



5.02 Course Delivery

Approved: 2017-11-21

Latest Revision Date: yyyy-mm-dd

Review required: 2022

Intent

To set procedures for fair, consistent, reliable, and accessible course delivery.

Policy and Procedures

Courses

Technical courses delivered by SBOA are obtained from a contracted course provider (currently ACBOA) and tailored by the Education Committee to suit Saskatchewan conditions. These courses are delivered by an instructor (facilitator) in a classroom type of setting. While these courses provide learning relevant to certification exams, exams within these courses are for self-evaluation only, and do not qualify for certification. Certificates of Completion will be issued, at the instructors discretion, to each student. Courses will be offered to members and non-members, with a reduced rate available to members, on a first-come first-served basis.

Other technical courses and occupational skills training that contribute to members' initial education and to Continuing Professional Development (see [6.03 Continuing Professional Development Program](#)) needs may be arranged with and delivered by others to meet specific needs of members. These may include classroom-style, webinars, or online training modules.

Courses and training developed and delivered by others are not endorsed by SBOA, even when information about availability of these courses is provided to members.

Course instructors and other assistants to the Education Committee who are involved in course delivery are NOT permitted to be involved in certification of members.

Course Identifiers

Each course delivered by SBOA is assigned an ID code related to the name of the course and the date of delivery, in the form of CXXX-yymm. The technical courses currently delivered by SBOA are:

- ACBOA "The House" – CHOU-yymm
- ACBOA "Part 9 - Small Buildings" – CSMA-yymm
- ACBOA "Part 3 - Large Buildings" – CLAR-yymm
- ACBOA "Part 3 - Complex Buildings" – CCOM-yymm

Instructor Qualifications

Course instructors are required to have completed the course being delivered (or a similar course) and a "train the trainer" course, or have completed adult education training.

Course instructors are required to enter a service contract with SBOA. (See [9.07 Contractor Services](#).)

Location and Facilities

Training courses are held in locations where sufficient students, and suitable facilities to deliver the courses and accommodate the instructors and students are available.

Fees

Fees are set to cover the costs for a course including instructor, facilities, refreshments, and course materials. If sponsors are available to subsidize any of the costs in exchange for considerations (see [1.05 Corporate Sponsorship](#)) the fees may be reduced. If local sponsors are available on a one-time basis, considerations will be similar to those for a conference (see [4.03 Conference Sponsorship, Trade Show and Advertising](#)).

Education Committee representatives will liaise between the facilities representatives and instructors and the Treasurer to negotiate contracts.

SBOA members are eligible for a reduced registration fee. Early registration fees may be offered. Students are not permitted to audit a course.

Registration and Payment

An individual or their delegate must complete and submit as directed a registration form for each course. Upon payment of the required fee by the individual or their delegate as directed, confirmation of enrollment will be sent to the student. Payment in full is required prior to the start of the course. No refund will be issued after the start of the course, however a credit or partial credit may be extended at the discretion of the Education Chair, if the student is interested in registering for another course.

Course Evaluations

At or near the conclusion of every course, every student is asked to complete a course evaluation form to obtain feedback on all aspects of the course, including instructors, locations, facilities, fees, and registration process, and to identify any other concerns or issues.

Application

SBOA Education Committee Chair and members, SBOA-delivered course instructors and students.

Notes

Based on information from MBOA and NSBOA course delivery protocols.