



MANITOBA INSTITUTE OF
TRADES & TECHNOLOGY



Health Care Aide and Personal Support Worker

Program Guidebook

September 2024

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About MITT

MITT is a post-secondary institute offering industry-driven, student-focused education in the areas of applied business, design and manufacturing technologies, health care, human services, information and communication technology, and skilled trades. We provide affordable, timely, skills-based education for learners seeking career entry and those looking to acquire relevant, in-demand competencies at any point in life.

Mission

To be an education provider of choice in Manitoba, a catalyst of success for students and industry, and a nimble innovator, driving Manitoba's economic future.

Vision

To support Manitoba's economic, social, and technological progress through industry driven and student focused education that advances learners of all backgrounds and identities.

Values

Student Focused: Encouraging the personal and professional growth of individuals and their pathways to employment in a student-centred environment.

Academic Excellence and Innovation: Striving for excellence and high standards in technical education, and encouraging innovation, creativity, and entrepreneurship.

Respect and Inclusion: Embracing diversity by providing our students, staff, and partners with an inclusive, safe, and respectful environment.

Employee-Centred: Valuing, respecting, and investing in our faculty and employees.

Effective Management: Ensuring fiscal responsibility, accountability, and corporate social responsibility.

Partnerships: Building partnerships with families, communities, industry, business, government, and other educational institutions.

Industry Driven: Reaching out and responding to industry and the needs of the labour market with flexibility.

Land Acknowledgement

MITT is situated on Treaty 1 land and the traditional territories of the Anishinaabe, Cree, Anisininew, Dakota, and Dene peoples and the homeland of the Red River Métis. We honour the sacredness of these lands and waters and dedicate ourselves to reconciliation and partnership today and in the future.

Introduction

Purpose of this Guidebook

This guidebook was designed to help you navigate your studies in the Health Care Aide and Personal Support Worker (HCAPSW) program and support your academic success. It includes program-specific information such as graduation requirements, progression requirements, and course-eligibility requirements.

Welcome Message from the Dean

On behalf of the faculty and staff, I am excited to extend a warm welcome to all of you as you start your journey here at MITT. As the Dean, Health, Hospitality, Human Services and Post-Graduate Studies, it is my privilege to invite you into our learning community.

As you attend our campuses, you will become part of a diverse and vibrant community of individuals that are passionate about learning, personal development, and making a positive impact in Manitoba. Here at the Manitoba Institute of Trades and Technology, we strive to create an environment that fosters academic excellence, personal growth, and the exploration of innovative ideas.

I hope your time at the Manitoba Institute of Trades and Technology will be a time of immense growth, many memorable experiences, and the beginning of lifelong connections. Welcome again and thank you for choosing the Manitoba Institute of Trades and Technology, I wish you all a successful and fulfilling academic year.

Sincerely,

Curtis Aab

Dean, Health, Hospitality, Human Services, and Post-Graduate Studies

Academic Department Information

The HCAPSW Program is part of the Health, Hospitality, Human Services and Post-Graduate Studies (HHHPGS) department. Most HHHPGS programs are situated at the Pembina campus at 1551 Pembina Highway. The Pembina campus offers state-of-the-art classrooms and simulation laboratories to provide students with a realistic, safe learning environment to develop relevant knowledge and skills.

Program Team

The HCAPSW program team consists of:

Dean	Curtis Aab	curtis.aab@mitt.ca
Program Manager	David Noorden	david.noorden@mitt.ca
Academic Coordinator	Colleen Little	colleen.little@mitt.ca
Faculty	Rachael Adegoke	racheal.adegoke@mitt.ca
	Kathryn Arado	Kathryn.arado@mitt.ca
Lab Assistant	Ayah Alnahhal	Ayah.alnahhal@mitt.ca
Work Integrated	Yodit Richardson	yodit.richardson@mitt.ca
Learning Officer		

The program team has diverse work schedules and faculty availability may be constrained by part-time teaching schedules.

Program Overview

MITT first launched the Health Care Aide program approximately 20 years ago. While program delivery was suspended after a few years, it was relaunched in September 2015. A program curriculum redesign initiative led to a major program change in September 2021, which included the retitling of the program to the Health Care Aide and Personal Support Worker Program and the introduction of new course curriculum. The new program aligns to Manitoba industry standards and The Canadian Educational Standards for Personal Support Workers (The Association of Canadian Community Colleges competency guidelines).

General Program Information

The Health Care Aide and Personal Support Worker Program will help you gain the knowledge and skills to work to the full scope of practice of the health care aide/personal support worker role within a range of healthcare settings to deliver safe and effective care. Students will sharpen their knowledge and skills through theory, practice, and the real-world experiences they gain through work practicum rotations and position themselves for multiple paths to employment in health care upon graduation.

Program Learning Outcomes

Upon successful completion of the program, graduates will be able to:

- Gain the knowledge and skills to work to the full scope of practice of the health care aide/personal support worker role within a range of healthcare settings to deliver safe and effective care.
- Safeguard and promote patient healthcare rights and comply with all legislation and guidelines.
- Employ patient-centered care practices to promote autonomy, dignity, privacy, preferences, and independence.
- Build strong working relationships and professional boundaries with patients, their families, and other members of the interdisciplinary healthcare team.
- Administer patient care following the key provisions of the care/service plan under the direction of a regulated health professional.
- Record patient information consistently and accurately following facility approved documentation standards or methodologies.
- Assist patients with routine activities of daily living, medication, mobility, and other personal care or restorative health needs.
- Apply safe patient handling techniques to lift, transfer, and transport patients according to individually determined needs.
- Communicate clearly, concisely, compassionately, and respectfully with patients and their families.

Credential

Upon successful completion of this program, MITT awards the Health Care Aide and Personal Support Worker Certificate.

Graduation Requirements

The Academic Standards (AC-2-10) policy defines a Graduation Requirement as “a program-specific academic requirement that a student must meet to graduate from a program.” See [Table 1: Graduation Requirements](#) for a complete listing.

What happens if a student does not meet a Graduation Requirement?

A student is ineligible to graduate and must repeat a course (or an authorized equivalent) if they have any unmet graduation requirements. This may result in a study gap and additional tuition costs.

Progression Requirements

The Academic Standards Policy (AC-2-10) defines Progression Requirements as specific academic requirements, such as courses, that students must meet to remain enrolled in a program. If a student fails to meet a Progression Requirement, MITT will withdraw them from the program.

Course Prerequisites

What is a course prerequisite?

A prerequisite is a type of progression requirement. Prerequisite are courses students must successfully complete before progressing to advanced, related courses. Prerequisites ensure students have the necessary foundational knowledge and skills to succeed in subsequent coursework.

Table 1: Graduation Requirements

To graduate from the HCAPSW program, a student must meet the following Graduation Requirements:

1. Successfully complete the Work Skills Foundations course.
2. Receive a minimum grade of B (70%) or higher, in all other courses in the Program.
3. Receive a grade of P (Pass) in Health Care Training Seminars (HCA-260)
4. Receive a grade of P (Pass) in the following three practicum courses:
 - Health Care Aide Practicum I (HCAUC-130)
 - Health Care Aide Practicum II (HCAUC-140)

HCAPSW Program Progression Map and Mode of Delivery Overview

The following table provides a comprehensive program progression map (including applicable prerequisites) and general scheduling information (which may be subject to change).

Course code	Course Name	Prerequisites	Contact hours	Term	Mode of delivery
RH-240	Anatomy, Physiology and Medical Terminology I	None	84	1a	Onsite/hybrid
RH-250	Anatomy, Physiology and Medical Terminology II	RH-250	84	1b	Onsite/hybrid
HCA-200	Introduction to the Health Care Environment	None	42	1a	Onsite/hybrid
HCA-210	Effective Communication for Collaborative Care Practices	None	84	1a & 1b	Onsite/hybrid
HCA-220	Human Development across the Life Span	None	84	1a & 1b	Onsite/hybrid
HCA-230	Supporting Mental Health and Cognitive Challenges	RH-240, HCA-200	42	1b	Onsite/hybrid
HCA-240	Supporting Complex Care I	RH-240, RH-250, HCA-200, HCA-210, HCA-220, HCA-230	84	2a	Lab
HCA-250	Supporting Complex Care II	RH-240, RH-250, HCA-200, HCA-210, HCA-220, HCA-230, HCA-240	84	2a	Lab
HCA-260	Health Care Aide Training Seminars	None	12	Ongoing	Online and offsite
HCAUC-130	Health Care Aide Work Practicum I	RH-240, RH-250, HCA-200, HCA-210, HCA-220, HCA-230, HCA-240, HCA-250, HCA-260 In addition: - Meet all Pre-Practicum Clearance Requirements - Meet all Additional Training Components	160 or 4 weeks	2b	Offsite in Long Term Care

Course code	Course Name	Prerequisites	Contact hours	Term	Mode of delivery
HCAUC-140	Health Care Aide Work Practicum II	RH-240, RH-250, HCA-200, HCA-210, HCA-220, HCA-230, HCA-240, HCA-250, HCA-260, HCAUC-130 In addition: • Meet all Pre-Practicum Clearance Requirements • Meet all Additional Training Components	160 or 4 weeks	2b & 3a	Offsite in Acute Care

Detailed Course Information

For more detailed course information, students should refer to the course outlines in MyLearning or the HCAPSW [Course Information](#) page on the MITT website. Course Outlines are available in MyLearning approximately one week prior to the course start date.

Additional Training Components

The Health Care Training Seminar HCA-260 includes the following training components, **which are required for practicum eligibility**:

- Emergency First Aid and CPR certifications
- Workplace Hazardous Materials and Information Systems (WHMIS) certification
- Violence Prevention Program (VPP) training
- *Personal Health Information Act* (PHIA) certification
- Hearing Voices
- PIECES
- Food Safe Handling

MITT embeds these training components into the program structure, coordinates student registration, and posts relevant training details in the HCSW-PC-GEN course shell in MyLearning. Students holding a current certificate should discuss a potential waiver with the Academic Coordinator.

Credit Transfer

MITT may consider credit transfer requests for course work completed at another recognized post-secondary institution.

Admitted students must initiate the Credit Transfer Request process immediately on confirmation of admission, and **no later than 30 days prior to the program start**. Please refer to the [Request for Credit Transfer Form](#) for relevant information.

Work Practicum

During this program, students will participate in two work-integrated learning experiences through long term care and acute care health care aide practicum placements. Refer to the Course Outlines and the Practicum Evaluation forms for each Work Practicum course for more detailed information about the experiences.

All practicums in this program are preceptor-led placements in which students work under the direction of a preceptor or nurse. Practicums are **unpaid practice experiences** that offer students the opportunity to gain relevant work experience and further develop entry-to-practice competence.

MITT manages all aspects of practicum placements, including site prospecting and finalizing placements based on student, program, and accreditation requirements. Evaluations involve self-assessment, preceptor evaluation, instructor observations, and instructor evaluation.

To ensure eligibility, MITT requires specific pre-practicum clearances (medical and non-medical) as per affiliated practicum partnership agreements.

Pre-Practicum Clearance Requirements

This program requires the following pre-practicum clearance documentation:

- Clear Police Vulnerable Sector Check or RCMP equivalent
- Clear Child Abuse Registry check
- Adult Abuse Registry check
- A valid Co-op Work Permit (international students only)

Important: Students should not start any clearance applications before the program start date. They should wait for guidance on the process, obtain relevant forms, and ensure their clearances do not expire before their practicum.

Note: MITT cannot accept Police Clearance documentation completed outside of Manitoba.

PVSC and abuse registry clearances are only deemed valid for a maximum period of six months and must cover the entire Work Practicum duration (e.g., end date).

Students are responsible for all costs associated with the pre-practicum clearances.

Work Practicum Documentation Validation - Paramed Placement Pass

MITT has an agreement with ParaMed to collect and verify students' pre-practicum clearance documentation. This agreement ensures student information is protected in accordance with privacy laws and ParaMed's terms of use provisions (see <https://www.paramed.com/privacy/>).

Students are responsible for all fees associated with a Placement Pass user account.

ParaMed and MITT hold an orientation session during the first few weeks of the program and this session walks students through the following:

- The mandatory clearance requirements
- The Pre-Placement Health Form
- The associated deadlines
- The documentation submission process

Students who miss stated ParaMed documentation deadlines risk forfeiting practicum eligibility and program continuance.

Potential Pre-Practicum Clearances Issues

MITT reserves the right to prohibit students from participating in a Work Practicum placement if one of the mandatory pre-practicum clearance documents is not cleared. This policy is in place to ensure the safety and integrity of the practicum environments and to comply with industry standards.

Students with potential clearance issues should contact the Program's Academic Coordinator before applying for admission to this program.

COVID Vaccination Requirements

Some long-term care and acute care facilities may require students to:

- Have up-to-date COVID-19 vaccinations.
- Participate in regular COVID-19 testing.

Workers Compensation and Liability

All MITT students who participate in an unpaid work practicum are deemed to be workers of the Government of Manitoba and are entitled to Workers Compensation benefits if injured while participating in their work practicum. This provision applies even if the employer is not registered with WCB Manitoba as stipulated in Manitoba Regulation 545/88.

Practicum Hours

MITT requires students in this program to meet minimum practice experience hour requirements. Students may need to make up missed practicum time (at the instructor's determination) to fulfill these requirements.

Work Practicum shifts may vary site-to-site and differ from the standard course schedule. Shift schedules may include day, evening, and weekend shifts.

Confidentiality Agreement Form

Students must sign a Confidentiality Agreement form or equivalent prior to beginning their Work Practicum placement where specific sites require.

Transportation

Transportation, accommodation, and travel costs associated with specific practicum sites are each student's responsibility. MITT will do its best to secure quality placement sites that are accessible by public transportation but cannot guarantee convenient placement locations.

Termination of Work Practicum

The site or MITT may terminate work practicums due to:

- Patient safety issues
- Confidentiality breaches
- Professionalism issues
- Changes in documentation status (e.g., PVSC) that impact practicum eligibility

Work Practicum terminations may result in:

1. A course failure
2. Course repeat conditions (see MITT Academic Standards policy for details)

To ensure patient safety, MITT reserves the right to require mandatory course audits for students who need to retake a practicum. These audits verify:

- Practicum readiness
- Currency of practice knowledge
- patient safety compliance

Before allowing students to reattempt the practicum, MITT ensures they meet these essential requirements.

Program Scheduling Information

Important academic dates:

Refer to the [Academic Schedule](#) on the MITT website for:

- MITT Closure Dates (including statutory holidays)
- Academic Schedules and Important Program Dates

Note: MITT closure dates extend to work practicum placements; as such, students will not be scheduled for shifts on these dates.

Student Schedules

Academic posts the HCAPSW Student Schedule on MyLearning (in the “Content” area of the HCSW-PC-GEN course page) approximately one week before the program start date.

General Program Delivery Information

The Student Schedule provides course-specific start and end dates, as well as dates of all academic breaks. Information on Course Outlines and the MyLearning course hub provide all assessment deadlines and dates.

Each course instructor will communicate course delivery details (including mode of delivery and class location) to students through MyLearning before the scheduled start date of course.

The following is some general information about program delivery:

- Course hours and program progression mapping determine course scheduling order and frequency of classes.
- Morning classes run from 8:30 - 11:30 a.m.; afternoon classes run from 12:30 to 3:30 p.m.
- Lunch break is 11:30 a.m. to 12:30 p.m.
- Terms consists of two 7-week blocks, separated by a Student Success Week.
- Student Success Weeks provide academic recovery time to help students recalibrate and prepare for the next block of courses or access Student Services support. Campus services remain open during Student Success Weeks.
- Program Schedules include a 2-week Intersession between Terms.
- The Health Care Aide and Personal Support Worker Program has two intakes per academic year; one intake begins in September and the other intake begins in January.

Preparing For a Successful Start of the Health Care Aide and Personal Support Worker Program

In mid-August, MITT emails the incoming Health Care Aide and Personal Support Worker Program students the following:

1. Academic Success Checklist for HCAPSW students
2. Textbook List
3. Supply List
4. Student Schedule

Learning Technology and Technical Requirements

MITT delivers this program in a blended delivery format, which mostly consists of in-person classes with some synchronous or asynchronous online classes. MITT uses a variety of web-based technologies and tools specifically designed to support different learning activities in this program.

To ensure students have the required hardware and software for their studies, they should refer to [About Online Learning | Manitoba Institute of Trades and Technology](#) (mitt.ca). Students must have a laptop/computer that meets the required specifications.

During their studies, students will have access to the following accounts and tools:

- MITT Student Email account
- MyLearning, a learning management software system
- Free web-based version of Microsoft 365 (including Word, Excel, Outlook, etc.)
- MITT Student Portal account

Instructors may also use other collaboration and gamification tools to engage and challenge students. In most cases, the instructor will directly issue user accounts.

Preowned Computers and Risks of Outdated Software

Using an outdated operating system or software can disrupt online learning, especially testing. It may cause system crashes, downtime, and browser compatibility issues.

With pre-owned computers, students must complete a full factory reset before downloading and installing any software. This ensures they have full administrator rights, allowing them to make changes such as installing or updating software.

It is the student's responsibility to ensure their computer meets the technological requirements for this program. Keeping the system updated is crucial for a smooth learning experience.

MITT Student Email

MITT issues a student email account, which can be accessed through: <http://student.mail.mitt.ca>. This email account is the primary communication channel for all important student and academic information.

In email communications to MITT instructors and staff, students should:

- Include their first name, last name, and Student ID number.
- Include the course name and course code (e.g., Introduction to the Healthcare Environment (HCA-200)).
- Provide a brief description of the nature of the inquiry.
- Be proactive in reporting absences or making academic accommodation requests.
- Use their MITT student email for all communication.
- Check their email regularly.

MyLearning

MyLearning is an online learning platform. This platform provides students with 24/7 web access to electronic course resources, assessment details, instructor contact information, class location details. MyLearning provides access to course outlines, assessment and grading rubrics, grades, announcements, guidance documents, etc.

Logging Into MyLearning

- Go to mylearning.mitt.ca
- Click on the “Sign in with MITT Email” button.
- Log in using student email (<https://login.microsoftonline.com/>) and new password.
- Click “yes” to stay signed in if using a personal computer. Click “no” if using a public computer.

MyLearning Technical Support

There are **two** main ways students can access MyLearning help.

For technical issues/questions (e.g., MyLearning login or password recovery, student email access, or missing courses in MyLearning):

- Email mylearning@mitt.ca and provide a summary of the nature of the inquiry.

For support on how to use MyLearning:

- **Consult the instructor first** in case the issue is related to a course-specific tool or feature.
- **Use the Virtual Assistant** by clicking the button that appears on the MyLearning pages.
- **Use the D2L Helpdesk** if assistance beyond what the Virtual Assistant can provide is required. This is available 24-7 with how-to-use instructions, videos, and a chat box. Every student should have the D2L Brightspace Support [widget](#) at the bottom of their MyLearning homepage and within courses. [How to access.](#)

- **Refer to the FAQs and video [tutorials](#)** for navigating the Brightspace/MyLearning platform.

Students who are experiencing issues:

- logging into MyLearning or accessing their MITT student email should email mylearning@mitt.ca for support.
- accessing a course in MyLearning should notify the Academic Coordinator immediately to have this rectified.

MyLearning Course Hubs

MyLearning is a learning resource repository for all courses in the program. This includes the general Health Care Aide and Personal Support Program Course (HCSW-PC-GEN), which contains program information and the Student Schedule.

The Student Schedule includes the names and codes and code for each course. Search for courses in MyLearning using the name or code (e.g., Introduction to the Health Care Environment HCA-200) to access the course outline and learning resources.

To retrieve Course Outlines from MyLearning using the following steps:

- Login to MyLearning.
- Type the course name (as named in Student Program Schedule) into the search bar on the MyLearning Homepage to locate this course.
- Click on the course name in the drop-down window to open the course home page.
- Click on the Content tab to locate the Course Outline.

Check MyLearning Announcements and your MITT student email for relevant communication.

Microsoft 365

Students should check their personal email (the email included in their MITT application) for login instructions from MITT.

1. Go to student.mail.mitt.ca.
2. Log into MITT email (...@student.mitt.ca) using the default password provided.
3. Use the “Update Your Password form” to enter a new password.
4. Provide a phone number or personal email.
5. Submit the verification code provided to activate the account.
6. Go to Outlook in your Office 365 to access emails.

The Introduction to MyLearning and Online Tools step-by-step tutorial on how to log in to Microsoft Office 365 and MyLearning are found here: <https://mitt.ca/student-services/online-learning-support>.

MITT Student Portal

The Student Portal is academic administrative hub, where students can:

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- update contact information!
- enter social insurance number (SIN) information for the T2202 tax form!
- view final grades!
- print an unofficial transcript!
- view tuition fee balances!
- access the T2202 tax document!

The official Letter of Acceptance (LOA) includes Student Portal login credentials. To log into the Student Portal, [click here](#) and access the step-by-step login instructions [here](#). Students having trouble accessing the Student Portal should [use this help form](#).

Students are responsible for verifying and updating their contact information in the Student Portal to ensure MITT has current and correct information.

Work Skills Foundations

The WSF Program helps students transition into post-secondary studies, develop learning strategies, and build time management skills. It consists of 10 self-directed modules, taking approximately 30 hours to complete at the student's own pace outside of class. Given the academic rigour of the HCAPSW Program, Academic strongly encourages students to complete the WSF modules early in their studies to avoid a compounded workload.

Completion of the WSF is a graduation requirement for the HCAPSW Program.

Student Orientation

Student Services hosts a New Student Orientation during the first week of the program; orientation includes representatives from the Career Services, Academic and Registrar's Office departments. Students will receive an electronic Guide to Orientation approximately 2 weeks before Orientation, which includes Student Services and academic information, as well as a virtual MyLearning tour.

Textbooks

This program requires textbooks, which students are responsible for purchasing prior to the Program start date. The University of Winnipeg Bookstore lists all required textbooks for this program.

MITT does not operate its own bookstore and has a partnership with the University of Winnipeg Bookstore to provide students with online or in-person textbook purchasing options.

To view or purchase textbooks online through the University of Winnipeg bookstore:

1. Open the link - [The University of Winnipeg New, Used, Rental and Digital Textbook\\s \(bkstr.com\)](#)
2. Drop the Select Program box down to choose MITT.
3. Drop the Select Term box down to choose Fall Intake 2024.

4. Drop the Department box down to choose Health Care Aide and Personal Support Worker Year 1. Note: The Course box will automatically populate with Term.
5. Drop the Section box down to choose 2024.
6. Click on the Find Materials for Courses button.
7. Click on the Buy or Rent button to finalize your purchase selections.
8. Click on the **Add Item to Bag** button.
9. Click on the **View Bag and Checkout** button.
10. Proceed with **Checkout**.

Students can also purchase their textbooks directly through the publisher or other e-commerce sites such as Amazon, using identical ISBN to the Program Textbook List. Unless otherwise stated, either a hard copy or an e-book is acceptable.

Unauthorized electronic sharing of textbooks with classmates is inappropriate and illegal; such actions would be subject to the MITT Fair Dealings, Academic Integrity, and Student Discipline policies.

Program Supplies

Students must also purchase supplies outlined on the [HCAPSW Supply List](#).

The supply list includes the following items:

- Scrubs
- ParaMed Placement Pass User Account
- Background clearances and immunizations

Students will receive more guidance on the above in the first week of the program.

Preparing for Academic Success

Course Outlines

Course Outlines provide essential information for academic success, including:

- Course descriptions
- Prerequisites
- Learning outcomes
- Course topics
- Student evaluation details

Students should:

- Read all Course Outlines to understand individual course requirements.
- Seek clarification from instructors at the beginning of a course if needed.
- Retain electronic copies of Course Outlines for future academic and professional use.

Student Evaluation

Student evaluation measures learning within a course, aligning with course-specific learning outcomes. Assessment strategies include, but are not limited to:

- Individual and group assignments
- Presentations
- Reflections
- Case studies
- Practice simulations.
- Laboratory activities, skills demonstrations, and simulations
- Quizzes, tests, and examinations

Course Outlines identify all evaluation components, weighted grading values, and due dates.

MyLearning provides additional guidance, including assessment instructions and grading rubrics. Instructors post grades and feedback in MyLearning within 5 business days of an evaluation item's due date. MyLearning displays grades as percentages, whereas an official MITT transcript displays grades as letter grades.

Assessment Weighting and Grading

The MITT Academic Standards Policy (AC-2-10) sets guidelines for student learning evaluation and grading.

Final grades are calculated based on the weighted value and grade earned for each assessment. The total assessment weight is 100%. Each assessment is assigned a specific weighted value based on complexity or importance.

Student evaluation is at the instructor's discretion and provides evidence of learning. Program progression standards may affect academic rigour. Some courses include zero tolerance for error testing provisions based on safe practice standards.

Refer to the Student Appeal Policy (AC-2-2) for guidance on grade disputes.

Use Of Artificial Intelligence (AI) Tools on Assessment

Artificial intelligence (AI) tools (such as ChatGPT, Google Gemini, GrammarlyGO, etc.) can be useful learning resources to help students brainstorm ideas and grammar/spell check their academic work. However, students must exercise extreme caution when using these technologies for academic purposes, especially with AI-generated assignment content. Unauthorized use of such AI tools, especially in cases in which the student gains an unfair academic advantage, represents a form of academic dishonesty.

Students are expected to submit original work for all graded assessments. To create original content for academic work, students must research the topic, present their perspective on the topic in their own words, build on the ideas of others, and acknowledge all sources of information. Furthermore, students must discuss intended use of AI assistance with their instructor before assignment submission to obtain consent for use of specific AI tools and clarify potential restrictions.

Instructors may permit use (or limited use) of AI tools in specific courses depending on learning and assessment objectives.

If not otherwise authorized, MITT may treat undeclared AI-generated content in student assessment as a form of academic misrepresentation and inappropriate collaboration. Such infringements will be subject to the MITT Academic Integrity and Student Discipline policies.

Academic Standards

The Academic Standards Policy (AC-2-10) establishes the academic requirements students must meet to remain enrolled in or graduate from a program.

This program guidebook includes an overview of important concepts from the policy, such as:

- Academic Probation
- Program Withdrawal
- Academic Suspension

Grade Scale

MITT uses the following grade scale.

Letter Grade	Grade Point Value	Accumulated Evaluation Percentage
A+	4.5	90 – 100%
A	4.0	80 – 89%
B+	3.5	75 – 79%
B	3.0	70 – 74%
C+	2.5	65 – 69%
C	2.0	60 – 64%
D	1.0	50 – 59%
F	0.0	0 – 49%

Maximum Time to Complete

What is the Maximum Time to Complete the Health Care Aide and Personal Support Worker Program?

Students have a maximum of three (3) years, starting from their original program start date, to complete the Health Care Aide and Personal Support Worker program.

Why does a Maximum Time to Complete Exist?

MITT's time limits balance flexibility for student challenges while ensuring their skills remain current to industry standards. Students at risk of exceeding these limits should consult their Academic Coordinator to discuss their academic options.

Academic Probation

What is Academic Probation?

The Academic Standards (AC-2-10) policy defines Academic Probation as “a student status that results when a student is identified as being at-risk of unsuccessful program completion.”

A student receives an Academic Probation status when:

1. They fail to achieve a grade that meets Course-Eligibility or Graduation Requirements.
2. An Academic Manager determines they are or may be at risk of not meeting Graduation Requirements.

A student who receives a status of Academic Probation may be:

1. Permitted to continue their studies.
2. Withdrawn from courses where they no longer meet Course-Eligibility Requirements (e.g., prerequisites).
3. Required to follow Conditions for Program Continuance.
4. Charged additional tuition or administrative costs resulting from the Academic Probation, including those associated with Program Continuance provisions (e.g., course repeats).

What is the Purpose of Academic Probation?

The purpose of Academic Probation is to promote program recovery by implementing a structured process to review a student's academic performance, provide referrals to on-campus and off-campus support services (where appropriate), and determine Program Continuance provisions.

Academic Suspension

What is Academic Suspension?

The Academic Standards policy defines an Academic Suspension as “a student status that results in a student being ineligible to continue in post-secondary studies for a period of eight months.

An Academic Suspension occurs when a student:

- Receives a student status of Required Program Withdrawal two or more times.
- Fails the same course three times, or a Work-integrated Learning course two times.

A student who receives an Academic Suspension is:

- Withdrawn from their program, subject to the Withdrawal and Refund Policies.
- Assigned an Academic Suspension status and barred from applying to or studying in any MITT post-secondary program for a minimum period of 8 months.
- Subjected to the tuition refund schedule, based on the start date of the Academic Suspension.

Program Withdrawal

What is Program Withdrawal?

The Academic Standards (AC-2-10) policy defines a Required Program Withdrawal as an administrative action that results in a college-initiated withdrawal from a program.

An Academic Suspension occurs when a student does not:

1. Meet a Progression Requirement.
2. Fulfill Program Continuance Conditions while on Academic Probation.

A student who receives a Program Withdrawal* is:

1. Withdrawn or dropped from all their courses.
2. Withdrawn from their program.
3. Permitted to apply for Program Re-entry to the same program or admission to another program.
4. Subjected to the Tuition Refund Schedule, based on the effective date of the Required Program Withdrawal.

*In some situations, MITT may initiate a Program Withdrawal without first placing a student on Academic Probation.

Student & Academic Policies

Students are responsible for reviewing and complying with all MITT Student and Academic Policies, which are listed on its website: <https://mitt.ca/about-mitt/mitt-policies>

Academic Integrity

The Academic Integrity Policy (AC-1-4) outlines academic integrity standards and defines what constitutes academic misconduct. The Student Discipline Policy (AC-1-8) specifies disciplinary action and penalties MITT may impose on students found to have committed academic misconduct.

Accessibility

MITT is committed to creating a learning environment that meets the needs of its diverse student body. If a student has a disability, or thinks they may have a disability, it is strongly recommended that they meet with the Accessibility Student Advisor. More information about Accessibility Services, including contact information, can be found at www.mitt.ca/student-success/accessibility-services.

If a student does not have a documented disability, remember that other support services, including the Learning Support advisor, peer tutors, and clinical services are available through MITT Student Services.

Student Concerns and Appeals

If a student wishes to address:

1. an administrative concern (e.g., admissions, facilities, or finance), they are encouraged to discuss this directly with the respective employee. If unresolved, they should bring the concern to the appropriate department supervisor.
2. An academic concern (e.g., assessment or instruction), they are encouraged to discuss this directly with the respective instructor. If unresolved, they should bring the concern to their Academic Coordinator.

Refer the [Student Appeals \(AC-2-2\)](#) policy or speak with a Student Advisor to learn more about the MITT appeals process.

Student Conduct

MITT seeks to provide students, staff, and partners with an inclusive, safe, and respectful environment. Our campuses consist of a diverse group of learners, including secondary students, domestic and international post-secondary students, and adult EAL learners.

MITT expects all students, regardless of program, to conduct themselves in a safe and respectful manner.

The following [Academic/Student policies](#) define MITT's expectations for safety, inclusivity and respect and the students responsibilities in meeting these objectives:

- Student Behaviour (AC-1-1)
- Student & MITT Expectations (AC-1-2)
- Drug and Alcohol (AC-1-5)
- Respectful Workplace, Harassment Prevention, and Non-Discrimination (CC-2)
- MITT Computer and Telecommunications Usage (IT-1)
- Sexual Violence (SV-1)
- Workplace Safety, Health, and Wellness (WSH-1)

Technology Requirements

Online Tools

MITT integrates diverse web-based technologies and tools to enhance student learning in this program. These include MyLearning, the Student Portal, and Microsoft 365. To succeed in their studies, students should familiarize themselves with these tools and learn how to use them effectively.

Information about these tools, including how-to guides on how to access them, can be found on the *About Online Learning* webpage: <https://mitt.ca/about-online-learning>

Technical Support for Students

Information on how to access technical support for various web-based technologies and tools can be found on the Student Accounts and Logins webpage: <https://mitt.ca/current-students/student-accounts-and-logins-faq>

Cameras and Recording Devices

Instructors will not record online class sessions for later viewing unless specifically stated otherwise. Students may need to employ effective note-taking strategies to capture vital information during live sessions. To uphold MITT policies and protect everyone's privacy, students must not use recording devices during classes without explicit authorization from the course instructor.

Campus Safety, Health, and Wellness

Workplace Safety, Health, and Wellness

MITT is committed to providing a safe and healthy environment that focuses on wellness for those who work, study, and visit MITT.

At a minimum, MITT complies with all federal or provincial legislation and regulations pertaining to Workplace, Health, and Safety. MITT acknowledges its duty and responsibility to ensure that every reasonable precaution is taken to ensure a safe and healthy environment.

MITT recognizes that safety, health, and wellness is a shared responsibility where everyone has a responsibility to be aware of and conduct themselves in accordance with the law and applicable MITT policies. All members of the MITT community have a role to play in creating and maintaining a safe and healthy working and learning environment.

Class Cancellation

There may be instances where MITT or a course instructor needs to cancel class or move a class online. In the event of class cancellations due to campus closures resulting from inclement weather or emergency circumstances, MITT will communicate this information to students through the MyLearning announcement systems.

Scheduled Examinations and Inclement Weather Closures

MITT reserves the right to defer a scheduled exam to an alternative date in the event of a campus closure due to inclement weather. In such circumstances, the course instructor will communicate the alternative exam arrangements to students with as much advance prior notice as possible. MITT reserves the right to reschedule an exam in such circumstances to a date during intersession or another break period if required.

Evacuation

There may be emergency situations that necessitate the evacuation of a facility. In such instances, MITT will activate a fire alarm or use its announcement system to communicate this information to occupants of the building.

If an alarm or announcement sounds, follow the steps below:

- Proceed to the designated fire exit calmly.
- Follow any instructions by the Fire Wardens or MITT security personnel.
- Move to the designated muster point and await further instructions.
- Re-enter the building after the “all clear” directive.

Lockdown

In emergency situations requiring facility lockdowns, including classrooms, MITT will use its announcement system to communicate this information. If you hear a lockdown announcement, treat the threat as real and follow the steps below.

- Lock the door.
- Barricade and secure doors to delay or prevent entry to the room.
- Turn out the lights and move out of sight.
- Remain as quiet as possible.
- Be prepared to react to an intruder should they gain access to the room as a last resort.
- Await police arrival and follow their commands once they enter the building.
- Do not open the door to anyone, wait for the police to open the door.
- Walk quickly and place your arms over your head, ensuring your hands are empty.

Respectful Workplace

MITT is committed to a collegial work environment in which all individuals are treated with respect and dignity. All members of the MITT community have the right to work and learn in an environment that is respectful, where equal opportunities are promoted and where discriminatory practices and harassment are prohibited. The principles of equity, diversity and inclusion shall be integrated into everyday practice at MITT. MITT prohibits all forms of harassment including discrimination and adheres to the Human Rights Code of the Province of Manitoba. MITT will not tolerate any harassment or discrimination engaged in by any member of the MITT community. Refer to the [Respectful Workplace, Harassment Prevention and Non-Discrimination Policy \(CC-2\)](#) for further information.

Campus Life

Student Services

The MITT Student Services team provides academic, personal, and career support to future and current students. Students are encouraged to meet with an advisor whenever they need help or have questions about how to be successful in their MITT program.

To learn more, refer to the Student Services webpage: <https://mitt.ca/student-services>.

Career and Employment Services

The MITT Career and Employment Services team works with students to prepare them for meaningful careers and connects graduates with employers, which includes:

- Resume and cover letter review
- Interview preparation
- Job search
- Career exploration

To learn more, refer to Career and Employment Services webpage: <https://mitt.ca/career-and-employment-services>

Student Life

The MITT Student Life team of staff and volunteers deliver a wide range of on-campus and online opportunities for students to connect with employers, make friends, build their work skills, and gain professional experience while at MITT. Student Life works year-round to facilitate student and staff-led events, activities, and student groups to learn about other cultures, build community, and to network with future colleagues and employers.

To learn more, refer to the Student Life webpage: <https://mitt.ca/student-life>

Food Services

Food services are available at the Henlow, Pembina, and Scurfield campuses:

Henlow Campus: The Bridge Café offers hot breakfast, lunch, and afternoon snacks, including grab-and-go items and hot and cold beverages.

The Pembina and Scurfield campuses offer:

- Grab-and-go food options
- Hot and cold beverages
- Onsite microwaves and vending machines

Public Transportation

All MITT campuses are accessible by public transportation. Route information is available on Winnipeg Transit's website: <https://winnipegtransit.com/>

Students can buy a peggo card (bus pass) directly from MITT and must present a valid student ID card at the time of purchase. Peggo cards are available for purchase at the Henlow and Pembina campuses.

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Parking

Daily and monthly parking passes are available for the following campuses:

- 130 Henlow Bay
- 7 Fultz Boulevard
- 1551 Pembina Highway

For more information please visit: <https://mitt.ca/parking>.

Good Luck

We are excited to have you begin this educational journey towards becoming a Health Care Aide or Personal Support Worker. Get ready to develop expertise in safe patient transfers, a range of clinical procedures, personal protective equipment, and so much more. Welcome to the first step toward making a positive impact as a health care professional!