APPRENTICESHIP

Clearwater Campus
Suncor Energy Industrial Campus

Keyano College offers the following apprenticeship programs:

- Carpenter
- Crane & Hoist Equipment Operator - Boom Truck
- Crane & Hoist Equipment Operator - Mobile Crane
- Crane & Hoist Equipment Operator - Tower Crane
- Electrician
- Heavy Equipment Technician
- Millwright
- Steamfitter/Pipefitter
- Welder

Compulsory Certification Trades are those with compulsory certification. To work in a compulsory trade you must have a trade certificate or be a registered apprentice. The compulsory trades have been indicated by a (C) on the Guide to Trades Apprenticeship (page 107).

Optional Certification Trades are those trades in which you may work without a journeyperson certificate or as a registered apprentice if you have two to five years of acceptable work experience and are paid a journeyperson's wage. Anyone working in the trade and not meeting these requirements must become an indentured apprentice. The apprentices then receive their identification cards and become eligible to benefit from the program.

Accelerated patterns of apprenticeship may be arranged for applicants who have completed training programs that correspond to the in-school portion of the apprenticeship curriculum. Work experience may also be recognized upon an employer's recommendation.

Wages
Apprentice wages are based on:

- experience in the trade
- the prevailing journeyperson rate of pay

Required minimum rates of pay are stated in the trade regulations. They range from 45% to 90% of the prevailing journeyperson wage, depending upon the trade.

The Red Seal Program
Graduating apprentices in certain trades may qualify for the interprovincial Red Seal, which signifies acceptable trade qualifications in all Canadian provinces and territories.

The present basis for awarding this significant credential is two-fold:

- successful completion of apprenticeship
- pass mark on an interprovincial examination

The trades presently included in the Red Seal program are: Automotive Service Technician, Plumber, Electrician, Carpenter, Sheet Metal Mechanic, Heavy Equipment Technician, Auto Body Mechanic, Refrigeration Mechanic, Radio Technician, Bricklayer, Millwright, Machinist,

Steamfitter, Painter and Decorator, Instrument Mechanic, Cook and Welder. Plans are underway to extend the Red Seal program to other trades.

Awards to Top-Ranking Apprentices through the very generous efforts of several organizations and firms, a number of awards are presented each year to apprentices on the basis of their performance in school programs and Apprenticeship and Trades Certification examinations. Every apprentice is eligible. Please see page 40 for more information on awards.

Admission Requirements
Alberta Innovation and Advanced Education Apprenticeship and Industry Training (AIT) sets the admission requirements for each trade. Please refer to AIT's website for specific Trade Requirements.

tradesecrets.alberta.ca

Application Process
Application for apprenticeship is made to Alberta Innovation and Advanced Education Apprenticeship and Industry Training on prescribed forms available from all regional offices. The application must be signed by the apprentice and the employer. When the application is approved, a contract is drawn up, signed and registered with Alberta Learning Apprenticeship and Industry Training.

English Language Proficiency
Not applicable as all applicants must be approved by the Alberta Apprenticeship Board before registration.

REGISTERING FOR APPRENTICESHIP

Full tuition fees as per the fee schedule are due and payable upon registering for technical training at the Keyano College Office of the Registrar.

Apprenticeship Refund Policy
See page 21 for full details.

PROGRAM DATES

Please contact the School of Trades & Heavy Industrial Division at 780-791-4881 or the Office of the Registrar at 780-792-2688 or see tradesecrets.alberta.ca for the Apprenticeship training schedule.

FOR FURTHER INFORMATION

Office of the Registrar
Keyano College
8115 Franklin Avenue
Fort McMurray, AB T9H 2H7
780-792-2688 or 1-800-251-1408
keyano.ca

APPRENTICESHIP

GUIDE TO TRADES APPRENTICESHIP				
Trades	**Length (Years/Period)**	**Training (Weeks/Years)**	**Minimum Education**	**Compulsory or Optional Certification**
Carpenter	4	8-8-8-8	REFER TO AIT'S WEBSITE FOR EACH SPECIFIC TRADES REQUIREMENTS. tradesecrets.alberta.ca	O
Crane & Hoist Equipment Operator-Boom Truck	1	6		C
Crane & Hoist Equipment Operator-Mobile Crane	3	6-6		C
Crane & Hoist Equipment Operator-Tower Crane	2	6		C
Electrician	4	8-8-8-12		C
Heavy Equipment Technician	4	8-8-8-8		C
Millwright	4	8-8-8-8		O
Steamfitter/Pipefitter	3	8-8-8		C
Welder	3	8-8-8		C

NOTE: *See a consultant at Alberta Learning Apprenticeship and Industry Training for trades not listed on this page, and for updated minimum education requirements.*

Training
When the formal apprenticeship is arranged, the training program becomes available. Experience is gained and trades skills developed in various phases of the trade under the guidance of qualified journeypersons.

Apprentices under contract are required and privileged to attend technical training programs designed for their particular trade. These are short programs of four to twelve weeks in each year of apprenticeship. Training is also intended to instill respect for the trade by emphasizing quality of workmanship.

Attendance and Punctuality
Technical apprenticeship training is considered an extension of the workplace in terms of attendance and punctuality. It is expected that students will manage their time in accordance with the published program schedule and will attend all classes every day.

Policy
- Instructors will inform the class on intake day of the program schedule and the expectations regarding attendance and punctuality.
- Instructors must maintain accurate daily attendance records.
- Instructors will submit weekly attendance sheets to the School of Trades & Heavy Industrial office each Friday.

Procedure
Students not in the classroom when class commences will be required to obtain a late slip from an administrative assistant in the main office of their campus. The late slip must be presented to the instructor to gain admittance to the class.
- Students must report unavoidable absences from class to their instructor at the earliest opportunity. It is expected that personal appointments will be made after scheduled class hours.
- If a student is absent for 1 1/2 days, or has accrued two lates, the instructor will notify the Program Chair for appropriate follow-up action.
- If a student is absent for two days, or has accrued three lates, the instructor will complete a "special report" identifying the concern. This report will be submitted to the Program Chair and the Dean for their recommendations.
- Following three days absence or four lates, the student will be considered terminated from the program. Re-admittance to class will only be permitted upon receipt of written recommendation from the Trade Qualification Inspector, Apprenticeship and Industry Training.

Progress Reports
Examinations are conducted by the Apprenticeship and Trades Certification Branch at the completion of each program. The pass mark is 70%. Progress reports showing the results of these examinations and the College rating are then issued. Supplemental tests are available. Those who fail the examinations must repeat the entire program.

Certification
A journeyperson certificate is issued to an apprentice who:
- Has completed the term of apprenticeship (four years in most trades).
- Receives a satisfactory report from his/her employer.
- Receives a satisfactory report from the school at which the apprentice attended the technical training.
- Successfully completes the test and examinations prescribed by Alberta Innovation and Advanced Education.

Transfer
Where the terms of the contract of apprenticeship cannot be fulfilled, the director or his/her designate may, if circumstances warrant, arrange for an apprentice to be transferred to another employer.

COKER TECHNICIAN

• CERTIFICATE

Under review, not accepting applications for 2016-2017.

Clearwater Campus

The Coker Technician Program is open to local residents of the Wood Buffalo Region – proof of residency is required. No previous experience is necessary.

The Coker Technician Certificate program trains entry level candidates in the safe operation of the Coker Unit. The program consists of six weeks in-class training followed by a 216 hour unpaid work practicum. Students must complete the theory portion of the program in order to be granted the work practicum. The practicum is in the Coker Unit at Suncor and consists of three full cycles on shift (3 days, 3 nights, 6 off).

Suncor participates in student selection, work practicum mentorship and evaluation, and program assessment. The program gives Suncor access to a trained and skilled pool of qualified workers while students have the opportunity to demonstrate their employability skills. At the end of the program students who successfully complete the in- class theory program and the work experience will be interviewed by Suncor for job placements.

Admission Requirements
- Applicants require a High School Diploma or GED
- Local resident of the Wood Buffalo region – proof of residency required

English Language Proficiency
- TOEFL: iBT – minimum score of 71 with no score below 17
- IELTS – minimum score of 5.5
- CAEL – minimum score of 60
- MELAB – minimum score of 60
- CLBA – minimum score of 7

See page 12 for other ways to meet the English Language Proficiency requirement.

In addition to meeting English Language Proficiency students must also present the appropriate coursework to meet the admission requirements for their chosen program.

Application Process
Submit the following documents to the Office of the Registrar:
- Official transcript showing academic qualifications
- A completed Keyano College Application for Admission and Application Fee Receipt ($50)
- Up-to-date resume
- (TOWES) Test of Workplace Essential Skills

The top applicants who meet the education requirements and the requirements of the TOWES testing will be contacted for a Behavioural Descriptive Interview (BDI) with Suncor and Keyano College representatives.

Admission Deposit
Students accepted to the Coker Technician program are subject to a $100 non-refundable, non-transferable admission deposit payable within 10 working days after the date on their acceptance letter. If the deposit is not paid as required, the offer of admission can be revoked by the College.

COURSE	COURSE TITLE	CREDITS
		15
COKER 101	Delayed Coking	1
COKER 102	Process Flow	1
COKER 103	Decoking	1
COKER 104	Pumps & Compressors	2
COKER 105	Instrumentation	2
COKER 106	Safety Training	2
COKER 107	Basic Computer Skills	1
COKER 108	Work Practicum	5

Course Descriptions
See pages118 to 199 for an alphabetical list of all course descriptions.

FOR FURTHER INFORMATION
780-791-4955
powerprocess@keyano.ca

TO APPLY
Office of the Registrar
Keyano College
8115 Franklin Avenue
Fort McMurray, AB T9H 2H7
780-791-4801 or 1-800-251-1408
keyano.ca

HEAVY EQUIPMENT TECHNICIAN

• DIPLOMA

Suspended, not accepting applications for 2016-2017.

Suncor Energy Industrial Campus

This 20 month diploma program will allow students to acquire first hand theory and technical training focused on Caterpillar equipment.

Admission Requirements

- High School diploma (GED or Certificate of Achievement will not be accepted as an equivalency)
- Completion of the Candidate Profile
- Successful completion of a Differential Aptitude Test
- Interview with the program coordinator and industry representative
- Canadian Citizen or Permanent Resident
- Physical Demands testing

Student selection is competitive. Students must pass all selection criteria steps before being admitted. All candidates will be notified.

English Language Proficiency

- TOEFL: iBT – minimum score of 71 with no score below 17
- IELTS – minimum score of 5.5
- CAEL – minimum score of 60
- MELAB – minimum score of 60

Admission Process

Applicants complete the following:

- Keyano College application for admission
- Differential Aptitude Test (DAT)
- Program Candidate Profile (Submit directly to the Office of the Registrar)
- Submit current resume (Submit directly to the Office of the Registrar)
- Program interview with Keyano College. Applicants will be contacted by the College to arrange a date and time

Admission Deposit

Students accepted to the program are subject to a $100 non- refundable, non-transferable admission deposit payable within 10 working days after the date on their acceptance letter. If the deposit is not paid as required, the offer of admission can be revoked by the College.

Graduation Requirements

A pass mark of at least 60% in each course. Students must attain an overall average of 65% to be eligible to write AIT exams. Work terms will be graded as a Pass/ Fail.

Attendance and Punctuality

Technical training is considered an extension of the workplace. Students of this program will follow industry standards established for apprenticeship technical training regarding attendance and punctuality.

Student terminated from the program for reasons of attendance and/or punctuality may be readmitted only by permission of the Dean, School of Trades & Heavy Industrial Division.

Program of Study

COURSE	COURSE TITLE	CREDITS
Year 1: Term I		18.5
HETD 110	Introduction to Heavy Equipment Service Industry	2.5
HETD 120	Truck and Trailer Suspension and Steering	3
HETD 130	Air Brakes	2.5
HETD 140	Fundamentals of Hydraulics	4.5
HETD 150	Safety Training	1.5
HETD 190	Work Placement	4.5
Year 1: Term II		19
HETD 210	Engine Fundamentals	6.5
HETD 220	Engine Fuel Systems	5.5
HETD 230	Electrical Fundamentals	2.5
HETD 290	Work Placement II	4.5
Year 1: Term III		18.5
HETD 310	Power Train I	5.5
HETD 320	Electrical Systems	6
HETD 330	Air Conditioning Systems	2.5
HETD 390	Work Placement III	4.5
Year 2: Term I		19
HETD 410	Machine Hydraulic Systems	6.5
HETD 420	Power Train II	6
HETD 440	On-Highway Steering	2
HETD 490	Work Placement IV	4.5
Year 2: Term II		18.5
HETD 510	Machine Electronics	3.5
HETD 520	Machine Diagnostics	4
HETD 530	Engine Diagnostics and Repair	3.5
HETD 540	Machine Specifics	3
HETD 590	Work Placement V	4.5

Course Descriptions

See pages 118 to 199 for an alphabetical list of all course descriptions.

FOR FURTHER INFORMATION & TO APPLY

Office of the Registrar
Keyano College
8115 Franklin Avenue
Fort McMurray, AB T9H 2H7
780-791-4801 or 1-800-251-1408 | keyano.ca

MECHANICAL & CONSTRUCTION TRADES PREPARATION

• CERTIFICATE

Suspended, not accepting applications for 2016-2017.

Clearwater Campus

The Mechanical and Construction Trades Preparation Program (MCTP) provides entry-level industry training and skill development for employment in apprenticeship trades. Current demand for skilled workers requires apprenticeship candidates who have demonstrated trade knowledge and related skills, employability skills, appropriate work ethics and safe work practices. The MCTP program offers 24 weeks of multiple trade preparation, skill development and employability skills training. The program enables students to choose and prepare for entry-level trades employment in industry. The final six weeks of training is an assignment by the student's choice of trade area to a work experience placement in industry.

Throughout the program, safety is stressed as a personal practice and industry requirement. Related study includes introduction to Loss Control Management, Occupational Health and Safety Legislation, W.H.M.I.S., Standard First Aid, CPR, and response to emergency situations. The program is task-oriented to actual job conditions as closely as possible.

Students successfully completing the program will have demonstrated basic theory and practical trade knowledge and will have acquired selected apprenticeship-level trade skills in both construction and mechanical trade areas. Graduates receive a program certificate, transcript and for employment purposes, an industry-based job performance evaluation from their work experience placement.

Admission Requirements
- 18+ years of age
- Grade 10 Academic Proficiency
- Candidates are tested for aptitude and academic proficiency

English Language Proficiency
- TOEFL: iBT – minimum score of 71 with no score below 17
- IELTS – minimum score of 5.5
- CAEL – minimum score of 60
- MELAB – minimum score of 60
- CLBA – minimum score of 7

See page 12 for other ways to meet the English Language Proficiency requirement.

In addition to meeting English Language Proficiency students must also present the appropriate coursework to meet the admission requirements for their chosen program.

Admission Process
Applicants complete the following:
- Keyano College application for admission
- MCTP Applicant Profile
- Interview with program Chair

Admission Deposit
Students accepted to the MCTP program are subject to a $100 non-refundable, non-transferable admission deposit payable within 10 working days after the date on their acceptance letter. If the deposit is not paid as required, the offer of admission can be revoked by the College.

Graduation Requirements
Pass mark of 50% in each course plus an overall average of 60% required.

Attendance and Punctuality
Technical training is considered an extension of the workplace. Students of this program will follow industry standards established for apprenticeship technical training regarding attendance and punctuality. Students terminated from the program for reasons of attendance and/or punctuality may be readmitted only by permission of the Dean, School of Trades & Heavy Industrial Division.

Program of Study

COURSE	COURSE TITLE	CREDITS
Year 1: Certificate • Term I		360
MCT 111	General Education	60
MCT 112	Personal Management	60
MCT 132	Blueprint Reading & Sketching	45
MCT 138	Welding	60
MCT 139	Mechanics	60
MCT 140	Parts	15
MCT 143	Carpentry	60
Year 1: Term II		420
MCT 131	Electrical	60
MCT 137	Industry Placement	240
MCT 141	Pipefitting/Plumbing	60
MCT 142	Millwright	60

Course Descriptions
See pages 118 to 199 for an alphabetical list of all course descriptions.

FOR FURTHER INFORMATION
780-791-4906
tradesinfo@keyano.ca

TO APPLY
Office of the Registrar
Keyano College
8115 Franklin Avenue; Fort McMurray, AB T9H 2H7
780-791-4801 or 1-800-251-1408
keyano.ca

POWER ENGINEERING: CML

SPONSORED BY: SUNCOR ENERGY | SUNCOR ENERGY FOUNDATION

• CERTIFICATE

Clearwater Campus

Keyano College offers 4th class and 3rd class Power Engineering (Certification) online.

The program is delivered through iLearn (Moodle) which is a computer managed, self-paced course that is done at your convenience. The program provides access to a comprehensive question bank designed to highlight subjects in the Alberta Boiler's Branch syllabi.

As students study through the Power Engineering book and workbook, they test their knowledge by completing chapter quizzes, S test and E-exams online. All e-exams are supervised exams that must be done at a certified testing facility.

The online program offers evening tutorial assistance by qualified instructors on an appointment basis every Tuesday and Thursday in the Bob Lamb Building.

Program Dates
Programs start on the 1st of every month. Students will have one year from the start of the program to complete both Part A and B theory.

FOUR CLASS POWER ENGINEERING

This program is open to any individual interested in pursuing a career in the power engineering field. No previous experience is necessary. Upon successful completion students are eligible to write the Alberta Boiler Safety Association Interprovincial 4th class examinations.

ABSA will credit students who successfully complete Keyano College's theory portion of 4th Class Part A&B with six months of steam time.

Admission Requirements
It is strongly recommended that students have Math 20-1 or 20-2, Physics 20 or Science 20 and English 20.

Program of Study

COURSE	COURSE TITLE	CREDITS
		16
PELM 4100	Applied Science	4
PELM 4200	Plant Services	4
PELM 4300	Steam Generation	4
PELM 4400	Prime Movers and Auxiliaries	4

THIRD CLASS POWER ENGINEERING

This program is open to any individual with an Alberta Fourth Class Power Engineering Certificate. Upon successful completion students are eligible to write the Alberta Boiler Safety Association Interprovincial Third Class examination.

ABSA will credit students who successfully complete Keyano College's theory portion of the 3rd Class Part A&B with six months of steam time.

Admission Requirements
Fourth Class Power Engineering Certificate

Program of Study

COURSE	COURSE TITLE	CREDITS
		16
PELM 3100	Applied Science	4
PELM 3200	Plant Services	4
PELM 3300	Steam Generation	4
PELM 3400	Prime Movers and Auxiliaries	4

Student Evaluation and Graduation Requirements
Students will be evaluated using online quizzes for each chapter/module as well as supervised tests and examinations. Students must attain a minimum of 65% in each course to be eligible for program certification and to write the ABSA exams.

FEES
Please see page 23 for the fee policy governing Power Engineering: CML programs. A total of two (2) three-month extensions may be obtained for a fee of $150 each.

Course Descriptions
See pages 118 to 199 for an alphabetical list of all course descriptions.

FOR FURTHER INFORMATION & TO APPLY
Power Engineering Department
8115 Franklin Avenue
Fort McMurray, AB T9H 2H7
780-791-4955
powerprocess@keyano.ca
keyano.ca

POWER ENGINEERING: CO-OP

- CERTIFICATE
  Fourth Class
  Third Class

Clearwater Campus

Power engineers operate, maintain and manage industrial plants that use equipment such as boilers and refrigeration units. Keyano College's Power Engineering Co-op Programs addresses the critical shortage of power engineers in northern Alberta.

Local and regional industry partners have supported the program since 1996. Current partners make up a Steering Committee which participates in student selection, work practicum mentorship, evaluation, and program assessment. These employers gain access to a trained and skilled pool of qualified 4th and 3rd class power engineers while students gain tremendous opportunities to showcase their technical and employability skills to potential employers.

The work practicum may be outside of the Wood Buffalo region. All efforts will be made to assist students to obtain a work placement. These placements are based upon student academic achievement, Alberta Boiler Safety Association industry certification and industry host requirements, policies and regulations. Keyano College cannot guarantee co-op placements.

Start Date: The next First Year intake for the two-year Co-op Program is November 7, 2016.

ABSA will credit students who successfully complete Keyano College's theory portion of 4th Class Part A&B with six months of steam time.

Academic Qualifications
Applicants require a High School Diploma, or G.E.D. with minimum English 20/23 or English 20-1 or 20- 2; Math 20-1 or 20-2, and Physics 20 or Science 20 (Alberta course only) or equivalent.

English Language Proficiency
- TOEFL: iBT – minimum score of 80 with no score below 20
- IELTS – minimum score of 6.0
- CAEL – minimum score of 60
- MELAB – minimum score of 80

See page 12 for other ways to meet the English Language Proficiency requirement.

In addition to meeting English Language Proficiency students must also present the appropriate coursework to meet admission requirements for their chosen program.

Application Process
The following documents must be submitted to the Office of the Registrar:
- Official transcript showing your academic requirements
- A completed Keyano College Application for Admission
- Up-to-date resume
- Differential Aptitude Test (DAT) with minimum score of 4500 (Interview selection is competitive based on DAT score, 4500 does not guarantee a program interview)

Driver's License
Please note that a valid driver's license is required for work practicum as it is a job requirement of local industry.

Admission Deposit
Students accepted to the Power Engineering program are subject to a $100 non-refundable, non-transferable admission deposit payable within 10 working days after the date on their acceptance letter. If the deposit is not paid as required, the offer of admission can be revoked by the College.

Attendance and Punctuality
Technical training is considered an extension of the workplace in terms of attendance and punctuality. Attendance is crucial to be successful in acquiring a work practicum. More than four unexcused absences disqualify students from work practicum eligibility.

Graduation Requirements
Pass mark of 65% in each course is required to be eligible for program certification and to write ABSA exams. Work terms are graded pass/fail.

POWER ENGINEERING: CO-OP

Reinstatement Fee
Students who fail to qualify for a work term and are subsequently reinstated after meeting requirements are subject to a $250 administrative fee.

Program of Study

COURSE	COURSE TITLE	CREDITS
Year 1: Certificate • Term I (16 weeks)		16
PECO 4100	Applied Science	4
PECO 4200	Plant Services	4
PECO 4300	Steam Generation	4
PECO 4400	Prime Movers and Auxiliaries	4
PECO 4999	Attendance	
Year 1: Term II (6 months)		12
PECO 4500	Work Experience	12
Year 2: Term I (16 weeks)		16
PECO 3100	Applied Science	4
PECO 3200	Plant Services	4
PECO 3300	Steam Generation	4
PECO 3400	Prime Movers and Auxiliaries	4
PECO 3999	Attendance	
Year 2: Term II (6 months)		12
PECO 3500	Work Experience	12

Course Descriptions
See pages 118 to 199 for an alphabetical list of all course descriptions.

FOR FURTHER INFORMATION
780-791-4955
powerprocess@keyano.ca

TO APPLY
Office of the Registrar
Keyano College
8115 Franklin Avenue
Fort McMurray, AB T9H 2H7
780-791-4801 or 1-800-251-1408
keyano.ca

PRE- EMPLOYMENT PROGRAMS

• CERTIFICATE
Carpentry
Electrical

Suspended, not accepting applications for 2016-2017.

Clearwater Campus

Keyano College is excited to offer Pre-Employment programming which will provide an alternative entry into Apprenticeship. Students will receive four weeks of academic upgrading and employability skills followed by the first period of technical training (eight weeks) in their preferred trade.

Upon successful completion of all courses students will then have an opportunity to be placed on a six week paid work term at the end of the program.

Admission Requirements

Pre-Employment Carpentry

- 18 years of age
- High school diploma; with a minimum of English 10-2, Math 10-3, or GED
- Recommended High School courses: English 30-2, Math 30-3, either Physics 20, Chemistry 20 or Science 20 and related Career and Technology Studies courses or approval of Chair

Pre-Employment Electrical

- 18 years of age
- High school diploma; with a minimum of English 20-2, Math 20-3, and Science 10
- Recommended High School courses: English 30-2, Math 30-3, either Physics 30, Chemistry 30 or Science 30 and related Career and Technology Studies courses or approval of Chair

English Language Proficiency

- TOEFL: iBT – minimum score of 71 with no score below 17
- IELTS – minimum score of 5.5
- CAEL – minimum score of 60
- MELAB – minimum score of 60
- CLBA – minimum score of 7

See page 12 for other ways to meet the English Language Proficiency requirement.

In addition to meeting English Language Proficiency students must also present the appropriate coursework to meet the admission requirements for their chosen program.

Application Process

- Complete and submit a Keyano College application for Admission
- Submission of official high school transcripts showing your academic qualifications
- Pre-Employment Applicant profile
- Interview with the program Chair

Admission Deposit

Students accepted are subject to a $100 non-refundable, non-transferable admission deposit payable within 10 working days after the date on their acceptance letter. If the deposit is not paid as required, the offer of admission can be revoked by the College.

PRE- EMPLOYMENT PROGRAMS

Program of Study

COURSE	COURSE TITLE	CREDITS
Pre-Employment Carpentry		27
PEMP 100	Employability Skills	2
PEMP 101	Trades Mathematics	2
PEMP 102	Trades Science	2
PEMP 103	Technical Communication	2
PEMP 104	Safety	1
PCARP 110	Building Materials	1
PCARP 120	Hand and Power Tools	5
PCARP 130	Site Preparation and Foundation	3
PCARP 140	Floor Frame	1
PCARP 150	Estimating and Plans	4
PCARP 199	Work Site Placement	4
Pre-Employment Electrical		28
PEMP 100	Employability Skills	2
PEMP 101	Trades Mathematics	2
PEMP 102	Trades Science	2
PEMP 103	Technical Communication	2
PEMP 104	Safety	1
PELEC 110	Circuit Fundamentals	5
PELEC 120	EMF Sources	2
PELEC 130	Equipment Fundamentals	4
PELEC 140	Canadian Electrical Code Part 1 and Blueprint Reading	4
PELEC 199	Work Site Placement	4

Graduation Requirements
Pass mark of at least 65% in each course.

Attendance and Punctuality
Technical training is considered an extension of the workplace. Students of this program will follow industry standards established for apprenticeship technical training regarding attendance and punctuality. Students terminated from the program for reasons of attendance and/or punctuality may be readmitted only by permission of the Dean, School of Trades & Heavy Industrial Division.

Course Descriptions
See pages 118 to 199 for an alphabetical list of all course descriptions.

FOR FURTHER INFORMATION
780-791-4883
tradesinfo@keyano.ca

TO APPLY
Office of the Registrar
Keyano College
8115 Franklin Avenue
Fort McMurray, AB T9H 2H7
780-791-4801 or 1-800-251-1208
Keyano.ca

PROCESS OPERATIONS CO-OP

SPONSORED BY: SUNCOR ENERGY | SUNCOR ENERGY FOUNDATION

• CERTIFICATE

Clearwater Campus

The two year Process Operations Co-op program prepares students for entry-level positions in mineral and hydrocarbon processing primarily focused on the major oil sands companies. The program trains students in Power Engineering and Process Operations and has been offered at Keyano College since 2001. The program was developed as a result of identified needs from industry to have process operators with power engineering certification.

In two years, students complete 4th Class Power Engineering, Process Operations and 3rd Class Power Engineering (Part A). Local and regional industry partners make up a Steering Committee which participates in student selection, work practicum mentorship and evaluation, and program assessment. These employers gain access to a trained and skilled pool of qualified workers while students gain tremendous opportunities to showcase their technical and employability skills to potential employers.

The work practicum may be outside of the Wood Buffalo region. All efforts will be made to assist students to obtain a cooperative work placement. These placements are based upon student's academic achievement, Alberta Boiler Safety Association industry certification and industry host requirements, policies and regulations. Keyano College cannot guarantee co-op placements.

Start Date: The next First Year intake for the two-year Co-op Program is May 2, 2016.

ABSA will credit students who successfully complete Keyano College's theory portion of 4th Class Part A&B with six months of steam time.

Academic Qualifications
Applicants require a High School Diploma or G.E.D. with minimum English 20/23 or English 20-1 or English 20-2; Math 20-1 or Math 20-2; and Physics 20 or Science 20 (Alberta course only), or equivalent.

English Language Proficiency
- TOEFL: iBT – minimum score of 80 with no score below 20
- IELTS – minimum score of 6.0
- CAEL – minimum score of 60
- MELAB – minimum score of 80

See page 12 for other ways to meet the English Language Proficiency requirement.

In addition to meeting English Language Proficiency students must also present the appropriate coursework to meet the admission requirements for their chosen program.

Application Process
Submit the following documents to the Office of the Registrar:
- Official transcript showing your academic qualifications
- Completed Keyano College Application for Admission
- Up-to-date resume
- Differential Aptitude Test (DAT) with minimum score of 4500 (Interview selection is competitive based on DAT score, 4500 does not guarantee a program interview

Driver's License
Please note that a valid driver's license is required for work practicum as it is a job requirement of local industry.

Admission Deposit
Students accepted to the Process Operations program are subject to a $100 non-refundable, non-transferable admission deposit payable within 10 working days after the date on their acceptance letter. If the deposit is not paid as required, the offer of admission can be revoked by the College.

Attendance and Punctuality
Technical training is considered an extension of the workplace in terms of attendance and punctuality. Attendance is crucial to be successful in acquiring a work practicum. More than four unexcused absences disqualify students from work practicum eligibility.

Graduation Requirements
Pass mark of 65% in each course is required to be eligible for program certification and to write ABSA exams. Work terms are graded pass/fail.

PROCESS OPERATIONS CO-OP

Reinstatement Fee
Students who fail to qualify for a work practicum and are subsequently reinstated after meeting requirements are subject to a $250 administrative fee.

Program of Study

COURSE	COURSE TITLE	CREDITS
Year 1: Term I (16 weeks)		16
PROC 101	Applied Science	4
PROC 102	Plant Services	4
PROC 210	Chemistry	1
PROC 230	Introductory Process Instrumentation	1.5
PROC 232	Advanced Process Instrumentation	2
PROC 235	Upgrading Processes	2
PROC 250	Environmental Management and Processes	1.5
Year 1: Term II (6 months)		12
PROC 105	Work Practicum	12
Year 2: Term I (16 weeks)		16
PROC 103	Steam Generation	4
PROC 104	Prime Movers and Auxiliaries	4
PROC 3100	Applied Science	4
PROC 3200	Plant Services	4
Year 2: Term II (6 months)		12
PROC 260	Work Practicum	12

Course Descriptions
See pages 118 to 199 for an alphabetical list of all course descriptions.

FOR FURTHER INFORMATION
780-791-4955
powerprocess@keyano.ca

TO APPLY
Office of the Registrar
Keyano College
8115 Franklin Avenue
Fort McMurray, AB T9H 2H7
780-791-4801 or 1-800-251-1408
keyano.ca