

NON-CREDIT PROGRAMMING

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Category:	D. Student and Academic
Parent Policy:	D42 Non-Credit Programming
Approval Date:	April 14, 2020
Effective Date:	April 14, 2020
Procedure Owner:	Vice President, Academic & Associate Vice President, Students and Registrar

Overview:	
Procedures:	<p>All non-credit learning opportunities are carefully evaluated to ensure established quality standards and financial feasibility benchmarks are met. All courses are reviewed and signed off on by the Manager of Continuing Education prior to delivery to identify and mitigate any financial or legal risks.</p> <p>Non-Credit Program Approvals</p> <p>Determination of program viability takes into consideration the financial viability as well as the impact and benefits to the community and the College. All non-credit courses are developed using the standard “Course Set-up” document developed and utilized by Continuing Education to document course requirements, expectations and budgets.</p> <p>All Olds College non-credit courses are approved by the Manager of Continuing Education. Each course is reviewed prior to delivery to ensure that all financial and legal risks have been identified and mitigated. All non-credit courses are reviewed at the completion of the training to evaluate the success of the training. This includes review of student course evaluations, instructor feedback and financial performance. All of the data is recorded for reference when planning future offerings.</p> <p>Non-Credit Business Procedures</p> <p>All non-credit courses are expected to cover the variable expenses of the course as well as any fixed overhead costs associated with the delivery.</p> <p>Variable expenses for non-credit programming include the following:</p> <ul style="list-style-type: none"> ● Personnel costs directly related to the activity ● Supplies and materials

- Equipment and facility rentals
- Targeted advertising and promotion
- associated travel and accommodations

Fixed overhead costs include the following:

- Personnel costs for Continuing Education staff
- General advertising and promotion
- Course and Program Development costs

Costs Related to Course and Program Development

Non-credit revenues are expected to exceed the associated variable expenses and fixed overhead costs for each program, however it is recognized that in some cases programs may be run at a loss if the expectation is that there will be long term gain realized by a short term loss. This refers to programs where there are large up-front costs due to development or up front materials/equipment purchases where the expense is not capitalized but will be utilized over several intakes of the program. Where it is expected that the up-front costs may take more than 2 offerings to re-coup a business plan will be developed and monitored. Non-credit activity will still be expected to operate at a surplus overall, after covering the cost of any courses being run with planned losses.

Quarterly meetings are held between Continuing Education and Business Services staff to identify any variances to pre-established budgets for non-credit activity.

Recognition of non-credit programming

Participants in non-credit programming at Olds College may be awarded a Certificate of Completion for graded courses or a Certificate of Attendance for non-graded courses upon completion of the training.

Definitions:

Related Information:

Review Period:

3 Years
Next Revision Date: May 2020

Revision History:

June 2016: New Policy and Procedure
May 2020: Revision