



EXTS – Exploring Trades Sampler Program

Trades

Effective Term & Year: Fall 2022

Program Outline Review Date: 2026-09-01

Program Area: Trades Non-apprenticeship Training

Description:

The main objectives of the Exploring Trades Sampler program are to provide students an opportunity to explore the basic components of a variety of trades and to help students to determine a trade suited to achieve their personal goals. The program will include an introduction to a variety of trades, which may include the following: automotive, carpentry, electrical, heavy-duty equipment technician, industrial mechanic (millwright), metal fabrication, piping, and welding trades. Students will also complete Occupational First Aid Level 1, WHMIS and other workforce certifications, which may include Fall Protection, Confined Space and forklift training or others. Students will also learn about the BC apprenticeship system. During the program, students may have opportunities for industry engagement through guest speakers and site visits. Safe work habits are emphasized, reinforced and practiced throughout the program.

Credentials Granted:

Upon successful completion of the Exploring Trades Sampler Program, students receive:

- College of the Rockies Certificate of Achievement

The Exploring Trades Sampler program can be used as dual credit towards a high school diploma.

Delivery Methods: Face-to-Face

Program Duration: 10 weeks full time program, or part-time equivalent.

Instructional Activity and Hours:

Activity	Hours
Instructional Hours (hrs/wk)	285
Directed Studies (hrs/wk)	
Total (hrs/wk)	
Total Program Hours	285

Admission Requirements:

None

Flexible Assessment:

Credit can be awarded for this program through Flexible Assessment.

Program Transfer Credit:

For information about block transfer agreements between programs in British Columbia, Alberta, and elsewhere, please visit <http://www.cotr.bc.ca/transfer>.

To minimize transfer issues, check with an academic advisor at the institution that will receive the transfer credits.

Textbooks and Required Resources:

No textbook required.

Program Competencies and Technical Training Content:

This program includes two kinds of courses:

Industry Training Authority (ITA) Trades Sampler Program Outline covers the general area competencies for the program as sourced from curriculum documents provided by the ITA.

- A. The Technical Training Topics are listed under the Technical Training Content section of this document, and related competencies are listed under the Program Competencies section. College of the Rockies curriculum delivered under this category merits ITA

accreditation.

- B. Workplace Health and Safety courses add considerable value to the program and can result in industry-recognized certification. For a list of courses covered in this program, see the Workplace Health and Safety Courses in this document.

TECHNICAL TRAINING CONTENT:

- Essential Skills
- Safe Work Practices
- Workplace Health and Safety Courses
- Employability Skills
- Tools and Equipment

Skills and knowledge from a selection of the following trades (including but not limited to*):

- Automotive Service Technician
- Carpenter
- Electrician
- Heavy Duty Equipment Technician
- Industrial Mechanic (Millwright)
- Metal Fabrication
- Piping Trades
- Welder

*Not all trades will be covered; other trades that are not listed may be offered based on delivery location and on availability of local opportunities. See instructor syllabus for a detailed list of supplies.

PROGRAM COMPETENCIES:

Upon the successful completion of this program, students will be able to

- relate basic math operations to trades projects,
- use rulers to determine actual dimensions from drawings, describe lettering and dimensions in drawings and describe drawing projections from construction drawings;
- describe short-term and long-term hazards in the trades, emergency procedures and nonemergency injury reporting procedures and lockout and tag procedures;
- access and implement Occupational Health and Safety Regulations and WorkSafeBC Standards;
- use terms found in the Workers Compensation Act and describe general requirements and duties;
- select, describe, and use personal protective equipment for various job situations;
- apply fire prevention to safely and appropriately handle trades related fire hazards;
- use WHMIS to identify the risks with using different hazardous material in a work place environment;
- use basic first aid procedures to respond to a work place accident;
- describe the apprenticeship system in BC;

- use common hand tools and common portable power tools;
- apply safe use of ladders and scaffolds and explain the WCB minimum requirements for fall protection work plan;
- describe the scope of work, the role of the worker and the requirements of a variety of trades;
- implement safe work practices and control hazards related to a variety of trades;
- use tools and equipment related to a variety of trades; and
- complete a trade specific project using appropriate materials, tools and equipment.

Evaluation and Assessment:

Assignments	% Of Total Grade
Work Habits (Attendance, Participation, Preparedness, Time Management)	40%
Portfolio/Journal/Interviews and Workplace Courses	20%
Safety Quizzes and Safe Work Practices	20%
Projects- Trade Specific	20%
Total	100%

Students must provide their own:

Steel-toed boots

Required supplies will vary based on where the program is offered and specific trade program requirements.

INDUSTRY SITE VISITS:

There may be off-site field trips organized in the program as opportunity or resources are available during this program. Students ARE REQUIRED to arrange their own transportation for such field trips. Students are expected to follow all college policies and procedures when participating in off-campus activities.

Workplace Health and Safety Courses:

Occupational First Aid – Level 1 (OFA-1: PVHE-100)

Fall Protection (PVHE-517)

Workplace Hazardous Material Information System (WHMIS: PVHE-700)

Workplace Health and Safety Courses Grade Scheme:

COM	NCG
Completed to the minimum defined standard	No credit granted – less than minimum defined standard

Academic Policies:

College of the Rockies policies related courses can be found at <http://www.cotr.bc.ca/policies> and include the following:

- Policy 2.4.3 Students with Documented Disabilities
- Policy 2.4.4 Student Conduct (plagiarism, other cheating, behavioral misconduct)
- Policy 2.5.8 Academic Performance
- Policy 2.5.3 Grade Appeal
- Policy 2.4.9 Student Concerns Re Faculty

Program Grade

COM	NCG
Completed to the defined standard – 70% or greater	No Credit Granted – less than 70%

Program Changes:

Information contained in program outlines is correct at the time of publication. Content of the program is revised on an ongoing basis to ensure relevance to changing educational, employment, and marketing needs. The instructor endeavours to provide notice of changes to students as soon as possible. The instructor reserves the right to add material to programs.

Safety Catalog:

WorkSafeBC regulations apply to all trades programs. Students are expected to follow all safe work practices and have high regard for the safety of others as well as of themselves. Students are responsible to wear personal protective equipment (PPE) as directed. At a minimum, students must provide and wear approved safety footwear and eyewear at all times in the shop. Additional PPE may be required for specific tasks. Students are expected to wear clothing suitable for working safely in the shop.

Course Descriptions: Refer to Course Outlines – <https://outlines.cotr.bc.ca/course/>