COLLÈGE AURORA COLLEGE

Academic Calendar
2026-2027
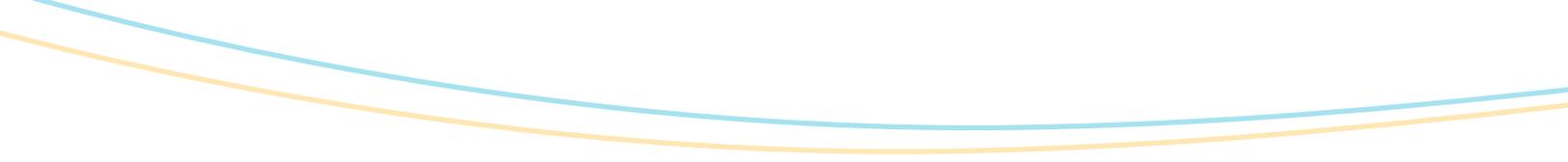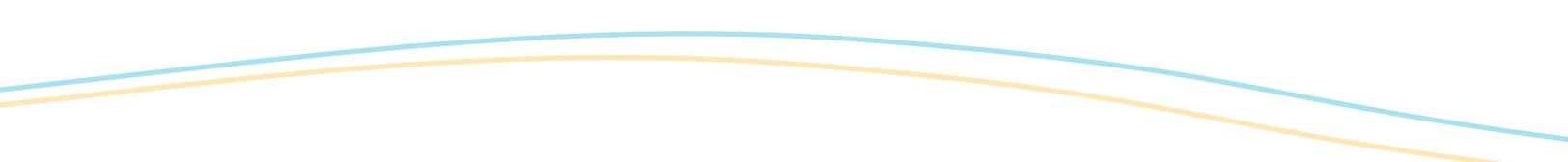
VISION

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 learning, research, and career opportunities for residents across the Northwest Territories and beyond.

MISSION

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

VALUES

HONOURING NORTHERN LAND, PEOPLE, AND CULTURE

We value the uniqueness of this land and the people who live here. We respect the land, water, air, and animals. We work with community leaders, organizations, and individuals to strengthen collaboration and build relationships with the communities we call home.

EXCELLENCE AND INTEGRITY

We are dedicated to supporting our students, faculty, and staff in their pursuit of academic excellence. We hold ourselves to the highest standards in our teaching, research, and ethical behaviour. We always strive to incorporate emerging practices and approaches to ensure continuous improvement.

INCLUSIVENESS AND DIVERSITY

We welcome the richness that comes from different perspectives, backgrounds, and experiences. We foster a culture of diversity, equity, and inclusion that celebrates different ways of being, knowing, seeing, and doing. We recognize the unique needs of individuals and work to support their success in their journey at Aurora College.

INNOVATION

We foster a culture of innovation, curiosity, and constant exploration. We inspire and nurture these qualities, striving to find new and exciting ways to meet the unique needs of the North.

ACCOUNTABILITY

We believe that accountability is key to building trust and creating meaningful impact in our communities. We hold ourselves to the people we serve – our students, staff, and community members – and ensure that our actions, processes, and programs reflect this commitment.

Welcome from the President

Welcome, and thank you for considering Aurora College as your choice for the next stage in your educational journey.

Over the next several academic years, Aurora College is introducing a number of exciting new programs in a variety of fields of study. New in 2025-2026 was General Studies – 60 credits of undergraduate-level courses that ladder into either Bachelor of Education or Bachelor of Social Work. In 2027-2028, we expect to be launching Bachelor of Education and Bachelor of Social Work degrees. As well, we are adding more trades programs, including: Fundamentals of Pipe Trades, Fundamentals of Mechanics, Fundamentals of Welding, and additional apprenticeship deliveries, including Level 1 and Level 2 Automotive Service Technician, Level 3 Plumbing, and Level 3 Heavy Equipment Technician. We are also researching additional programs to offer, including new degree and diploma programs.

Aurora College's mandate is to offer programs and courses that meet the needs of Northerners and Canada's 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 this tradition with 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 offer Northerners the opportunity to stay close to home, mindful of the importance of support from families and communities. Our small class sizes mean more one-on-one interaction with instructors for additional instruction, support, and guidance to help you succeed. As a northern education institution, we strive to be responsive to different ways of knowing, being, doing, believing, and learning in teaching and applied 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 a holistic approach to student support, which acknowledges the importance of strong connections to community, lands, culture, language, and family.

We have introduced new initiatives to make it easier to apply for programs at Aurora College, including more online and distance options for students who want to learn from their home communities. Our 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. Applying earlier improves a student's chance of being accepted into the program of their choice and into student housing while there is room available.

Domestic applications for the 2026-2027 academic year are open November 1, 2025 to June 30, 2026. We hope you take advantage of these initiatives to get your applications in early, especially as programs may fill up prior to June 30, 2026.

Looking forward, and building on our past, Aurora College is on an exciting journey to become an effective, efficient, and sustainable polytechnic university. This new polytechnic will further increase access to post-secondary education, training, and applied research opportunities for NWT residents to help reach their education and career goals. We strive to meet learners where they are, in their educational journey – and being supportive through the entire journey – from applying to a program through to employment success. Success at Aurora College can 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, which will also qualify them for opportunities far beyond our borders. We look forward to you joining us on this journey by choosing Aurora College the place to call your educational home.

Dr. Angela James, President, Aurora College

TOWARDS A UNIQUE POLYTECHNIC UNIVERSITY IN ARCTIC EDUCATION

As a public post-secondary institution in Canada's Northwest Territories (NWT), Aurora College is a cornerstone of education and applied research in the North. With campuses and research centres in Fort Smith, Inuvik, and Yellowknife, the College offers diverse programming, ranging from trades and apprenticeship training to academic upgrading, certificate and diploma programs, and degree offerings in partnership with other institutions. Aurora College is committed to providing quality education, applied research. and training that are relevant to the needs of NWT communities and foster personal, cultural, and professional growth among its students, faculty and staff.

Aurora College's mission is to "demonstrate leadership in the delivery of relevant and meaningful education, research and reconciliation actions rooted in strong connections to Northern land, traditions, communities, and people." This mission is central as the College transforms into a polytechnic university — for the North, by the North – creating equitable opportunities for all NWT residents to help them reach their full potential and compete globally. The College's vision emphasizes respect, inclusiveness, diversity, and innovation to reach the highest standards of academic and research integrity and ethics. Indigenous knowledge and practices will be incorporated into curricula and operations to ensure education and research are deeply embedded with the cultural and environmental contexts unique to the many NWT regions. By fostering applied research potential in the North, Aurora College aims to be recognized as a leading post-secondary institution whose applied research and teaching programs focus on the needs of Northerners.

Collaboration with other Arctic universities will continue to create a comprehensive education and research portfolio that enhances opportunities and outcomes for all Northerners. The transformation into a polytechnic university will yield significant benefits, including expanded research capabilities and promoting cutting edge studies that address Northern challenges and opportunities. This expansion will contribute to the global knowledge base and will directly benefit local communities through solutions tailored to their environment and worldviews. As a polytechnic university, Aurora College's range of programs will integrate practical skills with academic knowledge and experiential learning opportunities in applied research, preparing students to meet the demands of a modern workforce, particularly in key Northern sectors such as natural resources, remediation, social and health services, education environmental science, and technology.

To prepare for transformation, Aurora College's governance structure has evolved to a tricameral system, consisting of an independent Board of Governors, an Indigenous Knowledge Holders Council, and an Academic Council, which ensures that governance reflects the diverse needs and perspectives of Northern communities. This new governance model will promote greater autonomy and responsiveness to the territorial and regional demands, positioning the NWT as a global leader in Northern and Arctic education and research.

2026-2027 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 Tłı̨chǫ 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, Health Care, and General Studies 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.

Note 1: Aurora College reserves the right to make changes to any policies or procedures, fees, course availability, delivery mode, schedules, pr program requirements at any time without further notice. Students are responsible for informing themselves of the regulations and requirements of their program. Note 2: Not all programs are offered every year or at all campuses.

LAND ACKNOWLEDGMENT

We respectfully acknowledge that Aurora College is situated on the traditional territories and homeland of the Dene, Inuvialuit, Métis and Cree peoples of the Northwest Territories. We are grateful to the many Indigenous peoples of the NWT for allowing us the opportunity to learn, work and live on their lands. We are also deeply grateful for the generous sharing of Indigenous Knowledge, wisdom and ways of knowing, being, doing and believing with our students and employees.

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School of Trades, Apprenticeship & Industrial Training

CONTACT

Aurora College delivers programs through three campuses, located in Fort Smith, Inuvik and Yellowknife, in the Northwest Territories. The Office of the President is located in Fort Smith. Our research division, the Aurora Research Institute, has three research centres which offer research assistance and support throughout the NWT.

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
Toll free: 1-866-266-4966 ● Fax: (867) 777-2850

THEBACHA CAMPUS

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

YELLOWKNIFE NORTH SLAVE CAMPUS

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

AURORA RESEARCH INSTITUTE

The Aurora Research Institute (ARI) is the applied research division 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. ARI also supports the development and advancement of applied research by college staff, faculty, and students. As such, the Aurora Research Institute is responsible for:

- Promoting communication between Aurora College researchers and the communities in the NWT;
- Promoting public awareness of the importance of science, technology, and Indigenous knowledge;
- Fostering a scientific community within the NWT which recognizes and includes the Traditional Knowledge of northern Indigenous peoples;
- Providing research awards and grants to Aurora College staff, faculty, and students; and
- Supporting or conducting research which contributes to the social, cultural, and economic prosperity of the people of the NWT.

WESTERN ARCTIC RESEARCH CENTRE

Box 1450 Inuvik, NT X0E 0T0
Phone: (867) 777-3298 ● Fax: (867) 777-4264

SOUTH SLAVE RESEARCH CENTRE

Box 45 Fort Smith, NT X0E 0P0
Phone: (867) 872-7080 ● Fax: (867) 872-5024

NORTH SLAVE RESEARCH CENTRE

5004-54th Street
Bag Service 9700 Yellowknife, NT X1A 2R3
Phone: (867) 920-3062 ● Fax: (867) 873-0358

STUDENT INFORMATION

At Aurora College, we are here to help you take the next step toward your goals, whether you are finishing high school, returning to learning, continuing your education, or exploring a new career path. We offer a wide range of programs designed to support your success.

This Academic Calendar is your guide to understanding what Aurora College offers and how to get started. It includes important information about:
- Student services and supports
- Fees and financial assistance
- Housing options
- Admission requirements

Following these general sections, you will find detailed information about each school and its programs. These program-specific sections include:
- Program descriptions
- Course lists
- Eligibility requirements

Use this calendar to explore your options, plan your academic journey, and prepare for a successful year. If you have questions or need help, our staff are here to support you. Please reach out to your campus or visit our website www.auroracollege.nt.ca.

Please note that some programs include mandatory practicums with external partners, which may have specific health and safety requirements, including vaccination policies. All information in this calendar is prepared in advance and may be updated throughout the year. Program availability depends on enrolment and funding. We encourage you to confirm program delivery with your campus before applying.

Aurora College strives to provide a safe and supportive learning environment. While we do our best to maintain consistent services, there may be disruptions beyond our control. 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.

ACADEMIC SCHEDULE

The dates listed below are guidelines and may vary between programs. Please contact your program for exact start and end dates.

SUMMER TERM 2026

Date	Event	Details
July 1	Canada Day Holiday	College Closed, No Classes
July 2	Summer Term Begins	
August 3	Civic Holiday	College Closed, No Classes
August 21	Summer Term Ends	

FALL TERM 2026

Date	Event	Details
June 30	Last Day to Accept Full-Time Applications	For Education & Training and Developmental Studies. Aurora College practices rolling admissions so seats may close before this time as programs become full
July 15	Online Registration Opens	Register for Fall courses via the MyAC Self Service Portal
August 31	Fall Term Begins	First day of classes
September 7	Labour Day Holiday	College Closed, No Classes
September 11	Registration Closes / Add-Drop Deadline	Last day to register or change courses

Last day to pay Fall tuition or arrange a payment plan through Campus Finance Manager |
September 30	National Day for Truth and Reconciliation	College Closed, No Classes
October 2	Course Withdrawal (50% refund, no academic penalty)	Deadline to withdraw with a partial refund
October 12	Thanksgiving Holiday	College Closed, No Classes
October 23	Course Withdrawal (no refund, no academic penalty)	Final withdrawal deadline
November 9-10	Fall Reading Break	No Classes, College open; study and catch-up time
November 11	Remembrance Day	College Closed, No Classes
December 7 – 11	Fall Institutional Assessment Period	Exam writing period for most programs
December 18	Fall Term Ends	Final day of classes and exams
December 23 – January 1	GNWT Mandatory Days	College Closed

WINTER TERM 2027

Date	Event	Details
November 16	Online Registration Opens	Register for Winter courses via the MyAC Self Service Portal
January 4	Winter Term Begins	First day of classes
January 15	Registration Closes / Add-Drop Deadline	Last day to register or change courses Last day to pay Winter tuition or arrange a Payment Plan through Campus Finance Manager
February 5	Course Withdrawal (50% refund, no academic penalty)	Deadline to withdraw with a partial refund
February 19	Course Withdrawal (no refund, no academic penalty)	Final withdrawal deadline
February 22 - 26	Winter Reading Break	No Classes, College open; study and catch-up time
March 26	Good Friday Holiday	College Closed, No Classes
March 29	Easter Monday Holiday	College Closed, No Classes
April 19 - 22	Winter Institutional Assessment Period	Exam writing period for most programs
April 22	Winter Term Ends	Final day of classes and exams

SPRING TERM 2027

Date	Event	Details
April 7	Online Registration Opens	Register for Spring courses via the MyAC Self Service Portal
May 3	Spring Term Begins	First day of classes
May 7	Registration Closes / Add-Drop Deadline	Last day to register or change courses Last day to pay Spring tuition or arrange a Payment Plan through Campus Finance Manager
May 21	Course Withdrawal (50% refund, no academic penalty)	Deadline to withdraw with a partial refund
May 24	Victoria Day	College Closed, No Classes
May 28	Course Withdrawal (no refund, no academic penalty)	Final withdrawal deadline
June 21	National Indigenous Peoples Day	College Closed, No Classes
June 22 - 25	Spring Institutional Assessment Period	Exam writing period for most programs
June 25	Spring Term Ends	Final day of classes and exams

HOW TO APPLY

APPLICATION TIMELINE & DEADLINES

FALL 2026

Date	Event	Details
November 1, 2025	Online Applications Open for Fall 2026	Apply online at https://myac.auroroacollege.nt.ca
April 30, 2026	Application Deadline for Resident International Students	Apply by this date to all time for study permit processing and document verification.
June 30, 2026	Application Deadline for full-time studies	Application deadline for most programs.
August 7, 2026	Application Deadline for part-time studies	

WINTER 2027

Date	Event	Details
August 17, 2026	Online Applications Open for Winter 2027	Apply online at https://myac.auroroacollege.nt.ca
November 26, 2026	Application Deadline	Application deadline for most programs.

MISSED THE DEADLINE OR WAITLISTED?

If you miss the deadline or are placed on a waitlist, here are some options:

1. **Contact Admissions**
   Reach out to your campus admissions office to ask if late applications are being accepted or if seats have opened up.

2. **Consider Alternative Programs or Terms**
   Some programs may have space in upcoming terms (e.g. Winter). Admissions staff can help you explore other options.

3. **Prepare for Next Intake**
   Use the time to strengthen your application. Complete upgrading courses, gather documents, or gain relevant experience.

4. **Join Continuing Education Courses**
   Short-term or part-time courses may be available while you wait for the next intake.

5. **Stay in Touch**
   If you're on a waitlist, keep your contact information up to date and check your email regularly for updates

ONLINE APPLICATION PROCESS

1. **Explore Programs - Review options and choose what fits your goals**
   - Academic Advisors are a great resource if you have questions. Contact us at 1-866-266-4966 or advising@auroracollege.ca
2. **Prepare Documents - Gather supporting documents and other required materials**
   - Have everything in an electronic format (MS Word, PDF, JPEG, etc) so it can be easily attached to your application
   - If you have previously been a student at Aurora College, we may have your transcript already on file. Check with your Admissions Office for more information.
   - If you took grades 10 - 12 at a Northwest Territories school, you may request a transcript through NWT Student Records
3. **Apply Online - Submit your application through the Aurora College Self-Service Portal**
   - Select the application form for your program.
   - There are three steps to the online application:
     ○ Page 1: Basic Information. Make sure you complete all information with a red * next to it.
     ○ Page 2: Pay the Application Fee. You will be asked to make payment through an online payment site.
     ○ Page 3: Submit required documents. If your documents are already PDFs or JPEGs, you can drop them into the appropriate fields to upload.
4. **Receive Response - You should receive an email from Apply@auroracollege.ca within 5 business days**
   - Sometimes emails get redirected to Spam/Junk folders, so please check those folders as well. If you have not received an email, please call us at 1-866-266-4966
5. **Plan for Housing and Funding - These are separate applications, and you must apply separately.**
   - Student Housing Applications can be found at Student Housing - Aurora College
   - Information on Student Financial Assistance (for NWT Residents) can be found on the Education, Culture and Employment website.
   - Many Indigenous Governments offer funding assistance to eligible students. Please contact your beneficiary group for more information.

ROLLING ADMISSIONS

Aurora College uses a rolling admissions process. This means:
- Applications are reviewed as soon as they are complete.
- Seats are assigned on a first-come, first-served basis, while ensuring priority for NWT Residents
- Applying early increases your chances of getting into your preferred program.

APPLICATION PRIORITIES

Aurora College is committed to supporting access for Northern residents and full-time students. At the start of the application period, we may reserve a limited number of seats in certain programs for specific applicant groups to ensure Northern residents have time to apply.

However, seat allocations are not fixed and may be revisited throughout the application period. As we monitor application volumes and program capacity, we may adjust the number of available seats for different applicant groups. This flexible approach helps us balance access, equity, and enrolment targets. Adult Basic Education is available to residents of the Northwest Territories only.

If you're applying from outside the Northwest Territories or are unsure about seat availability, we encourage you to apply early and stay in contact with the Admissions Office for updates.

MATURE STUDENTS

If you do not have the academic requirements for direct entry, you may be eligible for a mature student entry. 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 Basic Education or preparatory programs or courses.

AFTER YOU APPLY

Once you submit your application to Aurora College, here is what happens next:

APPLICATION REVIEW

- An Admissions Officer will review your application.
- If any documents are missing, you will receive an email request for the missing information.
- If your transcript is unavailable, the Admissions Officer may schedule a placement exam to help determine your current academic level.

ADMISSION DECISION

Once your application is complete, the Admissions Officer will assess whether you meet the admission criteria for your chosen program. These criteria help ensure you have the skills and knowledge needed to succeed.

Depending on your qualifications, you may receive one of the following offers:

1. **Full Offer**

   - You meet all admission requirements.
   - You will be offered a seat in the program. If seats are full, you may be placed on the waitlist.

2. **Conditional Offer**

   - You are currently completing the required coursework (e.g. finishing high school or upgrading).
   - You will be offered a seat on the condition that you successfully complete the missing requirements before the program begins.

3. **Probational Offer**

   - You are close to meeting the requirements.
   - You may be admitted on probation, with the expectation that you complete the missing requirement during your first semester.
   - You may need to meet with an Academic Advisor to adjust your schedule.
   - This could extend the time it takes to complete your program.

4. **Alternative Program Offer**

   - If you don't meet the criteria, you may be offered a seat in an upgrading program such as ABE or an Access Program.
   - These programs help you build the skills needed to enter your preferred program in the future.
   - You can choose to accept or decline this offer.

CONFIRMING YOUR SEAT

If you receive an offer and wish to accept it:

- Simply reply to the Admissions Officer's email confirming your acceptance.
- Once confirmed, you'll receive a @myauroracollege.ca email address.
- All future communication will be sent to this email.

FINANCIAL ASSISTANCE & HOUSING

- You do not need to wait for acceptance to apply for Student Financial Assistance.
  - NWT residents can apply at https://www.nwtsfa.gov.nt.ca
  - Proof of acceptance will be required closer to your program start date.
- Student Housing is a separate application. Apply as early as possible to improve your chances of securing a space. More information on the Student Housing Application process can be found on https://www.auroracollege.nt.ca/future-students/student-housing/

If you have questions or need help at any stage, contact your campus Admissions Office. We're here to support you every step of the way!

FEES & FINANCIAL INFORMATION

AURORA COLLEGE FEE SUMMARY – 2026–2027

The following tables provide a clear overview of fees for domestic and international students. All fees are subject to change and payable in advance.

APPLICATION FEES

Applicant Type	Fee per Program
Domestic Students	$40
International Students	$250
ABE Students	No fee

TUITION FEES – DOMESTIC STUDENTS

Program Type	Fee	Notes
Per Course	$510	Up to two courses per term. Once a student registers in three courses they pay full tuition
Full-Time (most post-secondary programs)	$2,520/term	Exceptions are listed below
Heavy Equipment Operator	$2,665/delivery	
ENR Technology Diploma	$2,665/term	Field camp: $1,345 (part-time students only)
Bachelor Science in Nursing – Final Term (Year 4)	$2,665	
ABE Students	No tuition	Also exempt from student fees
Part-Time Practicum (Health & Human Services)	Pro-rated	Based on percentage of full-time course load

TUITION FEES – INTERNATIONAL STUDENTS

Fee Type	Amount	Notes
Tuition Rate	3× domestic rate	See website for program-specific details
Tuition Deposit	$3,500	Due within 6 weeks of offer. Must be received before Aurora College confirms your seat and applies on your behalf for an NWT Territorial Letter of Attestation which is required for a study permit. Tuition deposits are applied directly to your first term tuition.
Refund (if study permit denied)	Deposit minus $250	Must cancel 30 days before start and provide documentation. If you are unable to secure a study permit, you may apply to have your tuition deposit refunded, less a $250 administrative fee, if: • The cancellation is provided 30 days prior to the start of classes; and • You can provide a letter from the Canadian Embassy, High Commission, or Consulate refusing to provide you with a study permit; or • You can provide an official medical note from a doctor stating that the you cannot attend due to medical reasons.

TUITION DEPOSIT – DOMESTIC STUDENTS

Program	Deposit	Notes
Heavy Equipment Operator	$500	Due within 10 business days of offer. Tuition deposits are applied directly to your first term tuition.
LPN Bridge-In to BSN	$500	Due within 10 business days of offer. Tuition deposits are applied directly to your first term tuition.
Partial Refund	Deposit minus the Administrative fee of $100	If you cancel your seat, you may be eligible for a partial refund of the tuition deposit if exceptional circumstances prevent your attendance.

TRANSFER CREDIT FEES

Type	Fee	Notes
Aurora College Credit Assessment	$70/course	If you wish to transfer courses from your institution for credit into an Aurora College program, you can apply to have the courses assessed.
External Institution Application Fees	Varies	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

FALL/WINTER

Fee Type	Full-Time	Part-Time	Notes
Technology Fee	$100/term	$100/term	Includes email, Office 365, Teams, Grammarly, etc.
Recreation Fee	$25/term	$25/term	Supports campus activities
Student Association Fee	$25/term	$10/term	Collected on behalf of Student Association

SPRING

Fee Type	Full-Time	Part-Time	Notes
Technology Fee	$100/term	$100/term	Includes email, Office 365, Teams, Grammarly, etc.
Recreation Fee	$25/term	$25/term	Supports campus activities
Student Association Fee	$0/term	$0/term	Collected on behalf of Student Association

OFF-CAMPUS/DISTANCE

Fee Type	Full-Time	Notes
Technology Fee	$100/term	Includes email, Office 365, Teams, Grammarly, etc.
Recreation Fee *	$25/term	*Optional – if Student Card is requested.

TRADES & PROGRAMS TWO MONTHS OR SHORTER

Fee Type	Full-Time	Notes
Technology Fee	$100/term	Includes email, Office 365, Teams, Grammarly, etc.
Recreation Fee	$25/term	Supports campus activities
Student Association Fee	$10/term	Collected on behalf of Student Association

PROGRAMS LONGER THAN TWO MONTHS

Fee Type	Full-Time	Notes
Technology Fee	$100/term	Includes email, Office 365, Teams, Grammarly, etc.
Recreation Fee	$25/term	Supports campus activities
Student Association Fee	$25/term	Collected on behalf of Student Association

AS & WHEN REQUIRED

Fee Type	Full-Time	Notes
Duplicate Documents of Recognition	$50	
Duplicate Receipts	$10	
NSF Cheques	$30	
Transfer Credit Assessment Fee	$70	
Verification Documents (Transcript, Proof of Completion)	$10	
Invigilation Fee (External Exams)	$75/First 3 Hours $30/per Additional Hour	
	$250	Exams outside of scheduled business Hours (up to 4 hours)

For the most up-to-date fee information, visit www.auroracollege.nt.ca/future-students/admissions/fees or contact your campus admissions office.

BOOKS AND MATERIALS

Textbook costs vary by program and are not included in tuition fees. Here's what you need to know:

TEXTBOOK LISTS

A textbook list is usually available two months before classes begin.

Lists will be distributed to students by email or through your program coordinator.

HOW TO ORDER

You can:

- Order textbooks online through various book sellers
- Purchase textbooks through your campus by emailing textbooks@auroracollege.ca

When ordering:

- Always include the correct ISBN and book title
- Note that many programs now use electronic e-books, which may not be available in print from the campus

Payment & Shipping

- Campuses charge the purchase price plus 10 percent administration fee
- Students studying remotely must also pay for shipping and handling
- Textbooks must be paid in full before they can be shipped

Returns

- Opened textbooks cannot be returned
- Please double-check your order before purchasing

Order early to ensure your materials arrive before classes begin. If you have questions, contact your campus or email textbooks@auroracollege.ca.

FINANCIAL ASSISTANCE

Northwest Territories residents 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 (ISET);
- Indigenous Organizations

If you require financial assistance, please contact the relevant 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 available for allocation.

NWT STUDENT FINANCIAL ASSISTANCE* (SFA)

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 the program start date for all other months. SFA does not require that you have been accepted by Aurora College prior to applying.

this program is ONLY available to Northwest Territories residents

INDIGENOUS SERVICES CANADA

University and College Entrance Preparation Program (UCEPP) and First Nation Adult Education Program (FNAE)
Phone: 1-800-661-0793
Email: NTEducation-NTEducation@rcaanc-cirnac.gc.ca
Website: https://sac-isc.gc.ca/
Deadline for applications: July 15

SCHOLARSHIPS, BURSARIES AND AWARDS

A broad range of domestic scholarships, bursaries and awards is available to students. For information on awards, please contact:
- the Student Services Office at any Campus
- the GNWT Department of Education, Culture and Employment (Northwest Territories residents only)
- 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/current-students/scholarships-and-bursaries.

FINANCIAL ASSISTANCE FOR INTERNATIONAL STUDENTS

At this time, Aurora College does not offer financial assistance or specific scholarships for international students.

TRANSFER CREDIT & PARTNERSHIP AGREEMENTS

Aurora College supports student mobility through a variety of transfer credit agreements and partnerships. These fall into two main categories:

TRANSFERRING INTO AURORA COLLEGE

If you've completed courses at another post-secondary institution, you may be eligible to receive transfer credit toward your Aurora College program.

- **Eligibility:** You must be accepted into an Aurora College program before applying for transfer credit.
- **Process:** Submit your transcripts and course outlines for review.
- **Fee:** $70 per course for credit assessment.
- **Approval:** Final decision is made by the Registrar.
- For more information, contact the Registrar's Office.

TRANSFERRING OUT OF AURORA COLLEGE

Aurora College has formal agreements with other institutions that allow students to transfer credits earned here toward further study elsewhere.

Alberta Transfer Guide
Students planning to continue their studies in Alberta, Yukon, or Nunavut should consult the Alberta Transfer Guide. It lists recognized course and program transfer agreements.

Contact:
Alberta Council on Admissions and Transfer
Phone: (780) 422-9021
Email: acat@gov.ab.ca

CURRENT TRANSFER AGREEMENTS

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.

Aurora College Program	Transfer Agreement with:
Environment & Natural Resources Technology	Lethbridge Polytechnic (BSc - Ecosystem Management) University of Lethbridge (BSc - Environmental Science) University of Northern British Columbia (BSc - Forest Ecology and Management, BSc - Wildlife and Fisheries) Yukon University (BSc - Northern Environmental and Conservation Sciences)
Business Administration Diploma	Certified General Accountants (CGA)
Bachelor of Science in Nursing	University of Victoria
Early Learning & Child Care Diploma	University of Alberta (BEd - Elementary Education)
Most Programs	Nunavut Arctic College Yukon University

Note: Not all courses within a program may be transferable. Contact the Office of the Vice President, Education and Training for current agreements between Aurora College and other institutions.

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.

UNIVERSITY OF THE ARCTIC / north2north

Aurora College is a member institution of the University of the Arctic (UArctic), a network of institutions focused on education and research in the circumpolar North.

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. 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. The overall goal is to create a strong, sustainable circumpolar region by empowering northerners and northern communities through education and shared knowledge.

Students may apply for north2north mobility to study abroad or attend field schools at other UArctic institutions.

Canadian north2north funding is administered by Yukon University.

CERTIFICATION & FEES

- Students receive an Aurora College transcript as official recognition.
- Additional fees may apply when transferring to another institution.
- Financial assistance may be available through the GNWT Department of Education, Culture and Employment (ECE).

For questions about transfer credits or partnerships, contact the Registrar's Office or Academic Advisor.

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.

CONTINUING EDUCATION & PARTNERSHIPS

CONTINUING EDUCATION COURSES

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, click the Continuing Education button to get to our main page, then click the arrow next to Continuing Education to see each campus's listings.

CUSTOMIZED TRAINING OPTIONS

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 the local Continuing Education Coordinator.

CONTACT

Coordinator, Continuing Education
Phone (867) 920-8802
Fax (867)873-0333
Email: khorn@auroracollege.ca

PARTNERSHIPS WITH INDIGENOUS, GOVERNMENT, AND INDUSTRY STAKEHOLDERS

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 Apply@auroracollege.ca to find out more information about these programs.

STUDENT HOUSING

STUDENT HOUSING – ELIGIBILITY

Aurora College offers a variety of housing options for both single students and those with families. Housing is available for the duration of the academic program year, and all students must reapply annually to maintain eligibility.

WHO IS ELIGIBLE?

To qualify for student housing:
- You must be **registered as a full-time student** in a **full-time program.**

APPLICATION TIMELINE

- Housing applications are available on the Aurora College website at Student Housing - Aurora College.
- Applications received **before March 31** are considered for priority placement.
- After March 31, housing is assigned based on availability and priority criteria.

HOW HOUSING IS ASSIGNED

Housing assignments are prioritized based on:
- Residency status – Out-of-town students (those relocating from communities 40 km or more away).
- Program location – Students attending programs unique to a specific campus.
- Program Delivery Method – Students enrolled in classroom-based programs
- Program length and enrolment status – Students enrolled in multi-year programs (i.e. diploma or degree programs) and who are full-time (enrolled in a minimum of 60 percent of a 100 percent course load).

Due to high demand, housing availability is limited. We strongly encourage students to apply early and contact their campus housing office to explore alternative options if needed.

TYPES OF UNITS BY CAMPUS

Aurora College Housing features a variety of units ranging from shared accommodation, to dorms, apartments, and row houses. Availability of units varies between campuses.
Aurora Campus – Dorms and 3 bedroom row houses.
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).

RENT & LAUNDRY COSTS

Rent in Aurora College student housing is billed monthly.
Some units include laundry facilities, while others have coin-operated laundry machines. If your unit includes laundry, your rent will include either a $20 or $30 monthly amount for the cost of 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.

Type of Unit	Monthly Rent
Single Student Unit	$550
Bachelor Unit	$820
One Bedroom Unit	$940
Two Bedroom Unit	$1,020
Three Bedroom Family Unit	$1,210
Four Bedroom Family Unit	$1,260
Five Bedroom Family Unit	$1,310

CONTACT INFORMATION FOR HOUSING OFFICES

Aurora Campus
Phone: (867) 777-7886
Email: ResidenceIN@auroracollege.ca

Yellowknife North Slave Campus
Phone: (867) 444-9159
Email: ResidenceYK@auroracollege.ca

Thebacha Campus
Phone: (867) 872-0135
Email: ResidenceFS@auroracollege.ca

STUDENT SERVICES

STUDENT SERVICES MISSION

Student success is of paramount importance at Aurora College. Each of our campus locations has dedicated staff who provide a range of student support services.
Some of the many services provided by the Student Services Division are:

- Orientation to college life
- Academic, career, and mental health referrals
- Employment coaching
- Financial information
- Personal development
- Referrals
- Cultural celebrations and ceremonies

For information on the full range of services or hours of operation, please contact us.
Toll Free (all campuses): 866-266-4966
Aurora Campus: 867-777-7800
Thebacha Campus: 867-872-7500
Yellowknife North Slave Campus: 867-920-3030

CARE: CONCERN. AWARENESS. RESPONSE. ENGAGEMENT.

At Aurora College, student success and well-being are at the heart of everything we do. The CARE system is our early alert process designed to help identify and support students who may be facing challenges that could impact their academic journey.

WHAT IS CARE?

CARE is a confidential system that allows faculty and staff to share concerns about a student's well-being or academic progress. It enables us to reach out early and offer timely, coordinated support, ensuring students are aware of the resources available to help them succeed.

WHY CARE MATTERS

Research shows that early outreach and support can make a meaningful difference in student success. CARE is not a disciplinary process. It's a proactive, compassionate approach to ensure students feel seen, supported, and connected.

HOW IT WORKS

- When a concern arises, a faculty or staff member may submit a confidential CARE report.
- A Student Services representative reviews the report and, if appropriate, reaches out to the student to offer support, suggest resources, or invite them to connect.
- Students are under no obligation to meet or follow up. Participation is entirely voluntary.
- Privacy and Confidentiality
- CARE reports are not part of a student's academic record and are handled in accordance with the Access to Information and Protection of Privacy Act (ATIPP). Information is shared only with those directly involved in providing support, and only when necessary.

ACCESSING SUPPORT

Students do not need a CARE report to access services. As always, they are welcome to reach out directly to any member of our team. CARE simply provides an additional pathway for support, especially when a student may not know where to turn or when a broader team approach is helpful.

IMPORTANT NOTE

Aurora College does not have licensed mental health counsellors on site. Our staff are here to help you identify and connect with other available resources in our communities.

CARE is not an emergency response system. In urgent situations, please follow Aurora College's emergency procedures or contact emergency services directly

TUTORING

Aurora College offers tutoring to help support 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.

ACADEMIC ADVISING

Aurora College has Academic Advisors who can assist prospective and current students with program planning, admissions inquiries, registration, course selection, career planning, transfer credits, and other program-related questions. Contact Advising@auroracollege.ca

STUDENT WELLNESS

Aurora College has Wellness Coordinators available to assist students. In addition to one-on-one services in the areas of career exploration and personal wellness, the Wellness staff offer workshops and presentations, assistance in finding online and community resources, self-help materials and mental health check-ins. All sessions and referrals are kept strictly confidential.

Contact:
Aurora Campus: 867-777-7837
Thebacha Campus: 867-872-7522
Yellowknife North Slave Campus: 867-920-3004
Toll Free: 1-866-266-4966

STUDENT ASSOCIATIONS

A student association is established at each campus. The associations are student organizations governed by an executive that 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, coordinating 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 child care 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 providers available in our 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 comprise more than 25,000 books, journals, videos, government documents, and a diverse array of digital and online resources. Internet access and inter-library loan services are available at all campus libraries.

Aurora Campus
Phone: (867) 777-7819
Email: inlibrary@auroracollege.ca

Thebacha Campus
Phone (867) 872-7549
Email: tclibrary@auroracollege.ca

Yellowknife North Slave Campus
Phone: (867) 920-3012
Email: yklibrary@auroracollege.ca

Website: https://auroracollege.libguides.com/home

EDUCATIONAL ACCOMMODATIONS – SUPPORT FOR STUDENTS WITH DISABILITIES

Aurora College is committed to creating an inclusive learning environment where all students can thrive. We recognize our responsibility to ensure that students with disabilities have equitable access to our programs and services. Policy D.14 Support for Students with Disabilities

HOW TO REQUEST ACADEMIC ACCOMMODATIONS

If you are a student or applicant seeking academic accommodations or other supports:

- Notify your Program Manager in writing
- Provide documentation of your disability
- Identify your accommodation needs to the best of your ability
- Confirm your ability to participate in program activities once accommodations are in place

If you need assistance navigating the accommodations process or would like referrals to evaluation services, please contact an Academic Advisor at: advising@auroracollege.ca
We encourage students to reach out early so that supports can be arranged in time for the start of their program. Our team is here to help you succeed

AURORA COLLEGE POLICIES

Aurora College has many policies guiding its operations. As we move forward on becoming a polytechnic university, we are creating new policies and reviewing all of our current policies. Please check the Aurora College website in the About Us - Governance and Administration section for the most up-to-date policy information. Important topics covered include:

POLICIES

B.18 Copyright
C.02 Course and Program Attendance
C.03 Recognition of Prior Learning
C.05 Academic Standing
C.12 Admission and Registration
C.13 Course Extensions
C.15 Academic Integrity
C.25 Assessment and Grading
C.30 Student Withdrawal
C.48 Transcripts
C.49 Program Completion Grace Period
C.50 Academic Freedom
D.01 Student Appeals
D.05 Student Housing Intake
D.14 Support for Students with Disabilities
D.17 Student Conduct

E.01   Digital Learning and Information Usage
E.07   Discrimination, Harassment, and Violence
H.08   Vehicle Use
I.02   Research Administration
I.03   Integrity in Research and Scholarship
I.04   Ethical Conduct for Research Involving Human Participants
I.05   Care of Animals in Teaching and Research
I.06   Intellectual Property
I.09   General Research Fund
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 students 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 (POLICY D.17)

Aurora College is committed to establishing and sustaining a positive and dynamic learning and working environment within our diverse college community. Aurora College protects the safety, security, and reputation of the College by requiring high standards of respectful and responsible behaviour from students at all times. Actions of all students are expected to exemplify our values of respect, inclusiveness and diversity, innovation, and academic integrity. Alleged incidents of academic and non- academic misconduct are investigated and resolved in a manner that is transparent, fair, and timely.

To determine which policy is relevant in any given situation, look up the situation in the chart on page 30.

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 policies that govern student conduct, academic standards, and student appeals. Additional policies and procedures deal with the administration and operation of the College. Key elements of the policies are outlined below. The complete and current versions are available through the Campus Admissions Offices and online at
www.auroracollege.nt.ca

Note: Aurora College is revising its policies and procedures as part of becoming a polytechnic university.

RECOGNITION OF PRIOR LEARNING (POLICY C.03)

Applicants and students may be awarded prior learning credit (up to 50 percent of a total program or course requirement) through Recognition of Prior Learning (RPL). RPL may be through transfer credit as well as non-formal and informal prior learning assessment.

Students must submit a transfer credit application to the Office of the Registrar as soon as possible, once admitted to the program. Applicants with a post-secondary undergraduate credential or a vocational certificate or diploma from a recognized institution may be considered for block credit.

Individuals can submit an application for credit for informal or non-formal learning recognition at any time once they are admitted into a program or at any time before the midpoint of the course for which they are seeking credit. RPL assessment methods include examinations (challenge exams or standardized tests) and competency-based assessments (portfolios, demonstrations, interviews, etc.).

ADMISSION REGISTRATION (POLICY C.12)

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

- You must pay your tuition fees in full by the end of the registration period or have alternate arrangements made with the College.
- You may not register in subsequent terms until all accounts with the College have been settled or a repayment plan has been approved by the Chief Financial Officer or designee.
- 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 at each campus.
- You are responsible for notifying the Office of the Registrar in writing of any changes of email, mailing address, phone number or any other pertinent information

PAYMENT PLANS

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. Financial credit will only be extended for rent for the first month. (Note: The first month's rent is due at the time of registration)

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 Head 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 they withdraw 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 their academic performance is significantly affected by extenuating circumstances.

ASSESSMENT AND GRADING (POLICY C.25)

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 outlines, and course syllabi. 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, course outlines, and syllabi.

GRADING OF COURSES (PROCEDURE C.25.1)

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.

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.

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.

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

GPA Calculation Example

Course #	Grade	Mark	Points	Credits	Grade Points
020-107	B-	67	2.70	3	8.1
020-213	B+	79	3.30	3	9
020-215	A-	84	3.70	3	11
			Total:	9	29.1
			29.1	÷9	=3.23 GPA

ACADEMIC STANDING (POLICY C.05)

This policy applies to programs for which academic standing needs
to be a criterion for remaining enrolled. It also applies to students accepted into a program on a probationary basis. Academic standing is determined at the end of the semester, or at other intervals that may be deemed appropriate. Based on the required academic achievement levels in the program or course outline, the three levels of academic standing are: Good Academic Standing; Academic Probation; and Academic Dismissal.

SUPPLEMENTAL EXAMINATIONS AND ASSIGNMENTS (PROCEDURE C.25.3)

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 (POLICIES A.02, D.17, E.07)

As an adult learner, you are expected to conduct yourself in an acceptable manner as defined by government laws and regulations and College 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 (POLICY D.01)

Aurora College has a formal appeal process through which students may appeal decisions made by the College regarding: student academic misconduct; final course grades; 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.

Policy Quick Reference

Topic	Policy
Academic misconduct/dishonesty	C.15 Academic Integrity Policy
Academic performance standards	C.25 Assessment and Grading Policy
Academic probation	C.05 Academic Standing Policy
Accommodating disabilities	D.14 Support for Students with Disabilities Policy
Appeals	D.01 Student Appeals Policy
Artificial Intelligence / Generative Artificial Intelligence	C.15 Academic Integrity Policy
Attendance	C.02 Course and Program Attendance Policy
Copyright	B.18 Copyright Policy
Course extensions	C.13 Course Extensions Policy
Extending my lease	D.05 Student Housing Intake Policy
Eviction from housing	D.17 Student Conduct Policy
Financial credit	J.04 Student Financial Credit Policy
Harassment	E.07 Discrimination, Harassment, and Violence Policy
Non-academic misconduct	D.17 Student Conduct Policy
Plagiarism (Academic Misconduct)	C.15 Academic Integrity Policy
PLAR	C.03 Recognition of Prior Learning Policy, C.03.1 Informal and Non-formal Learning Procedure Policy
Staying in housing for more than one year	D.05 Student Housing Intake Policy
Student conduct	A.02 Code of Ethics; C.15 Academic Integrity Policy; D.17 Student Conduct Policy; E.07 Discrimination, Harassment, and Violence Policy
Student fees	J.02 Fees Policy
Summer housing	D.05 Student Housing Intake Policy
Summer storage	D.05 Student Housing Intake Policy
Transfer Credit	C.03 Recognition of Prior Learning Policy, C.03.2 Transfer Credit Procedure Policy
Tuition Fees	J.02 Fees Policy
Unsatisfactory academic performance	C.05 Academic Standing Policy
Withdrawing from program/course	C.30 Student Withdrawal Policy

Environment & Natural Resources Technology Diploma

General Studies

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;
- 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;
- 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 percent or higher may be considered for acceptance on probation.

Applicants who do not meet ALL admission requirements may be considered for Acceptance on Probation if they meet:

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

Applicants are required to upgrade by taking one of Biology 30, Chemistry 30 or Physics 30 courses during their first year to continue in the program.

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 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 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% 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).

PROGRAM INFORMATION

A considerable amount of the program will be delivered in field settings. Approximately 40 percent 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 rigours 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, Lethbridge Polytechnic,

Yukon University, 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

CURRICULUM

CAMP 0100	Introductory Field Camp
ENSC 0101	Communications and Technical Writing
ENSC 0102	Ecology
ENSC 0103	Wildlife Biology
ENSC 0104	Applied Mathematics for Technicians
ENSC 0105	Introduction to Environmental Sciences
ENSC 0107	Applied Computer Applications
ENSC 0108	Field Safety and Preventative Maintenance
ENSC 0111	Communications and Project Management
ENSC 0112	Forest and Range Botany
ENSC 0113	Indigenous Law and Governance
ENSC 0115	GPS and Mapping
ENSC 0116	Geographic Information Systems

ENSC 0207	Arctic Marine Sciences
ENSC 0211	Data Management and Statistics
ENSC 0213	Water Resources Management
ENSC 0214	Freshwater Fisheries
ENSC 0224	Wildlife Management
ENSC 0225	Wildlife Techniques
ENSC 0232	Environmental Stewardship
ENSC 0233	Environmental Assessment and the Regulatory Process
ENSC 0240	Geology
CAMP 0285	Western Arctic Field Camp
CAMP 0286	Winter Field Camp
ENSC 0295	Technical Project Electives – Choose One
ENSC 0222	Forest and Fire Management
ENSC 0250	Source Water Protection

GENERAL STUDIES

PROGRAM DESCRIPTION

The General Studies program provides students with a range of comprehensive, undergraduate level courses with a focus on northern, Indigenous content. Students in General Studies are encouraged to embrace academic breadth in both knowledge and skills, develop the habit of analytical and critical thought, and recognize and respect multiple ways of knowing.

The program offers a variety of courses from which students choose their own path, including continuing into a university degree or related program, such as the Bachelor of Social Work and Bachelor of Education degrees being introduced at Aurora College. Students may also be able to take electives in other Aurora College post-secondary programs such as Business Administration, Environment and Natural Resources Technology, Nursing, etc.

Students in the General Studies program earn up to 60 credits in two academic years: 3 credits per course, five courses per semester, Fall semester and Winter semester. Students who take fewer courses each semester will take more time to complete 60 credits.

PROGRAM ELIGIBILITY

Applicants may be admitted into the General Studies 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 final grade of 65 percent in the following:

- English 30-2 (or higher); AND
- One of the following: Math 30-2 (or higher), Science 30, Biology 30, Chemistry 30, or Physics 30; AND
- One of the following: Social Studies 20-2 (or higher) OR Northern Studies 30.

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

- English 150 (or higher); AND
- One of the following: Math 150 (or higher), Science 30, Biology 30, Chemistry 30, or Physics 30; AND
- Social Studies 20-2 (or higher)

Equivalencies and other post-secondary education may be considered.

Applicants who do not meet admission requirements may be considered for Acceptance on Probation, which may require taking one or more upgrading courses during their first year, if they:

- Meet the English requirement; AND
- Meet either the Math/Science OR Social Science requirement; BUT
- Do NOT meet the other requirement, however have a minimum 65 percent final grade at the Grade 11 level.

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. Applicants may be required to meet some prerequisite or upgrading courses as part of their program or to take some courses.

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 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 be accepted on probation, which is dependent on their successful completion of the required courses (65% or higher). Applicants who are accepted on probation 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 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 into 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 University and College Access Program (UCAP) at Aurora College will be given priority in the selection process if they have submitted a complete application on or before November 30.

Priority consideration for admission will not be considered for applications received on or after December 1. Applications will be processed first come, first served based on the date that the complete application** is submitted.

Some courses may have prerequisites that are different from the program admission requirements. Admission to the program does not guarantee permission to take every course. Students may need prerequisite courses, including upgrading courses, to satisfy course requirements. Prerequisite upgrading courses may not be used for credit towards the General Studies diploma.

*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 that contains all required documentation (e.g. application, transcripts, etc.) and all requested documentation (e.g. additional documentation that supports your eligibility that is requested for your application).

PROGRAM INFORMATION

Students in General Studies must earn 60 credits, including successfully completing the three required courses, to be eligible to complete General Studies. Students interested in applying to the Bachelor of Social Work and/or Bachelor of Education programs must successfully complete required courses for the respective program, in addition to the three required General Studies courses.

General Studies is not intended for students who will be primarily upgrading (eg. students who need to upgrade three or more courses), though applicants may include a limited number of upgrading courses in their course selection in their first year of General Studies.

PROGRAM OBJECTIVES

Provide students with a broad liberal arts and sciences education with a focus on northern, Indigenous content.

1. Provide students with a sound educational foundation so they can continue their education beyond General Studies,

including into the Aurora College Bachelor of Social Work or Bachelor of Education or other post-secondary programs.

2. Encourage students to engage in critical inquiry and self-reflection to facilitate life-long learning.

COMPLETION REQUIREMENTS

1. The passing mark for each course will be 50 percent. However, students must maintain a cumulative average of 65 percent in the General Studies program.

2. To complete General Studies, students must do each of the following:
   a. Maintain a cumulative average of at least 65 percent in the program.
   b. Earn 60 credits from courses in the program.
   c. Successfully complete the three General Studies required courses.
   d. Complete all requirements within five years of commencing studies.

3. Prerequisite and upgrading courses may NOT satisfy course or credit requirements for program completion.

DOCUMENT OF RECOGNITION

Aurora College General Studies Diploma

CURRICULUM

General Studies required courses

EDUC 0101	Introduction to Higher Education
ENGL 0110	Academic Reading and Writing
INDG 0101	Indigenous Peoples of Canada
	OR
INDG 0211	Indigenous Peoples of the North

General Studies electives*

ANTH 01XX	Peoples and Cultures
ANTH 02XX	Anthropology of Canada
ANTH 02XX	Language and Culture
BIOL 0101	Principles of Biology I: Cells

	to Organisms
BIOL 0102	Principles of Biology II: Organisms in the Environment
EDUC 0102	Introduction to Teaching
EDUC 0202	Education Theory and Practice
ENGL 0101	Introduction to Literary Structures
ENGL 0106	Introduction to Canadian Indigenous Literatures
ENGL 02XX	Expository Writing
ENGL 02XX	Introduction to Creative Writing
ENGL 03XX	Indigenous Literature of Turtle Island
GEOG 02XX	Canada: Places, Cultures, and Identities
HIST 02XX	Canada Before Confederation
HIST 02XX	Canada Since Confederation
INDG 01XX	Métis Studies
INDG 02XX	Contemporary Challenges Facing Indigenous Communities
INDG 2XX	Indigenous Oral Literatures
MATH 0111	Precalculus
SOWK 0201	Introduction to Social Work Practice
SOWK 0203	Introduction to Social Welfare
WGST 0100	Introduction to Women's Studies

Electives

Students in the General Studies program may register for courses in other Aurora College programs, if they have the prerequisite(s) for each course, and if space is available. Some courses may not be available to students in General Studies. Students are encouraged to consult with an academic advisor to develop an academic pathway that meets their needs.

Not all course numbers available at time of publication of document.

Business Administration

Office Administration

Northern Leadership Development - Level 1

Northern Leadership Development - Level 2

Mining Frontline Supervisor Leadership

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 enrol in the diploma program. There are six required courses in the diploma program and 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 (e.g. application, transcripts, letter of reference) and all requested documentation (e.g. 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 ten 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 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 online/distance. In-person students will 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 online delivery by instructors on another campus.

PROGRAM OBJECTIVES

To provide students with knowledge and skills in the subject areas of the Business Administration program.

1. To help students prepare for employment in business, government or non-profit organizations in the NWT.
2. 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 - 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

CURRICULUM

Certificate:

MATH 0103	Business Math
ENGL 0104	Business Communications I
ACCT 0105	Financial Accounting I
BUSI 0106	Introduction to Business
CMPT 0107	Information Technology for Business
BUSI 0113	Organizational Behaviour
ENGL 0114	Business Communications II
ACCT 0115	Financial Accounting II
MRKT 0116	Marketing
BUSI 0117	Microeconomics

Diploma:

BUSI 0201	Business Law
BUSI 0202	Human Resource Management
MATH 0203	Statistics
BUSI 0204	Macroeconomics
BUSI 0205	Management
FNCE 0206	Personal Finance and Income Tax

Electives:

GVMT 0210	Northern Governance
BUSI 0211	Small Business Management
BUSI 0255	Small and Medium Sized Enterprises for Local Economic Development in the Extractive Sector
BUSI 0212	Community Economic Development
BUSI 0213	Business Leadership
ACCT 0222	Automated Accounting
ACCT 0223	Managerial Accounting I
ACCT 0224	Managerial Accounting II
FNCE 0225	Corporate Finance
BUSI 0250	General Elective
BUSI 0251	General Elective
BUSI 0252	General Elective

Work Experience Option

| BUSI 0120 | Work Experience I 300 0 |
| BUSI 0220 | Work Experience II 300 0 |

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) and a diploma (two years).

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 enrol 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.

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**.

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

PROGRAM ELIGIBILITY - DIPLOMA

To be eligible for acceptance, an applicant must:

- Possess an Office Administration Certificate

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

CURRICULUM

OFFI 0102	Keyboarding
OFFI 0109	Practicum
ENGL 0105	Business Grammar and Vocabulary
CMPT 0114	Word Processing
CMPT 0136	Presentation Software and Graphic Editing Skills

ENGL 0102	Business Writing I
MATH 0102	Business Math Applications
OFFI 0131	Career Development
CMPT 0135	Outlook and Productivity Applications
OFFI 0136	Spreadsheets
OFFI 0142	Administrative Office Procedures

Office Administration Diploma

(Note: Student must have completed the Office Administration Certificate to be eligible for acceptance)

ENGL 0103	Business Writing II
ACCT 0232	Bookkeeping and Financial Record Keeping
CMPT 0234	Advanced Computer Applications
ACCT 0236	Financial Accounting Software
OFFI 0252	Executive Office Procedures
OFFI 0254	Human Resources and Payroll Administration
GVMT 0257	Canadian, Territorial and Community Governments
CMPT 0266	Office Administration Capstone
CMPT 0268	Information Management and Database Applications
BUSI 0113	Organizational Behaviour

NORTHERN LEADERSHIP DEVELOPMENT - LEVEL 1

*Note: NLDP is a part-time program delivered in nine modules during the academic year

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, self-expression, 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 centred 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. 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. 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

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 delivered onsite at an Aurora College location in Yellowknife or 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. 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. 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

CURRICULUM

LEAD 0101	Personal Development
LEAD 0102	Communication Skills
LEAD 0103	Effective Personal Leadership
LEAD 0104	Effective Team Leadership
LEAD 0105	Leading While Managing
LEAD 0106	Problem Solving and Decision Making

LEAD 0107	Conflict Management
LEAD 0108	Diversity-Conscious Leadership
LEAD 0109	Leadership in Action

NORTHERN LEADERSHIP DEVELOPMENT - LEVEL 2

Note: NLDP is a part-time program delivered in nine modules during the academic year

PROGRAM DESCRIPTION

The Northern Leadership Development Program (NLDP) Level 2 is designed specifically for experienced leaders in their respective industries. This program aims to further enhance the leadership abilities of participants who are currently in leadership positions, equipping them with the necessary skills to be more present and effective leaders in their organizations.

Building upon the foundational knowledge gained in NLDP Level 1, this advanced program consists of nine comprehensive modules, with a strong emphasis on emotional intelligence throughout the program. Emotional intelligence is a critical trait for leaders, as it enables them to understand and manage their own emotions, as well as effectively navigate and influence the emotions of others. By focusing on emotional intelligence, participants will develop the skills necessary to inspire and lead their teams with empathy, authenticity, and resilience.

To ensure a smooth transition for participants who did not attend NLDP Level 1, an orientation session will be held prior to the start of Level 2. This session will introduce them to the tools, theories, and concepts that will be built upon in this advanced program, enabling them to fully engage and benefit from the Level 2 curriculum.

The program will primarily be offered online, utilizing a variety of teaching and learning practices to maximize accessibility and accommodate participants' busy schedules. However, the first and final modules will be conducted in person, providing an opportunity for participants to connect face-to-face and foster a sense of camaraderie. These in-person sessions will be held in Yellowknife, Northwest Territories.

The NLDP is unique in that each student will select a leadership mentor to support their growth and application of what they are learning as they progress through the program. This mentor support is an important element that maximizes each student's leadership growth and development throughout the program.

With a focus on applied learning, participants are encouraged to apply their newly acquired knowledge and skills between modules. This approach necessitates a high level of personal and professional accountability, as participants actively seek opportunities to practice leadership in their day-to-day roles.

This program offers a variety of supported learning approaches including whole group classroom sessions, personalized coaching, group workshops and applied learning assignments that are unique to each participant. Through structured classroom sessions, participants gain a comprehensive understanding of leadership principles and frameworks. Individual coaching provides personalized guidance, enabling participants to delve deeper into their unique leadership challenges and growth areas. Group workshops facilitate collaborative learning and the exchange of insights and best practices among peers. Finally, experiential learning activities allow participants to put theory into practice, immersing themselves in real-world scenarios to hone their leadership abilities.

Throughout the program, participants develop a well-rounded skill set that equips them to navigate complex leadership situations effectively. They learn to communicate with impact, harness emotional intelligence to build strong relationships, make informed decisions, manage conflicts constructively, lead and manage simultaneously, and foster high-performing teams.

By actively participating in the Northern Leadership Development Program Level 2, leaders gain the necessary tools and experiences to excel in their roles, driving personal and organizational success. Through their commitment to leadership in action, they become catalysts for positive change within their organizations, inspiring their teams and

achieving exceptional results.

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.

Completion of NLDP Level 1 is preferred. Otherwise, some formal leadership experience, training or corresponding certificate is required, and eligibility is determined on a case-by-case basis. In lieu of formal leadership training, a description of their leadership journey is requested to help determine the appropriate level of learning.

For those students who have not completed NLDP Level 1, they will attend a mandatory two-day pre-entry workshop delivered before Module 1 start.

The student must have a designated mentor that is aligned with their developmental goals and can commit to this vital role for the duration of the program, which averages about one to two hours each month with the exception of the first month and the final month of the program where the mentors are invited to attend an online orientation session and parts of the final, ninth module.

APPLICANT ASSESSMENT

Applicants will be accepted based on the program eligibility criteria and 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 Student Guide which will be provided to the students.

Students must attend all online and face-to-face activities scheduled for the program onsite in the Yellowknife area. Each program course will

require attendance on two days for Modules 1 – 8 and four days for Module 9. 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, where possible, and will be shared as part of the program delivery schedule.

Mentors are requested to attend a one day Mentoring Workshop, and part of a second day on the second module of the program, as well as the ninth module, Leadership in Action.

PROGRAM OBJECTIVES

NLDP Level 2 focuses on enhancing the leadership skills and capabilities of students who already have some foundational knowledge and experience in leadership roles. The program aims to further develop their leadership competencies and prepare them for more advanced leadership responsibilities. The content is based on materials from NLDP Level 1.

Here are the overall program objectives:

1. Enhancing self-awareness: Develop a deeper understanding of their strengths, challenges, values, and leadership style. Encourage reflection and self-assessment to identify areas for personal growth.

2. Developing interpersonal skills: Enhance students' ability to communicate effectively, build relationships, and collaborate with others. Emphasize active listening, empathy, and conflict management skills.

3. Strengthening strategic thinking: Enable students to think strategically and make informed decisions. Develop their ability to analyze complex situations, anticipate challenges, and identify opportunities.

4. Cultivating resilience and adaptability: Prepare leaders to navigate change, uncertainty, and ambiguity. Provide tools and strategies to manage stress, handle setbacks, and embrace continuous learning.

5. Building team leadership capabilities: Develop students' skills in leading and managing teams. Focus on team dynamics, fostering a positive team culture, and empowering team members to achieve goals.

6. Promoting diversity and inclusion: Foster an understanding of the importance of diversity and inclusion in leadership. Enhance students' ability to lead diverse teams and create an inclusive work environment.

7. Enhancing decision-making skills: Strengthen students' ability to make effective decisions based on data, critical thinking, and ethical considerations. Introduce frameworks for decision-making and problem-solving.

8. Developing leadership presence: Enhance students' executive presence and influence. Focus on public speaking, presentation skills, and communication.

9. Promoting innovation and creativity: Foster an environment that encourages innovation and creative thinking. Develop students' ability to generate and implement new ideas.

10. Encouraging continuous improvement: Instill a mindset of continuous learning and personal growth. Encourage students to seek feedback, engage in self-reflection, and set development goals.

The NLDP Level 2 delivery focuses on applied leadership principles and skills for NLDP graduates or current northern leaders who have other leadership training and/or leadership experience. It follows the topic areas of Level 1, Modules one to nine, taking the content to a deeper level with specific focus on leadership in action.

It includes the following:

- Pre-entry workshop for those who have not completed the NLDP Level 1

- Administration of EQi 2.0 360-degree feedback assessment and the Myers-Briggs Type Indicator (if not already completed)

- Review of key leadership models, principles, skills, and tools related to each module content area based on NLDP Level 1 content

- One-on-one coaching at the beginning, middle, and end of the program delivery.

- Mentor chosen by the participant and employer to support the process throughout. In addition, the mentor

participates in the 2nd module and the 9th module

- Commitment to applied learning goals, reflections, and content review in between each module.
- Post-administration of EQ 360 assessment.
- In-person delivery for the first module (Personal Development), and the ninth module (Leadership in Action). All other modules would be virtual. The last module would join with the concurrent NLDP Level 1 cohort.

Using the overall program objectives and the models, tools, and theories from NLDP Level 1, the learning outcomes for each module include:

1. Application:
   a. Apply leadership theories to analyze and evaluate leadership effectiveness in case studies
   b. Demonstrate effective communication skills in a leadership context.
   c. Develop strategies for motivating and inspiring team members.
   d. Utilize problem-solving techniques to address leadership challenges.
2. Analysis:
   a. Analyze different leadership approaches and their suitability for various organizational contexts.
   b. Evaluate the strengths and challenges of different leadership approaches.
   c. Assess the impact of leadership on team dynamics and performance.
   d. Identify potential barriers to effective leadership and propose solutions.
3. Synthesis:
   a. Determine how their personal leadership philosophy/purpose statement based on acquired knowledge and insights applies to the leadership concepts and theories.
   b. Design a leadership development plan for oneself.
   c. Generate innovative leadership strategies to address complex organizational issues.

   d. Combine leadership theories and practical experience to make informed leadership decisions.
4. Evaluation:
   a. Critique the effectiveness of different leadership practices and suggest improvements.
   b. Assess the ethical implications of leadership decisions.
   c. Evaluate personal leadership development progress and identify areas for further growth.
   d. Judge the impact of personal leadership development on individual and organizational outcomes.

COMPLETION REQUIREMENTS

Students must successfully complete all of the courses /modules. 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. 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

CURRICULUM

LEAD 0200	Pre-entry Workshop Level 2
LEAD 0201	Personal Development Level 2
LEAD 0202	Communication Skills Level 2
LEAD 0203	Effective Personal Leadership Level 2
LEAD 0204	Effective Team Leadership Level 2
LEAD 0207	Conflict Management Level 2
LEAD 0205	Leading While Managing Level 2
LEAD 0206	Problem Solving and Decision Making Level 2
LEAD 0208	Diversity-Conscious Leadership Level 2
LEAD 0209	Leadership in Action Level 2

MINING FRONTLINE SUPERVISOR LEADERSHIP

PROGRAM DESCRIPTION

The Mining Frontline Supervisor Leadership Program is intended to equip Frontline Supervisors in the mining industry with the skills and knowledge needed to excel in their leadership roles and contribute to the success of mining operations. As a participant in this program, students will learn how to empower and support their team, fostering a culture of safety and continuous improvement.

This program incorporates employer specific content including policies, procedures, strategy, human resource management, accountability, cultural awareness, etc.

This program has been designed in collaboration with the Mining Industry Human Resources Council (MiHR) to align with the National Occupational Standards (NOS) for a Frontline Supervisor in the mining industry. Students who complete this program are eligible to receive a certificate from MiHR acknowledging that they have met the training requirements for certification as a Frontline Supervisor in the mining industry. In order to receive National certification as a Frontline Supervisor from MiHR, the student must also have experience working in the mining industry, complete a minimum number of hours as a Frontline Supervisor and demonstrate competence through an assessment process through MiHR.

PROGRAM ELIGIBILITY

Applicants must be identified by their mining 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 Mining Frontline Supervisor Leadership Program. 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.

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 Mining Frontline Supervisor Leadership Program will be delivered over three modules. Typically, the program will be delivered to cohorts of students to foster collaboration and shared learning experiences for the students. Each module is three days in length. Students will earn an Aurora College Record of Achievement after successfully completing all required modules. Further information about the modules is available in the Mining Frontline Supervisor Leadership Program Participant Guide, which is provided to students in the program.

Students must attend all modules and participate in all activities in order to complete the program. The modules will be scheduled in collaboration with the mining employer to ensure students are able to attend and complete all modules and activities in the program. Students who are unable to complete a module, or part of a module, may be able to complete the missed components during future deliveries.

Aurora College will collaborate with MiHR and the mining employer to ensure that students who complete the program receive recognition from MiHR for completing the required training component of National certification.

PROGRAM OBJECTIVES

During the program, students will:
- Acquire knowledge and skills needed to excel in leadership and supervisory roles in the mining industry.
- Satisfy the learning outcomes and training requirements outlined in the National Occupational Standards for a Frontline Supervisor in the mining industry as developed by MiHR.
- Develop a base of leadership skills in a mining supervisory role 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 modules in the Mining Frontline Supervisor Leadership Program. To complete a module successfully, a student must attend all three days in the module and participate in all of the activities. A student who does not attend at least 80 percent of the hours in the module, or who does not participate in all of the activities as directed by the facilitator, will fail the course.

DOCUMENT OF RECOGNITION

Record of Achievement

CURRICULUM

LEAD 0010	Module 1: The Role of Frontline Supervisory Leadership in Mining
LEAD 0020	Module 2: Communication and Team Leadership for Mining Frontline Supervisors
LEAD 0030	Module 3: Leadership Presence, Learning and Development for Mining Frontline Supervisors

Adult Basic Education (ABE)

Occupations & College Access Program (OCAP)

University & College Access Program (UCAP)

Note: As the Northwest Territories is moving to the British Columbia high school curriculum, Aurora College is updating courses and equivalencies to match. Not all information was available at the time of publishing this document. It will be added to an updated version in early 2026.

ADULT BASIC EDUCATION (ABE)

PROGRAM DESCRIPTION

The Aurora College School of Developmental Studies Department, Adult Basic Education (ABE) program curriculum includes five 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 Basic Education (ABE) Program enroll in a program of study according to their personal needs and academic levels. Because of this, the 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. Participants often enroll in the program as a first step toward receiving a high school diploma and entering a certificate, diploma, degree, or trade program. Students may take ABE 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 the ABE curriculum used in the ABE and Access Programs is current and relevant.

PROGRAM ELIGIBILITY

Individuals who are at least seventeen years of age. Applicants must meet minimum academic prerequisites for individual courses within the program.

APPLICANT ASSESSMENT

Applicants must complete an Aurora College application form and submit official secondary school and/or college transcripts. Secondary school (grades 10-12) and college transcripts will be used to assist with the assessment. Where the student does not have high school or college transcripts, CAT5 placement assessments may be administered to determine an applicant's academic levels and to assess English (reading and writing) and math skills. Placement assessments may also be required where the applicant has been out of school for more than seven years. Placement assessments are not pass or fail, but are 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.

PROGRAM ADMISSION

Applicants will be admitted to this program based on the program's course eligibility requirements and written assessment results, if requested.

PROGRAM INFORMATION

1. Program delivery varies at each program location.

2. The core program consists of English, Math, Social Studies, Science, and Computer classes. Not all courses are available at all locations.

3. An NWT Secondary School Diploma awarded by ECE may be obtained by adult learners who complete a minimum of 20 academic credits through the Adult Diploma pathway. While ABE courses are not for-credit courses, they may be eligible for secondary school credit in the NWT. Applicable course grades are submitted by Aurora College to ECE at the end of each academic semester.

4. Full-time and part-time students are placed in a program of study based on their interests and needs, as well as their academic levels.

5. Most courses are delivered in the classroom, but some courses may be delivered through distance delivery.

PROGRAM OBJECTIVES

The ABE Program will provide the student with the following opportunities:

1. Develop and apply technology, numeracy, and literacy skills to meet personal, employment and educational goals.

2. Develop and apply communication skills to communicate effectively and build positive relationships in education, work, and personal environments.

3. Apply critical thinking skills and engage in reflective practice to problem-solve and make decisions.

4. Develop and apply academic skills to successfully complete course requirements and to gain admission into college/ university programs or employment.

5. Develop learning strategies to promote personal, professional, and academic growth and to build lifelong learning capacity.

6. Develop goal-setting and self-monitoring strategies to foster independence, perseverance, and responsibility for their own learning.

7. Explore their own culture and the history and cultures of the NWT to contribute to the development of a strong cultural identity and a positive personal narrative.

8. Explore an alternative pathway for adult learners to earn an *NWT Secondary School Diploma.*

COMPLETION REQUIREMENTS

Students must achieve 50 percent in ABE courses unless otherwise identified in the course outline.

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 who meets the NWT Secondary School Diploma requirements.

CURRICULUM

* Course list is being updated and will be included in updated version

OCCUPATIONS AND COLLEGE ACCESS PROGRAM (OCAP)

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 apprenticeships, OCAP prepares students to take apprenticeships in Categories A, B, and C offered at Aurora College.

OCAP includes a combination of 85 percent Adult Basic Education (ABE) and 15 percent Specialty Access Courses. The Aurora College School of Developmental Studies is transitioning the ABE curriculum to align to the British Columbia secondary curriculum. The ABE courses in OCAP range from the Fundamentals to Grade 11 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. OCAP is designed to be one academic year in length.

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 the prerequisite entry requirements for Aurora College certificate or trade programs. Students may enroll in this program on a full-time basis through either classroom or distance (online) delivery.

Aurora College has developed a Continuous Quality Improvement (CQI) process to ensure the ABE 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 their career pathway of choice.

APPLICANT ASSESSMENT

Applicants must meet the program eligibility requirements and may be required to complete assessments to assess English (reading and writing) and math skills. The assessment methods are not pass or fail but are 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 must meet the program eligibility requirements. High school transcripts must be provided, and if necessary, Aurora College placement assessments may be administered to determine an applicant's academic levels. Depending on the applicant's chosen pathway, they will be advised/requested to submit a criminal record check and/or immunization record.

PROGRAM INFORMATION

1. Access Program delivery varies at each campus location.
2. The program consists of 85 percent ABE courses in English, Math, Science, Social Studies, and Computers and 15 percent Specialty Access courses. Not all courses are available at all locations.
3. 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 are available through distance (online) delivery.
5. Students attend all scheduled classes in accordance with College and/or Program policy.

PROGRAM OBJECTIVES

The Occupations and College Access Program 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, B, and C Apprenticeship programs offered at Aurora College

3. Develop study and workplace skills to prepare students to be successful in their selected post-secondary program and in their future careers;

4. Prepare students to successfully write the Trades Entrances Category A, B, and C Exams;

5. Develop basic skills in specific subject areas using the Adult Basic Education (ABE) curriculum (Fundamentals to levels 10 or 11);

6. Expand critical and creative thinking skills;

7. Acquire skills, knowledge, and attitudes needed to meet personal, employment, or educational goals;

8. Explore a range of learning experiences;

9. Apply new knowledge to different situations;

10. Develop career pathways leading directly to employment or entry into further training programs through the study of carefully chosen courses;

11. Identify skills, knowledge, and attitudes acquired through life experiences as well as course-based learning; and

12. Upgrade academic qualifications to gain direct admission into college/university programs or employment.

COMPLETION REQUIREMENTS

Students must achieve 50 percent or greater in all courses, including the Specialty Access courses, unless otherwise identified in the course outline.

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.

DOCUMENT OF RECOGNITION

Record of Achievement

CURRICULUM

* Course list is being updated and will be included in updated version

UNIVERSITY AND COLLEGE ACCESS PROGRAM (UCAP)

PROGRAM DESCRIPTION

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

UCAP includes a combination of 85 percent Adult Basic Education (ABE) and British Columbia Grade 11 and 12 courses, and 15 percent Specialty Access courses. The Aurora College School of Developmental Studies has developed the ABE curriculum to include five levels of study. The ABE Courses in UCAP range from Grade 10 to Grade 12 levels.

Courses in this program enable students to learn or relearn skills needed to meet employment, personal or educational goals. Participants in the University and College Access Program enroll in a program of study according to their career goals and academic levels. UCAP is designed to be one academic year in length.

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 the prerequisite entry requirements for Aurora College certificate, diploma, and degree programs. Students may enroll in this program on a full-time basis through either classroom or distance (online) delivery.

Aurora College has developed a Continuous Quality Improvement (CQI) process to ensure the ABE 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 their career pathway of choice.

APPLICANT ASSESSMENT

Applicants must meet the program eligibility requirements and may be required to complete assessments to assess English (reading and writing) and math skills. The assessment methods are not pass or fail, but are 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 must meet the program eligibility requirements. High school transcripts must be provided, and if necessary, Aurora College placement assessments may be administered to determine an applicant's academic levels. Depending on the applicant's chosen pathway, they will be advised/requested to submit a criminal record check and/or immunization record.

PROGRAM INFORMATION

1. Access Program delivery varies at each campus location.

2. The program consists of 85 percent core courses in English, Math, Science, Social Studies, and Computers, and 15 percent Specialty Access courses. Not all courses are available at all locations.

3. An *NWT Secondary School Diploma* may be obtained by adult learners who complete a minimum of 20 academic credits through the Adult Diploma pathway. While ABE courses are not for-credit courses, they may be eligible for secondary school credit in the NWT. Applicable course grades are submitted to ECE at the end of each academic semester.

4. 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 (UCAP) will provide the students with the following opportunities to:

1. Achieve prerequisite courses for entry into post-secondary programs at Aurora College (Bachelor of Science in Nursing, Practical Nurse, General Studies, Business Administration, and Environment and Natural Resources Technology);

2. Develop basic skills in specific subject areas using the Adult Basic Education (ABE) curriculum Grade 10 to Grade 12 levels;

3. Expand critical and creative thinking skills;

4. Acquire skills, knowledge, and attitudes needed to meet personal, employment, or educational goals;

5. Explore a range of learning experiences;

6. Apply new knowledge to different situations;

7. Develop career pathways leading directly to employment or entry into post-secondary programs through the study of carefully chosen courses;

8. Identify skills, knowledge, and attitudes acquired through life experiences as well as course-based learning; and

9. Explore an alternative pathway for adult learners to earn an NWT Secondary School Diploma.

COMPLETION REQUIREMENTS

Students must achieve 50 percent or greater in all courses, including the Specialty Access courses, unless otherwise identified in the course outline.

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.

DOCUMENT OF RECOGNITION

Record of Achievement

NWT Secondary School Diploma may be awarded by the Department of Education, Culture and Employment (ECE) to an adult learner who meets the adult *NWT Secondary School Diploma* requirements.

CURRICULUM

* Course list is being updated and will be included in updated version

Early Learning & Child Care Certificate & Diploma

Certificate Of Adult Education

EARLY CHILDHOOD DEVELOPMENT CERTIFICATE

The Early Childhood Development (ECD) program has been retired. Students who were previously enrolled in this program may be able to continue in the Early Learning and Child Care (ELCC) program and should contact the Program Head directly to discuss options.

BACHELOR OF EDUCATION

We plan to introduce a Bachelor of Education (BEd) degree in the near future. In anticipation, Aurora College is offering the General Studies program, which began in Fall 2025. General Studies is 60 credits of undergraduate-level study that will ladder into Aurora College's planned Bachelor of Social Work (BSW) or Bachelor of Education (BEd) programs. Students interested in BSW or BEd are encouraged to apply for General Studies.

EARLY LEARNING & CHILD CARE

PROGRAM DESCRIPTION

The Early Learning and Child Care (ELCC) Program is designed to prepare students to become educators of young children in a variety of early learning settings, including community early learning centers, home day cares, preschool programs, Junior Kindergarten and Kindergarten classrooms. Students develop competencies (knowledge, skills and attitudes) necessary to work with families, community stakeholders and other professionals to support children's learning and development.

Based on current practice and standards across the ELCC field in Canada and the US, the program uses a faculty-developed competency model with 35 competencies that reflect the ELCC framework with the following six focus areas:

- Integrity as an Early Childhood Educator
- Indigenous Cultural Competency
- Child Development and Learning
- Developmentally Appropriate Teaching Practices and Pedagogy
- Partnerships with Families and Community Connections
- Reflective and Ethical Assessment

In each course students work on a combination of these competencies. Competencies cannot be achieved by solely addressing academic course work, so the ELCC program has incorporated a hands-on approach. Students will complete applied learning courses as well as field placements, comprising approximately 50 percent of the entire program hours. The applied learning courses and field placements focus on developing inclusive play-based curriculum for children from birth to age six with a focus on adapting Indigenous languages, cultures, and traditions across the entire curriculum core and delivery model.

Early Learning and Child Care Certificate

All students accepted into the Early Learning and Child Care Program must initially be enrolled in the Certificate Program. This program consists of 11 courses, representing 36 credit hours. The program will allow students to develop a foundation in general early childhood care and learning principles so that graduates can function as assistants in any early childhood setting with moderate support. Students are eligible to receive a Certificate upon successful completion of the first year of the program.

Early Learning and Child Care Diploma

There are 11 required courses in the diploma program, representing 36 credit hours. The program will help students to develop the knowledge, experience and confidence to function independently as classroom lead in an early childhood setting. They will require minimal to no additional support by employers outside of the normal organizational policies and procedures. Students are eligible to receive a Diploma upon successful completion of the second year of the program.

The ELCC program is delivered both in person and by distance. The distance delivery allows students to work in the early learning and child care field while taking courses in the evenings on a part-time or full-time basis.

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, and 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 20 years or older, who 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 individually. Eligibility for the program may be determined through an interview and/or a placement test. 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 two letters of reference.

Applicants who are currently enrolled in the required academic course 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 Early Learning and Child Care 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 the process defined in the 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. 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) 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 INFORMATION

The Early Learning and Child Care Program is two years in length. Students will earn a Certificate after successfully completing 11 courses in the first year. Students can then obtain a Diploma by completing a second year, which also consists of 11 courses.

As part of a uniquely Indigenous and Northern culture-based program, opportunities to gain knowledge about NWT cultures and languages are presented throughout the program. The Early Learning and Child Care Program may be taken on a full-time or part-time basis, either in person or through distance delivery. Successful completion of the Program requires hard work, time management skills, organizational skills, a positive attitude, and the ability to deal with stress.

PROGRAM OBJECTIVES

The Early Learning and Child Care Program is designed to prepare students to become educators of young children in a variety of early childhood settings, including community early learning centers, home day cares, preschool programs, and Junior-Kindergarten and Kindergarten classrooms. Students develop the knowledge and skills necessary to work with families, community partners 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 six 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 applied learning courses and in field placements.
The Early Learning and Child Care Program at Aurora College uses a competency-based model where the fundamental goal of student learning is skill development and application of knowledge, rather than rote memorization of concepts. Courses are graded using competencies instead of tests and exams. A competency is a combination of skills, behaviours, and knowledge needed to perform specific tasks related to the course and the field of early childhood education. Instructor(s) design the course to allow students to practice these

competencies through hands-on experiences, assignments, projects, field work, and collaborations with fellow students, faculty and community organizations and partners. Students will be developing the following competencies throughout the program:

Integrity as an Early Childhood Educator

1. Meet professional and ethical responsibilities.
2. Identify and set personal and professional goals.
3. Practice strategies for well-being and resilience.
4. Follow policies, procedures, and regulations.
5. Enhance personal and professional communication skills.
6. Establish professional identity and personal pedagogical philosophy.
7. Recognize impacts of personal perspectives and biases.

Indigenous Cultural Competency

8. Build skills for working with Indigenous children, families and communities.
9. Learn the history and relevant contemporary issues Indigenous people in Canada, the NWT, and their impact on ELCC.
10. Build knowledge and understanding on how to address the unique rights and needs of Indigenous children and their families.
11. Establish partnerships with local Indigenous communities, Elders and knowledge holders
12. Provide culturally safe care to Indigenous children to support the development of strong cultural identities.
13. Create safe environments for Indigenous children and families by integrating Indigenous knowledge, pedagogy and curriculum into daily practices.

Child Development and Learning

14. Effectively utilize early childhood development and learning theories.
15. Recognize and value each child for their uniqueness.
16. Understand and respect that child development and learning happen within multiple contexts.
17. Recognize and utilize the different stages and types of play.
18. Consider the different learning styles and types of intelligence.
19. Recognize the developmental domains (language, cognitive, social, emotional, physical, spiritual) and how they impact child development.
20. Promote and apply Equity, Diversity and Inclusion (EDI) principles.
21. Know and understand different ELCC philosophies.

Developmentally Appropriate Teaching Practices and Pedagogy

22. Design and implement appropriate early learning experiences for young children.
23. Use positive behaviour guidance to facilitate the development of social-emotional competence in children.
24. Co-design and maintain inclusive early learning environments.
25. Establish caring, reciprocal, and trusting relationships with children.
26. Establish an understanding of your role as an early childhood educator in the learning and development of children.

Partnerships with Families and Community Connections

27. Value and respect the diversity of families.
28. Make connections between home and classroom to support the learning and development of children.
29. Create connections within the community to support children, families, and professional relationships.
30. Establish respectful, inclusive relationships with families and collaborate with them to foster children's development.
31. Work collaboratively with educators, support staff, and professionals from various disciplines to promote children's well-being and development.

Reflective and Ethical Assessment

32. Practice ethical assessment using research, data collection and documentation.
33. Engage in observation techniques and maintain records.

34. Engage in reflective practice to positively impact children, families, and colleagues.
35. Access resources to enhance practice.

COMPLETION REQUIREMENTS

The Early Learning and Child Care Program provides students with an opportunity to acquire a Certificate (a one-year program) and a Diploma (a two-year program).

1. Students must complete all course work. The passing mark for each course will be 50 percent. However, students must maintain a minimum cumulative average of 60 per cent in the Early Learning and Child Care Program to receive a credential.

2. In each year, students must successfully complete 11courses as specified in the curriculum.

DOCUMENT OF RECOGNITION

Aurora College Early Learning and Child Care Certificate

Aurora College Early Learning and Child Care Diploma

CURRICULUM

Certificate:

ELCC 0101	Cultural Competency in Early Learning and Child Care I
ELCC 0102	Introduction to Early Learning and Child Care
ELCC 0103	Child Growth and Development
ELCC 0104	Health, Safety & Nutrition
ELCC 0105	Child Observation and Assessment
ELCC 0106	Guiding Young Children
ELCC 0107	Interpersonal Communication Skills
ELCC 0108	Learning Through Play
ELCC 0111	Applied Play-Based Learning I
ELCC 0112	Applied On the Land Learning I
ELCC 0110	Field Placement I

Diploma:

ELCC 0201	Cultural Competency in Early Learning and Child Care II
ELCC 0202	Planning for Play I (Early Years)
ELCC 0203	Planning for Play II (Preschool Years)
ELCC 0204	Philosophy of Early Learning and Child Care
ELCC 0205	Ecology of the Family and Community
ELCC 0207	Inclusion in Early Learning and Child Care
ELCC 0209	Critical Issues in Early Learning and Child Care
ELCC 0210	Leadership, Teambuilding, and Administration for Early Learning
ELCC 0213	Applied Play-Base Learning II
ELCC 0214	Applied on the On-the-Land Learning II
ELCC 0212	Field Placement II

CERTIFICATE IN ADULT EDUCATION

PROGRAM DESCRIPTION

The Aurora College Certificate in Adult Education (CAED) program provides educators with the tools to meet the diverse needs of learners in campus and community settings. This six-course certificate integrates educational philosophy, theory, and principles into participants' own practice. Participants will critically reflect on the design, delivery, and assessment of learning environments, lessons, and courses as they evolve their practice. The program provides opportunities to explore the ethical use of educational technology and remote learning strategies. There is a practical focus to courses within the certificate that allows participants the opportunity to apply current topics in education to their own practice. Graduates of CAED will be equipped to design and deliver adult learning opportunities that address diverse learner needs.

PROGRAM ELIGIBILITY

Applicants may be admitted into the CAED program based on either an internal applicant pathway or an external applicant pathway.

Internal applicants:

Applicants who are staff (instructional or non-instructional) for Aurora College will be admitted into the CAED program subject to space availability and approval of their direct supervisor.

All external applicants must submit:
- Official transcripts demonstrating, at a minimum, a high school diploma including credit for English 30-2 (or equivalency)
- A one-page letter of interest demonstrating a strong interest in the field of adult education.
- Two letters of reference.

Regardless of pathway for admission:

The Instructional Skills Workshop (GEN 0042 or completion of an ISW at another institution) is a pre-requisite for entry into the program. All applicants must submit proof of completion of a certified ISW.

APPLICANT ASSESSMENT

All applicants, both internal and external, must complete an Aurora College application form and submit any required documentation to be considered for admission.

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

PROGRAM ADMISSION

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

All applicants must register in the program prior to completing the first course. Requests to complete a course without registration in the program will be assessed on an ad hoc basis subject to space availability.

PROGRAM INFORMATION

The program consists of 6 courses and is self-paced. Elements of Instruction is the first course and Integration of Concepts in Adult Education is the final course but the remainder of courses can be taken in any order, subject to availability.

Courses may be delivered face-to-face, online synchronously or online asynchronously. Refer to the CAED transfer credit and PLAR departmental practice guidelines for information

about transfer credit eligibility and restrictions. Applied Topics in Northern Education and Integration of Concepts in Adult Education/Capstone will not be considered for transfer credit or PLAR.

PROGRAM OUTCOMES

Upon completion of the program, graduates will be able to:
- Design, deliver, and evaluate adult learning and teaching across multiple instructional approaches and delivery methods.
- Integrate adult learning philosophy, theory, and principles to facilitate learning experiences that meet the needs of the diverse learners in the NWT.
- Critically evaluate the incorporation of educational technology and remote learning into course design and delivery to address the needs of adult learners.
- Explain how their personal philosophy of education influences their approach to course design for adult learners.
- Integrate critical reflection strategies to ensure their learning and teaching practice remains current with developments in education, educational technology, diversity of learners, and organizational requirements.

COMPLETION REQUIREMENTS

To receive a CAED certificate, participants are required to complete all courses within five years.

DOCUMENT OF RECOGNITION

Aurora College Certificate

CURRICULUM

ADED 0136	Elements of Instruction
ADED 0119	Teaching and Learning at a Distance
ADED 0135	Course Planning and Assessment
ADED 0117	Adult Learning and Teaching Theory
ADED 0137	Applied Topics in Northern Adult Education
ADED 0138	Integration of Concepts in Adult Education/Capstone

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 SOCIAL WORK

We plan to introduce a Bachelor of Social Work (BSW) degree in the near future. In anticipation, we are offering a General Studies program, which began in Fall 2025. General Studies is 60 credits of undergraduate-level study that can ladders into Aurora College's planned Bachelor of Social Work (BSW) or Bachelor of Education (BEd) programs.Students interested in BSW or BEd are encouraged to apply for General Studies.

BACHELOR OF SCIENCE IN NURSING

PROGRAM DESCRIPTION

The purpose of the curriculum is to educate people to become nurses to contribute to the enhancement of health for all Canadians and others in the global community. The curriculum fosters critically reflective, independent, and motivated learners and practitioners with an inquiry approach to lifelong learning in their practice. The curriculum assists students to develop knowledge, competencies, and understanding of their own and others' (individuals, families, groups, populations, communities, society) diverse experiences of health and healing, including care of those who are dying. By being cognizant of nurses' professional roles and the evolving health care system, students learn to work as partners with clients and other health care providers. Through their understanding of and participation in the evolving health care system, graduates will be active participants and leaders in influencing and contributing to the promotion of health. The BSN 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:
Alberta curriculum:
A minimum final grade of 65 percent in each of:
- English 30-2;
- Math 20-2;
- Biology 30; and
- one of Biology 20 or Chemistry 20 or Physics 20.

British Columbia curriculum:
A minimum final grade of 65 percent in each of:
- Math 11;
- English 12;
- Anatomy and Physiology 12

- one of Physics 11, Chemistry 11 OR Life Sciences 11

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

or the BC curriculum equivalencies.

Equivalencies and other post-secondary education may be considered.

Previous Nursing Education

Applicants who have successfully completed nursing courses may be eligible to receive transfer credit. Applicants who have taken Aurora College courses in Practical Nurse may have the opportunity to use those courses, or combination of courses, as internal transfer credit in the BSN program. Additionally, registered licensed practical nurses who complete the Aurora College LPN Bridge-In Program with a passing grade of 65 percent will be eligible for admission into year 2 of the program.

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 personal letter of interest indicating why they are pursuing a career in nursing
- 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 Basic Life Support CPR, and an up to date immunization record. These records are required by the end of September for year 1 students. Proof of current certification and immunization is required on an annual basis, as per practice partner agreements.

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

- A resume or professional portfolio including evidence of relevant work/life experience.

International Applicants or Internationally Educated Applicants

The BSN program may occasionally allocate a limited number of seats for international applicants. International applicants must provide Canadian equivalency assessment of their high school and/or post-secondary transcripts. These assessments can be completed by World Education Services (WES) or other provincial international qualification assessment services such as IQAS.

APPLICANT ASSESSMENT

Applicants must complete an Aurora College application form, submit official transcripts (high school and post-secondary), a letter of reference and a personal letter of interest 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 meeting 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. 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.

** For complete applications received by April 1

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

PROGRAM INFORMATION

This is a four-year Baccalaureate program, offered in person at the Yellowknife North Slave campus. 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 College and Association of Nurses of Northwest Territories and Nunavut (CANNN).

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 (CANNN, 2024). 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 (CANNN, 2024) from (www.CANNN.ca).

The nursing program is a practice-based program and practice 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 inter-professional and team-based collaborations to optimize health

outcomes and strengthen health services and systems.

6. Be shaped by understanding the historical and current social realities that result in Indigenous-specific 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

CURRICULUM

HLTH 0105	Health and Healing I: Introduction to the Context of Health & Health Promotion
NURS 0121	Professional Practice I: Introduction to the Profession of Nursing
NURS 0122	Relational Practice I: Self and Others
ENGL 0110	Academic Reading and Writing
HLTH 0141	Health Sciences I: Human Anatomy & Physiology I
HLTH 0106	Health and Healing II: Health Assessment Across the Continuum of Health
NURS 0124	Professional Practice II: Discipline of Nursing Knowledge Development & Inquiry
NURS 0123	Nursing Practice I: Introduction to Nursing Practice & Coming to Know the Client
HLTH 0142	Health Sciences II: Human Anatomy & Physiology II
INDG 0211	Indigenous Peoples of the NT
NURS 0127	Consolidated Practice Experience I
HLTH 0107	Health and Healing III: Health Challenges & Healing Initiatives I
NURS 0117	Nursing Practice II: Promoting Health and Healing I
HLTH 0243	Health Sciences III: Applied Health Sciences I
NURS 0213	Professional Practice III: Nursing Ethics
HLTH 0108	Health and Healing IV: Health Challenges & Healing Initiatives II
NURS 0118	Nursing Practice III: Promoting Health and Healing II
HLTH 0244	Health Sciences IV: Applied Health Sciences II
NURS 0216	Professional Practice IV: Nursing Research (NURS 360)
NURS 0126	Non-Nursing Social Sciences Elective **or**
PSYC 0290	Introduction to Psychology
NURS 0262	Consolidated Practice Experience II
HLTH0304	Health and Healing V: Complex Health Challenges & Healing Initiatives
NURS 0223	Relational Practice II: Connecting Across Difference
NURS 0417	Nursing Practice IV: Responding to Complexity in Nursing Practice
HLTH 0306	Health and Healing VI: Global Health Issues (NURS 342)
HLTH 0307	Health and Healing VII: Promoting Community and Societal Health (NURS 350)
NURS 0336	Nursing Practice V: Promoting Health of Communities and Society (NURS 351)
NURS 0152	Non-Nursing Social Sciences Elective **or**
HLTH 0295	Health Psychology Across the Life Span

NURS 0363	Consolidated Practice Experience III (NURS 370)
HLTH 0445	Health Sciences V: Clinical Reasoning
NURS 0415	Professional Practice V: Leadership & Systems Improvement (NURS 430)
NURS 0437	Nursing Practice VI: Engaging in Leadership (NURS 431)
NURS 0471	Nursing Elective (NURS 482 – Pharmacology)
NURS 0470	Consolidated Practice Experience IV (NURS 470)
NURS 0491	Nursing Practice VII Transitioning to Professional Practice (NURS 491)

International student exchange option

| NURS 0600 | International Nursing Practice Experience |

LICENSED PRACTICAL NURSE – BRIDGE-IN (TO BSN) PROGRAM

PROGRAM DESCRIPTION

This program offers a bridge course for LPNs. This course is offered by distance. Upon successful completion, LPNs can enter into Year 2 of the BSN program. The BSN program is offered face-to-face.

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 or school-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

- LPNs will be considered for admission every year
- 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.

PROGRAM INFORMATION

- Complete the LPN Bridge-In Course NURS 0255 with a final grade of 65 percent
- LPN – Bridge-In students enter Year 2 of the BSN Program

PROGRAM OBJECTIVES

LPN Bridge-In Course NURS 0255:

- Introduces the philosophy and curriculum concepts of the Bachelor of Science in Nursing (BSN) program
- Introduces the registered nursing profession
- Prepares transition from LPN to BSN

See BSN program for courses and requirements for years 2, 3 and 4.

COMPLETION REQUIREMENTS

See BSN program for further details.

DOCUMENT OF RECOGNITION

See BSN program for further details.

CURRICULUM

| NURS 0255 | LPN to BSN Bridge-In Course |

PRACTICAL NURSE DIPLOMA

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 this examination the student will be eligible to apply for licensure with the College and Association of Nurses of the Northwest Territories and Nunavut (CANNN).

Courses are offered in a combination of settings including classroom, laboratory, on the land 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, and nursing theory. In recognition that the North is culturally diverse, the constructs of Indigenous 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. Courses may be available online.

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 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 (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 processes 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 1st. Priority consideration for admission will not be considered for applications received on or after April 1st. 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 (e.g. application, transcripts, letter of reference) and all requested documentation (e.g. additional documentation that supports your eligibility that is requested for your application).

PROGRAM INFORMATION

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

The Aurora College PN program follows the Requisite Skills and Abilities of the Canadian

Council for Practical Nurse Regulators (CCPNR). The nursing practice environment requires 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

CURRICULUM

NURS 0101	Anatomy, Physiology and Pathophysiology I
NURS 0102	Holistic Wellness, Holistic Teaching
NURS 0103	Healthy Development
NURS 0104	Ways of Being
NURS 0105	Nursing Skills: Getting Started
NURS 0106	Braiding Health, Care and Culture
NURS 0108	Anatomy, Physiology and Pathophysiology II
NURS 0109	Healing in Primary Health Care: Part I
NURS 0110	Nursing Skills: Building Practice
NURS 0111	Pharmacology for Health Care
NURS 0112	Practical Nurse Practicum I*
ENGL 0110	Academic Reading and Writing
NURS 0113	Practical Nurse Consolidated Practicum I*
NURS 0201	Healing in Primary Health Care: Part II
NURS 0202	The Profession in Practice
NURS 0203	Holistic Health Assessment
NURS 0204	Nursing Skills: Expanding Practice
NURS 0205	Practical Nurse Practicum II*
NURS 0206	Healing in Primary Health Care: Part III
NURS 0207	Community Focused Nursing
NURS 0208	Transition to Graduate Nurse
NURS 0209	Practical Nurse Practicum III*
NURS 0210	Integrative Practicum*

*Students will complete practice agency certifications prior to practicum courses. **Travel to approved practicum site may be required.

PERSONAL SUPPORT WORKER

PROGRAM DESCRIPTION

The Personal Support Worker (PSW) program provides learners the opportunity to develop competencies to promote and maintain physical, psychological, mental and social well-being for clients in a variety of health care settings. Graduates work as part of the health care team to provide person-centred care using a strengths-based approach. Courses may be available online.

PROGRAM ELIGIBILITY

Applicants may be admitted into the PSW 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

Learners who have successfully completed related courses may be eligible to receive transfer credit. Applicants who have completed part-time courses in the PSW 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.21Practicums/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. The Personal Support Worker 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. Applicants who are conditionally accepted will be required to provide a final transcript upon completion of the required courses to be fully accepted.

Learners 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. Learners 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 1st. Priority consideration for admission will not be considered for applications received on or after April 1st. 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).**

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 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 be able to:

1. Provide person-centred, holistic care that values clients' choices, culture and lived experiences.

2. Assist clients who experience complex physical, psychological, mental and social health challenges using a strengths-based approach.

3. Demonstrate problem-solving skills in setting priorities and delivery of safe and competent care in the PSW role.

4. Communicate clearly and respectfully, with clients, families and healthcare teams.

5. Collaborate within healthcare teams to plan and deliver strengths-based and person-centred care.

6. Reflect on own learning and professional development to support lifelong learning.

7. Demonstrate professional behaviour as a healthcare provider.

COMPLETION REQUIREMENTS

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

DOCUMENT OF RECOGNITION

Aurora College Personal Support Worker Certificate

CURRICULUM

PSW 0101	Personal Support Worker Role
PSW 0103	Wellness Across the Lifespan
PSW 0104	PSW Skills I
PSW 0105	Practicum I*
PSW 0112	Body Systems and Health Challenges
PSW 0121	Complex Health Challenges
PSW 0131	PSW Skills II
PSW 0122	Practicum II*
PSW 0130	Communication
PSW 0110	Medication Assistance
PSW 0125	Practicum III*

*Students are required to complete practice agency certifications prior to practicum courses.
**Travel to approved practicum sites may be required

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 may be admitted into the CHR 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) 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 CHR 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.

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

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 one of the three territories.

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 CHRs while examining specific community needs throughout the program. 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:

- Develop the knowledge, skills and judgement required of a CHR;
- Learn to develop, implement, and evaluate activities, programs, and events that respond to community needs in a culturally safe manner;
- Develop understanding, awareness, and skills in health promotion and disease prevention; and
- 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

CURRICULUM

CHR 0110	Human and Community Needs in Health
CHR 0320	Community Wellness – Health Promotion and Community Development
CHR 0131	Communications and Professionalism
CHR 0120	Working with Groups
CHR 0235	Understanding the Human Body
CHR 0241	Human Development: Infant and Child Wellness
CHR 0242	Human Development: Adult and Elder Wellness
CHR 0315	Healthy Lifestyles
CHR 0341	Community Wellness – Environment and Injury Prevention
CHR 0435	Mental Health and Addictions
CHR 0401	Consolidated Practicum

Apprenticeship Programs

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

Trades And Industrial Training

Non-Apprenticeship Housing Maintainer
Building Trades Helper
Camp Cook
Fundamentals of Mechanics
Fundamentals of Carpentry 1
Fundamentals of Electrical 1
Fundamentals of Pipe Trades
Heavy Equipment Operator
Class 1 & Class 3 Driver

Mining Programs

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:

- Automotive Service Technician (NEW in 2026-2027)
- 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

The Government of the Northwest Territories has recently updated the trades entrance requirements for trades offered by the Aurora College. Applicants must meet these requirements before signing an Apprenticeship contract in the NT. Admission to and successful completion of the Aurora College Fundamentals of Carpentry, Fundamentals of Electrical, or Fundamentals of Pipe Trades programs will meet the entrance requirements. Please see the NT trades Entrance Requirements:

NON-APPRENTICESHIP HOUSING MAINTAINER LEVELS 1-3

PROGRAM DESCRIPTION

The non-apprenticeship Housing Maintainer program is designed to train potential apprentices to perform preventative and on-demand maintenance, minor repairs, and modernization improvements on existing physical structures and components of buildings. Due to the nature of the work of housing maintainers, safety is taught on a continuous basis throughout this program.

This program outline is based the NWT Housing Maintainer Course Outline issued by the Government of the Northwest Territories (GNWT).

The goal of non-apprenticeship training is to prepare individuals for employment as an apprentice housing maintainer. The non-apprenticeship Housing Maintainer program at Aurora College provides all three levels of apprenticeship technical training as well as hands-on training that may be recognized if the individual gains employment as an apprentice housing maintainer.

PROGRAM ELIGIBILITY

Applicants may be admitted into the program if they meet one of the following criteria:

- English 10-2 or Aurora College ABE English 140 or at least 65 percent in Literacy 20;
    AND
- Math 10C or Aurora College ABE Math 140 or at least 65 percent in Math 10-3;
    AND
- Science 10 or Aurora College ABE

Science 140

    OR

- at least 70 percent on Trades Entrance Exam Category 1

    AND

- at least 18 years of age
- Physically fit with good hand-eye coordination

APPLICANT ASSESSMENT

Applicants will be assessed based on program eligibility criteria. Applicants should be physically capable of performing the work involved in the Housing Maintainer trade, and should have a genuine desire to become a good tradesperson.

PROGRAM ADMISSION

Applicants will be admitted based on program eligibility criteria.

PROGRAM INFORMATION

This program provides the technical training for each of the three levels that comprise the Housing Maintainer Apprenticeship as well as hands-on training to support the theory. Curriculum requirements are set by the Government of the Northwest Territories. Participants in this program must complete all three levels.

Participants are exposed to the program concepts through lectures, discussions, demonstrations, independent study, and group study. Opportunities are then given for skill development through a series of practical applications.

PROGRAM OBJECTIVES

Level 1

The objectives of this level are to enable graduates to carry out the tasks required of a Housing Maintainer in a responsible, competent and safe manner. These tasks include:

1. Describing safe work practices related to jobsite conditions.
2. Describing and identifying the tools used for heating work.
3. Describing heating systems with the focus on oil burners and warm-air appliances.
4. Reading and interpreting construction documents, including blueprints and specifications.
5. Understanding the fundamentals of electricity and performing basic electrical maintenance tasks.

Level 2

The objectives of this level are to enable graduates to carry out the tasks required of a Housing Maintainer in a responsible, competent and safe manner. These tasks include:

1. Describing and understanding safety legislation for the trade.
2. Describing and safely using tools for Hydronic Heating work.
3. Understanding heating systems; specifically the installation and servicing of hot water heating for a single family dwelling, including boilers and trim.
4. Describing key components of the plumbing systems including fittings, piping, hangers, flush valves, and fixtures.
5. Describing the heat transfer process; and applying the process to relative pipe trades.
6. Implementing basic heat calculations relevant to the trade; utilizing both metric and imperial values.

Level 3

The objectives of this level are to enable graduates to carry out the tasks required of a Housing Maintainer in a responsible, competent and safe manner. These tasks include:

1. Describing and demonstrating safe use of tools and equipment for carpentry work.
2. Demonstrating how to utilize construction documents for planning maintenance and construction projects.
3. Describing foundation systems used in the North.
4. Performing preventative and on-demand maintenance.
5. Performing minor repairs

COMPLETION REQUIREMENTS

Theoretical and practical assignments and written examinations are used to evaluate participant progress.

Course marks are weighted based on a formula provided by Apprenticeship & Occupational Certification, Government of the Northwest Territories.

In order for a participant to pass their apprenticeship level training, they must achieve a class mark of 65 percent or greater, obtain a shop mark of 65 percent or greater and complete all course work.

A participant who fails technical training must repeat the training regardless of the result obtained on the level examinations administered by the GNWT.

"An apprentice who is absent from a trade instruction course in which he or she is enrolled for more than five percent of the total time of the course may be terminated from that course by the supervisor and be subsequently scheduled to repeat the entire course."

Article 20 (1), NWT Apprenticeship, Trade and Occupations Certification Regulations Participants must achieve a mark of 70 percent in the GNWT-administered level examination in order to progress to the next level of technical training.

DOCUMENT OF RECOGNITION:

Aurora College Record of Achievement

CURRICULUM

Level 1

HMNA 0151	Safety I
HMNA 0152	Tools and Equipment I
HMNA 0153	Trades Foundations I
HMNA 0154	Heating I
HMNA 0155	Electrical
HMNA 0159	Shop I

Level 2

HMNA 0251	Safety II
HMNA 0252	Tools and Equipment II
HMNA 0253	Trade Foundations II
HMNA 0254	Heating II
HMNA 0255	Plumbing
HMNA 0259	Shop II

Level 3

HMNA 0351	Tools & Equipment III and Safety
HMNA 0352	Carpentry – Planning
HMNA 0353	Carpentry – Materials
HMNA 0354	Carpentry - Concrete
HMNA 0355	Carpentry - Foundations
HMNA 0356	Carpentry - Framing
HMNA 0357	Carpentry - Roofing
HMNA 0358	Carpentry - Building Envelope
HMNA 0359	Carpentry - Exterior Finishing
HMNA 0360	Carpentry - Windows and Doors
HMNA 0361	Carpentry - Interior Finishing
HMNA 0362	Carpentry – Painting
HMNA 0369	Shop III

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 Participation

CURRICULUM

BTH 0101	Ready to Work North
BTH 0102	Trade Foundation Skills
BTH 0103	Introduction to Tools and Materials
BTH 0104	Introduction to Carpentry
BTH 0105	Introduction to Mechanical Systems
BTH 0106	Introduction to Electrical Systems

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

CURRICULUM

COOK 0101	Food Service Professional Standards
COOK 0102	Kitchen Safety
COOK 0103	Food Health and Sanitation
COOK 0104	Basic Cooking
COOK 0105	Nutrition
COOK 0106	Breakfast Cookery
COOK 0107	Soups, Stocks and Sauces
COOK 0108	Meat, Poultry, Fish and Seafood
COOK 0109	Vegetables, Fruits, Pastas and Grains
COOK 0110	Salads, Sandwiches, and Appetizers
COOK 0111	Practical Baking

Optional Courses

COOK 0201	Camp Attendant
COOK 0203	Camp Cook Practicum

FUNDAMENTALS OF MECHANICS

(NEW IN 2026-2027)

PROGRAM DESCRIPTION

The Fundamentals of Mechanics (FOM) program is a 20 week program designed to provide participants with the knowledge and skills required to diagnose faulty operations and to service and repair automotive vehicles and light trucks. The focus of this course is designed to give the students the skills and knowledge to test, service and perform preventative maintenance on: hydraulic, air and electric braking systems; suspension and steering; electrical circuits, lighting and electronic control systems; and light utility trailer service. 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 Automotive Service Technician Apprentice program. Due to the nature of work of the Automotive Industry, it is imperative that safety be taught on a continuous basis throughout this program. Some common Safety components will include Shop Hoist Certification, Tire Changing Machine Safety, Wheel Balancing Safety, Overhead Door Safety and general shop safety including awareness of surroundings, spills and shop cleanliness.

This program outline is based on the NWT/ Alberta Automotive Service Technician Apprenticeship Course Outline.

PROGRAM ELIGIBILITY

Applicants may be admitted into the Fundamentals of Automotive Service program based 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 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 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.

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 in the Automotive Service 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 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 automotive service technician trade. In the selection of students, preference will be given to students with an aptitude and a desire to be employed in the automotive service technician 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 (e.g. application, transcripts, letter of reference) and all requested documentation (e.g. additional documentation that supports your eligibility that is requested for your application).

PROGRAM INFORMATION

The program is designed for individuals interested in pursuing entry-level employment and/or apprenticeship in the Automotive Service Technician 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. They are then given opportunities for skill development through a series of related practical applications.

Students who successfully pass this program will be eligible to write the Apprenticeship Automotive Service Technician Level 1 Exam.

After becoming a registered NT apprentice and with their employer's recommendation, students who pass the Level 1 Theory Exam will receive 480 hours work experience towards their apprenticeship in the Automotive Service Technician Trade.

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

PROGRAM OBJECTIVES

The objectives of this level are to expose participants to the hands on tasks required of a Level 1 Apprentice in a responsible, competent, and safe manner and with the understanding of the theoretical knowledge associated with these tasks. These tasks include:

1. Diagnosing, service-testing and performing preventative maintenance on hydraulic, air and electronic braking systems; suspension and steering; electrical circuits, lighting and electronic control systems; and light utility trailer service.

2. Using and maintaining hand and power tools in order to carry out repairs.

3. Reading and understanding work orders, preparing estimates, and interpreting technical manuals.

4. Writing service reports, diagnosing the cause and cost of failures, and keeping service analysis records.

5. Performing assigned tasks in accordance with safety, quality and production standards required by government and industry.

COMPLETION REQUIREMENTS

Theoretical and practical assignments and written examinations are used to evaluate participant success.

School course marks are weighted based on a formula provided by Apprenticeship and Occupational Certification, Government of the Northwest Territories.

In order for a participant to qualify to challenge the apprenticeship level exam, they must achieve a school mark of 65 percent or greater in all courses, obtain a shop mark of 65 percent or greater and complete all school work assignments.

A participant who fails Aurora College technical training must repeat the training regardless of the result obtained on the level examinations administered by the GNWT.

Students who are absent from instruction in the Fundamentals of Mechanics Program in which he/she is enrolled for more than for more than 10 percent of the total time of the course may be terminated from that course by the supervisor or may have their funding discontinued.

"An apprentice who is absent from a trade instruction course in which he or she is enrolled for more than five percent of the total time of the course may be terminated from that course by the supervisor and be subsequently scheduled to repeat the entire course."

Article 20(1), NWT Apprenticeship, Trade and Occupations Certification Regulations

Participants must achieve a mark of 70 percent in the GNWT-administered level examination, obtain the required hours in the field and have the recommendation of their employer in order to progress to the next level of technical training.

DOCUMENT OF RECOGNITION

Record of Achievement

CURRICULUM

FOAS-XX1	Safety Materials and Tools
FOAS-XX2	Suspensions and Steering
FOAS-XX3	Brake Systems
FOAS-XX4	Electrical 1
FOAS-XX5	Basic Maintenance
FOAS-XX6	Trades Readiness

Course numbers were unavailable at publicaiton.

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.

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 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 Carpentry trade. In the selection of students, preference will be given to students with an aptitude and a desire to be employed in the Carpentry 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 contains all required documentation (e.g. application, transcripts, letter of reference) and all requested documentation (e.g. additional documentation that supports your eligibility that is requested for your application).

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.

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 in each course, obtain a shop mark of 65 percent or greater and complete all assigned work.

A student who is absent for more than five percent of the total time of the course may be terminated from the training.

DOCUMENT OF RECOGNITION

Aurora College Certificate of Completion

CURRICULUM

CARP 0010	Trades Readiness
CARP 0011	Safety and Building Materials
CARP 0012	Tools
CARP 0013	Site Preparation, Building Layout, Foundations and Floor Frame Systems
CARP 0014	Residential Estimating and Drawing Interpretation
CARP 0015	Shop

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.

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 in the electrical 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 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 (e.g. application, transcripts, letter of reference) and all requested documentation (e.g. 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 in each course, obtain a shop mark of 65 percent or greater and complete all assigned work.

DOCUMENT OF RECOGNITION

Aurora College Certificate of Completion

CURRICULUM

ELEC 0012	Circuit Fundamentals
ELEC 0013	Canadian Electrical Code Part I and Drawings
ELEC 0014	Lab Fundamentals
ELEC 0015	EMF Sources
ELEC 0016	Residential Applications

FUNDAMENTALS OF PIPE TRADES 1

PROGRAM DESCRIPTION

The Fundamentals of Pipe Trades 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 Pipe Trades. 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 Pipe Trades 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 Pipe Trades program based 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 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 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 pipe trades

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 Pipe Trades trade. In the selection of students, preference will be given to students with an aptitude and a desire to be employed in the Pipe Trades field.

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 (e.g. application, transcripts, letter of reference) and all requested documentation (e.g. additional documentation that supports your eligibility that is requested for your application).

PROGRAM INFORMATION

The program is designed for people interested in pursuing entry-level employment and/or apprenticeship in the Pipe Trades 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 Pipe Trades Level 1 Exam. After becoming a registered NT apprentice and with their employer's recommendation, students who pass the Level 1 Theory Exam will receive 480 hours work experience towards their apprenticeship in the any of the following streams of the Pipe Trades: Plumber/Gasfitter, Gasfitter Class A, Gasfitter Class B, Steamfitter/Pipefitter, Sprinkler Systems Installer.

Please Note: There will be no option for a supplement exam until they become a registered NT 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. Apply codes, legislation, regulations and safe working practices;
4. Use industry standard practices for climbing, rigging and hoisting in this trade;
5. Apply industry standard practices for hazardous materials and fire protection;
6. Use hand and power tools common to the pipe trades;
7. Use oxy-fuel and arc welding equipment;
8. Construct plastic, copper and steel piping systems;
9. Describe piping system components;
10. Interpret sketching and drawing concepts;
11. Apply math and science calculations using both metric and imperial measurements.

The graduate of the Pipe Trades apprenticeship program is an individual who will be able to:

- entertain apprenticeship opportunities in either of the following trades: Steamfitter/Pipefitter, Sprinkler Systems Installer, Gasfitter Class A, Gasfitter Class B, or Plumber/Gasfitter.
- install and service, all plumbing systems, including hot water heating, water supply, water treatment, related hospital systems, compressed air and vacuum systems, fire protection systems, propane and natural gas systems and appliances, fuel related products, in residential, commercial, or industrial settings such as housing, high rises, gas plants, refineries, mills, mines, and factories.
- fabricate and install piping systems of any material used on site;
- provide piping systems which function in conjunction with other systems;
- know and apply the manufacturers' specifications and codes governing installations;
- interpret plans and job specifications;
- prepare layouts and working drawings;
- use hand tools and power equipment in a safe and competent manner;
- calculate material requirements and quantities;
- coordinate with other trades that relate to job situation; and
- perform assigned tasks in accordance with the required quality and production standards of industry.

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.

A student who is absent for more than five percent of the total time of the course may be terminated from the training. Five percent of 600 hours is 30 hours.

DOCUMENT OF RECOGNITION

Aurora College Certificate of Completion

CURRICULUM

PLGF 0010	Workplace Safety and Rigging
PLGF 0011	Tools, Equipment and Materials
PLGF 0012	Metal Fabrication
PLGF 0013	Drawings and Specifications
PLGF 0014	Calculations and Science
PLGF 0015	Trades Readiness

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). A minimum of 165 hours will be required on each piece of equipment to complete the program.

ABRIDGED HEAVY EQUIPMENT OPERATOR

This eight-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 nine-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 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

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

- Aurora College English 130

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 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; and
- 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 Licence in the future.

APPLICANT ASSESSMENT

Applicants must complete an 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 for the next intake and who 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 (e.g. application, transcripts, letter of reference) and all requested documentation (e.g. 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 by 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.

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

CURRICULUM

Compulsory/Core Courses

All HEO students must successfully complete the following courses:

HEO 0215	First Aid
HEO 0106	Introduction to Heavy Equipment
HEO 0101	Introduction to the Knowledge and Use of Heavy Equipment
HEO 0102	Introduction to Equipment Systems
HEO 0103	Preventative Maintenance Procedures
HEO 0104	Interpret Construction Survey Specifications
HEO 0105	Dual Circuit 121 Air Brake Systems

Heavy Equipment Operator Program Operating Courses

Students of the Heavy Equipment Operator Program must successfully complete two (2) of the following:

HEO 0110	Introduction to Operating a Crawler Tractor
HEO 0112	Introduction to Operating a Motor Grader
HEO 0113	Introduction to Operating a Front End Loader
HEO 0114	Introduction to Truck Driving – Class 3
HEO 0115	Class 1 Driver Training
HEO 0119	Introduction to Operating an Excavator

Abridged Heavy Equipment Operator Program Operating Courses

Students of the Abridged Heavy Equipment Operator Program must successfully complete one (1) of the following:

HEO 0110	Introduction to Operating a Crawler Tractor
HEO 0112	Introduction to Operating a Motor Grader
HEO 0113	Introduction to Operating a Front End Loader
HEO 0114	Introduction to Truck Driving – Class 3
HEO 0115	Class 1 Driver Training
HEO 0119	Introduction to Operating an Excavator

Introduction to Heavy Equipment Operator Program

Students of the Introduction to Heavy Equipment Operator Program must successfully complete two (2) of the following:

HEO 0310	Introduction to Crawler Tractor Operation
HEO 0312	Introduction to Motor Grader Operation
HEO 0313	Introduction to Front End Loader Operation
HEO 0314	Introduction to Truck Driving – Class 3
HEO 0315	Introduction to Class 1 Driver Training
HEO 0319	Introduction to Operating an Excavator

CLASS 1 DRIVER ENTRY LEVEL TRAINING (ELT)

CLASS 3 DRIVER TRAINING

COURSE DESCRIPTION

Class 1

This course is designed to prepare individuals to write and pass the written and practical GNWT DMV ELT (Entry Level Training) Class 1 driver's exam and practical test. The training concentrates on the operation of a tractor tri-axle side dump trailer in a construction and/

or industrial environment. Students will be exposed to various operations in a construction/industrial setting in conjunction with other heavy equipment. The course focuses on safety, maintenance, and the operation of a tractor truck with tri-axle side dump equipment. This includes road safety, pre-trip planning, loading, hauling and dumping, trip planning, and effective and efficient road travel.

Class 1 Driver Training is 150 hours in length.

Class 3

This course is designed to prepare individuals to write and pass the written and practical GNWT DMV Class 3 driver's exam and practical test. Work experience is based on the skills required of a driver employed at mine sites, construction sites, hamlets, towns, and cities.

Class 3 Driver Training is 150 hours in length.

ELIGIBILITY

The eligibility requirements for Class 1 and Class 3 Driver Training are the same as for the Heavy Equipment Operator programs. Applicants may be admitted based 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

Applicants who have completed the Aurora College Occupations and College Access Program (OCAP) and have successfully completed:
- Aurora College English 130

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 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; and
- 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: 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

APPLICANT ASSESSMENT

Applicants must complete an 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 for the next intake and who 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.

COURSE 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*.

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

COURSE 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 by the College. All required manuals for the course are provided by the College. Attendance for all modules is compulsory.

Punctuality and attendance are an important component in completing this course. Unexcused absences will result in dismissal from the course.

COURSE OBJECTIVES

Upon successful completion of the course, the student will be able to:

1. Operate the equipment at a basic entry level for employment.

2. Understand how to competently and safely operate the equipment the student has trained on.
3. Understand and perform the required safety checks and maintenance on the equipment.
4. Perform basic construction procedures associated with the equipment.
5. Have a basic understanding of the workings of the vehicle's systems.
6. Understand and demonstrate the required employment criteria.

COMPLETION REQUIREMENTS

Students must successfully complete the compulsory/core and operational modules in their course as well as demonstrate acceptable life skills such as punctuality, attendance and professional attitude. Students must demonstrate, to the satisfaction of their instructors, that they are safety-minded and capable operators.

DOCUMENTS OF RECOGNITION

Aurora College Record of Achievement

CURRICULUM

Class 1

TRAD 0100   Class 1 Driver Entry Level Training

Class 3

TRAD 0101   Class 3 Driver Training

INTRODUCTION TO THE MINING INDUSTRY

PROGRAM DESCRIPTION

The five-week (150 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 a total of 150 hours over five 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

CURRICULUM

IMNI 0101	Introduction to Mining and Mining Careers in the NWT
IMNI 0102	Geology and Orebodies
IMNI 0103	NWT Mining Methods
MNI 0104	Mineral Processing
IMNI 0105	Caring for the Environment
IMNI 0106	Mine Facilities and Equipment
IMNI 0107	Basic Mine Safety

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:

- Understand the main hazards in a mineral processing facility;
- Understand the main stages in a mineral processing system;
- Understand equipment and components in mineral processing;
- 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

CURRICULUM

GENI 0051	Orientation for the Industrial Workplace
MIPO 0002	Mineral Processing Safety
MIPO 0003	Mineral Processing Operations
MIPO 0004	Mineral Processing Equipment
MIPO 0005	Mineral Processing Foundations On Diamond Mine Site
MIPO 0006	Mineral Processing Site Training

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

CURRICULUM

SMNT 0101	Introduction to Surface Mining
SMNT 0102	Personal Safety
SMNT 0103	Working Safely at Site
SMNT 0104	Surface Mining Mobile Equipment
SMNT 0105	Surface Mining Hand and Power Tools
SMNT 0106	Explosives and Blasting
SMNT 0107	Emergency Preparedness

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

CURRICULUM

BTH 0101	Ready to Work North
INUM 0002	Introduction to Mine Safety
INUM 0003	Introduction to Ground Control
INUM 0004	Introduction to Manual Drilling
INUM 0005	Introduction to Muck Handling
INUM 0006	Introduction to Mine Ventilation