

**Policy # 5105**

**Policy Title: SVHEC TRAINING PROGRAM ENROLLMENT**

**Responsible Oversight Director: Chief Workforce Development Officer**

**Date of Current Revision: February 2019**

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**A. PURPOSE**

This policy provides guidelines and requirements for enrollment in training programs offered by the SVHEC.

**B. AUTHORITY**

Virginia Code [Section 23.1-3122](#), as amended, grants authority to the Board of Trustees to establish rules and regulations for the institution. Section VIII (E) of the [Board of Trustees Bylaws](#) grants authority to the Executive Director to implement the policies and procedures of the Board relating to the SVHEC operations.

The policies of the SVHEC fall within the following framework and hierarchy and, therefore, are subject to compliance with laws and regulations instituted by higher levels of authority:

1. Federal laws and regulations
2. State laws and regulations
3. Board of Trustees policies
4. **SVHEC policies**
5. Departmental policies and procedures

In the event of a conflict between different levels in 1 through 5 above, the lower numerical heading shall take precedence over higher numerical heading.

## C. DEFINITIONS

**Enrollment** - To enter as an SVHEC training program participant/trainee in a training program, based on having applied, met program prerequisites, and been accepted by the SVHEC Program Coordinator.

**Prerequisite** - A qualification that an applicant must have prior to enrolling in an SVHEC training program. Examples of prerequisites include previous training, work experience, or certifications related to the SVHEC training program for which the applicant is seeking enrollment.

**Requirement** - That which is necessary or compulsory. SVHEC training program requirements are those activities and/or conditions that must be fulfilled for successful program completion.

**Satisfactory Progress** - Forward movement through the SVHEC training program determined by meeting minimum stated standards.

**SVHEC Training Program** - Any workforce training course, class, workshop or set of multiple courses, classes, and workshops for which SVHEC training program participants/trainees enroll with the Southern Virginia Higher Education Center. This does not include programs, classes, courses, or workshops for which SVHEC training program participants/trainees are enrolled via an SVHEC education or training partner.

**SVHEC Training Program Information Packet** - The collection of explanatory materials and forms provided to SVHEC training program participants/trainees at the start of the program. Program details, such as course syllabus, course schedule, cost and refund policy, prerequisites, eligibility requirements, course description, rules and expectations, and grading and attendance policies are included. Forms to be completed and signed by SVHEC training program participants/trainees, including the SVHEC Training Program Participant Agreement, are also a part of the SVHEC Training Program Information Packet.

**SVHEC Training Program Participant/Trainee** - Individual who enrolls in an SVHEC training program.

**Syllabus** - Each course will have a syllabus that provides written information about the goals and requirements for the course, the nature of the course content, and the methods of evaluation including attendance. The course syllabus is a general plan for the course. Any deviations will be announced to the class by the instructor as necessary.

**Workforce Credential** – Industry recognized, portable, and third party validated certification, occupation license, or other notice of assessed competency.

## D. SCOPE

This policy applies to all members of the SVHEC community (SVHEC Board members, SVHEC staff and instructors, SVHEC education and training partner staff and instructors, SVHEC partner-enrolled students, SVHEC training program participants/trainee, and visitors) unless a specific policy states otherwise. This policy applies specifically to all individuals, including SVHEC staff, who enroll in fee-based training programs offered by the SVHEC. The website <http://www.svhec.org/svhec-policies> is the official location of SVHEC policies.

## **E. POLICY STATEMENT**

Any individual seeking to enroll in one or more SVHEC training programs must comply with both SVHEC (“agency-level”) and program-specific requirements and prerequisites.

**Agency-level requirements as well as program-specific requirements and prerequisites will be clearly stated in the SVHEC Training Program Information Packet.**

### ***Credit for Prior Training and/or Experience***

SVHEC training programs are non-credit, therefore no Carnegie credit hours or their equivalent can be conferred for prior training including military service. However, participants with prior training who demonstrate satisfactory skills, knowledge, and abilities through an assessment or assessment-based activity deemed acceptable by the program coordinator may be exempted from the portion of the training program at the sole discretion of the program coordinator. Likewise, participants who present a previously earned, current (not expired) credential determined by the program coordinator to be relevant to the training program may also be exempted from the related portion of the training program, at the sole discretion of the program coordinator, and will not have to take the assessment for the program credential already held.

US Military veterans or eligible persons applying for enrollment under the GI Bill benefits may submit records of prior education and/or training for consideration of exemption from one or more portions of the SVHEC training program under the procedure outlined above and a pro-rated reduced program cost commensurate with the portion of program from which he/she is exempted.

The SVHEC will maintain a record of the prior education and/or training documentation submitted by any participant.

### ***SVHEC Training Program Complaint/Grievance Process***

Any applicant or participant/trainee enrolled in an SVHEC training program who wishes to protest an action taken in relation to his/her application to or enrollment in the program may file a complaint/grievance and request a hearing by the SVHEC Complaint/Grievance Committee by completing and submitting the SVHEC Complaint/Grievance form; see [www.svhec.org/svhec-policies/complaintgrievance-process](http://www.svhec.org/svhec-policies/complaintgrievance-process).

**POLICY HISTORY**

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**Director Policy Review Committee & Policy Responsible Oversight Director - Approval to Proceed:**

*Nettie A. Simon-Owens*

Responsible Oversight Director's Signature

10/1/2016  
Date

**Executive Director – Provisional Approval of Policy:**

*Betty A. Adams*

Executive Director's Signature

10/1/2016  
Date

**Date of Presentation to Board of Trustees: December 6, 2017**

Board Action:  Approve the Policy

Reject the Policy

*Matthe M. Cowan*

Chairman's or Designee's Signature

12/6/2017  
Date

**Policy Creation Date: October 1, 2016**

**Last Revision Date:**

**Scheduled Review Date: October 1, 2021**

**POLICY HISTORY (Revision of Policy)**

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Nettie D. Simon-Owens  
Revisions Author's Signature

2/21-2019  
Date

Nettie D. Simon-Owens  
Responsible Oversight Director's Signature

2/21-2019  
Date

**Executive Director – Provisional Approval of REVISED Policy:**

Betsy Adams  
Executive Director's Signature

April 19, 2019  
Date

**Does this policy need to go before the Board for this 2019 revision approval?**

Yes

No

Brenda Jemy  
CFOO Signature

4/19/19  
Date

**Policy Creation Date: October 1, 2016**

**This Revision Date: February 2019**

**Scheduled Review Date: February 2024**