

POWER LAB MISSING HOURS & COMPETENCIES PROCEDURE

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

A. PROCEDURES

When a student has exceeded four missing hours in the Power Lab course or requires more time to complete the missing competencies. The following procedures will apply.

1. Student is Missing Between 4 to 17 Hours in the Power Lab

1.1 Notification

- a. The Power Lab Instructor or Chief Power Engineer will notify the student of the missing hours.
 - i. The instructor or Chief Power Engineer will go over the Missing Hours Policy with the student.
 - ii. The instructor or Chief Power Engineer will go over the number of missing hours.
 - iii. The student can request to fill out the Power Lab for Missing Hours & Competencies Request form. The form will be available online.
 - iv. The Power Lab for Missing Hours & Competencies Request form must be submitted to the Office of the Registrar prior to the course end date.
 - v. The form will be filled out by the student, instructor, or Chief Power Engineer and Chair. The instructor or Chief Power Engineer will confirm on the form the course(s) start and end dates and number of missing hours.
 - vi. The Program Coordinator will email the completed form to the Office of the Registrar and will include in the email the student, instructor, or Chief Power Engineer and Chair.
 - vii. The Office of the Registrar will process the form and payment.
 - viii. Once the form has been processed the Office of the Registrar will email a confirmation receipt to the student, instructor, or Chief Power Engineer, Program Coordinator and Chair, the email will include course(s) start and end dates and the start time.

2. Student Exceeds 17 Missing Hours in the Power Lab

3.1 Notification

- a. The Power Lab Instructor or Chief Power Engineer will notify the student of the missing hours.
 - I. The instructor or Chief Power Engineer will go over the Missing Hours Policy with the student.
 - II. The instructor or Chief Power Engineer will confirm with the student that the student no longer meets the requirements to continue in the Power Lab course.
 - III. The instructor will mark the student as CE (Incomplete for non-credit courses) or Fail (for credit courses).

3. Student Requires More Time to Complete Competencies in the Power Lab

- a. The Power Lab Instructor or Chief Power Engineer will notify the student of the missing competencies.
 - I. The instructor or Chief Power Engineer will confirm with the student the number of hours that would be required to complete the missing competencies.
 - II. The student can request to fill out the Power Lab for Missing Hours & Competencies Request form and pay the related fees. The form will be available online.
 - III. The Power Lab for Missing Hours & Competencies Request form must be submitted to the Office of the Registrar prior to the course end date.
 - IV. The form will be filled out by the student, instructor, or Chief Power Engineer and Chair. The instructor or Chief Power Engineer will confirm on the form the course(s) start and end dates and the number of hours required to complete the competencies.
 - V. The Program Coordinator will email the completed form to the Office of the Registrar and will include in the email the student, instructor, or Chief Power Engineer and Chair.
 - VI. The Office of the Registrar will process the form and payment.
 - VII. Once the form has been processed the Office of the Registrar will email a confirmation receipt to the student, instructor, or Chief Power Engineer, Program Coordinator and Chair, the email will include the course(s) start and end dates and star time.
 - VIII. If the number of hours to complete the missing competencies exceeds 17 hours, the student will be marked as CE incomplete or Fail and will need to re register into the power lab course(s).

B. DEFINITIONS

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| (1) | CE: | means Incomplete for non-credit courses |
| (2) | Chief Power Engineer | Means a person who holds a certificate of competency of a classification that meets or exceeds the requirements under the Regulation respecting supervision for the plant type and capacity and has been designated by the owner of a power plant to fulfill the responsibilities of the chief power engineer |
| (3) | College: | means Keyano College |

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| (4) Competencies | means competencies are a set of characteristics and behaviours that enable performance and success within a job. They're distinct from a job description, which summarizes skill and knowledge requirements |
| (5) Fail: | means Fail for credit courses |
| (6) Missing hours: | means a minimum of 200 hours of steam time is required to complete the power lab course. Anything less than 200 hours is considered missing hours of steam time |
| (7) Policy: | means The Power Lab Missing Hours Policy |
| (8) Power Lab: | means a suitable operating power plant accepted as a course for practical experience credit at the 5th, 4th, and/or 3rd class levels. These labs are designed for controlled learning (e.g., students and instructors) and have boilers and pressure equipment. |
| (9) Request | Power Lab for Missing Hours & Competencies form |
| (10) Student: | means an individual registered in a credit course or program of study at Keyano College. |

C. RELATED LEGISLATION

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

D. RELATED DOCUMENTS

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

E. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
7/1/2024	New Procedure – for Power Lab Missing hours- Competency Policy	ALL	Dean, School of Trades and Technology	Vice President of Academic and Student Experience