



GBC STUDENT HANDBOOK

BFPC (Business Fundamentals with Practicum & Co-op)

GBC MISSION STATEMENT

We equip individuals with the skills and knowledge to be successful in international business

Dear Student:

Welcome to Gastown Business College. To ensure that you have a productive and rewarding program experience, please familiarize yourself with all of our policies and regulations. These policies and regulations have been developed in order to benefit everyone involved, and your attention to all listed requirements is crucial to you achieving program success.

CONTENTS

1. PROGRAM OUTLINE & COURSE DETAILS
2. STUDENT PROGRESS/ASSESSMENTS
3. ATTENDANCE POLICY
4. GBC GENERAL REGULATIONS
5. RESPECTFUL AND FAIR TREATMENT OF STUDENTS
6. SEXUAL MISCONDUCT POLICY
7. GBC POLICY INFRACTIONS
8. STUDENT DISMISSAL POLICY
9. DISPUTE RESOLUTION POLICY
10. PRACTICUM (UNPAID WORK EXPERIENCE) POLICY
11. CO-OP (PAID WORK EXPERIENCE) POLICY
12. FACILITY INFORMATION AND GUIDELINES
13. ADMISSION POLICY
14. STUDENT WITHDRAWAL POLICY
15. PRIVACY POLICY

Please note:

- **Gastown Business College:** collectively referred to as “Gastown Business College” or “GBC”
- **Senior Education Administrator:** referred to as the "SEA"
- **Business Fundamentals with Practicum & Co-op:** referred to as the "BFPC "
- **"Student"** is defined as including prospective students as well as those currently registered or enrolled in any Gastown Business College programs or activities.
- GBC reserves the right to cancel the start date of the program due to low student enrolment.

1. PROGRAM OUTLINE & COURSE DETAILS

PROGRAM OUTLINE

Program Description:

Students will learn fundamental skills and international marketing concepts to be successful in international business. They can be better equipped to work in a variety of industries that require both administrative and customer service support.

Career Opportunities:

Students will be prepared to work as general office Support Worker. In addition, they have opportunities to work in the hospitality field and take on customer service roles.

Learning Objectives:

Upon completion of this program, the successful student will have reliably demonstrated the ability to:

- Build and deliver boardroom quality presentations.
- Research for and engage in formal and informal debates.
- Complete a business resume.
- Develop a market-ready strategy for a service or product.
- Complete a variety of work-related writing tasks including business letters, business reports, and emails.
- Contribute meaningfully to business conversations.
- Complete a range of tasks related to administrative support
- Conduct market surveys and various other research tasks

Delivery Method(s): Combined delivery (both in-class and distance)

Required course materials

Materials are primarily created by the instructional staff such as handouts and PowerPoint presentations for each topic. The information is based on research and expertise of the instructors' business background, industry experience, and knowledge

COURSE DETAILS

Program Duration: 62 weeks (excludes holidays and/or approved leave of absence)/Hours: 1240 hours

The following is a general outline of the in-class portion of the BFPC program. At the beginning of each week, the program Instructor will provide a detailed weekly agenda to the Students.

Fundamentals I (4 Weeks) Completion requirements: Obtain a minimum grade score of 50%	
– Effective Communication	– Time Management Systems/Attitudes
– Presentation Skills	– Working Styles/Workplace Cultures
– Resume /Email Writing	– Transferable Skills
– Self Marketing /Networking	– Business Documents
Essential Business (6 Weeks) - Completion requirements: Obtain a minimum grade score of 50%	
– Interview preparation	– Debate Skills/Negotiation Skills
– Interview Skills	– Workplace Communication
– Advanced Networking	– Report Writing
Business Development (6 Weeks) - Completion requirements: Obtain a minimum grade score of 50%	
– Product Development Market Research	– Performance Management
– Market Segmentation	– Organization Structures
– Marketing Mix Fundamentals	– Recruitment & Retention
– Employee Engagement	
Fundamentals II (4 Weeks) - Completion requirements: Obtain a minimum grade score of 50%	
– Telephone Skills	– Workplace Cultures
– Advanced Business Concepts	– Company Research Skills
– Working Styles	– Practicum Preparation
Advanced (Business) Communications - Completion requirements: Course attendance a minimum of 60%	

Please note: The Program Outline may be subject to change without notice.
Please note: At the beginning of each week, the program Instructor will provide a detailed weekly agenda to the Students.

2. STUDENT PROGRESS/ASSESSMENTS

Students must ensure that they familiarize themselves with the assessment methods, as well as the module rubric at the start of each module.

BFPC Program	Value	Formal (*) Assessment method
Fundamentals I	10%	Written examination
Essential Business	20%	Interview Skills Assessment
Business Development	20%	Marketing & HR Team Project
Fundamentals II	10%	Written examination
Business Case Studies & Advanced Communications (Pre-recorded Lecture)	10%	Assignment (Worksheet) Submission
Pioneer (Pre-recorded Lecture)	10%	Assignment (Worksheet) Submission
Practicum	n/a	Attendance - Pass/Fail
Hospitality Fundamentals (Combined Classes)	20%	Written examination
Co-op	n/a	Attendance - Pass/Fail

All formal (*) and informal assessments for each module must be completed by Students. Please note that (*) contributes to grading and does not contribute to final grading.

Please note that the Assessment Methodologies are subject to change.

GRADING SYSTEM USED:

A = 80 – 100 % B = 70 – 79% C = 60 – 69% D = 50 – 59% U = Below 50%
 PASS = normal satisfactory completion of course FAIL = unsatisfactory completion

Policies and protocols concerning student non-participation or failure in scheduled formal assessments, presentations, assignments, and group projects:

- All Students must meet or exceed the minimum grade requirement for each module in order to graduate from GBC. Students must submit all work by the assigned due date. Students must be present at all assessments, presentations and group project work.

However; Students that are unable to submit their assignments or are not present for assessments, presentations/group projects – will be required to provide a valid reason, such as illness or emergency circumstances. Students must provide written documentation (e.g. Doctor’s note) to their instructor. The program instructor and the SEA/GBC Management will review the documentation and provide their decision.
- Students who do not achieve the minimum grade requirement or are absent for assessments, presentations, or group projects might need to retake exams or submit a supplementary report or assignment to successfully complete the module. (Requirements to graduate from GBC) Please see number 1.
- Students whose reasons for absence are insufficient may lose between 5% - 100% of their score.
- Business Case Studies & Advanced Communications and Pioneer** - If a Student fails to submit assignments (worksheets) or submits them after the specified deadlines, there will be a deduction from the total module weighting, which will be calculated as a percentage.

Procedure for Grade Appeal

- Students that disagree with an assigned grade and that can provide proof that a higher grade is warranted, may speak with their Instructor. The Instructor will provide a decision and may or may not grant a higher grade.

2. If the outcome is not satisfactory to the Student, the Student can submit a written appeal to the SEA.
3. The SEA will obtain a copy of the quiz/test in question from the Instructor and will have another Instructor examine it and will provide a decision accordingly.
4. If the re-grading indicates a higher score, the higher grade will be assigned to the Student. If the re-grading indicates a lower score, then the original grade will be retained.
5. Once the re-assessment is complete, the SEA will review the process; the grade will be considered final. There will be no further appeals accepted.
6. The decisions on the grade appeal will be provided to the Student within 3 school days of GBC’s receipt of the written complaint.

3. ATTENDANCE POLICY

1. Students must attend a minimum of **80%** of the total program (in-class and work place experience) in order to graduate.
2. Students must attend a minimum of **85%** of the in-class training in order to qualify for the practicum work experience. Should students’ absence exceed 15% during the in-class training, they may be subject to immediate dismissal.
3. **Absenteeism for 3 days or more** due to illness requires submission of a **doctor’s note (without the note will result in receiving an infraction letter)**.

4. **LATE POLICIES:**

*Time Deduction: Deducted from total program attendance hours

Lateness	*Time Deduction
1 – 30 min.	0.5
31min. to the midpoint of each class	1
✓ Passed the class half way point considered absent	

5. **5 unjustified late arrivals or absences will result in a Policy Infraction Letter being issued.**
6. The consequences for Students who do not meet the outlined attendance requirements may result in dismissal of the program.
7. The process by which Students must report an absence and lateness is as follows:
 - Students are required to E-mail reception@gbcol.ca with a reason for **lateness or absence before 9:00 am.**
 - Students arriving to class past the midway point of the in – class session, shall be recorded - absence – the teacher may also request that you not join the remainder of the in – class session
 - Failure to email to reception for lateness or absenteeism will be considered an unjustified as per point number 5.
 - **Email communications with reception is the only acceptable notification** for lateness or absences.
Therefore, communications through a third party such as the class instructor or classmates shall not be accepted
 - Students that wish to receive a current record of attendance must send a written request to reception@gbcol.ca

4. GBC GENERAL REGULATIONS

1 ENGLISH ONLY POLICY

GBC maintains a strict “English Only” policy on its premises – includes the school, elevator, lobby and front entrance. Further, the “English Only” policy applies to all forms of communication; for example, verbal, written, Internet, email and social media.

2 HOMEWORK AND ASSIGNMENTS

Students are required to complete and submit all homework and assignments on time.

3 AUDIO/VISUAL RECORDING OF CLASS ACTIVITIES

Any visual or audio recordings of class activities for or by Students are strictly prohibited. However, photos may be taken of class activities only with an Instructor's permission in advance.

4 ATTIRE AND GROOMING POLICY

All students should be well-groomed and wear clothing that is professional and work appropriate. Appropriate business casual dress typically includes: dress pants, knee length skirt, dress shirt or blouse, sweater or blazer, ties are optional. Avoid clothes with stamps or images that are offensive or inappropriate. Clothes that are revealing or inappropriate or that have rips, tears or holes are not allowed. Baseball and other caps may not be worn indoors.

Please note: every Student is responsible for exercising sound judgment and common sense for his/her attire at all times. From time to time Students may be advised by an Instructor that some attire is not appropriate.

Please note: Students will be required to wear business attire from time to time as part of their professional training development.

5 GRADUATION

1. **Graduation requirements:**

- a) **Meet the required attendance criteria.**
- b) **Obtain the minimum grade requirement for each module**
- c) **Successfully complete the in-class and practicum- training components of the curriculum (complete the required number of hours of practicum training).**

2. Diplomas are issued only to those students who meet and complete all of the program requirements.

3. Reference Letters:

Students who receive 3 Policy Infraction Letters or that have been dismissed from GBC will not receive Reference Letters from program Instructors. In certain situations, corporate policy does not permit the issuance of Reference Letters. The Host Employer may also decline a Reference Letter based upon student work performance.

4. **Students are required to submit all their Practicum/Co-op related documents to GBC within 15 days after the completion of their practicum. Failure to do so will result in an inability to graduate.** Graduation packages must be picked up within 30 days of the last day of the Practicum/Co-op

5. RESPECTFUL AND FAIR TREATMENT OF STUDENTS

Gastown Business College ("GBC") is committed to ensuring that its learning environment promotes the respectful and fair treatment of all Students.

Every Student has the right to feel safe at school. While on GBC premises or in the course of activities or events hosted by GBC the following activities are strictly prohibited:

1. Any and all behaviour that contravenes Canadian law.
2. Engaging in a course of vexatious conduct, harassment or discrimination that is directed at one or more specific persons and that is based on any of the protected grounds under the BC *Human Rights Code*. Currently, "the grounds of discrimination" prohibited by the Human Rights Code are age, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex (including gender identity and gender transitioning), sexual orientation, and, in the case of employment, unrelated criminal convictions.
3. "Harassment" – Any behaviour that satisfies one or more of the following definitions of harassment:
 - a) Harassment based on a prohibited ground of discrimination. Behaviour directed towards another person or persons that:
 - 1) Is abusive or demeaning; and
 - 2) Includes a direct or indirect reference to a prohibited ground of discrimination under British Columbia's Human Rights Code; and

- 3) Would be viewed by a reasonable person experiencing the behaviour as an interference with her/his participation in a school-related activity.
- b) Sexual harassment (any conduct, comment, gesture or contact of a sexual nature that one would find to be unwanted or unwelcome by any individual). Behaviour of a sexual nature by a person:
 - 1) Who knows or ought reasonably to know that the behaviour is unwanted or unwelcome; and
 - 2) Which interferes with another person's participation in a school-related activity; or
 - 3) Leads to or implies job - or academically - related consequences for the person harassed.
- c) Personal harassment (any conduct whether verbal or physical that is discriminating in nature, based upon another person's race, colour, ancestry, place of origin, political beliefs, religion, marital status, physical or mental disability, sex, age or sexual orientation). Behaviour directed towards a specific person or persons that:
 - 1) Serves no legitimate purpose; and
 - 2) Would be considered by a reasonable person to create an intimidating, humiliating, or hostile work or learning environment.
4. Any form of intimidation and/or bullying, whether it is in person or through technology, like email or cell phones; including threats of any type (physical, emotional, verbal or sexual, including bullying, cyberbullying, physical violence, or retribution against a person who has reported an incident).
5. Possession or under the influence of alcohol or illegal drugs or give them to anyone else.
6. Possession of a weapon, including firearms.

If under any circumstances, a prohibited activity occurs, the following outlines the process for addressing the activity:

1. The SEA is responsible for investigating and making determinations when any prohibited activity occurs. If the SEA is absent or is named in a complaint, GBC Management (clarification from ownership required on which) is responsible for investigating and making determinations.
2. The SEA and GBC Management will conduct a thorough investigation – requesting submissions from all involved parties and witnesses – and set up a meeting with the student filing the complaint within 24 hours.
3. A determination, including the reasons for the decision, will be provided by the SEA or Management to all parties within 48 hours.
4. If the Student is not satisfied with the decision made by the SEA or GBC Management, then the Student has the option to provide a written appeal to the Director.
5. The Director will review the decision made by the SEA or GBC Management – including meeting with all parties involved and reviewing all submissions received – and provide written reasons for his determination to all parties involved in the dispute within 5 days of the date on which the appeal was made. In conclusion, the Institution's Dispute Resolution Process will be considered exhausted.
6. If the Student is dissatisfied with the determination, he or she may file a complaint with the Private Career Training Institutions Branch (www.privatetraininginstitutionsbranch.bc.ca).
7. At any point, the Student(s) may seek representation by an agent or a lawyer.

There are limits to the policy of confidentiality between each GBC Student, and the staff of GBC. Information related to personal issues and concerns remain confidential and are not disclosed to any outside parties without the written permission of the Student, with the following exceptions:

- a) Information, which leads Instructors, the SEA, the Director or any GBC staff member to be concerned for the physical safety of either students or staff.
- b) Information relating to the physical and/or sexual abuse of a minor.
- c) Information as required by a court subpoena in order to testify.

6. SEXUAL MISCONDUCT POLICY

Preamble to this Policy

Gastown Business College (GBC) is committed to the prevention of and appropriate response to sexual misconduct. Any student making an allegation of sexual misconduct shall never be subject to any form of reprisal for making a report or complaint of sexual misconduct. The policy guidelines in this document are meant to deal with any sexual misconduct allegations made by a student during her/his time of enrollment at GBC. GBC upholds the principle of administrative fairness in relation these policy guidelines. Therefore, all parties involved will be treated with dignity and respect. No party named in an allegation shall have any involvement in making any determination concerning how GBC deals with an allegation of sexual misconduct.

Definition of Sexual Misconduct

For purposes of this policy sexual misconduct is defined as any non-consensual sexual behavior: a) sexual assault; b) sexual exploitation; c) sexual harassment; stalking; indecent exposure; voyeurism; the distribution of a sexually explicit photograph or video of a person to one or more persons other than the person in the photograph or video without the consent of the person in the photograph or video and with the intent to distress the person in the photograph or video; the attempt to commit an act of sexual misconduct; and the threat to commit an act of sexual misconduct.

Student Rights to Confidentiality and Exceptions

All information related to a Complaint or Report is **confidential** and will not be shared without the written consent of the parties, subject to the following exceptions: a) If an individual is at imminent risk of severe or life-threatening self harm; b) if an individual is at imminent risk of harming another; c) there are reasonable grounds to believe that others in the institutional community may be at significant risk of harm based on the information provided d) where reporting is required by law; or e) where it is necessary to ensure procedural fairness in an investigation or other response to a complaint or report.

Students Rights Not to Disclose and Exceptions

GBC understands the right of a student to not to do any of the following: a) make a formal report, b) make a complaint or c) participate in any investigation that may occur related to an incident of alleged sexual misconduct. GBC will never compel or pressure a student beyond what they are willing to disclose. However, where any exception outlined in the aforementioned item then GBC may be required to take further action related to protecting the complainant or other students.

Process for Managing a Complaint of Sexual Misconduct

1. Complaints of alleged sexual misconduct will be fully and thoroughly investigated by the General Manager Deborah Cividino within 24 hours of receipt of a complaint.
2. The student making the complaint should be communicated with immediately or on the same day to address the following: a) provide support, b) provide options, c) provide guidance, and d) assess the students' urgent needs. When a student cannot be met immediately the GM shall communicate with her/him via telephone to assess urgent needs and arrange an appropriate meeting time for follow-up concerning the complaint.
3. The GM's ongoing role until a final disposition of the allegation is determined will be to: a) gather factual information from the complainant as he/she wishes to disclose, b) assess risk to the complainant and ascertain her/his needs, c) assess risk to the college and other students, d) inform the management team of her findings for further consultation and planning and e) determine what if any accommodations may be needed to support the student.
4. The above information will be reported to the management team. The management teams' role will be to develop an intervention plan. This plan will be consistent with the complainants' requests except when risk factors as outlined in "Student Rights to Confidentiality and Exceptions" need to be considered. At this time the students' rights to confidentiality will be considered carefully and assessed relative to GBC's need to protect the complainant or other parties involved in the allegation. External consultation with appropriate authorities may be sought to support and protect the student.
5. In all cases the student should be made aware of external supports such as sexual assault counseling services in Vancouver and how to access such supports (these resources are found in Appendix-1 of this policy document).
6. When the GM is not available to manage an alleged complaint of sexual misconduct then the SEA or Program Director will assume these responsibilities.
7. A confidential record will be kept of the process described above in accordance with GBC record keeping policies.

7. GBC POLICY INFRACTIONS

GBC expects that - at all times - Students will conduct themselves as they would in an international business setting. An infraction, therefore, would be seen as any type of behaviour which would not be acceptable in an international business setting.

Please note that one of the purposes of the GBC Student policy handbook is to uphold the same behavioural standards that a company will expect from Students; therefore, GBC expects Students to comply with all of our Policies.

New circumstances related to policy infractions may arise, which have not been stated in this Student Handbook. In such cases, Students will be notified, and the appropriate steps will be taken.

Consequences of Policy Infraction:

Depending on the severity and/or frequency of the policy infraction, a Student could receive one or a combination of the following from an Instructor:

First Policy Infraction Letter → Second Policy Infraction Letter → Third Policy Infraction Letter → A Dismissal Letter from GBC

Policy Infraction Procedure (GBC allows for a total of 3 Policy Infraction Letters):

1. When there is a perceived policy infraction, an Instructor will speak to the Student and investigate the nature of the infraction.
2. If the Student is culpable of the infraction, the Instructor will take the action that is appropriate, relative to the nature of the infraction.
3. The Instructor who witnessed the infraction will speak to the Student and where necessary issue the Student with a Policy Infraction Letter.
4. If a Third Policy Infraction Letter is issued, this will be done by the Instructor with the SEA or another senior staff member present. In addition, Students in receipt of a third Policy Infraction Letter: (1) will be placed in a practicum training placement chosen by the Work Placement Coordinator; Students cannot decline the chosen practicum; (2) are no longer entitled to receive a Reference Letter from GBC Program Instructors; and (3) will be placed on probation for the rest of the program.
5. In the event of a fourth infraction, a Student may be dismissed immediately.

8. STUDENT DISMISSAL POLICY

1. GBC may dismiss a Student from a program based on the following grounds:
 - a) **Students may be subject to dismissal at the discretion of GBC for dishonest behaviour, including but may not be limited to the following: cheating; plagiarism; alteration of records; lying.**
 - b) **Absenteeism for 3 days or more consecutively without notifying the institution.**
 - c) **Should Students absence reach 15% of the in-class training, may be subject to immediate dismissal.**
 - d) **Receipt of a fourth Policy Infraction Letter.**
 - e) **Termination by the Host Employer.**
 - f) **Any breach or misuse of immigration documents.**
 - g) **Any breach of the Respectful and Fair Treatment of Students policy.**
2. The process by which a Student may be dismissed from a program is as follows:
 - a) After a Student has received three Policy Infraction Letters, they will automatically be placed on academic probation, unless notified otherwise. This means that should another infraction occur, GBC has the right to take further action, such as dismissing the Student. Each probation case will be evaluated on its own merits.

- b) When grounds for the dismissal of a Student exist, the Student will meet in person with the SEA, the Practicum Coordinator and/or the Director of GBC.
 - 1) GBC's decision will be explained to the Student and then the Student will be given the opportunity to discuss and understand the reasons for the dismissal.
 - 2) A confirmation email will then be sent to the Student, outlining the reasons for the dismissal discussed at the meeting.
 - 3) If the Student refuses or due to some exceptional personal circumstances cannot come into GBC, the Letter of Dismissal will be sent by GBC to the Student, and it will be assumed that the Student understands the reasons for the dismissal if the Student does not query the correspondence sent by GBC.
- c) Prior to a final dismissal decision being given, the Director of GBC will review each case and may grant a final probation period. During this time, any further policy infractions will lead to an immediate dismissal.

Dismissal and Refunds

Should a Student be dismissed from GBC, refunds are subject to the 'refund policy' that is outlined in the Student Enrolment Contract.

9. DISPUTE RESOLUTION POLICY

Guiding Standards for Dispute Resolution

1. The GBC dispute resolution process will only be enacted when a student dilemma cannot be resolved amicably prior to invoking the process outlined in this policy.
2. No student will be subject to any form of retaliation related to making a formal written complaint.
3. The policy governs disputes as they may arise with students respecting Gastown Business College and any aspect of its operations.
4. The student making a written complaint may seek external representation through an agent or lawyer at anytime throughout the dispute resolution process.
5. No person named in a dispute will make any determination on the outcome of a dispute apart from giving information.

Stepwise Process for Dispute Resolution

- A. The student shall provide his/her complaint in writing to the Senior Educational Advisor (SEA). The GBC SEA's email is anamaria@gbcol.ca.
- B. If the SEA is absent, the student must submit the written complaint to the General Manager. The GM's is deborah@gbcol.ca.
- C. Either of the above named individuals shall upon receipt of a student complaint conduct a thorough investigation – requesting submissions from all involved parties and witnesses – and set up a meeting with the student filing the complaint within 24 hours (this time standard may be adjusted if the 24 hour period is inclusive of holidays).
- D. A determination, including the written reasons for the decision, will be provided by the responsible person within 48 hours (this time standard may be adjusted if the 48 hour period is inclusive of a holiday).
- E. If the student is not satisfied with the decision made, then he/she has the right to make a written appeal to the Program Director. The Program Director's email is terry@gbcol.ca.
- F. The Program Director will review the initial determination – including meeting with all parties involved and reviewing all submissions received – and provide written reasons for the appeal determination to all parties involved in the dispute. A determination shall be made within 30 days from the date the student first filed the complaint. At this point the Institution's 'Dispute Resolution Process' will be considered exhausted.
- G. If the Student is dissatisfied with the appeal determination, he or she may file a complaint with the Private Career Training Institutions Branch. (www.privatetraininginstitutions.gov.bc.ca).
- H. The Director of GBC will be given ongoing updates concerning steps A to G.
- I. All documentation related to this process shall be maintained in accordance with GBC record keeping standards.

10. PRACTICUM WORK EXPERIENCE POLICY

1. The practicum work experience is a required part of the BFPC program in which the Student obtains the practical skills relevant to the * **learning objectives** of the program.

(* The co-op/practicum program aims to achieve objectives in customer service and general office work. Additionally, GBC provides students with valuable industry-based work experience opportunities that are tailored to their career goals or background. These opportunities cover a wide range of sectors, including customer service industries found in airports, hotels, sales, and travel agencies. Furthermore, there are general office roles available in fields such as finance, accounting, IT, trade, and marketing.)

2. The requirements and conditions for participation in the practicum work experience are as follows:

- a) Successful completion of in-class training. - **Students must attend a minimum of 85% of the in-class training**
- b) Due to the popularity of certain industry placements – be advised that preference is given to those students who are not in receipt of a * **Policy Infraction Letter**.

(* Please note the following situations where a Policy Infraction Letter may be issued: (A) Absenteeism for three or more consecutive days due to illness: In such cases, it is required for the student to submit a doctor's note. Failure to provide a doctor's note within the specified timeframe will result in the issuance of an infraction letter. (B) Five unjustified late arrivals or absences: If a student accumulates a total of five instances of late arrivals or absences without valid justification, a Policy Infraction Letter will be issued. It is important to note that Policy Infraction Letters are intended to serve as a reminder of the expectations outlined in our work policy and to encourage improved attendance practices. Our aim is to support and guide students toward better attendance habits, ensuring their success within our institution.)

- c) Students are required to choose two objectives. This is necessary to accommodate seasonal industry changes and changes in labour market conditions.
- d) Students **may not change their practicum placement objective**. GBC staff will advise each student should it be necessary to change objectives, due to changes in the labour market conditions.
- e) **GBC's Work Placement Coordinator and staff will do their utmost to provide Students a practicum related to their first objective; however, GBC cannot guarantee specific industry or specific job title practicum.** Please note that there may be changes/delays made to practicum start dates and end dates based upon opportunity availability. Students will be notified in advance of such delays. Practicum training that begins during holiday seasons, for example Christmas, may require additional weeks due to company closures. This may also occur from time to time as unforeseen circumstances arise.
- f) **GBC and the Practicum Hosts have made allowances for crossover training.** Therefore, one or more GBC Student may overlap for a period of 1-2 weeks. In addition, certain practicum placements (for example - the airport) may have several students during the same time period.

3. The process by which the Student will be placed in a work experience is as follows:

- a) The Work Placement Coordinator will arrange interviews for all Students.
- b) During the Fundamental II module of in-class training the Work Placement Coordinator will meet with Students one-on-one to discuss their practicum training objectives.
 - The Work Placement Coordinator will recommend a practicum host company.
 - Following the counselling, the Student will have an opportunity to research the company in order to decide suitability.
 - The Student will have a second meeting with the Work Placement Coordinator to discuss the opportunity and provide their decision.
 - Then an interview will be arranged. If the Student is successful at the interview, the Student is obliged to accept the offer.
 - If the interview is unsuccessful, the Work Placement Coordinator will arrange a second interview and the process will continue.
 - In the event a Student does not pass the third interview, GBC will place the Student in a practicum at the discretion of the Work Placement Coordinator.

- From time to time through counselling, the Student and Work Placement Coordinator may decide upon alternate opportunities.
- c) Students may not decline a practicum training opportunity based on these reasons: employee nationality, company structure and size, and travel/distance. From time to time, circumstances may occur in which the practicum may be changed.
 - d) These situations will be managed on a case-by-case basis and may be referred to the SEA for further consideration.
4. GBC, the Student and the Host Organization, will enter into a written agreement detailing each party's responsibilities and the activities the Student will undertake during the work experience. A copy of the agreement will be provided to the Student before the start date of the practicum.
 5. The process by which the Student will be evaluated in relation to the work experience component is as follows:
 - a) During the practicum training, The Supervisor will provide written feedback (the GBC Supervisor Evaluation document) on the Students' performance. Students will receive evaluative feedback regarding their performance. This information will be shared with the students, in order to support the students' professional development.
 6. Students will provide written feedback (the GBC Student Evaluation document) during their practicum to GBC Staff.
The Student is required to complete a practicum evaluation form. This form will be emailed to the Students at the halfway point of their practicum and must be emailed back to the Instructor within five days.
 7. GBC will monitor Students during the practicum (work experience) by reviewing:
 - a) Practicum attendance and feedback sheets are submitted to GBC in order to ensure that the Students are meeting their learning objectives.
 8. The Work Placement Coordinator or Instructors are available to meet with Students as required - should special circumstances arise.
 9. Unforeseen circumstances – such as company downsizing, closing business, or restructuring may occur during the practicum training. In these situations, the Work Placement Coordinator will evaluate each Student's circumstances including Host Employer feedback and provide a decision regarding entitlement to an alternate practicum placement. Most importantly, should a Student have concerns regarding practicum workplace issues, the Student must contact GBC staff immediately.
 10. GBC staff will only respond to first party communication related to any Student concerns or issues. GBC staff will not communicate with or through a third party, such as agents, home stay family members or friends.
 11. **Reference letters from GBC and the Host employer may be withheld** in cases when the student performance at the work place has not been professional – with regards to behaviour, attitude and overall performance.
 12. **Please note - <https://www.canada.ca/en/services/immigration-citizenship.html>**
Once you have completed your practicum/coop work experience you are no longer eligible to work in Canada. This includes part- time off campus work. Please be certain to check the above link for clarification.

11. CO-OP WORK EXPERIENCE POLICY

1. The co-op work experience is required to graduate from GBC. In the BFPC program the work experience co-op is to support students to obtain the practical skills relevant to the ***learning objectives** of the program.

(* The co-op/practicum program aims to achieve objectives in customer service and general office work. Additionally, GBC provides students with valuable industry-based work experience opportunities that are tailored to their career goals or background. These opportunities cover a wide range of sectors, including customer service industries found in airports, hotels, sales, and travel agencies. Furthermore, there are general office roles available in fields such as finance, accounting, IT, trade, and marketing.)

2. **The requirements and conditions for participation in the co-op work experience are as follows:**

- 2.1 Successful completion of in-class training, students must attend a minimum of **85% of the in-class training**,
- 2.2 Students must have the following up to date documents: Passport, Study/Work permit, SIN and Medical Insurance.

3. CO-OP WORK PLACEMENT PROCEDURE

- 1) During the in-class training, the Work Placement Coordinator will meet with students to discuss their co-op placement.
- 2) The Work Placement Coordinator will recommend a co-op host company.
 - a) BFPC program have been designed to offer students valuable Canadian co-op work experience.

(GBC does not guarantee industry specific or job position/title, including tasks and duties for co-op work placement)

- b) Due to the popularity of certain industry placements – be advised that preference is given to those students who are most qualified for the position and not in receipt of a ***Policy Infraction Letter**.

(*Please note the following situations where a Policy Infraction Letter may be issued: (A) Absenteeism for three or more consecutive days due to illness: In such cases, it is required for the student to submit a doctor's note. Failure to provide a doctor's note within the specified timeframe will result in the issuance of an infraction letter. (B) Five unjustified late arrivals or absences: If a student accumulates a total of five instances of late arrivals or absences without valid justification, a Policy Infraction Letter will be issued. It is important to note that Policy Infraction Letters are intended to serve as a reminder of the expectations outlined in our work policy and to encourage improved attendance practices. Our aim is to support and guide students toward better attendance habits, ensuring their success within our institution)

- 3) **Once Students make a decision regarding the recommended placement opportunity**, an interview will then be arranged. If the students are successful at the interviews, they are obliged to accept the offer.
 - a) The Work Placement Coordinator will arrange interviews for students based on the following conditions:
 - I. The students' resumes, cover letters and other relevant documentation are released by the GBC Work Place Coordinator to prospective employers on behalf of the students who are applying
 - II. The Work Placement Coordinator selects interview times on behalf of students
 - III. Students must ensure that they dress and conduct themselves in an appropriate manner for an interview
 - IV. Interviews will only be rescheduled at the sole discretion of the employer
 - V. Students must contact the Work Placement Coordinator within 24 hrs after attending an interview in person (weekdays) or via E-mail (weekend).
 - b) Students are expected to be prepared and professional for their interviews: punctuality, positive attitude and willingness to accept the duties or expected work shift offered by the host employer. This may include completing online training, special applications and providing pertinent information to the host employer – these must be done in a timely manner.
 - c) **Students should not refuse co-op/practicum interviews or opportunities based on reasons such as the job position, company structure and duties, gender bias or ethnicity, or the travel distance within the Greater Vancouver area.**
 - d) Should a student choose to decline a co-op placement offer without a ***valid reason - GBC has no further responsibility** to support them in their co-op job search. **Failure to obtain a co-op placement will result in the failure to graduate from the program.**

***Valid reason** (examples)

- ✓ The assigned tasks differ from the original job description provided prior to interview or surpasses the capabilities of a student.
- ✓ The student's personal medical or health condition is being negatively affected by the work environment.

Please note that the work placement coordinator or designated instructor will carefully investigate each case and make a decision that aims to support the student in successfully completing the program.

- e) There may be changes/delays made to co-op start dates and end dates based upon the opportunities available. Students will be notified, wherever possible, in advance of such delays. Co-op work experience that begins during the holiday season, for example - Christmas may require additional weeks, due to company closures at these times.

- 3.1** GBC, the Students, and the Host Organization, will enter into a written agreement detailing each party’s responsibilities and the activities the students will undertake during the work experience. A copy of the agreement will be provided to the students before the start date of the co-op.
- 3.2** During wait times after in-class training, students who have not gotten a co-op work placement are required to communicate with the Work Placement Coordinator or **the designated instructor** on a weekly basis. Students must respond to Email/ Phone calls from GBC Staff in a timely manner. (No longer than 2 workdays)

Communication may be by email or in-person meetings. Failure to do so may result in the withdrawal of GBC Co-op placement support.

- 3.3 Unforeseen circumstances** – such as company downsizing, closing business, or restructuring may occur during the co-op Training. In these situations, the Work Placement Coordinator or **the designated instructor** must be notified by the students and who will then evaluate the implications of the situation for each of the students that it concerns. The employer’s feedback will also be considered in such circumstances. These situations will be managed on a case-by-case basis and may be referred to the SEA/ Director for further consideration.
- 3.4 First party communication** - GBC staff will only respond to students’ concerns or issues as related by the students in the first person (e.g., phone call or email). GBC staff will not communicate with or through a third party, such as agents, home stay family members or friends. Should students have concerns regarding co-op workplace issues, they must contact GBC staff immediately.
- 3.5** When students work in a co-op placement, they need to note that there might be other GBC students working at the same organization. This is because certain organizations will have multiple co-op placement opportunities.
- 3.6** Students may not change their co-op /practicum start and end date without prior approval from the GBC Work Placement Coordinator.
- 3.7** Students are solely responsible for managing their payroll arrangements with the host employer
- 3.8** GBC does not provide support for Work/Study permit extensions for students delaying their start dates for reasons such as refusal of co-op opportunities provided by GBC or pursuing specific job roles or positions.

Self-arranged Co-op Work Experience

GBC is responsible for providing a co-op placement for every student. However, sometimes Students secure positions independently using the skills acquired through the program. Students who arrange their own co-op placements are eligible for a \$600 scholarship upon successful completion of their work experience.

Scholarship Award Criteria

- A. Students that secure their own placements by themselves - which includes job research and interviews.
- B. Students find and secure their own co-op placement and submit signed Co-op Agreement to GBC in a timely manner.
- C. Submission of all required co-op documents upon completion of co-op work experience.

1. Students are required to notify the Work Placement Coordinator or the **designated instructor** of all interview opportunities.
2. All Co-op positions will be reviewed by the Work Placement Coordinator or the **designated instructor** for suitability purposes. Also, Self-arranged coop students will be excluded from attending interviews with organizations/ businesses that are partnered with GBC.

3. Once the workplace is found to be suitable and approved, the Work Placement Coordinator or the **designated instructor** will prepare the GBC co-op work experience agreement.
4. **The process by which students will be evaluated in relation to the co-op work experience component is as follows:**
 - b) During the co-op work term, The Supervisor will provide written feedback (the GBC Supervisor Evaluation document) on the Students' performance. Students will receive evaluative feedback regarding their performance. This information will be shared with the students in order to support the students' professional development.
 - b) Students will complete the GBC Evaluation Document in writing at the midpoint of their co-op work experience. The GBC Evaluation Document must be emailed back to the instructor within five days of the student having received it from GBC.
5. **GBC will monitor students during the co-op work experience by reviewing:**
 - a) Co-op attendance and feedback sheets, which are submitted to GBC in order to ensure that the Students are meeting their learning objectives.
6. **Reference letters from GBC and the Host employer may be withheld** in cases when the student performance at the workplace has not been professional – concerning behavior, attitude and overall performance.
7. **Please note - <https://www.canada.ca/en/services/immigration-citizenship.html>**
Once you have completed your co-op work experience *you are no longer eligible* to work in Canada. This includes part-time off campus work. Please be certain to check the above link for clarification.

12. FACILITY INFORMATION AND GUIDELINES

1 SCHOOL FACILITIES

- **Wi-Fi:** A password will be provided by an instructor and under no circumstance can students download Licensed materials – such as video games or software. Doing so may result in Academic Probation and a monetary fine levied by the company from which such materials - were **illegally downloaded**.
- **Printing and copying:** Ask Reception
 Students are permitted to print or photocopy for academic purposes only. All personal copying and printing must be done at the Students' own expense.
- **Phones and Faxes:** local calls and faxes only.
- **Bring your own water bottle/mug:** Be environmentally friendly.
- **Classrooms:** Everyone is responsible for keeping their classrooms clean.

2 UPDATE NEW ADDRESS AND PHONE NUMBER: Email - reception@gbcol.ca/admin@gbcol.ca

3 PERSONAL BELONGINGS

Students are responsible for their personal belongings and equipment. GBC cannot be held responsible for any loss or damage to their personal belongings caused as a result of their own negligence or theft by another party.

4 VISITORS

Students should inform GBC reception in advance of a visitor's arrival. All visitors must wait at the reception area.

5 SCHOOL CLOSURE

- Statutory Holidays
- Staff Meeting (monthly): Date will be announced in advance
- School Events or Activities: Date will be announced in advance
- Weather Related Closure: For example; if there is snowfall please call GBC or check your e-mail/ GBC Instagram for notification.
- Power Outages - Check your e-mail /GBC Instagram for notification.

6 Health and Safety Concerns (expected and unforeseen circumstances)

Individuals within the GBC environment/ building must follow all safety measures to the best of their ability and when suggested by GBC. Anybody who does not comply GBC's safety measures may be asked to leave the property of GBC.

EMERGENCY PROCEDURES

General Guidelines in case of emergencies

In all emergencies - it is important to act with good judgment. This should include such things as:

- Know what to do in the event of an emergency.
- Remain as calm as possible.
- Obey the instructions of emergency service personnel.
- Assist those with any disability to evacuate the building if ordered to do so.
- Report any missing, trapped, or injured people.

Should an emergency occur, GBC suggests that Students follow the directions of the Instructor or emergency services who are with them at the time.

Earthquake

- If you are inside GBC, move no more than a few steps.
- Drop to the ground.
- Take cover by getting under a sturdy desk or table.
- Hold on to it until the shaking stops.
- If you can't get under something strong or if you are in a hallway, crouch against an interior wall and protect your head and neck with your arms.
- Stay indoors till the shaking stops and leave if you are sure, it is safe to exit the building.

Fire

- Activate the fire alarm, alert others, and move everyone away from the area of the fire, closing doors behind you.
- Call 911 and report the location of the fire.
- Use a fire extinguisher on small fires (waste basket sized) only if it is safe to do so.
- Evacuate the building and proceed to your emergency meeting location (at the Gastown Steam Clock area).
- Use the primary stairway proceeding down to the ground floor.
- Do not use the elevator if a fire is suspected.
- Once outside, proceed to the emergency meeting location.

Medical Emergency (for example: electric shock, falling, cut or burn)

If a Student is injured or ill on GBC premises, call a GBC Staff member immediately or go to reception for first aid attention for minor injuries (this does not include issuing of over-the-counter medication such as Advil or Tylenol).

- Do not attempt to move someone who has been injured – wait for emergency services.
- In the case of an electrical shock, turn off the power.

Power Outages

Ordinarily this is not considered a serious emergency situation. However, GBC would like Students to abide by the following guidelines:

- Remain in the classroom seated until instructed to leave.
- If asked to leave the building, walk calmly down the corridors, and assemble outside in the designated emergency meeting location.
- Report any missing Students.
- Only return to the GBC building when instructed to do so.

Suspicious Persons or Conduct

If you witness a person entering GBC who you suspect should not be on the GBC property or witness an activity you believe to be dangerous or inappropriate, please do the following:

- Do not attempt to confront the person or draw attention to the person.
- Immediately report the person's presence and activity to the nearest GBC staff member.

13. ADMISSION POLICY

Policy:

Gastown Business College is committed to enrolling students who meet program admission criteria and who show commitment to achieving their educational goals.

General Admissions Requirements

- High school graduate or 19 years of age or older at start of program
- Successful completion of entrance assessment
- International students and non-native English speakers are required to pass a written entrance exam and an interview in English in order to demonstrate appropriate English proficiency

Please note:

- English written assessment: Students must obtain a minimum of 60%
- Verbal English interview: Students must receive a score of 2.5 out of 5 for English fluency to be admitted to GBC. Additionally, Students must achieve a minimum score of 3 out of 5 on the "Attitude and Demeanor" and "Clarity of Practicum and CO-OP Objectives" sections as stated in the GBC Student Assessment

Applicants may be exempt from the English Assessment if they have the following:

TOEFL IBT Score 50; PBT 465; CBT 145; ITP 460 or TOEIC Score 650 or IELTS Score 5 or Certificate or Transcript for written and spoken English from a recognized English language school that states Intermediate English Proficiency (successful completion of an ESL Program).

Please note:

- Students who are exempt from the English assessment must obtain a minimum score of 3 out of 5 in the "Attitude and Demeanor" and "Clarity of Practicum and CO-OP Objectives" sections as stated in the GBC Student Assessment (exempt from the English assessment) form
- The Admission Representative obtains evidence from the Student that he/she meets all of the program's admission criteria and the representative places the evidence in the student file. The admission criteria cannot be waived by either the school or the applicant.
- Applicants must complete and submit a school admissions application form.
- Applicants must certify that they read and understood a copy of the school's expectations and policies.
- Applicants must pay the registration/application fee upon acceptance into the course of study. Cheques are to be made payable to GBC Education Ltd.

Procedure

1. Prospective Students considering enrolment with GBC will be asked to have a conversation with either the school Director or Marketer. The conversation may take place in person, via telephone or any online communication platforms should the Student be residing outside the Lower Mainland. The purpose of the conversation is to determine the potential Student's suitability for the program and provide the candidate with an overview of GBC's expectations.
2. Prospective Students will then make an appointment for an in-person evaluative meeting which will be arranged with a GBC staff member. This meeting can also take place via telephone or any online communication platforms should the Student be residing outside the Lower Mainland.
3. Once the prospective Student has decided to enroll, the GBC Marketer or Student's Representative/Agent requests that the Applicant review and comprehend the GBC Student Handbook which provides information on GBC's programs and policies. Upon reviewing the handbook, they can sign and submit the Student Enrollment Contract to GBC through email, fax, or in-person. The Marketer will review that these details have been completed accurately and that the Student meets all admission criteria.
4. The Student or Student's Representative/Agent will make the arrangements for payment of tuition and other fees.
5. Upon completion of the above steps, a Letter of Acceptance shall be issued.

14. STUDENT WITHDRAWAL POLICY

Policy

If a Student decides to withdraw from their program, he/she must provide a dated written notice of withdrawal to either the SEA or the Director. Refunds are calculated according to GBC's Refund Policy. The date on which the written notice of withdrawal is received will be used to calculate the refund entitlement.

In the case of an International Student who has been denied a study permit, that Student is entitled to a refund once a copy of the denial letter is provided to GBC prior to the program start date.

Procedure

1. Notification of withdrawal from a course of study must be made in writing by the applicant using the GBC Program Withdrawal Form.
2. The form should be delivered in person or via fax or email.
3. Program withdrawal requests made by any other person or submitted by other means will not be considered.
4. Refund details (if applicable) will be sent to either the Applicant or Applicant's Representative.
 - a) Refunds shall be processed through the Applicant's Representative and/or through the institution, where the tuition payment was received.
 - b) Refunds will be sent to the bank account nominated by the Applicant/Applicant's Representative.
 - c) The Applicant/Applicant's Representative may request the refund to be issued by cheque. The refund cheque will be mailed to an address specified by the Applicant/Applicant's Representative or picked up at GBC. Please note: GBC does not accept responsibility for delays or expenses caused by the Applicant/Applicant's Representative supplying GBC the wrong account details or address (for example: inaccurate account details or post addresses).
 - d) GBC will issue refunds in Canadian dollars only.
 - e) Application (Registration) fee is non-refundable.

Please note: GBC enrolment and program start dates are inalterable once registration documents are signed. Change of program start date will be considered a program withdrawal - therefore requiring a new application of registration.

15. PRIVACY POLICY

Gastown Business College ("GBC") collects, uses, retains and discloses information in accordance with the Personal Information Protection Act ("PIPA"). GBC may share and disclose personal information within the institution to carry out its mandate and operations. Information, in aggregate form only, may also be used for research purposes and statistics.

Student records

A Student's record includes, as applicable, a Student Enrolment Contract; evidence a Student met all admission requirements and entrance examinations; financial records, attendance records; documentation of any dispute, grade appeals or dismissal; copies of study permits and practicum/co-op work placement information.

GBC retains student records for a period of seven (7) years following the Student's withdrawal, dismissal or graduation. After seven years, the Student record is destroyed using a secure destruction method.

Within 60 days of a student completion of the program of study or withdrawal or dismissal, GBC uploads a copy of the Students' Enrolment Contract, transcript and diploma or certificate (if any) to an approved third-party vendor. These records are retained for a period of fifty-five (55) years.

Access to student's records

Student records are maintained in a secure storage medium in a secure location.

Upon written request to admin@gbc.ca a Student may access his/her records free of charge.