Apprentice Conduct and Training Standards

Technical Training Performance

To successfully complete technical training, apprentices must pass all course requirements and the applicable AIT examination.

- Minimum passing grade for each course: 65% average with all individual subjects above 50%
- Minimum passing grade for AIT and Interprovincial Standards (Red Seal) exams: 70%
- Exams are offered in English only. Proficiency in English and mathematics is important for success.

If an apprentice fails to meet minimum academic standards, the Instructor may:

- Meet with the apprentice to discuss concerns;
- Identify areas requiring improvement and provide support or corrective action; and
- Recommend termination if sufficient effort or progress is not demonstrated.

Academic Integrity

Cheating or any form of academic dishonesty is prohibited.

- Apprentices must comply with the Cheating Policy which identifies prohibited conduct and disciplinary consequences.
- Violations may result in disciplinary action, including removal from training.

Professional Conduct

Apprentices are expected to conduct themselves in a respectful, professional, and cooperative manner.

- Harassment, bullying, discrimination, intimidation, threatening behaviour, or other disruptive conduct will not be tolerated.
- Such behaviour may result in removal from class and a meeting with the Executive Director.

- A written incident report will be completed.
- The Executive Director in consultation with the Instructor, will determine whether the apprentice may return to class.

Safety

Apprentices must comply with all safety rules, procedures, and Instructor directions.

- Unsafe conduct may result in immediate removal from training and may lead to further disciplinary action.

Physical Abuse and Violence

Physical abuse, threats, or violent behaviour will not be tolerated.

- Apprentices involved in such conduct will be immediately removed from class.
- Such behaviour may result in immediate termination from training.

Substance Use and Impairment

Apprentices must not attend training while impaired by alcohol, cannabis, illegal drugs, or the misuse of prescription or over the counter medication.

- Impairment may result in immediate removal from training and further disciplinary action.

Re-Enrollment After Termination

Apprentices terminated from a class:

- May have restrictions placed on their file; and
- May be required to meet with the Executive Director before enrolling in future training.

Attendance

Apprentices must comply with the Attendance Policy, which outlines requirements, absences, terminations, and related consequences.