

ACTION PLAN ITEMS: Heavy Mechanical Trades

The Acton Plan has been developed with a focus on student experience and success and industry engagement. It is anticipated that in future year

Gaps and Weaknesses of the Program

Instructors acknowledge some gaps in the program as follows:

- Insufficient time for curriculum development
- Lack of modern training aids such as new tooling, trucks and machines, and electronic diagnostic equipment
- Support to maintain the current fleet and training aides to support student learning
- Registration limitations for registering for future courses, students unable to plan ahead

#	Desired Outcome	Actions	Lead Person(s)	Start Date	End Date	Resources	Results
	<i>What do you want to achieve?</i>	<i>What actions will be taken to achieve desired outcome?</i>	<i>Who will be responsible for leading this action?</i>	<i>Month/year</i>	<i>Month/year</i>	<i>What resources will be required to complete this action? (e.g., money, software, consultants, equipment)</i>	<i>How will you know that you have achieved your desired outcome?</i>
Strengthen connections with manufacturers and industry							
	Strengthen connections with manufacturers and industry	<p>Review and renew the industry contact list.</p> <p>Expand Program Advisory Table.</p> <p>Host industry engagement and appreciation event(s) are aligned with the PAC meeting.</p> <p>Explore coordination of industry demos for students while also assessing options to invite the industry to access NIC shops and space for industry-led professional development while opening industry-led training to faculty.</p>	Faculty Coordinator Associate Dean	October, 2024	Ongoing	<p>Access to STBC representative</p> <p>Alignment with PAC while expanding industry network.</p> <p>Support to update and expand on industry contact list.</p> <p>Support to plan and coordinate PAC and Industry Appreciation Event on campus.</p>	<p>Increased engagement with and across the industry.</p> <p>Collaborative professional development training.</p> <p>Increased awareness and endorsement of NIC programming.</p>

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						<p>Work experience opportunities.</p> <p>Coordination time to maintain continuous engagement with industry.</p>	
Expand School District/industry/community collaborations							
	Expand School District/industry/community collaborations	<p>Review dual credit enrollment targets.</p> <p>Continue with dual credit programming while reviewing student support and policy priorities.</p> <p>Facility tours for mechanical-based shop students. More than a campus tour, less than a trade sampler. 2-4 hour tour & discussion</p>	Coordinator and Associate Dean with faculty	October, 2024	Ongoing	<p>Coordination time, likely access to space, marketing resources, etc..</p> <p>Support with policy review and development.</p>	<p>Collaborate NIC/SD engagement with community and across industry.</p> <p>Continued annual training plan commitments.</p> <p>Coordinated students supports and updated policy.</p>
Admission - Registration							
	Research provincial progress and support the development of methods to pre-register students interested in taking apprenticeship training in future years	<p>Investigate provincial developments involving Registrars.</p> <p>Design a process to allow for trades students to pre-register for future offerings of apprenticeship offerings so both the student and the institution can plan for success and build appropriate structures</p>	Associate Dean	October, 2024	June, 2025	Registrar	<p>Supportive registration process.</p> <p>Increase apprenticeship enrolments and refined the registration process.</p>

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		<p>for engagement and quality student learning</p> <p>Address waitlist process/considerations.</p> <p>Address website content regarding schedules.</p> <p>Ensure course Titles are current with STBC on all NIC content.</p>					
Program Curricula							
	Review program changes as formalized by STBC.	<p>Update level curricula as per STBC update; complete Curriculum and Education Council submissions.</p> <p>Review program instructional schedules and sequencing of instructional modules/line items with a commitment to consistency and continuity.</p>	Associate Dean and Coordinator with input or involvement from faculty as needed	October, 2024	Ongoing to meet EdCo deadlines as needed	Time Alignment with curriculum committee and education council schedules	Up-to-date curricula and program outlines.
Enhance practices to increase student retention and long-term learning							
	Enhance practices to increase student retention and long-term learning	<p>Develop metacognitive/learning resources.</p> <p>Develop more instructional and training aids that will assist students in grasping concepts, is especially important given compressed training schedules.</p> <p>Implement common core Essential Skills curricula across Foundation</p>	Coordinator, Associate Dean, CTLI, with faculty	October, 2024	June, 2025	<p>Access to development resources and time.</p> <p>Access to CTLI expertise.</p>	<p>Expanded instructional resources.</p> <p>Update program descriptors.</p>

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		<p>cohorts while offering access on-demand to Apprentices.</p> <p>Focus on expansion and access for learners to online resources to assist in their learning before and after on-campus experiences.</p> <p>Review institutional authorized course descriptions (ACDs) with SkilledTrades BC.</p>					
	Investigate opportunities to enhance work-integrated learning while exploring the relevancy and value of a COOP model	Specific to Heavy Mechanical Foundation programming enhance the work experience (WIL) model and formalize the framework of hours, WBT considerations, and requirements.	Faculty, CTLI and Coordinator support	January, 2024	June, 2025	Access to CTLI expertise and administrative support.	Formalized framework inclusive of roles and responsibilities, annual schedules, hours, WBT hours and documentation, and partner employers, supported by print-based materials.
Assessments							
	Review consistency across all program and apprenticeship levels	<p>Following a review of authorized course descriptions and alignment with STBC DACUM complete a review of assessment and evaluation for each course offered</p> <p>Research value and opportunity for mobile laptop cart to support digital testing.</p>	Coordinator and faculty	October, 2024	June, 2025 <i>Aligned with CC and EDCO</i>	Release time.	Refined assessment model.
Equipment, Tooling and Materials							

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	Research opportunities to update aging equipment	<p>Identify potential external funding sources</p> <p>Identify opportunities to disassemble and repurpose aging equipment for training aid purposes</p> <p>Install a whiteboard for faculty to outline ongoing maintenance priorities.</p>	Faculty, Associate Dean	October, 2024	June, 2025	<p>Support researching and applying for funding.</p> <p>Time to review potential student-based applied projects to carry out dissemble</p> <p>Time to repurpose aging equipment.</p>	Renewed tracking and planning guide specific to equipment and training aid priorities.
	Refine methods of documenting and tracking equipment use and repairs, and required tooling	<p>Update process for documenting and monitoring training aids and teaching equipment needs. Establish criteria for rating the priorities.</p> <p>To align with changes in the industry (e.g., electric vehicles) and ensure able to fulfill requirements from industry and SkilledTrades BC</p> <p>Supports required for maintenance of existing assets and equipment.</p> <p>Review program/intake equipment and tooling maintenance framework.</p> <p>Review and build out annual equipment and tooling requirements and standards.</p> <p>Research opportunity for resource sharing across programs with tool crib managing all aids and tooling.</p>	Associate Dean and Faculty	October, 2024	June, 2025	<p>Funding</p> <p>Coordination support</p>	Continuation of modernization of training aids

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	Research Heavy Mechanical electronic tooling requirements	Address Heavy Mechanical electronic tooling requirements	Associate Dean, IT and Faculty	October, 2024	June, 2025	Support to research needs, review practices and procedures, and research practices across the province.	A tooling plan to support advances and adoption of technical electronic tooling from diagnostics to online resources.
Workload and Program Planning							
	Review opportunities to schedule non-instructional days to support the development of instruction aids, curricula, and applied labs.	Identify opportunities for allocation of non-instructional time to support program priorities.	Coordinator and Associate Dean with faculty	October, 2024	June, 2025	Access to support to prepare documentation and planning resources.	Consistency per instructional year.
	Review program sub-needs, considerations and options for expansion.	Review potential for collaboration with industry experts as subs	Coordinator and Associate Dean with faculty	October, 2024	June, 2025	Support to expand sub-model. Potential access to regionally based SME's	Sub-model to support proactive and responsive planning.
	Explore the opportunity to expand APP programming streams	Review delivery of TTM – Level 4	Associate Dean with faculty and industry	October, 2024	Ongoing	Funding which is presently not available Coordination support	Increase programming and enrolments.

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	Explore Ways for Expansion of Future, Current and Past Student and Public Awareness	<p>Research options for social media strategy</p> <p>Establish an option for TT-branded swag</p> <p>Develop an exit visit from program that maybe 'Access Navigator' could support Heavy Mechanical Trades students by providing them with a plan for next steps.</p> <p>Create an online shop tour video to help students envision themselves in the program</p> <p>Develop a sense of community with cohorts and interact more frequently with support groups at NIC to learn about students and their needs; explore Alumni model.</p> <p>Develop a biennial survey that will go out to past students and current students to continue gathering feedback and create connections to the College</p>	Faculty and Coordinator	October, 2024	June, 2025	<p>Alumni relations, marketing, and communications expertise</p> <p>Social Media – Marketing Exit Visit – Healthy Trades Surveys – CTLI</p>	<p>Enhanced image.</p> <p>Increased interest, programming, and enrolments.</p>
Value-Add							
	Explore the options and value of Red Seal Exam Prep	<p>Gauge interest from recent L4 graduates and industry.</p> <p>If viable, investigate weak areas and develop a course/curriculum to suit them.</p>	Coordinator and Associate Dean with faculty	October, 2024	ongoing	Administrative support – review opportunity and review risk potential.	Could have a positive impact on Red Seal completer rate and reputation of NIC.