

Policy #5105

Policy Title: SVHEC WORKFORCE TRAINING PROGRAM ENROLLMENT

Responsible Oversight Director: Director of Student Services & Partner Advancement

Original Policy Creation Date: October 2016

Date of Current Revision: November 2024

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 a SVHEC WFS Training program.

Prerequisite – A qualification that an applicant must have prior to enrolling in an SVHEC training program. Prerequisites are determined by the specific program coordinator.

Program Coordinator – As described on the SVHEC Organizational Chart for each WFS department.

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

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

SVHEC WFS Training Program - Any workforce training course, class, workshop or set of multiple courses, classes, and workshops for which SVHEC training program are enrolled in through the Southern Virginia Higher Education Center.

SVHEC WFS Training Program Information Packet - The collection of explanatory materials and forms provided to SVHEC WFS students 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 given through the Finance office.

SVHEC WFS Student- 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 and enforced by the instructor.

WFS – Workforce Services

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 WFS students 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.

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 WFS Training Program Information Packet given to the student the first week of class.

Credit for Prior Training and/or Experience

SVHEC WFS training programs are non-credit, therefore no college credit hours or their equivalent can be conferred for prior training including military service. However, students 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, can present official transcripts of training completed to be viewed and evaluated by the respective program coordinator 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

The SVHEC will maintain a record of the prior education and/or training documentation submitted by any participant in the form of a transcript that students can request through the Office of Learner Success and Engagement (OLSE).

SVHEC Training Program Complaint/Grievance Process

Any applicant or student 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. Grievance should include dates, names of those involved, and description of grievance.

Submit your grievance in writing to:
Director of Student and Partner Advancement
Southern Virginia Higher Education Center
820 Bruce Street
South Boston, Virginia 24592

POLICY HISTORY

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

Nette L. 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

Chairman's or Designee's Signature

12/6/2017

Date

Policy Creation Date: October 1, 2016

Scheduled Review Date: October 1, 2021

POLICY HISTORY (Revision of Policy)

Revisions Author's Signature

Date

Responsible Oversight Director's Signature

Date

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



Executive Director's Signature

April 19, 2019
Date

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

Yes

No

CFOO Signature

Date

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

This Revision Date: **February 2019**

Scheduled Review Date: **February 2024**

POLICY HISTORY (Revision of Policy)

Signe D. Barbsdeh
Revision Author's Signature

11/4/2024
Date

G H Cole
Responsible Oversight Director's Signature

11-19-2024
Date

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

Bethy H Cole
Executive Director's Signature

11/20/24
Date

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

Yes

No

[Signature]
PRC Chairman Signature

11/14-2024
Date