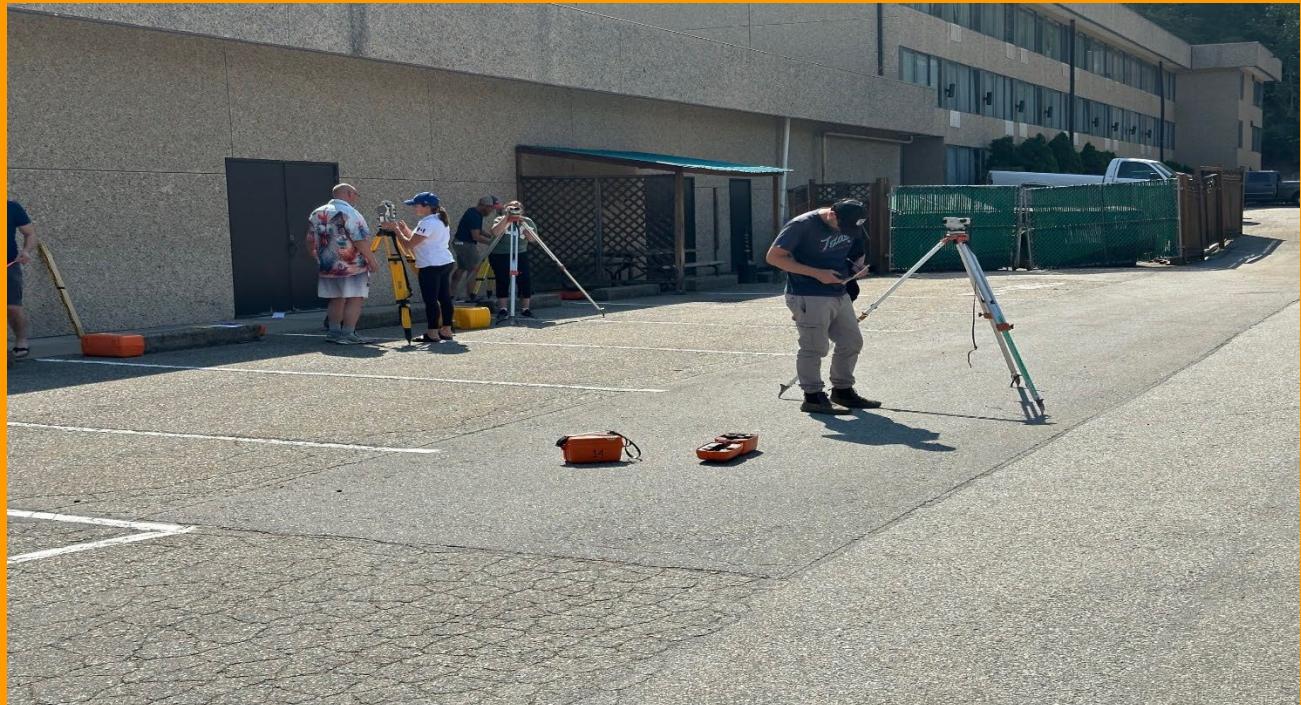




# LiUNA Training PLUS



# Student Handbook



# LiUNA Training PLUS

## INTRODUCTION

Thank you for registering in one or more of the programs offered by Training PLUS. Our goal is to offer quality education and skills training to students in a variety of areas within the construction industry. Our main training facility is in Chilliwack, BC, and a satellite facility located in Surrey, BC. We also offer remote training around the province periodically.

Programs and courses are offered throughout the year. Traditional courses are scheduled and advertised in Local 1611 literature, via our website at <https://www.liuna1611.org/training-calendar>, as well as on the LiUNA 1611 Facebook page. A significant number of offerings are also organized and delivered on short notice in response to contractor, government, or other agency requests.

## LAND ACKNOWLEDGEMENT

We would like to begin by acknowledging that the land on which we gather, live, and thrive in traditional and unceded territories:

Main facility (Chilliwack): Of the Sto:lo Coast Salish Peoples.

Satellite Facility (Surrey): Of the Semiahmoo, Kwantlen, Katzie, Tsawwassen, and Qaqqayt peoples.

We are grateful to have the opportunity to work and play in these territories.

## GENERAL INFORMATION

### Duration of Courses

Our course length ranges from one single day up to classes that run a month long in duration. Unless otherwise stated, all courses run from 8am-4pm including coffee and lunch breaks.

### Supplies and Equipment

All supplies and instructional equipment needed to complete your course will be provided by Training PLUS. Students must supply their own work and weather appropriate clothing, CSA approved safety boots, and hard hat. Classes run during all seasons and in all weather.



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## Breaks

A half-hour lunch break and two coffee breaks will be scheduled each day. This schedule will be determined and communicated by the instructor of each course.

## Evaluation of Work

Your instructor will be providing you with feedback on an ongoing basis regarding your progress and, depending on the length of the course, written and practical tests on skill development will be administered at various intervals.

At the conclusion of a course, you will be given a final grade representing your progress in theory and skill development. The final grade will be entered on a progress report card which is on file in our main office. You will be issued a certificate which indicates successful completion of the course.

## Social Media Usage

Social Media Platforms are interactive computer-mediated technologies that facilitate the creation or sharing of information, ideas, career interests and other forms of expression via virtual communities and networks. Some examples are Facebook, Twitter, Snapchat, Tik Tok, Instagram, YouTube and blogs.

Social media can be a great tool to create a sense of community and to share information and Training PLUS wants to create a positive atmosphere around posting. Any pictures or information to be shared from any Training PLUS courses must be approved by the Administrator prior to doing so. Any student found posting on social media without prior approval will be subject to disciplinary action.

## Personal Appearance and Dress Code

Instructional facilities used to deliver the course are an extension of the workplace. Students and staff are expected to dress in an acceptable manner. Safety equipment (PPE) must also be worn in full compliance with WorkSafeBC requirements. Please also be cognizant that many people have allergies to fragrances. When enrolled in courses with an outdoor practical component please dress in weather appropriate clothing.

## Personal Items

Training PLUS cannot accept responsibility for the security of personal items such as phones, cameras, computers, fashion eyewear, clothing, valuables, etc. Students are advised to refrain from bringing any items that are not directly related or required by the course.



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## Audio Video Recording

Some students like to record classroom lectures on personal devices (cell phones, recorders, etc.) to review the lectures and material later. A request needs to be made before the class has commenced and the request will be granted at the discretion of the applicable instructor. Any student found recording without prior approval will be subject to disciplinary action.

## FIRST AID

### Attendants

All of Training PLUS instructors as well as the administrative staff have Level 1 First Aid and are trained to use the AED. Information and cell phone numbers for the First Aid attendants are listed on the wall of the First Aid Room.

### FIRST AID FACILITIES

First Aid Facilities can be found in the following areas:

Main facility (Chilliwack): Adjacent to the washroom areas.

Satellite facility (Surrey): Directly next to the Gordon Davidson classroom.

Each facility has ample First Aid supplies including and AED.

## HEALTH AND SAFETY

Training PLUS places high priority on the health and safety of its students and staff. A copy of the entire policy is available upon request.

It is imperative that students observe safety requirements and operate equipment in a manner that does not pose a danger to other students or staff members. If you are unsure of the operating procedures for any piece of equipment, please ask for help, rather than risk personal injury.

It is incumbent on students to report any potential unsafe working/learning conditions to the instructor.



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## Muster Station

The Muster Station can be found in the following areas:

Main facility (Chilliwack): At the curb directly at the front of the training facility.

Satellite facility (Surrey): On the grass boulevard located on the north side of 26<sup>th</sup> avenue, directly across from the Local 1611 driveway.

## Smoking

Instructional facilities are considered to be smoke free environments. Staff, students and guests must smoke in designated smoking areas. Please smoke 6m (20feet) from all doorways and place cigarette butts in proper receptacles.

## Emergency Contact and Medical Information

Training PLUS must provide appropriate assistance in the event of a medical emergency. If you have any disabilities or prescribed medication requirements that could pose a challenge during classroom or practical activities, it is important that you make the instructor aware of these so that appropriate precautions can be put in place.

## PPE Zone

There is a PPE-mandatory zone which has been clearly marked out with an identified white line. All students and staff that are in the PPE Zone must wear applicable PPE at all times. When in the non\_PPE zone/shop area, one only needs to wear PPE when they have been communicated to do so and /or tasks dictate such.

## Substance Abuse

Drug and alcohol use have negative effects on the quality of work performance and represent a hazard to the health and safety of Instructors and students. The use of alcohol or drugs on site or at events sponsored by the Society is forbidden and subject to immediate disciplinary action, including dismissal.



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## Cleanliness

When navigating between the yard & the shop/classrooms, please be aware of dust, mud & dirt on your boots your person. Please clean your clothes & boots as much as possible.

## Homewood Health

As a LiUNA Local 1611 member, you have free access to Homewood Health's Member and Family Assistance Program (MFAP). Homewood Health offers coaching, counselling, and support for our members using a variety of different resources. It is crucially important that we all take care of ourselves both physically as well as mentally. If you or someone in your family could use some support, please contact Homewood Health at 1-800-663-1142 or visit them at [homeweb.ca](http://homeweb.ca).

## **Student Policies**

There are a few policies that Training PLUS students must adhere when enrolling in Training PLUS programming. All students' policies can be found at [LiUNA1611.org/Academic – Policies](http://LiUNA1611.org/Academic-Policies).

Our policies consist as follows:

- Assessment
- Code of Conduct
- Course Attendance
- Dispute Resolution
- Health & Safety
- Inclusion
- Sexual Violence & Misconduct
- SOGI
- Student Dismal
- Student Records



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## Acceptable Use Policy (AUP) – MICROSOFT SURFACES

The following basic rules must be followed when using the Microsoft Surface tablets. The Acceptable Use Policy (UAP) is as follows:

1. The devices need to be always treated with the utmost care. Please handle them carefully and ensure that you do not drop them.
2. Do not visit any inappropriate websites. These devices are strictly for learning purposes. Even in free time please do not use the devices to peruse popular sites like Tik-Tok, YouTube, Facebook, etc.
3. Never download anything without Instructor permission.
4. Keep a neat and tidy workspace. It is much easier to care for the device if you can minimize the amount of clutter around it.
5. Never change any settings without permission.
6. Do NOT eat or drink near any devices. On coffee break/lunch, please place your device at the side of the classroom if you are choosing to eat/drink at your desk. Also, before grabbing the device again please ensure that your workspace and hands are clean.
7. Use your own designated device and not anybody else's device at any time.
8. Please do not take advantage of these as this is a productive learning environment. You must pay attention to class and not be distracted by devices during instruction.
9. Under no circumstance are the devices to leave the classroom at any time without authorized permission.
10. Each tablet will be designated for a specific member. This will be recorded by the instructor. Do not leave class for the day unless you have cleaned and returned the device to your instructor. Each device is to be cleaned by spraying a small amount of cleaner into some paper towel. You will then use the paper towel to gently wipe down the device.
11. If you are struggling with any aspect of the device, please do not hesitate to ask your instructor for help.
12. Any failure to follow these rules is grounds for discipline ranging from having their device taken away to academic suspension.