor.

Program Objectives

The two-year Early Learning and Child Care Diploma Program is designed to prepare students to become educators of young children in a variety of early childhood settings, including community early learning centres, home day cares, head start programs, and Junior-Kindergarten/Kindergarten teachers. Students develop the knowledge and skills necessary to work with families, community stakeholders and other professionals to support children's learning and development. Emphasis is on the

development of inclusive play-based curriculum for children from birth to age eleven with a focus on adapting Indigenous languages, cultures and traditions across the entire curriculum core and delivery models. Students benefit from opportunities to observe the application of best practices and to apply their knowledge in real-world settings as they participate in field placements.

The *Early Learning and Child Care Diploma program* builds on the success of Aurora College's face-to-face early childhood development program offerings. The two-year ELCC Diploma program is designed to enable graduates to:

1. Improve the level of care and education to children from birth to 11 years of age with a focus on the critical developmental years from birth to six years of age;
2. Enhance the preservation and promotion of Indigenous cultures, languages and traditional values;
3. Support families in their search for high quality early learning and child care services to promote the well-being of their children while they work or go to school;
4. Improve the developmental outcomes of children whose social, emotional and academic future may be compromised, thereby improving children's academic outcomes and future wages, reducing income inequality and assisting in bringing many families out of poverty;
5. Increase employment opportunities through both the development of trained professionals who can fill the demand for new educators, as well as the provision of supervision and care services that enable parents, especially women wishing to enter the workforce, to contribute to the GNWT's growing economy.

Year one of the ELCC Diploma program will provide students with a grounding in general early childhood care and learning principles so that graduates can function as assistants in any early childhood setting with moderate support.

At the completion of year one, the student will be able to:

- Recognize and describe normal patterns of growth and development in infants, toddlers, preschoolers and young school-age children;
- Plan safe and appropriate living and playing environments for children in group care;
- Set up and maintain a secure, healthy home daycare environment for young children;
- Develop and practise the skills necessary for the operation and management of home child care;
- Understand and implement GNWT Legislation and standards for family home care, including First Aid and CPR;
- Be knowledgeable of basic child health and safety practices and promote them;
- Support healthy children by identifying, developing and designing appropriate programs and services;
- Recognize that traditional knowledge, languages and values are important for the growth and development of healthy children;
- Understand the skills for working with families and building strong centre-home ties;
- Be knowledgeable of needs identification and intervention techniques;
- Learn about the various agencies, their roles, responsibilities and the partnerships which exist at the local, regional, territorial, national and international levels; and
- Develop appropriate communication skills (facilitation, counselling, report and letter writing) and use problem-solving strategies.

Upon successful completion of the second year of the ELCC Diploma Program, graduates will have the knowledge, experience and confidence to function independently as classroom leads in any early childhood setting, with minimal to no additional support required by employers outside of the normal organizational policies and procedures. This would include the advanced ability to:

- Design and implement high quality care and learning curriculum programs and pedagogies for children birth to eleven years of age and their families, with a special focus on the foundational years of birth to six;
- To creatively administer these programs so as

to preserve and promote Indigenous languages, cultures and traditional knowledge;

- Establish and maintain inclusive early learning environments that support diverse, equitable and accessible developmental and learning opportunities for all children and their families;
- Establish and maintain responsive relationships with individual children, groups of children, families, colleagues and community partners;
- Assess, develop and maintain safe, healthy and quality early learning environments which meet the requirements of current legislation, agency policies and evidence-based practices in early learning;
- Prepare and use professional written, verbal, nonverbal and electronic communications when working with children, families, colleagues, employers, and community partners;
- Select and use a variety of screening tools, observation and documentation strategies to review, support and promote children's learning across the continuum of early childhood development;
- Design, implement and evaluate inclusive and play-based early learning curriculum and programs that support children's holistic development and are responsive to individual children's and groups of children's observed abilities, interests and ideas;
- Apply a developing personal philosophy of early learning in accordance with ethical and professional standards of early childhood education practice;
- Advocate for quality early learning environments and collaborate with members of the early learning team, families and community partners to establish and promote such settings;
- Engage in reflective practice, develop learning goals and maintain an ongoing professional development plan in accordance with evidence-based practices in early learning and related fields.

Completion Requirements

Students may exit this face-to-face Diploma program being offered in Yellowknife with either a one-year Certificate or two-year Diploma.

Early Learning and Child Care Certificate completion

Students must successfully complete the required 34 credits of course work. Students admitted to the program PRIOR to July 1, 2017, will be required to meet the Certificate course completion requirements identified in the approved Early Childhood Development program outline signed by the President, Aurora College, in November 2014.

Early Learning and Child Care Diploma completion

Students must successfully complete a certificate year and the required 37 credits of course work identified in the diploma year (Program 140, 200 level courses).

Documents of Recognition

Aurora College Early Learning and Child Care Certificate

Aurora College Early Learning and Child Care Diploma

Certificate in Adult Education

Program Description

The Aurora College Certificate in Adult Education is a program designed to provide learning opportunities that will support people with an interest in the field of Northern Adult Education. The program is multi-level, cross-cultural, and self-directed. It serves to provide skills and knowledge to a broad range of participants, including college instructors, those preparing to enter the field of Adult Education, Community Educators, Program and Curriculum Planners, Administrators, Training Officers, Human Resource Planners, and Social & Health Care providers.

The program consists of nine three-credit courses and a three-credit practicum. The courses are delivered in a variety of ways and in many locations in the Northwest Territories.

Program Admission

Admission is based on seat availability and the following criteria:

- A high school diploma including credit for English 30-2 or completion of the Aurora

College placement test at the English 150 level.

- A one-page letter of interest and two letters of reference.
- A strong interest in working in the field of Adult Education.

Program Objectives

1. To provide opportunities for individuals currently involved in the field of Adult Education in the North to increase their knowledge and skills;
2. To provide an introduction to the skills and knowledge needed for those wishing to begin work as Northern Adult Educators;
3. To provide an opportunity for participants to obtain formal post-secondary credentials in Adult Education;
4. To provide an opportunity to participate in a Northern Adult Education environment with colleagues, mentors, and supervisors in the areas of instructional design and delivery, curriculum development, program administration, and group facilitation; and
5. To provide opportunities for professional development in educational technologies and delivery formats developed specifically for Northern Adult learners.

Completion Requirements

Participants must successfully complete all components of the program.

Document of Recognition

Aurora College Certificate



School of Health & Human Services

Bachelor of Science in Nursing Licensed Practical Nurse (LPN)

– Bridge In to BSN Program Practical Nurse Diploma

Personal Support Worker Certificate Community Health Representative Certificate

Bachelor of Science in Nursing

Program Description

The overall purpose of this program is to educate nurses to work with individuals, families, groups and communities in a variety of settings guided by a health promotion perspective with an ethic of caring. The program will assist students to develop sensitivity to people's experiences of health, healing, and health promotion by being cognizant of nurse's professional roles. Students will learn to work as partners with clients and other health care providers. Through their understanding of, and participation in, the changing health care system, graduates will be active participants in creating health for all. The program is offered through a degree-granting partnership with the University of Victoria.

Program Eligibility

Applicants may be admitted into the Bachelor of Science in Nursing program based on one of the following pathways: academic and previous nursing studies.

Academic Pathway

Applicants may be considered for admission who have a minimum final grade of 65 percent

in each of:

- English 30-2;
- Math 20-2;
- Biology 30; and
- One of Biology 20, Chemistry 20 or Physics 20.

Applicants who have completed the Aurora College *University and College Access Program* (UCAP) in the Nursing Pathway may also be considered for admission if they have a minimum final grade of 65 percent in each of:

- Aurora College English 150;
- Aurora College Math 145;
- Biology 30; and
- One of Biology 20, Chemistry 20 or Physics 20.

Equivalencies and other post-secondary education may be considered.

Previous Nursing Studies

Students who have successfully completed nursing courses may be eligible to receive transfer credit. Additionally, applicants who are registered licensed practical nurses who complete the Aurora College LPN Bridge-In Program may be eligible for admission with advanced standing.

Regardless of the pathway for admission, all applicants must:

- Submit official transcripts from high school

and post-secondary education, as applicable.

- Submit a letter from a work or school related reference that highlights the applicant's preparedness for an academically challenging program and for a career as a Registered Nurse.
- Submit a satisfactory* Criminal Records with Vulnerable Sector Check.**
- Submit a copy of immunization records showing proof of compliance with the NWT Immunization Schedule published by the Department of Health and Social Services, and evidence of tuberculosis screening.**

* A record of certain offences may prevent candidates from completing all elements of the program, in particular, working with clients and securing practicum placements (*see Aurora College Policy C.21 Practicums/Internships*). As the program is practice based, including working with clients, a satisfactory Criminal Records and Vulnerable Sector Check is mandatory.

** Prior to working with clients, students must have submitted their Criminal Records and Vulnerable Sector Check, proof of CPR/First Aid certification, and current immunization record. These are typically required to be submitted by the end of September.

Depending on the applicant's pathway, they may be advised/requested to submit:

- A resume or other evidence of relevant work/life experience.
- A letter outlining why they should be considered for priority admission based on the criteria outlined in the Program Admission section below.

Applicant Assessment

Applicants must complete an Aurora College application form, submit official transcripts (high school and post-secondary), and a letter of reference to be considered for admission. Applicants are encouraged to apply early and submit all required and requested documentation.

Applicants who are currently enrolled in one or more of the required academic courses for admission are encouraged to apply early

and provide transcripts that demonstrate that they are currently registered in these courses. Applicants may receive a conditional acceptance that is dependent on their successful completion of the required courses (65 percent or higher). Applicants who are conditionally accepted will be required to provide a final transcript upon completion of the required courses to be fully accepted.

Students who have already completed post-secondary course work in nursing or related courses such as Practical Nursing may have transferability into this program. Post-secondary transcripts and course syllabi/outlines will be required for evaluation. Students seeking transfer credit will be required to follow process defined in *Aurora College Policy C.01 Transfer Credit*.

Program Admission

Applicants will be admitted to the program based on how well they meet the program eligibility requirements and on space availability. Indigenous persons, long-term residents of the NWT*, and graduates of the UCAP/Nursing Career Pathway at Aurora College will be given priority in the selection process if they have submitted a complete** application before April 1. Priority consideration for admission will not be considered for applications received on or after April 1. Applications will be processed based on the date that their application is complete**.

*** Preference will be given to longer-term northern residents from the Northwest Territories, the Yukon and Nunavut before short-term residents of one year or less.**

**** A complete application is one in which all required documentation (ex. application, transcripts, letter of reference) and all requested documentation (ex. additional documentation that supports your eligibility that is requested for your application) is received.**

Program Information

This is a four-year Baccalaureate program. In some cases, due to the limited availability

of clinical placements, students may have to relocate for the consolidated clinical semesters.

The Aurora College BSN program follows the Requisite Skills and Abilities guidelines of the Registered Nurses Association of the Northwest Territories and Nunavut (RNANT/NU). The nursing practice environment requires that nursing students have basic skills and abilities including: mental process of perception, memory, judgement and reasoning; written, verbal, and non-verbal communication; ability to conduct themselves in a professional manner; ability to work with others in a professional relationship; demonstration of the physical abilities required of a health care environment; sensory perception abilities; and ability to work in challenging environments (RNANT/NU, 2012). Applicants who question whether they have the skills and abilities to apply and successfully progress through the nursing program should contact the nursing program to determine if nursing is an appropriate career choice, and/or identify areas potentially requiring accommodation. For further detail on the requisite skills and abilities, potential applicants should refer to the document, *Becoming a Registered Nurse in the Northwest Territories and Nunavut; Requisite Skills and Abilities* (RNANT/NU, 2012) from (www.RNANTNU.ca).

The nursing program is a practice-based program and clinical experiences are mandatory. This may require working days, evenings, nights, weekends, and statutory holidays.

Program Objectives

Upon completion of the program students will have the knowledge and skills needed to:

1. Promote health and well-being by providing quality nursing care across a variety of contexts and with diverse populations.
2. Be accountable and ethical Registered Nurses who provide care and make decisions based on relationships with others, nursing knowledge and other forms of inquiry.

3. Demonstrate leadership that influences Registered Nursing practice and health care at professional, social, environmental, economic, and political levels by anticipating and responding to the changing needs of society.
4. Engage in intentional critical inquiry and self-reflection to facilitate life-long learning.
5. Contribute Registered Nursing knowledge and voice to interprofessional and team-based collaborations to optimize health outcomes and strengthen health services and systems.
6. Registered Nursing Practice will be shaped by understanding the historical and current social realities that result in anti-Indigenous racism, and which negatively impact Indigenous health and well-being. This curriculum is committed to enacting the principles of the *Truth and Reconciliation Commission* (TRC) and the *United Nations Declaration on the Rights of Indigenous Peoples* (UNDRIP).

Completion Requirements

Students are required to complete all courses in the nursing program. The pass mark for all courses is 60 percent and students must maintain a grade point average of 65 percent for the duration of the program.

The Baccalaureate degree must be completed within seven years of commencing the program.

Document of Recognition:

University of Victoria at Aurora College
Bachelor of Science in Nursing Degree

Licensed Practical Nurse – Bridge In (to BSN) Program

Program Description

This program offers a bridge course for Licensed Practical Nurses. Upon successful completion of this course LPNs can enter into Year 2 of the Bachelor of Science in Nursing (BSN) program.

See BSN program for further details.

Program Eligibility/Assessment

Applicants must submit:

- Aurora College application;
- Proof of a Canadian Practical Nurse license;
- Practical Nurse Program transcripts that indicate achievement of diploma;
- Work-related reference; and
- Resume that indicates a minimum of one year experience as a LPN.

Aurora College recognizes prior learning which has taken place in formal learning experiences or through employment. Licensed Practical Nurses who are interested in exploring prior learning should speak to the Senior Instructor regarding recognition of prior learning.

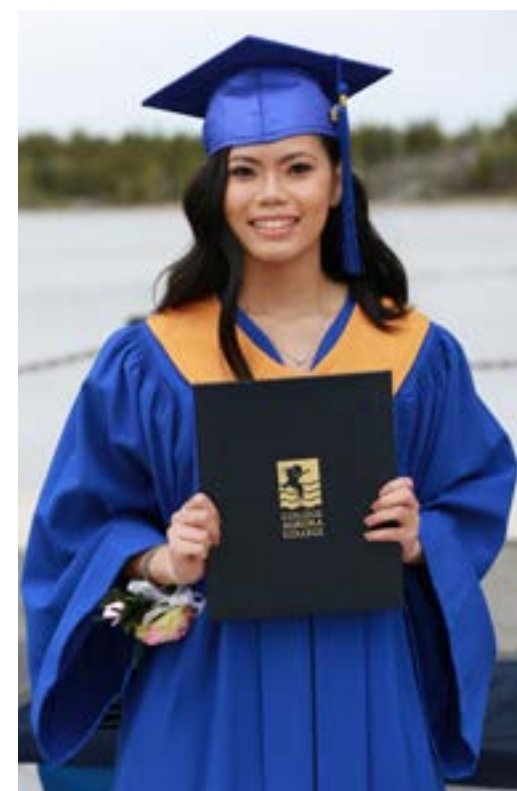
Program Admission

- Five LPNs are accepted every two years
- See BSN program for further details.

Preference will be given to longer-term northern residents from Northwest Territories, Yukon and Nunavut before short-term residents of one year or less.

Completion Requirements

All course work must be successfully completed.



Practical Nurse Diploma

(Program not offered every year)

Program Description

This program provides students with the knowledge and skills needed to enter employment as beginning practitioners. Upon successful completion of the program, students will be eligible to write the *Canadian Practical Nurse (PN) Registration Exam (CPNRE)*. Upon successful completion of these examinations the student will be eligible to apply for licensure with the Government of the Northwest Territories.

Courses are offered in a combination of settings including classroom, laboratory, and clinical practice. The program covers concepts and skills related to health and nursing, basic microbiology, human anatomy, physiology and pathophysiology, human growth and development, psychology, and nursing theory. In recognition that the North is culturally diverse, the constructs of Traditional Knowledge and health/healing practices are woven throughout the curriculum. Clinical practicums occur in a wide variety of settings throughout the Northwest Territories. Students may need to travel to meet program requirements

Program Eligibility

Applicants may be admitted into the Practical Nursing program based on one of the following pathways: academic and previous nursing education.

Academic Pathway

Applicants may be considered for admission who have a minimum final grade of 60 percent in each of:

- English 30-2;
- Math 20-2; and
- Biology 30.

Applicants who have completed the Aurora College *University and College Access Program (UCAP)* in the Nursing Pathway may also be considered for admission if they have

minimum final grades of 60 percent in each of:

- Aurora College English 150;
- Aurora College Math 145; and
- Biology 30.

Equivalencies and other post-secondary education may be considered.

Previous Nursing Education

Students who have successfully completed nursing courses may be eligible to receive transfer credit.

Regardless of the pathway for admission, all applicants must:

- Submit official transcripts from high school and post-secondary education, as applicable.
- Submit a letter from a work or school related reference that highlights the applicant's preparedness for an academically challenging program and for a career as a Licensed Practical Nurse.
- Submit a satisfactory* Criminal Records with Vulnerable Sector Check.**
- Submit a copy of immunization records showing proof of compliance with the NWT Immunization Schedule published by the Department of Health and Social Services, and evidence of tuberculosis screening.**

* A record of certain offences may prevent candidates from completing all elements of the program, in particular, working with clients and securing practicum placements (see *Aurora College Policy C.21 Practicums/ Internships*). As the program is practice based, including working with clients, a satisfactory Criminal Records and Vulnerable Sector Check is mandatory.

** Prior to working with clients, students must have submitted their Criminal Records and Vulnerable Sector Check, proof of CPR/First Aid certification, and current immunization record. These are typically required to be submitted by the end of September.

Depending on the applicant's pathway, they may be advised/requested to submit:

- A resume or other evidence of relevant work/life experience.

- A letter outlining why they should be considered for priority admission based on the criteria outlined in the Program Admission section below.

Applicant Assessment

Applicants must complete an Aurora College application form, submit official transcripts (high school and post-secondary), and a letter of reference to be considered for admission. The Practical Nursing program is in high demand. Applicants are encouraged to apply early and submit all required and requested documentation.

Applicants who are currently enrolled in one or more of the required academic courses for admission are encouraged to apply early and provide transcripts that demonstrate that they are currently registered in these courses. Applicants may receive a conditional acceptance that is dependent on their successful completion of the required courses (60 percent or higher). Applicants who are conditionally accepted will be required to provide a final transcript upon completion of the required courses to be fully accepted.

Students who have already completed post-secondary course work in practical nursing or related courses may have transferability into this program. Post-secondary transcripts and course syllabi/outlines will be required for evaluation. Students seeking transfer credit will be required to follow process defined in *Aurora College Policy C.01 Transfer Credit*.

Program Admission

Applicants will be admitted to the program based on how well they meet the program eligibility requirements and on space availability. Indigenous persons, long-term residents of the NWT*, and graduates of the *UCAP/Nursing Career Pathway* at Aurora College will be given priority in the selection process if they have submitted a complete** application before April 1. Priority consideration for admission will not be considered for applications received on or after April 1. Applications will be processed based on

the date that their application is complete**.

* Preference will be given to longer-term northern residents from the Northwest Territories, the Yukon and Nunavut before short-term residents of one year or less.

**** A complete application is one in which all required documentation (ex. application, transcripts, letter of reference) and all requested documentation (ex. additional documentation that supports your eligibility that is requested for your application) is received.**

Program Information

This is a two-year diploma program, which includes: fall, winter and spring semesters in both years.

The Aurora College Practical Nurse program follows the Requisite Skills and Abilities of the *Canadian Council for Practical Nurse Regulators (CCPNR)*. The nursing practice environment requires the practical nurses have basic skills and abilities including: mental process of perception, memory, judgement and reasoning; written, verbal, and non-verbal communication; ability to conduct themselves in a professional manner; ability to work with others in a professional relationship; demonstrate the physical abilities required of a health care environment; sensory perception abilities; and ability to work in challenging environments (*CCPNR, 2013*). Applicants who question whether they have the skills and abilities to apply and successfully progress through the Practical Nurse program should contact the program to determine if practical nursing is an appropriate career choice, and/or identify areas potentially requiring accommodation.

For further detail on the requisite skills and abilities, potential applicants should refer to the document, *Becoming a Practical Nurse in Canada; Requisite Skills and Abilities* (CCPNR, 2013) from www.ccpnr.ca.

The Practical Nurse program is practice-based; clinical experiences are mandatory. This may require working days, evenings, nights, weekends, and statutory holidays.

Due to the limited availability and nature of clinical placements, students may need to relocate for clinical experiences.

Program Objectives

The purpose of the program is to prepare graduates who are able to provide health care services that meet the unique needs of the Northwest Territories. The successful completion of the PN program will enable the graduate to:

1. Assess, plan, implement, and evaluate care for clients as an entry level practical nurse;
2. Demonstrate leadership and critical thinking skills as accountable practitioners working with individuals and families in community and facility settings;
3. Collaborate with the health care team to provide culturally safe, holistic care across the life span;
4. Demonstrate commitment to lifelong learning and professional growth; and
5. Demonstrate entry to Practice Competencies for Licensed Practical Nurses established by the Canadian Council for Licensed Practical Nurse Regulators (CCPNR).

Completion Requirements

Students are required to complete all courses and assignments in the program. The pass mark for all courses is 60 percent.

The diploma must be completed within five years. Availability of courses beyond the two-year full-time offering is dependent on funding and/or recognition from another postsecondary institution offering a practical nurse program.

Document of Recognition

Aurora College Practical Nurse Diploma

Personal Support Worker

Program Description

The Personal Support Worker program prepares people to work in a variety of community health care settings. PSWs work closely with people to

promote and maintain physical, psychological, and social well-being. They work as part of the health care team providing basic care, assistance and support with activities of daily living.

Program Eligibility

Applicants may be admitted into the Personal Support Worker program based on one of the following pathways: academic, mature student/experiential and previous related studies.

Academic Pathway

Applicants may be considered for admission who:

- Are at least 18 years of age; and
- Have successfully completed English 10-2.

Applicants who have completed the Aurora College Occupations and College Access Program (OCAP) in the Personal Support Worker Pathway may also be considered for admission if they have:

- Successfully completed Aurora College English 140.

Equivalencies and other post-secondary education may be considered.

Previous Studies

Students who have successfully completed related courses may be eligible to receive transfer credit. Applicants who have completed part-time courses in the Personal Support Worker program, or who are interested in having their prior learning recognized should speak to the Aurora College Registrar or the Program Head, Health Programs regarding transfer credits and Prior Learning Assessment and Recognition.

Mature Student/Experiential Pathway

Applicants who are 20 years or older, have been out of school for at least one year, and have relevant work/life experience may be considered for admission on an individual basis. Eligibility for the program may be determined through an interview and/or placement test. The applicant may be required to submit a resume or other relevant work/life experience.

Regardless of the pathway for admission, all applicants must:

- Submit official transcripts from high school and post-secondary education, as applicable.
- Submit a satisfactory* Criminal Records and Vulnerable Sector Check.**
- Submit a copy of immunization records showing proof of compliance with the NWT Immunization Schedule published by the Department of Health and Social Services, and evidence of tuberculosis screening.**

* A record of certain offences may prevent candidates from completing all elements of the program, in particular, working with clients and securing practicum placements (see *Aurora College Policy C.21 Practicums/Internships*). As the program is practice based, including working with clients, a satisfactory Criminal Records and Vulnerable Sector Check is mandatory. ** Prior to working with clients, students must have submitted their Criminal Records and Vulnerable Sector Check, proof of CPR/First Aid certification, and current immunization record. These are typically required to be submitted by the end of September.

Depending on the applicant's pathway, they may be advised/requested to submit:

- A resume or other evidence of relevant work/life experience.
- A letter outlining why they should be considered for priority admission based on the criteria outlined in the Program Admission section below.

Applicant Assessment

Applicants must complete an Aurora College application form, submit official transcripts (high school and post-secondary) to be considered for admission. Applicants are encouraged to apply early and submit all required and requested documentation.

Applicants who are currently enrolled in one or more of the required academic courses for admission are encouraged to apply early and provide transcripts that demonstrate that they are currently registered in these courses. Applicants may receive a conditional acceptance

that is dependent on their successful completion of the required courses. Applicants who are conditionally accepted will be required to provide a final transcript upon completion of the required courses to be fully accepted.

Students who have already completed post-secondary course work in related courses may have transferability into this program. Post-secondary transcripts and course syllabi/outlines will be required for evaluation. Students seeking transfer credit will be required to follow process defined in *Aurora College Policy C.01 Transfer Credit*.

Program Admission

Applicants will be admitted to the program based on how well they meet the program eligibility requirements and on space availability. Indigenous persons, long-term residents of the NWT*, and graduates of the OCAP/Personal Support Worker Career Pathway at Aurora College will be given priority in the selection process if they have submitted a complete** application before April 1. Priority consideration for admission will not be considered for applications received on or after April 1. Applications will be processed based on the date that their application is complete**.

*** Preference will be given to longer-term northern residents from the Northwest Territories, the Yukon and Nunavut before short-term residents of one year or less.**

**** A complete application is one in which all required documentation (ex. application, transcripts, letter of reference) and all requested documentation (ex. additional documentation that supports your eligibility that is requested for your application) is received.**

Program Information

The program is designed to be flexible in its format. It may be offered full-time, part-time, using online courses, or in a modular format. The curriculum of the program is designed to be reflective of the program needs of the community. Each course has core curriculum,

principles and theory that can accommodate the focus of the specific community needs.

Program Objectives

Upon completion of the program students will have the knowledge and skills needed to:

1. Under supervision, assess, plan, implement, and evaluate care for people and families in the community;
2. Safely apply the knowledge and skills from the program in the practical area;
3. Demonstrate organizational and time management skills;
4. Practise in a safe, ethical and legally responsible manner;
5. Integrate traditional knowledge in the care giving setting;
6. And will have:
7. Obtained CPR certification for infants, children and adults; and
8. Obtained Standard First Aid Certification.

Completion Requirements

To receive a certificate, students are required to complete all courses, including practica, within three years.

Document of Recognition

Aurora College Personal Support Worker Certificate

Community Health Representative Certificate

(Offered based on learning needs of Health Authorities and NWT employees currently in the CHR role)

Program Description

The Community Health Representative (CHR) program is designed to provide the graduate with a sound basic knowledge in community health education, health promotion, injury prevention and community development. The Community Health Representative graduate will be able to assess community health needs, client health education needs, and will work with the community to improve health and well-being.

Program Eligibility

Applicants must be at least 18 years of age and have successfully completed English at a grade 10 level or ALBE English equivalent.

Applicant Assessment

If a mature student applicant does not meet the program eligibility, they may be required to write an Aurora College placement test to assess reading and writing skills.

Program Admission

Applicants will be admitted to this program based on program eligibility and upon recommendation from the health authorities in the NWT.

Program Information

This program is designed to be flexible in format and delivery, and the curriculum is designed to reflect community needs. Students attain core competencies for Community Health Representatives while examining specific community needs. If the student has not worked in the role of a CHR then a consolidation field practicum is required once all course work is completed.

Program Objectives

Upon completion of the program students will:

1. Develop the knowledge, skills and judgement required of a CHR;
2. Learn to develop, implement and evaluate activities, programs and events that respond to community needs in a culturally safe manner;
3. Develop understanding, awareness and skills in health promotion and disease prevention;
4. Demonstrate professionalism and collaboration with clients and the health care team.

Completion Requirements

All course work must be successfully completed.

Document of Recognition:

Aurora College Certificate

School of Trades, Apprenticeship & Industrial Training

Apprenticeship Programs

Carpenter
Electrician (Construction)
Heavy Equipment Technician
Housing Maintainer
Plumber/Gasfitter B
Oil Heat Systems Technician

Industrial Training

Building Trades Helper
Camp Cook
Fundamentals of Carpentry 1
Fundamentals of Electrical 1
Heavy Equipment Operator

Mining Programs

Geoscience Field Assistant
Introduction to the Mining Industry
Mineral Processing Operator
Surface Miner
Underground Miner

Apprenticeship Programs

Offered at Thebacha Campus

GNWT Department of Education, Culture and Employment (Apprenticeship Division) in cooperation with Aurora College (Thebacha Campus) offers the following Apprenticeship training programs on an on-going basis:

- Carpenter
- Electrician (Construction)
- Heavy Equipment Technician
- Housing Maintainer
- Plumber/Gasfitter B
- Oil Heat Systems Technician

All apprenticeship entrance requirements are set by the Apprenticeship Division and these, as well as complete course outlines, are available from Apprenticeship Training offices.

Apprenticeship is the method of gaining training and knowledge through working in

a chosen profession and attending formal training on a yearly basis. For most trades this means working as an apprentice for on-the-job training, supplemented by eight weeks of technical training at an educational institution each year.

To apply, or for further information, contact your regional Department of Education, Culture and Employment Service Centre:

Beaufort Delta ECE Service Centre

Inuvik (867)777-7365

Deh Cho ECE Service Centre

Fort Simpson (867)695-7338

North Slave ECE Service Centre

Yellowknife (867)766-5100

Sahtu ECE Service Centre

Norman Wells (867)587-7157

South Slave ECE Service Centres

Fort Smith (867)872-7425

Hay River (867)874-5050

Geoscience Field Assistant

Program Description

The five-week (150-hour) Geoscience Field Assistant training program was developed to provide participants with the skills and knowledge required to function as productive field assistants in the geoscience and mineral exploration sectors.

The program includes core courses that focus on technical skills required of field assistants, as well as safety-oriented modules necessary for those working in remote camp settings.

Courses include: Introduction to the Role of a Geoscience Field Assistant; Communications and Team Work; Introduction to Orienteering; Applied Computer and Technology Skills; Basic Geology; Sampling; Prospecting; Claim Staking and Mineral Tenure; Geophysical Surveying and Grids; Introduction to Mineral Exploration; Wilderness Safety and Survival; Fixed Wing and Rotary Aircraft Safety; Field Camp Skills; Problem Solving and Decision Making; and Document Use and Data Entry.

The program also has a selection of additional courses so that the delivery can be tailored to the needs of specific industry and/or community clients.

Program Eligibility

Applicants must be:

- 18 years of age or older
- Operating at a Grade 9 level of reading, writing and mathematics

NOTE: Experience working in remote locations in a camp environment is an asset

Applicant Assessment

The applicants must submit documents demonstrating that they meet the eligibility requirements above. In addition, applicants should be aware that employers will generally be seeking field assistants who are:

- In good physical condition
- Comfortable with working on the land
- Prepared to deal with being away from home for extended periods of time
- Self-reliant

Applicants may be required to complete an assessment test.

Program Admission

Applicants will be admitted to the program based upon program eligibility and applicant assessment results.

Program Information

The program is based on 25 days with six hours per day, for a total of five weeks. The duration can be compressed to four weeks by training six days per week.

Delivery of components of this program at a geoscience field camp or exploration site is strongly encouraged, if a supportive company is able to accommodate a visit, and if sufficient funds are available for transportation of students and supplies. For example, the core courses 038-107 Prospecting, 038-113 Wilderness Safety and Survival, and 038-115 Field Camp Skills might all be covered in a six-or seven-day visit. The total duration of the program should not change if core components are delivered at a camp.

Program Objectives

To provide participants with the skills and knowledge required to be safe and productive geoscience and/or mineral exploration field assistants, who will:

1. Acquire the knowledge, skills and attitudes required of Geoscience Field Assistants including the roles and responsibilities of employers, project managers and Geoscience Field Assistants and associated working conditions, places and types of work.
2. Establish effective teamwork skills including the principles and practices of communication, teamwork, conflict resolution, traditional knowledge sensitivities, problem solving and decision making.
3. Understand the basics of land navigation including traditional and historic techniques, the interpretation of topographic maps, use of the magnetic compass, and use of Global Positioning System (GPS).

4. Establish basic knowledge and skills required to operate computers, digital cameras, handheld radios, SPOT (Système Pour l'Observation de la Terre) satellite messengers and satellite phones.
5. Understand basic geological concepts and principles including the importance of the field of geology, uses of the Geological Map of Canada, and the basic geology of the NWT.
6. Understand the processes and reasons for gathering geoscience samples including the common types of samples gathered, the purpose for gathering each type of sample, and common sampling methods.
7. Understand prospecting in the NWT including the purpose and history of prospecting, the importance of prospecting to the exploration process, and the common types of mineral exploration in the NWT.
8. Understand claim staking and mineral rights in the NWT including mineral tenure, obtaining a prospector's licence, staking a claim, and the primary and basic differences between mineral exploration and oil and gas exploration rights.
9. Understand the reasons and processes for conducting surveys and creating grids and grid lines including the purpose of surveying and common surveying methods.
10. Understand the phases and life cycles of mineral exploration programs and mining operations.
11. Establish effective practices to document and interpret day-to-day information typically encountered in the field.
12. Understand safety procedures and practices including Wilderness First Aid (First Aid, CPR-A, Basic Wilderness Survival), Bear Safety, basic passenger safety procedures when operating in or around fixed wing and rotary aircraft, and Personal Protective Equipment (PPE).
13. Develop the knowledge and skills to set up and maintain a functional field camp including planning, logistics and operations, required camp equipment, food handling and storage, waste and garbage storage and removal, and fuel handling.

Completion Requirements

Participants must complete all core courses in order to complete the program.

Document of Recognition

Aurora College Record of Achievement

Introduction to the Mining Industry

Program Description

The four-week (120 hour) Introduction to the Mining Industry Program will introduce participants to the mining industry in Canada and the NWT. This will include providing an understanding of careers in underground and surfacing mining and mineral processing based on the Mining Industry Human Resources Council (MIHR) National Occupational Standards. In this program, students will be introduced to the industrial workplace; mining operations in Canada and the NWT; mining career opportunities; life at NWT mines; mine safety; and mine equipment used in the northern mining environment.

Program Eligibility

To be considered for the program, applicants must meet each of the criterion listed below:

- Minimum 18 years of age prior to commencement of the training program;
- Minimum of Grade 9 Mathematics and English, and/or successful completion of Adult Literacy and Basic Education equivalents with transcripts
- Submission of a Criminal Records Check (applicants with a criminal record will be considered subject to a case-by-case review).

Applicant Assessment

Applicants must meet the eligibility requirements stated above. Individual assessments and interviews may be required.

Employer Requirements

In addition, applicants should be aware that employers will generally be seeking candidates who:

- Meet the physical requirements to complete assigned duties as determined through approved medical testing;

- Are prepared to be away from their home communities during work rotations;
- Possess a valid driver's licence (based on employer policies); and
- Are able to meet drug screening requirements.

Program Admission

Applicants will be admitted to the program based upon program eligibility, applicant assessment results and/or personal interviews.

Program Information

The Introduction to the Mining Industry Program is designed to provide students with a thorough introduction to mining operations and careers in the NWT. The program is based on 20 days at six hours per day, for a total of 120 hours over four weeks.

The course material will focus on the NWT mining industry and potential mining careers. Other key topics will include mine safety, mining and processing operations, and mining equipment operation.

Program Objectives

The primary objective of the program is to provide a basic understanding of mining and processing operations to enable participants to make an informed choice on possible mining careers. Instruction may include guest speakers, classroom activities and other activities.

Completion Requirements

Students must:

- Complete all courses
- Attend classes and adhere to both Aurora College and program specific policies.

Document of Recognition

Aurora College Record of Achievement

Mineral Processing Operator

Program Description

The Mineral Processing Operator Pre-Employment training program has been designed to qualify candidates for entry-level positions in the area of mineral processing. This program was designed based on the core competencies outlined in the Mineral Processing Technician Occupational Standards (Apprenticeship and Occupational Certification division of Education, Culture and Employment, GNWT).

Program Eligibility

To be considered, applicants must meet each criterion listed below:

- Minimum Grade 9 Mathematics and English, and successful completion of the Test of Workplace Essential Skills (TOWES-G1);
- A clean criminal record (applicants with a criminal record will be considered subject to a case-by-case review by the participating diamond mine);
- Minimum 18 years of age prior to commencement of the training program; and
- Favourable references from at least two recent supervisors.

Applicant Assessment

Applicants will be assessed based on program eligibility criteria.

Program Admission

Applicants will be admitted based on program eligibility criteria.

Program Information

The program is delivered in two phases. The first phase is a 12-week classroom and shop component that focuses on Orientation to the Industrial Workplace, Safety, Operations, Equipment, Foundation Skills, and Skid-Steer training for the Mineral Processing Operator. The second component of the program is based on-site at an operating diamond mine. The on-site portion provides students with the opportunity to apply the knowledge and skills addressed in the first part of the program.

The second portion of the program is 504 hours long, beginning with a two-week rotation at the mine site, followed by two weeks off, followed by a two-week rotation at the mine site, followed by a two-week rotation off, followed by a final two-week on-rotation. While at the mine, students will be working 12 hours per day every day.

Program Objectives

Upon completion of this program, students will be able to:

1. Understand the main hazards in a mineral processing facility;
2. Understand the main stages in a mineral processing system;
3. Understand equipment and components in mineral processing;
4. Know the key duties of a mineral processing operator.

Completion Requirements

Students must successfully complete all courses in order to pass the program.

Document of Recognition:

Aurora College Record of Achievement

Surface Miner

Program Description

The 12-week (360 hours) Surface Miner Program will provide participants with entry-level knowledge, skills and attitudes outlined in the Mining Industry Human Resources Council (MIHR) National Occupational Standards for Surface Miners. In this practical, hands-on program, students will be introduced to surface mining operations and mine equipment operation in northern, cold-weather environments, using both mining equipment and simulators. The course content focuses on surface mining operations, mine safety and mobile mine equipment operation. Course delivery will have both a classroom-based and practical component including learning on simulators and at the Aurora College open pit training facility.

Program Eligibility

To be considered for the program, applicants must meet each of the criterion listed below:

- Minimum 18 years of age prior to commencement of the training program;
- Minimum of Grade 9 Mathematics and English, and/or successful completion of Adult Literacy and Basic Education equivalencies with transcripts
- Submission of a Criminal Records Check (applicants with a criminal record will be considered subject to a case-by-case review)
- Completion of Aurora College Introduction to the Mining Industry Program

Applicant Assessment

Applicants must meet the eligibility requirements stated above.

Individual assessments and interviews may be required. Applicants in possession of letters of intent from prospective employers may receive preference.

Employer Requirements

In addition, applicants should be aware that employers will generally be seeking Surface Miners who:

- Meet the physical requirements to complete assigned duties as determined through approved medical testing
- Are prepared to be away from their home communities during work rotations
- Possess a valid driver's licence (based on employer policies), and
- Are able to meet drug screening requirements.

Program Admission

Applicants will be admitted to the program based upon program eligibility and/or personal interviews.

Program Information

The Surface Miner Program is designed to give students a thorough and comprehensive introduction to surface mining operations. The program is based on 60 days at six hours

per day, for a total of 360 hours over 12 weeks. It will be delivered at the Thebacha Campus in Fort Smith. Components of the program will include the use of simulators and on-site training at the Aurora College Open Pit Training Site.

The course material will focus on mine safety, surface mining operations and mobile mining equipment operation. Experiential learning activities will form a key component of the program, including simulator and mobile equipment operation. Students will learn to work with a partner and as part of a team. Attendance in both class and field activities is mandatory.

Program Objectives

The primary objective of the program is to produce job-ready, entry-level Surface Miner Trainees. Students will be exposed to “real life” surface mining situations through the use of mobile mining equipment and simulators. Instruction will include the use of mobile mining equipment, simulators, guest speakers from industry, classroom activities, etc.

Completion Requirements

Students must:

- Complete all courses to the satisfaction of the instructors
- Attend classes and adhere to both Aurora College and program specific policies

Document of Recognition

Aurora College Record of Achievement

Underground Miner

Program Description

This program is designed to provide students with the necessary knowledge and basic skills to consider a career as an underground miner. Course content focuses on mining equipment operation using both underground mining equipment and simulators. As well, underground mining methods, mine services, mine safety and mine rescue theory will be taught. The total of 360 hours will be covered in 12 weeks. Course delivery will have a theoretical and practical component.

Students will be able to understand and experience many of the daily routines of an underground mining operation. Certificate training courses will also be presented for Standard First Aid & CPR-A, WHMIS, and Mine Rescue - Theory.

Program Eligibility

Applicants wishing to enrol in this program must be 18 years of age. Individual assessments and interviews may be required. Successful completion of Introduction to the Mining Industry is a pre-requisite.

Applicant Assessment

Applicants need to:

- Submit a resume
- Submit academic transcripts or Adult Literacy and Basic Education transcripts indicating a minimum Grade 9 or equivalent (applicants may be required to complete a placement test)

Applicants in possession of letters of intent from prospective employers will receive preference

Program Admission

Applicants will be admitted to the program based upon program eligibility, applicant assessment results and/or personal interviews.

Program Information

This 12-week program is designed to give students a thorough and comprehensive overview of underground mining operations with an emphasis on underground diamond mining. The course material will focus on underground mining careers with emphasis on underground mining equipment operation and mine safety. Experiential learning activities will form a key component of the program, including simulator and actual equipment operation. Students will learn how to work with a partner and as part of a team performing underground mine service duties. Attendance in both class and field activities is mandatory. Students will also receive industry recognized certificate training in First Aid & CPR-A, WHMIS, and Underground Mine Rescue – Theory.

Program Objectives

The overall objective of the program is to provide participants with a thorough overview and understanding of the underground mining process, mine safety, mining methods and mining equipment operation. Instruction will be both theoretical and practical. Students will be exposed to “real life” situations by using available resources – underground mining equipment simulators, mining equipment, guest speakers from industry, field trips, classroom activities, etc. The objective is to produce job-ready, entry-level underground miner trainees.

Completion Requirements

Students must:

- Complete all assignments to the satisfaction of the instructors.
- Attend classes and adhere to both Aurora College and program specific policies.
- Successfully complete all Operator’s Manuals for underground equipment.

Document of Recognition

Aurora College Record of Achievement

Building Trades Helper

Program Description

The Building Trades Helper program is a 12-week program that will prepare students for entry-level employment opportunities in the construction industry. Students will learn basic construction, renovation and maintenance tasks. These skills will enable students to assist trades people such as: carpenters, electricians, plumbers, drywallers, painters, and mechanical contractors.

Program Eligibility

Applicants wishing to enrol in this program must have: a desire to work in the Construction Industry, be physically fit and have good hand eye coordination. Reference letters would be an asset.

Applicant Assessment

Applicants need to:

- Submit academic transcripts or Aurora College Adult Literacy and Basic Education records.
- Submit a letter of interest explaining the desire to enter the program.

Program Admission

Applicants will be admitted to the program based upon program eligibility.

Program Information

The program duration is 12 weeks. Students will be learning the theoretical components in synchronization with the practical components. The most modern equipment will be used in the learning process and will be fully representative of the construction environment. The different courses will be sequenced to enable students to perform the practical component with the greatest possible ease.

Program Objectives

Upon successful completion of the program, the student will have:

1. Determined their personal suitability for work and continued study in the trades sector;
2. Gained knowledge and skills that will enhance their ability to function effectively within a construction setting;
3. Developed valuable employment and study skills.

Completion Requirements

Participants must complete all core courses in order to complete the program.

Document of Recognition

Aurora College Record of Achievement

Camp Cook

Program Description

This 12-week (360 hour) program is designed to provide students with the knowledge and skills required to work as camp cooks in a variety of industrial or institutional settings. The program structure is based on the knowledge and skill competencies outlined in the NWT Camp Cook Occupational Standards. The program content focuses on professionalism, nutrition, safety, sanitation, safe food storage, and the preparation of a vast variety of foods typically consumed in a camp setting. These include soups, sauces, meat, poultry, fish, seafood, vegetables, fruits, pastas, grains, salads, sandwiches, appetizers, breakfast foods and a variety of baked goods.

Program Eligibility

- Applicants must meet the following criteria:
- Be 18 years of age or older.
- Have successfully passed English 10-2 and Math 10-3 or equivalents.
- Submit a medical clearance form: Be screened by Public Health for T.B. (negative Mantoux test) or present an explanatory letter from Public Health stating they do not have active tuberculosis.

Applicant Assessment

The applicant must meet the eligibility requirements, and also should be:

- In good physical condition
- Able to withstand long hours of standing
- Prepared to work under pressure
- Able to work a flexible schedule
- Prepared to deal with being away from home for extended periods of time
- Self-reliant

Program Admission

Applicants will be admitted to the program based upon program eligibility.

Program Objectives

Upon completion of the program the students will be able to:

1. Follow the professional standards expected by employers in the food preparation sector.
2. Use safe kitchen practices with knives, stoves, ovens and other tools, equipment and appliances.
3. Follow prescribed personal hygiene, sanitation and food storage procedures
4. Describe the importance of nutrition and its role in overall health.
5. Prepare a variety of baked goods typically consumed in a camp environment.
6. Prepare a variety of soups, stocks and sauces typically consumed in a camp environment.
7. Prepare a variety of meat, poultry, fish and seafood typically consumed in a camp environment.
8. Prepare a variety of vegetables, fruits, pasta and grains typically consumed in a camp environment.
9. Prepare a variety of salads, sandwiches and appetizers typically consumed in a camp environment.

Completion Requirements

The pass mark for each course is 60 percent and students are required to pass all courses in the program.

Document of Recognition

Aurora College Record of Achievement Program (OCAP) Trades Pathway and have:

- A minimum of 60 percent in Aurora College English 130; and
- A minimum of 60 percent in Aurora College Math 140; and
- A minimum of 60 percent in Aurora College Science 140.

Equivalencies and other post-secondary education may be considered.

Experiential/Mature Student Pathway:

Applicants who are 20 years or older, have been out of school for at least one year, and have relevant work/life experience in the carpentry field may be considered for admission. Eligibility for the program may

be determined through an interview, an assessment of English and math, a review of the applicant's resume, or other means.

Regardless of the pathway for admission, all applicants must:

- Submit official transcripts from high school and/or post-secondary education, as applicable.
- Depending on the applicant's pathway, they may be requested to:
- Submit a resume or other evidence of relevant work/life experience.

Fundamentals of Carpentry 1

Program Description

The Fundamentals of Carpentry 1 program is 20 weeks in length and is designed to provide participants with the knowledge and skills to pursue entry-level employment and/or an apprenticeship in Carpentry. Students participating in the program will gain desirable employment skills that employers seek. The technical aspect of the program is delivered through a combination of classroom theory and hands-on shop work covering all the course material in the first year Carpenter Apprentice program. In addition, students will also acquire the necessary safety certifications to work in the field.

Program Eligibility

Applicants may be admitted into the Fundamentals of Carpentry program based on one of the following pathways: academic pathway or experiential/mature student pathway.

Academic Pathway

Applicants may be considered for admission who:

- Are 18 years of age or older;
- Have successfully completed English 10-2; and
- Have successfully completed Math 10C or have 65 percent or higher in Math 10-3; and
- Have successfully completed Science 10.

Applicants who have completed the Aurora College Occupations and College Access Program (OCAP) Trades Pathway and have:

- A minimum of 60 percent in Aurora College English 130; and
- A minimum of 60 percent in Aurora College Math 140; and
- A minimum of 60 percent in Aurora College Science 140.
- Participate in an interview.
- Complete an assessment of English and math.

Experiential/Mature Student Pathway:

Applicants who are 20 years or older, have been out of school for at least one year, and have relevant work/life experience in the carpentry field may be considered for admission. Eligibility for the program may be determined through an interview, an assessment of English and math, a review of the applicant's resume, or other means. Regardless of the pathway for admission, all applicants must:

Submit official transcripts from high school and/or post-secondary education, as applicable.

Depending on the applicant's pathway, they may be requested to:

Submit a resume or other evidence of relevant work/life experience.

Participate in an interview.

Complete an assessment of English and math.

Applicant Assessment

Applicants must complete and Aurora College application form and provide high school and/or other official post-secondary transcripts. The Fundamentals of Carpentry program is in high demand. Applicants are encouraged to apply early. Applicants who are currently enrolled in one or more of the required academic courses for admission are encouraged to apply early and provide transcripts that demonstrate that they are currently registered in these courses. Applicants may receive a conditional acceptance that is dependent on their successful completion of the required courses.

Applicants who are conditionally accepted will be required to provide a final transcript upon completion of the required courses to be fully accepted.

Program Admission

Applicants will be admitted to this program based on the program eligibility requirements and the applicant assessments results.

Program Information

The program is designed for people interested in pursuing entry-level employment and/or apprenticeship in the Carpentry field. This program will equip students with job readiness skills, theoretical knowledge, technical skill and safety training that potential employers seek giving them an advantage over others without any exposure or experience interested in the trade.

Students are exposed to the program concepts through a combination of in-class instruction, individual/group study and a hands-on shop component covering the practical applications of the trade.

Students who successfully pass this program will be eligible to write the Apprenticeship Carpenter Level 1 Exam. After becoming a registered NWT apprentice and with their employer's recommendation, students who pass the Level 1 Theory Exam will receive 480 hours work experience towards their apprenticeship.

Please Note: There will be no option for a supplement exam until they become a registered NWT apprentice.

Program Objectives

Upon successful completion of the program, students will:

1. Develop valuable employment and study skills.
2. Be prepared for employment in the workplace.
3. Describe safe work practices related to jobsite conditions.
4. Describe various building materials used in

the construction industry.

5. Describe and safely use hand and power tools related to the carpentry trade.
6. Describe and identify site preparation and building layout.
7. Describe and construct residential footing forms.
8. Describe and construct residential foundation forms.
9. Describe and construct residential floor frame systems.

Completion Requirements

Students must demonstrate acceptable life skills such as punctuality, attendance, and attitude and successfully complete all portions of the program.

Students must achieve a theory mark of 65 percent or greater, obtain a shop mark of 65 percent or greater and complete all assigned work.

Document of Recognition

Aurora College Certificate of Completion

Fundamentals of Electrical 1

Program Description

The Fundamentals of Electrical 1 program is 20 weeks in length and is designed to provide participants with the knowledge and skills to pursue entry-level employment and/or an apprenticeship in Electrical. Students participating in the program will gain desirable employment skills that employers seek. The technical aspect of the program is delivered through a combination of classroom theory and hands-on shop work covering all the course material in the first year Apprenticeship Electrician program. In addition, students will also acquire the necessary safety certifications to work in the field.

Program Eligibility

Applicants may be admitted into the Fundamentals of Electrical program based on one of the following pathways: academic pathway or experiential/mature student pathway.

Academic Pathway

Applicants may be considered for admission who:

- Are 18 years of age or older;
- Have successfully completed English 20-2; and
- Have successfully completed Math 10C; and
- Have successfully completed Science 10.

Applicants who have completed the Aurora College Occupations and College Access Program (OCAP) Trades Pathway and have:

- A minimum of 60 percent in Aurora College English 140; and
- A minimum of 60 percent in Aurora College Math 140; and
- A minimum of 60 percent in Aurora College Science 140.

Equivalencies and other post-secondary education may be considered.

Experiential/Mature Student Pathway:

Applicants who are 20 years or older, have been out of school for at least one year, and have relevant work/life experience in the carpentry field may be considered for admission. Eligibility for the program may be determined through an interview, an assessment of English and math, a review of the applicant's resume, or other means.

Regardless of the pathway for admission, all applicants must:

- Submit official transcripts from high school and/or post-secondary education, as applicable.

Depending on the applicant's pathway, they may be requested to:

- Submit a resume or other evidence of relevant work/life experience.
- Participate in an interview.
- Complete an assessment of English and math.

Applicant Assessment

Applicants must complete and Aurora College application form and provide high school and/or other official post-secondary transcripts. Applicants are encouraged to apply early.

Applicants who are currently enrolled in one or more of the required academic courses for admission are encouraged to apply early and provide transcripts that demonstrate that they are currently registered in these courses. Applicants may receive a conditional acceptance that is dependent on their successful completion of the required courses. Applicants who are conditionally accepted will be required to provide a final transcript upon completion of the required courses to be fully accepted.

Program Admission

Applicants will be admitted to this program based on how well they meet the program eligibility requirements, on the date of application, eligibility requirements/pathways and on space availability. Program applicants must be physically capable of performing the work involved in the Electrical trade. In the selection of students, preference will be given to students with an aptitude and a desire to be employed in the Electrical trade.

Priority may be given to applicants who have resided in the Northwest Territories for at least one year prior to the date of the program. Additionally, applicants who are currently enrolled in the Aurora College *Occupations and College Access Program* (OCAP), Trades Pathway are encouraged to apply early and prior to completion of their program. To be given priority in the selection process, applicants must have submitted a complete* application. Applications will be processed based on the date that their application is complete*.

*** A complete application is one in which all required documentation (ex. application, transcripts, letter of reference) and all requested documentation (ex. additional documentation that supports your eligibility that is requested for your application) is received.**

Program Information

The program is designed for people interested in pursuing entry-level employment and/

or apprenticeship in the Electrical field. This program will equip students with job readiness skills, theoretical knowledge, technical skills and safety training that potential employers seek giving them an advantage over others without any exposure or experience interested in the trade.

Students are exposed to the program concepts through a combination of in-class instruction, individual/group study and a hands-on shop component covering the practical applications of the trade.

Students who successfully pass this program may be eligible to write the Electrician Level 1 apprenticeship exam. Successful students may be granted up to 480 hours work experience towards their apprenticeship, after becoming indentured, and with their employer's recommendation.

Program Objectives

Upon successful completion of the program, students will:

1. Develop valuable employment and study skills.
2. Be prepared for employment in the workplace.
3. Interpret the general sections of the electrical code.
4. Understand and wire basic switching control systems.
5. Read and interpret drawings and diagrams.
6. Understand basic electrical theory and circuits.
7. Work safely in the electrical field.

Completion Requirements

Students must demonstrate acceptable life skills such as punctuality, attendance, and attitude and successfully complete all portions of the program.

Students must achieve a theory mark of 65 percent or greater, obtain a shop mark of 65 percent or greater and complete all assigned work.

Document of Recognition

Aurora College Certificate of Completion

Heavy Equipment Operator

Program Description

Aurora College offers three programs in the Heavy Equipment Operator field.

Heavy Equipment Operator

In this full 15-week program, students receive compulsory/core training in first aid, introduction to heavy equipment operation, introduction to the knowledge and use of heavy equipment, introduction to equipment systems, preventative maintenance procedures, interpretation of construction surveys, and air brake systems. This program also includes up to 185 hours of training on each of two pieces of heavy equipment (crawler, motor grader, front-end loader, track excavator swing rig, Class 3 tandem axle dump truck, or Class 1 tractor tri-axle side dump). A minimum of 165 hours will be required on each piece of equipment to complete the program.

Abridged Heavy Equipment Operator

This 8-week program offers the same compulsory/core training as the full-length program, but students will receive up to 185 hours of training on one (as opposed to two) piece of heavy equipment. As per the full-length program, a minimum of 165 hours on one piece of equipment will be required to complete the program.

Introduction to Heavy Equipment Operator

This 9-week program offers the same compulsory/core training as the full-length program. Students will receive up to 100 hours of training on each of two pieces of equipment. A minimum of 90 hours on each piece of equipment will be required to complete the program.

Program Eligibility

The eligibility requirements for all three heavy equipment operator programs are the same.

Applicants may be admitted into the Heavy Equipment Operator program based on one of the following pathways: academic pathway or experiential/mature student pathway.

Academic Pathway:

Applicants may be considered for admission who:

- Are 18 years of age or older; and
- Have been enrolled in English 10-2; and
- Have been enrolled in Math 10C.

Applicants who have completed the Aurora College Occupations and College Access Program (OCAP) and have successfully completed:

- Aurora College English 130; and
- Aurora College Math 130.

Equivalencies and other post-secondary education may be considered.

Experiential/Mature Student Pathway:

Applicants who are 20 years or older, have been out of school for at least one year, and have relevant work/life experience in the heavy equipment operator field may be considered for admission. Eligibility for the program may be determined through an interview, an assessment of reading comprehension, a review of the applicant's resume, or other means.

Regardless of the pathway for admission, all applicants must:

- Submit official transcripts from high school and/or post-secondary education, as applicable.
- Possess a valid Class 5 Driver's Licence prior to entry into the program. A probationary Class 5 Driver's Licence is not acceptable. A restricted licence may limit the applicant's training equipment and licensing potential.
- Submit a current driver's licence abstract (can be obtained from the GNWT Department of Transportation and Vehicle Licensing Office).

Depending on the applicant's pathway, they may be requested to:

- Submit a resume or other evidence of relevant work/life experience.
- Participate in an interview.
- Complete an assessment of reading comprehension.

Based on screening in the above areas, applicants may be advised that they are "conditionally accepted". If applicants are "conditionally accepted" into the program, they may also be required to submit proof that they have passed a **Class 3 or Class 1 GNWT Driver's Medical Exam**.

NOTE 1. Applicants are not required to obtain a medical for their initial application. After screening, applicants who will be training on Class 1 or Class 3 equipment, will be advised to pass a Class 1 or Class 3 Driver's Medical in order to become fully accepted in the program.

NOTE 2. For entry into the HEO program, either a Class 1 or Class 3 Driver's Medical is acceptable. The criteria for both medicals are similar, so it may be advantageous for a student to get a Class 1 Driver's Medical if they anticipate pursuing a Class 1 License in the future.

Applicant Assessment

Applicants must complete and Aurora College application form, provide high school and/or other official post-secondary transcripts, and a current driver's abstract. Applicants are encouraged to apply early. Applicants who have been waitlisted and do not get admission, may be offered a seat in the next intake of the program.

Applicants who are currently enrolled in one or more of the required academic courses for admission are encouraged to apply early and provide transcripts that demonstrate that they are currently registered in these courses. Applicants may receive a conditional acceptance that is dependent on their successful completion of the required courses (65 percent or higher). Applicants who are

conditionally accepted will be required to provide a final transcript upon completion of the required courses to be fully accepted.

Program Admission

Applicants will be admitted to this program based on how well they meet the program eligibility requirements, on the date of application, eligibility requirements/pathways and on space availability.

Priority may be given to applicants who have resided in the Northwest Territories for at least one year prior to the date of the program. Additionally, applicants who are currently enrolled in the Aurora College Occupations and College Access Program (OCAP) are encouraged to apply early and prior to completion of their program. To be given priority in the selection process, applicants must have submitted a complete* application. Applications will be processed based on the date that their application is complete*.

Applicants who are accepted to the program after having successfully completed the program in the past so that they can learn to use different equipment will be required to complete all components of the program in their entirety again.

*** A complete application is one in which all required documentation (ex. application, transcripts, letter of reference) and all requested documentation (ex. additional documentation that supports your eligibility that is requested for your application) is received.**

Program Information

Students must bring clothing suitable for outside equipment operation. Students must also possess and wear proper protective footwear, CSA-approved Class 2 coveralls, or coveralls. Headgear, safety vest, and safety glasses are available for purchase from the College. All required manuals for the course are provided by the College. Attendance for all courses is compulsory.

Program Objectives

Upon completion of the program, students will be able to:

1. Competently and safely operate specific pieces of equipment at a basic entry-level for employment;
2. Perform required safety checks and maintenance on the equipment;
3. Perform basic construction procedures associated with the equipment;
4. Describe the workings of a vehicle's systems; and
5. Describe and demonstrate the attributes required by employers of heavy equipment operators.

Completion Requirements

Students must successfully complete the compulsory/core and operational courses in their respective program as well as demonstrate acceptable life skills such as punctuality, attendance and professional attitude. Students must demonstrate, to the satisfaction of the instructors, that they are safety-minded and capable operators on each of the pieces of equipment they were trained on.

Students must pass all courses in their respective program in order to complete the program and be awarded the appropriate Aurora College Record of Achievement.

Document of Recognition

Heavy Equipment Operator

- Aurora College Record of Achievement

Abridged Heavy Equipment Operator

- Aurora College Record of Achievement

Introduction to Heavy Equipment Operator

- Aurora College Record of Achievement

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