

Pacific Vocational Institute

Directory of Training Programs 1980-1981

PACIFIC VOCATIONAL INSTITUTE

PACIFIC VOCATIONAL INSTITUTE —
BOARD AND ADMINISTRATION SERVICES
OFFICES

3650 Willingdon Avenue
Burnaby, B.C. V5G 3H1
Phone: 434-5711

PACIFIC VOCATIONAL INSTITUTE —
BURNABY CAMPUS

3650 Willingdon Avenue
Burnaby, B.C. V5G 3H1
Phone: 434-5722

PACIFIC VOCATIONAL INSTITUTE —
MAPLE RIDGE CAMPUS

Box 3000 (248th Street)
Maple Ridge, B.C. V2X 8L3
Phone: 462-7131

PACIFIC VOCATIONAL INSTITUTE —
SEA ISLAND CENTRE

Vancouver International Airport (South)
4440 Stark Street
Richmond, B.C. V7B 1A1
Phone: 278-3621

PACIFIC VOCATIONAL INSTITUTE —
ELECTRICAL TRAINING CENTRE

7342 Winston Avenue
Burnaby, B.C. V5A 2H1
Phone: 420-6636

PACIFIC VOCATIONAL INSTITUTE
FOOD TRAINING CENTRE

3650 Willingdon Avenue
Burnaby, B.C. V5G 3H1
Phone: 434-5722

Cover photograph shows one of the major industrial centres in the Pacific Northwest: Alcan's giant aluminum smelter at Kitimat. The smelter, which employs about 2,400 people, shipped 156,000 metric tons of metal — 68 percent of total production — down the Douglas Channel to overseas markets in 1978. A joint committee of the Company and Union manages an extensive trades apprenticeship program, combining on-the-job experience with technical training through the Pacific Vocational Institute. Most of the 92 apprentices at Kitimat Works receive instruction at PVI during their program.

Photo courtesy of:
Alcan Smelters and Chemicals Ltd.
Kitimat, B.C.

(Please direct all enquiries regarding training programs offered at Sea Island Centre and Electrical Training Centre to the Burnaby Campus — 434-5722.)

PACIFIC VOCATIONAL INSTITUTE

is a designated
Post-Secondary Provincial Institute
Incorporated under the Colleges and
Provincial Institutes Act

1980-81

The Pacific Vocational Institute believes that all persons should have an opportunity to pursue educational programs in keeping with their career, cultural and social aspirations. Their right to be trained and to be accepted for training is held to be a legitimate personal decision.

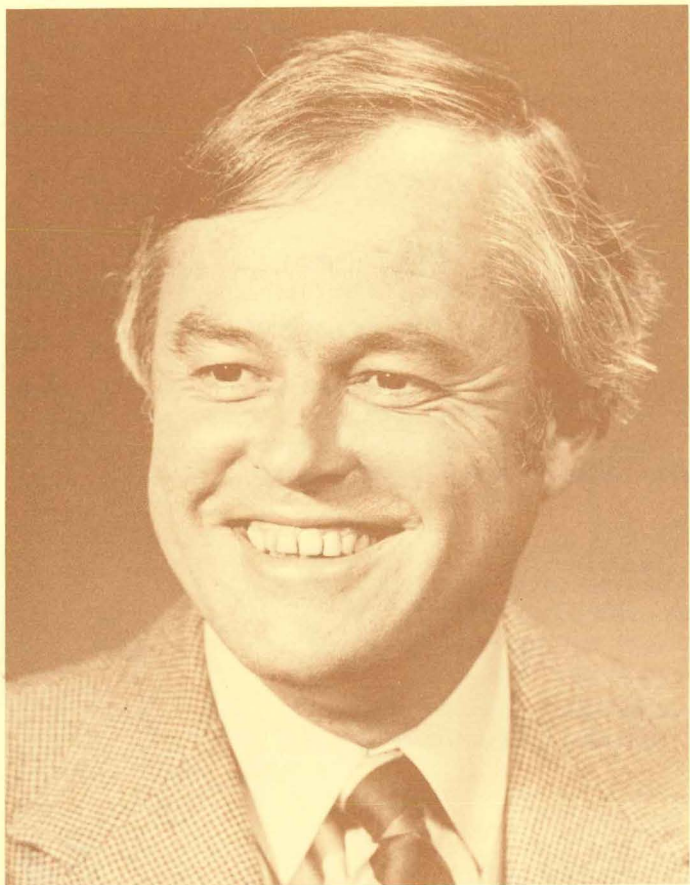
The Institute is committed toward striving for excellence in the offering of career-technical-vocational and trades training programs. Together with training excellence there is a continuing interest in the progress, development and economic growth of our Province through encouragement for business and industry — the employers of our future graduates.

The Pacific Vocational Institute operates throughout the year on a twelve month basis. To meet the changing need for vocational training, new programs are continually being developed and current programs revised and updated. Consult our Career Advisory and Student Services staff and this directory for information, details of new courses and for Application Forms.

For part time and night school courses contact the Education and Training Extension Services staff at either Campus. Over 300 courses are offered each year through night school.

WE ARE AT YOUR SERVICE





THE HONOURABLE BRIAN R.D. SMITH
Minister of Education

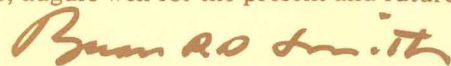
MESSAGE FROM THE MINISTER OF EDUCATION

I'm pleased to introduce you to the 1980-1981 edition of the Pacific Vocational Institute Directory of Training. This Directory provides information on technical-vocational courses and programs available throughout the year. The full-time learning opportunities described within, are complemented through numerous part-time and weekend courses offered by the Institute, for which a separate listing is available.

The Pacific Vocational Institute is a provincial institute established in 1978 to improve access to job related training for British Columbians. With the first year of successful operations of the Institute now a matter of public record, my Ministry views the second year with optimism and confidence.

Expansion of technical-vocational-career training opportunities is a high priority of my Ministry. Some new opportunities will result from the endeavours of local School Boards and secondary schools. Others will result from the initiative of industry and related organizations working in concert with the Province's post-secondary institutions. With its many areas of expertise, the Pacific Vocational Institute will be a major contributor to the development and delivery of training in the future.

The Board of Governors, instructors, students and administration can be justly proud of this Institute. Its dedication to those who seek the skills and knowledge of productivity with safety and competence, augurs well for the present and future of our Province.



Brian R.D. Smith
Minister





MESSAGE FROM THE PRINCIPAL AND CHIEF EXECUTIVE OFFICER

Welcome to the Pacific Vocational Institute

Now that you have just opened the second edition of the Pacific Vocational Institute's Directory of Training Programs, you will find that PVI is one of the most comprehensive vocational institutions in western Canada. I am confident that whatever your technical, vocational or career training requirements and interests may be, your objectives can be achieved through the learning opportunities and services available at the Institute.

If you have not made up your mind about your future, please accept our cordial invitation to visit the Career Advisory and Student Services staff at the Burnaby or Maple Ridge Campuses. They can help with initial career planning and career growth leading to promotion if you are already employed. The Institute invites you to tour its campuses and centres, talk to the students — talk to the instructors and staff — and you'll find that all of us together have a cheerful welcome waiting for you at PVI.

A handwritten signature in dark ink, appearing to read "H. E. Justesen". The signature is fluid and cursive.

Henry E. Justesen
Principal and Chief Executive Officer

PACIFIC VOCATIONAL INSTITUTE DIRECTORY OF TRAINING PROGRAMS, COURSES AND OPTIONS — SECOND EDITION CONTENTS

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L. R. REDFORD, Chairman of the Board

BOARD OF THE INSTITUTE

MEMBERS OF THE BOARD

L. R. Redford — Chairman
T. W. Trineer — Vice-Chairman
J. Wyman
A. J. Blakeney
C. W. Bullock
A. Cairns
Faye Cooper
T. S. Mathieson

The Institute's staff and students are cordially invited to attend meetings of the Board. Arrangements may be made through the Board Secretary to make a formal written or oral presentation to the Board.



PACIFIC VOCATIONAL INSTITUTE MANAGEMENT

BOARD AND ADMINISTRATION SERVICES

Principal and Chief Executive Officer
Executive Director, Financial Services
Executive Director, Instructional Services
Superintendent, Maintenance Services
Director, Policy Planning & Industry Relations
Assistant to Principal and Chief Executive Officer
Director, Personnel Services
Director, Program Services
Director, Career Advisory and Student Services
Director, Facilities Planning & Utilization
Director, Library & Learning Resources Services
Director, Education & Training Extension Services

— H.E. Justesen
— G.E. Richardson
— S.R. Stafford
— G.R. Phillips

— E.N. Veitch
— T.G. Kirby

—
— A.C. Gelowitz
— J.F. Whatmore
— L.B.J. Mounce
— T. H. Held

BURNABY CAMPUS

Campus Principal

— T.L. Lownie

Directors of Training Programs

Campus North
Campus Centre
Campus South
Manager, Instructional Support Services

— H.J. Andrews
— C.G. Wardlaw
— E.J. Schulz
— R.H. Stevenson

MAPLE RIDGE CAMPUS

Campus Principal
Assistant to Campus Principal
Director of Training Programs

— R.A. Dawson
— D.A. Bland
— J.H. Scarfe

CENTRES

Manager, Food Training Centre
Manager, Electrical Training Centre
Manager, Sea Island Centre

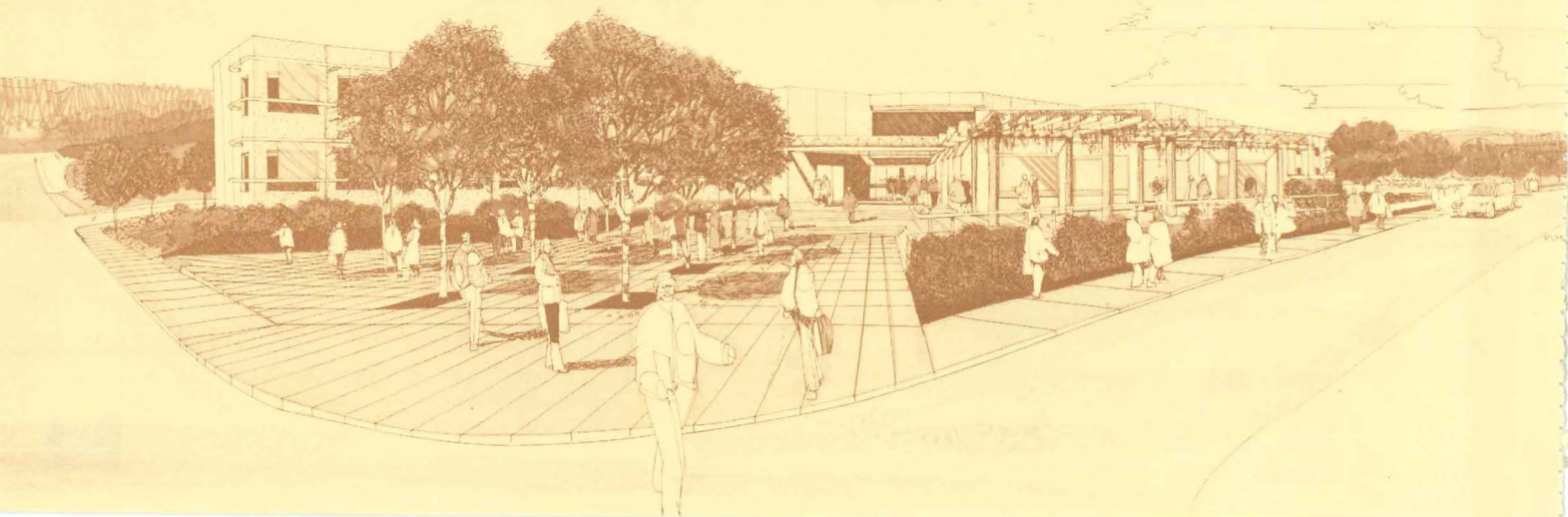
— J.R. Bateman
— R. Nobauer
— G.W. Dupont



Construction funds provided by the Government of the Province of
British Columbia, Ministry of Education.

ARCHITECTS: Waisman Dewar Grout

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PACIFIC VOCATIONAL INSTITUTE

a post-secondary institute
incorporated under the
Colleges and Provincial
Institutes Act.

Pacific Vocational Institute programs are designed to prepare students to enter employment and to provide upgrading and retraining for those already in the workforce. In fulfilling its provincial mandate the Institute serves in cooperation with many government agencies including the Canada Employment and Immigration Commission, the Provincial Ministries of Education, Labour, Health, Human Resources and others. The Institute also works in close contact with Business and Industry and Advisory Committees to provide the training needed for a skilled workforce to complement the economic development policies of the Province as a whole.

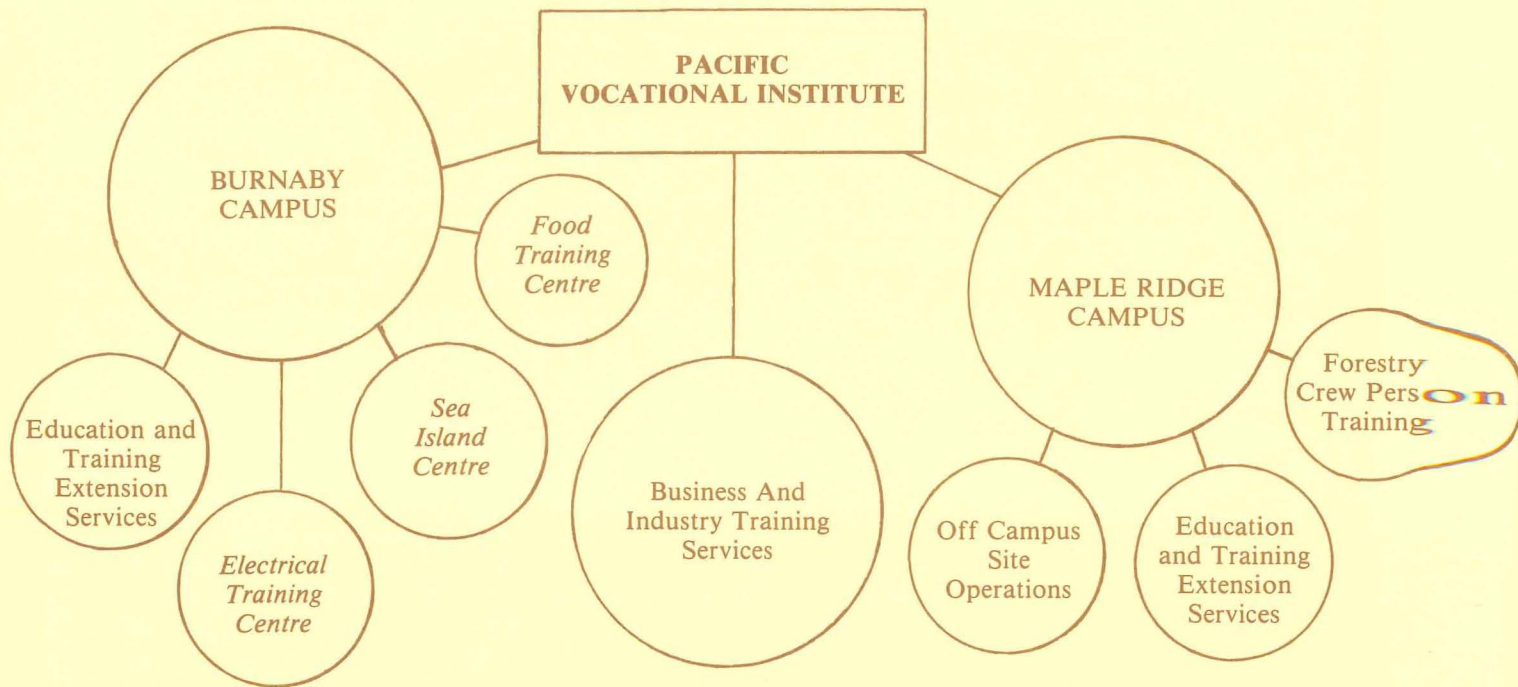
Pacific Vocational Institute is the largest technical-vocational training centre in British Columbia and its programs have been recognized as among the finest in North America. It is designed to serve the needs of students who wish to attend vocational training programs, full or part-time, to achieve their career goals.

Pacific Vocational Institute is composed of two main campuses, and three centres. The two campuses are Burnaby Campus, and the Maple Ridge Campus with its 200 acre educational land precinct to allow for future growth and development of outdoor and resource based programs.

The three centres are the Aircraft Maintenance Training program at Sea Island Centre, Vancouver International Airport South, the Food Training Centre and the Electrical Training Centre.

A new building for the Electrical Training Centre is now under construction. The Honourable P.L. McGeer, Minister of Education, Science and Technology, performed the official ground-breaking ceremony for this building on April 18, 1979; it is scheduled to open its doors in the fall of 1980 offering students training facilities second to none in North America.

Pacific Vocational Institute is a comprehensive Career-Technical-Vocational Designated Trades Training delivery Institution serving the Province of British Columbia.



PACIFIC VOCATIONAL INSTITUTE — WE ARE AT YOUR SERVICE

PROVINCIAL SERVICES

The Pacific Vocational Institute offers direct or indirect vocational training services as, when and where required, throughout British Columbia. Services are available to industry, colleges, provincial institutes, the public school system, municipal and regional authorities, provincial and federal government agencies and other organizations and associations. Pacific Vocational Institute will, at all times, respect the local, regional and subject matter jurisdictions of bodies designated under the Colleges and Provincial Institutes Act and will not consciously duplicate or enter into competition with such bodies.

INDUSTRY TRAINING SERVICES

Industry Training Services design and deliver on-site programs in consultation with business and industry, government agencies and organizations to provide for specialized on-the-job training requirements.

These special project programs may be arranged on Company or Institute premises, within a fee schedule based upon the services provided.

— AN INVITATION —

Business, Industry and others with a specialized training requirement are invited to contact the Pacific Vocational Institute — Business and Industry Training Services Division. Arrangements for the delivery of training will be made in co-operation with other Colleges and Institutes or directly by the Pacific Vocational Institute.

EDUCATION AND TRAINING EXTENSION SERVICES

The Education and Training Extension Services offer evening and week-end courses, also special time scheduling during the day, for employed persons seeking to upgrade, prepare for Trade Qualification examinations, or keep abreast of new developments in their field. Courses are also designed for those who want to enter or re-enter the workforce with marketable skills. Contact the Burnaby or Maple Ridge Campus for information concerning courses offered through Education and Training Extension Services. Your suggestions for new courses are always appreciated and these courses can be offered if sufficient interest is shown.

WE ARE AT YOUR SERVICE

SELF-EMPLOYMENT/ ENTREPRENEURIAL TRAINING

Each year thousands of British Columbians decide to "Become their own Boss"; they open thousands of small independent businesses which in turn employ many thousands more of our citizens. Pacific Vocational Institute has responded to this need by developing a series of effective, practical courses of instruction with information that can be applied in the day-to-day operation of a small independent business. These courses will be offered on a part-time basis starting in the spring of 1980.

PACIFIC VOCATIONAL INSTITUTE

MAJOR OBJECTIVES OF THE INSTITUTE

1. To provide quality instruction and facilities and to develop highly qualified graduates by the most efficient means.
2. To offer a wide variety of flexible training programs that meet the needs of individuals and the community as a whole.
3. To contribute to the development of the student as a person, by emphasizing positive attitudes toward work, safety, career planning and role within our complex and inter-dependent society.
4. To foster an awareness of the role of the Institute and its services to business, industry and the Province.
5. To assist the Government of the Province of British Columbia by providing training within provincially established priorities, as a service to career minded students preparing for employment opportunities throughout the Province.



PACIFIC VOCATIONAL INSTITUTE
TRAINING PROGRAMS AND COURSES

PACIFIC VOCATIONAL INSTITUTE — INDEX

COURSE/PROGRAM	CAMPUS
Accounting (Business Careers Option)	Burnaby
Accounting (Business Careers Option)	Maple Ridge
Aircraft Maintenance	Sea Island Centre
Auto Frame Collision Repairs	Maple Ridge +
Automotive Mechanical Repair	Burnaby
Baking	Food Training Centre
Barbering and Hairstyling	Maple Ridge
Basic Training for Skill Development	Burnaby
Basic Training for Skill Development	Maple Ridge
Benchwork and Joinery	Burnaby
Boatbuilding	Burnaby +
Boilermaker and Steel Erector	Burnaby
Bookkeeping (Business Careers Option)	Burnaby
Bookkeeping (Business Careers Option)	Maple Ridge
Bricklaying	Burnaby
Building Construction	Maple Ridge
Building Service Worker	Burnaby
Business Careers Program	Burnaby
Business Careers Program	Maple Ridge
Business Careers Upgrading	Burnaby
Carpentry	Burnaby
Circular Saw Filer	Burnaby *
Cladding	Burnaby *
Clerk/Typist (Business Careers Option)	Burnaby
Clerk/Typist (Business Careers Option)	Maple Ridge
Construction Electrician	Burnaby *
Construction Labourer Training	Maple Ridge
Cook Training	Food Training Centre

COURSE/PROGRAM	CAMPUS
Diamond Driller Helper	Maple Ridge
Diesel Electric Generating Systems	Maple Ridge +
Diesel Mechanic	Burnaby +
Diesel Engine Mechanic	Maple Ridge
Drafting — Architectural	Burnaby
Drafting — Architectural and Structural	Maple Ridge
Drafting — Civil & Municipal	Burnaby
Drafting — Industrial	Burnaby +
Drafting — Mechanical	Burnaby
Drafting-Electro-Mechanical Process Piping	Maple Ridge
Drafting — Structural	Burnaby
Drywall — Finishing/Estimating	Maple Ridge
Drywall — Installing/Estimating	Maple Ridge *
Electric Appliance Servicing	Burnaby
Electric Motor Winding	Electrical Training Centre *
Electricity	Electrical Training Centre
Electronics Technician	Burnaby
Floorcovering	Burnaby
Forestry Crewperson	Maple Ridge +
Generic Skills (BTSD)	Maple Ridge
Glazier	Burnaby
Heat and Frost Insulation	Burnaby *
Heavy Duty Mechanics	Burnaby
Horticultural Skills	Burnaby
Inboard/Outboard Mechanical Repair	Maple Ridge
Industrial Electrician	Electrical Training Centre *
Industrial Instrumentation	Burnaby *
Ironworker	Burnaby

TRAINING PROGRAMS AND COURSES

(Continued)

COURSE/PROGRAM	CAMPUS
Legal Option (Business Careers)	Burnaby +
Legal Option	Maple Ridge +
Log Sorting and Booming (Sidewinder)	Maple Ridge
Machinist	Burnaby
Machinist	Maple Ridge
Medical Office Assistant or Medical Transcriptionist (Business Careers)	Burnaby
Millwright	Burnaby *
Motorcycle Mechanic	Maple Ridge +
Moulding (Foundry Worker)	Maple Ridge *
Painting and Decorating	Burnaby
Pile Driver	Burnaby *
Plumbing and Steamfitting	Burnaby
Power Engineering	Maple Ridge
Power Engineering — Correspondence	Maple Ridge
Practical Horticulture	Burnaby
Radio and TV Repair	Burnaby *
Refrigeration	Burnaby
Retail Meat Processing	Food Training Centre
Roofing	Maple Ridge *
Saw Benchman	Electrical Training Centre *
Saw Filer	Electrical Training Centre *
Sheet Metal Work	Burnaby
Small Engine Repair	Burnaby

Spray Painting (Auto, Heavy Equipment Aircraft & Marine)	Maple Ridge +
Sprinkler Fitting	Burnaby *
Steam fitting - Pipe Fitting	Burnaby *
Steel Fabrication	Burnaby
Stenographic (Business Careers)	Burnaby
Stenographic (Business Careers)	Maple Ridge
Taxi Driver Service	Burnaby +
Tile Setting	Maple Ridge *.
Truck Mechanic	Burnaby +
Upholstery Trimmer, Auto-Industrial	Maple Ridge +
Welder Fitter	Burnaby
Welder Fitter	Maple Ridge
Welding	Burnaby
Welding Upgrading	Burnaby
Welding Upgrading	Maple Ridge
Women's Exploratory Apprenticeship Training	Maple Ridge
Word Processing (Business Careers)	Burnaby +

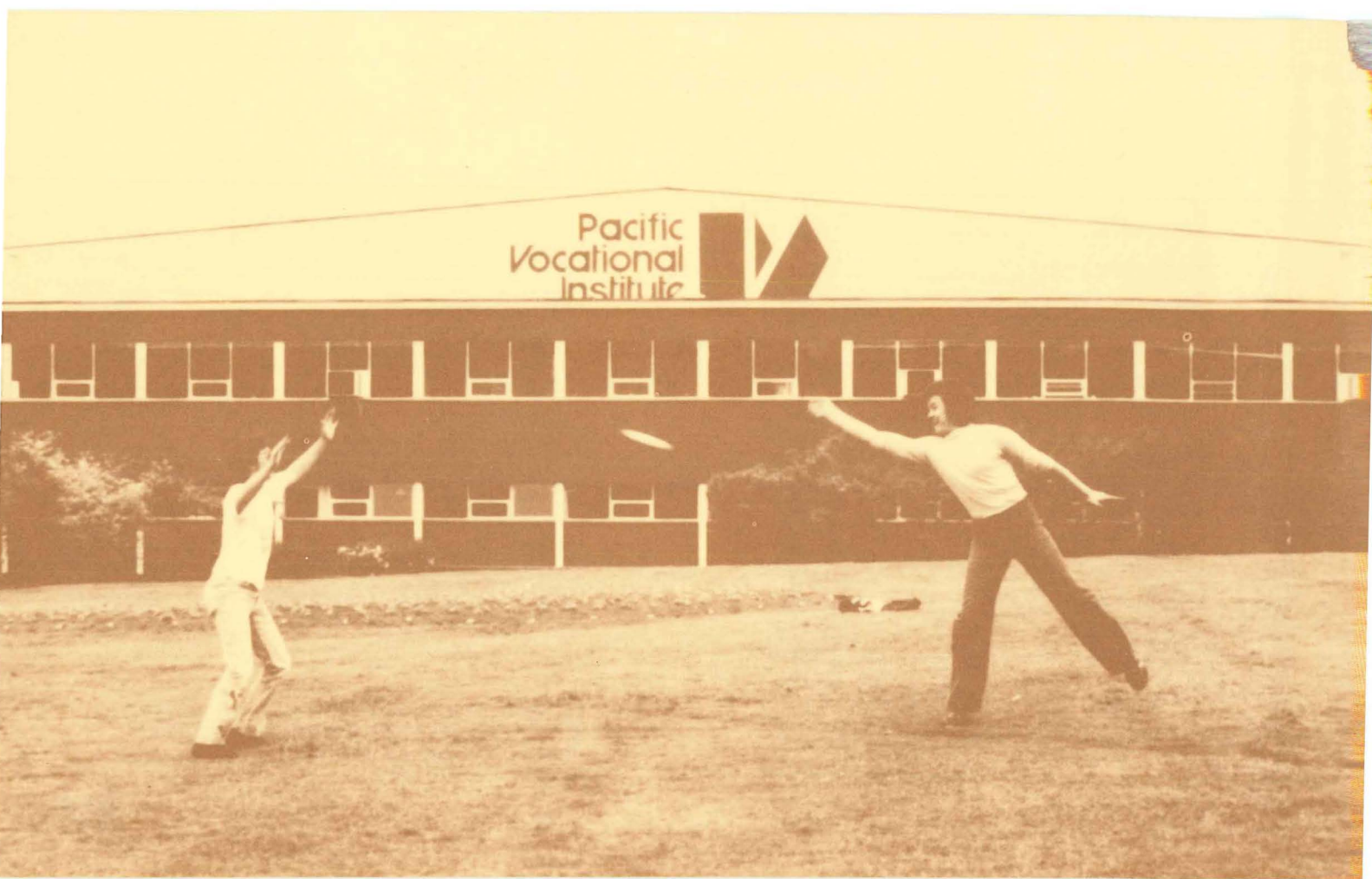
The courses and programs listed include initial and apprenticeship career-technical-vocational and trades training.

*Training for indentured apprentices only. For further information see page (105).

+ New courses.



Pacific
Vocational
Institute





T. L. LOWNIE

Campus Principal
Burnaby Campus

PVI BURNABY CAMPUS
SEA ISLAND CENTRE
ELECTRICAL TRAINING CENTRE
FOOD TRAINING CENTRE
TRAINING COURSES AND PROGRAMS

PACIFIC VOCATIONAL INSTITUTE-BURNABY CAMPUS

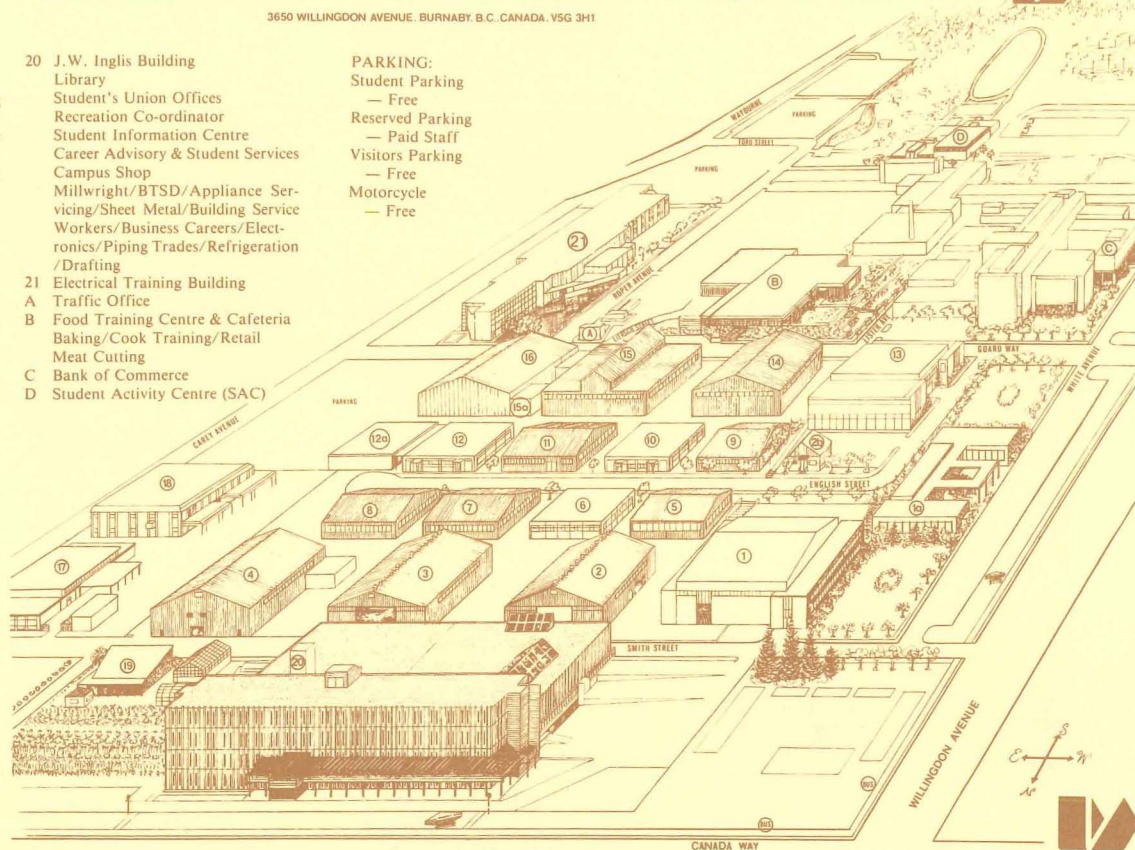


3650 WILLINGDON AVENUE, BURNABY, B.C., CANADA, V5G 3H1

- 1A Board and Administration Offices
- 1 Painting & Decorating/Glazing
- 2 Benchwork & Joinery/Boatbuilding
- 3 Carpentry
- 4 Plumbing & Steamfitting/Sprinkler Fitting/Roofing/Cladding
- 5 Benchwork & Joinery/Steamfitting Classrooms
- 6 Carpentry Classrooms
- 7 Gas Laboratory I/Plumbing & Steamfitting Classrooms
- 8 Industrial Instrumentation Workshop and Classrooms
- 9 Welding Classrooms
- 10 Automotive Mechanics/Mathematics Classrooms
- 11 Small Engine Repair
- 12A "The Hub"
- 13 Machine Shop
- 14 Welding
- 15 Automotive Mechanics
- 15A First Aid
- 16 Heavy Duty Mechanics
- 17 Bricklaying/Floorcovering
- 18 Ironworker/Boilermaker Erection/Steel Fabrication/Welder Fitter
- 19 Practical Horticulture
- 20 J.W. Inglis Building
 - Library
 - Student's Union Offices
 - Recreation Co-ordinator
 - Student Information Centre
 - Career Advisory & Student Services
 - Campus Shop
 - Millwright/BTSD/Appliance Servicing/Sheet Metal/Building Service
 - Workers/Business Careers/Electronics/Piping Trades/Refrigeration/Drafting
- 21 Electrical Training Building
- A Traffic Office
- B Food Training Centre & Cafeteria
- Baking/Cook Training/Retail
- Meat Cutting
- C Bank of Commerce
- D Student Activity Centre (SAC)

PARKING:

- Student Parking
 - Free
- Reserved Parking
 - Paid Staff
- Visitors Parking
 - Free
- Motorcycle
 - Free



**PACIFIC
VOCATIONAL
INSTITUTE
BURNABY CAMPUS**

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Pacific Vocational Institute Sea Island Centre

G. DUPONT
Centre Manager
Sea Island Centre



S.W. MARINE DRIVE

P.V.I.
SEA ISLAND
CENTRE

AIRPORT ROAD

OLD
AIR
TERMINAL

MILLER

ARTHUR
LAING

BRIDGE

GRANT - MCCONACHIE WAY



VANCOUVER
INTERNATIONAL
AIRPORT



AIRCRAFT MAINTENANCE

Provides for basic training in aircraft mechanics, engines and airframes including technical knowledge and mechanical skills, to prepare students for employment in the aviation industry.

The course is divided into 12 subject



blocks. Approximately 40% of the time is spent in the classroom and the remainder in practical work. Maintenance, inspection, overhaul and repair of fixed and rotary wing aircraft (helicopter) are covered.

Upon successful completion of the course, students will receive a Pacific Vocational Institute certificate and will be eligible for 18 months accreditation from the Ministry of Transport toward the three years of practical experience required for an Aircraft Maintenance Engineer (AME) License.

COURSE CONTENT

Basic hand tools and operation
Mechanics of flight
Aircraft plumbing systems and rigging
Landing gears and brakes
Aircraft skin covering, maintenance and repair
Avionics
Aircraft engines repair and troubleshooting
Inspection procedures and documentation
Carburetion and fuel injection systems

Engine installation
Jet engines, systems and propellers
Rotary wing (helicopter)

ADMISSION REQUIREMENTS

Grade 12 in either Selected or Combined studies with any ONE of the following options:

- Algebra (Math) 12 and Physics 11
- OR General Math 11, Technology 11 and 12, Mechanics 11 and Mechanics 12(a) and 12 (b)
- OR General Math 11 (or Algebra 11 or Trade Math 11), Technology 12, Electricity 11 and 12, Electronics 12
- OR BTSD Level 4 with technical mathematics

Mature students who do not meet all requirements may have related work experience assessed.

COURSE LENGTH: 52 continuous weeks

Please Note: Training is conducted at Sea Island Centre, Vancouver International Airport (South), but applicants should apply for admission to the PVI Burnaby Campus.

AUTOMOTIVE MECHANICAL REPAIR

This course is designed to prepare men and women for employment as apprentices in the Automotive Mechanical Repair trade. The work consists mainly of the repair of passenger cars and light trucks. Employment may be found in a small repair shop, service station doing general repairs, or in the complex service department of a large automobile dealership.

COURSE CONTENT

General shop practices
Automotive fundamentals
Engines — air and liquid cooled
Basic test equipment
Electrical systems
Running gear, clutches
Transmissions, anti-spin and
conventional rear axles
Steering and braking systems
Applied mathematics
Safety education

ADMISSION REQUIREMENTS

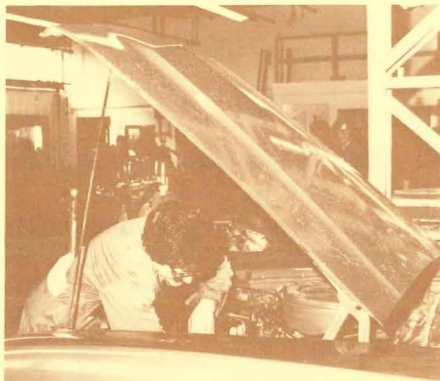
Direct entry from secondary school.
Grade 10 minimum.
Mature students require suitable educational levels to meet the requirements of this occupation

Good health

No known allergies to solvents and lubricants

Good mechanical aptitude

COURSE LENGTH: 22 weeks



BASIC TRAINING FOR SKILL DEVELOPMENT

The objective of this program is to provide upgrading in English, Mathematics and Science to enable individuals to qualify for employment or to gain admission to vocational or technical training.

The program offers upgrading at two levels:

- (a) Level 2-3 — Grades 6-10
equivalency
- (b) Level 4 — Grades 11-12
equivalency

COURSE CONTENT

Communicative English
Applied Mathematics
Vocational Science

CERTIFICATE

A certificate is issued on completion of Grade 10 and/or Grade 12.

ADMISSION REQUIREMENTS

There are no set educational prerequisites but applicants must be able to read and write English and must be willing to work hard.

Applicants must be at least 17 years of age and have been out of the public

school system for at least one year.

COURSE LENGTH:

Variable to suit individual needs

ENTRY DATES:

Bi-weekly as space permits



BENCHWORK AND JOINERY



Benchwork and Joinery, also known as Cabinet-Making and Joinery, is a specialized branch of the woodworking trade, and deals with the making of office and commercial furniture, cabinets, window and door frames. It is a skilled craft requiring patience, precision and pride in workmanship.

Training is designed to prepare men and women for employment and provides a practical grounding in equipment and materials and the correct use of basic tools.

COURSE CONTENT

Properties and recognition of wood

Wood by-products

Use of fasteners

Choice and use of adhesives

Theory of safety

Assembly methods for frames, windows and doors, cabinets and fixtures

Setting, adjusting and operating various machines including maintenance and changing knives

Making and reading layouts

Rods and frame types

Practice in billing

ADMISSION REQUIREMENTS

Direct entry from secondary school. Grade 10 minimum.

Mature students require suitable educational levels to meet requirements of the occupation.

Good health

Hand/eye coordination and technical aptitude.

COURSE LENGTH: 5 months

BOATBUILDING

Training in Boatbuilding is designed to prepare students with the basic skills in the use of today's boatbuilding materials and equipment. Emphasis is placed on the construction of wooden, sawn-frame, displacement-type hulls. The work ranges from boat construction in plywood to steel, aluminum and fibreglass.

The intention of this course is to provide basic skills suitable for the graduate to seek employment as an indentured apprentice in boatbuilding, but the skills learned could lead to satisfactory employment in other related areas such as carpentry and cabinet making.

COURSE CONTENT

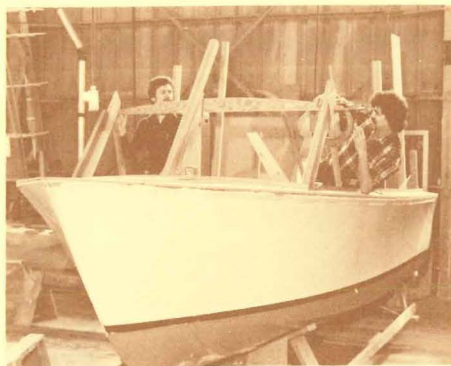
Care and use of tools
Materials of the trade
Trade mathematics
Blueprint reading
Lofting
Layout and template making
Frames, hulls, decks, cabins,
bulwarks and guards
Safety practices and procedures
Fibreglassing
Setting up sections and fairing

Wheel house, cabin construction
joiner work
Steel and Aluminum rim timbers

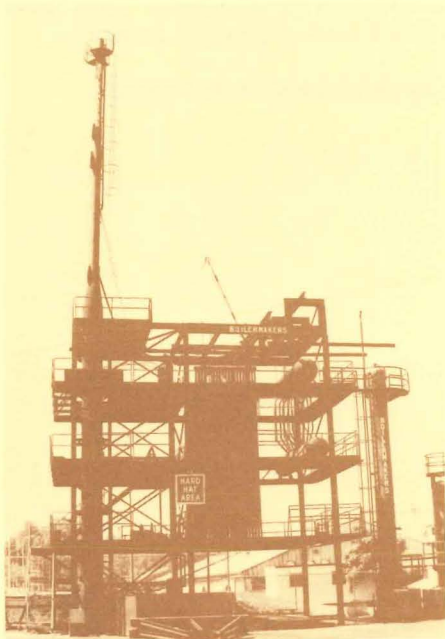
ADMISSION REQUIREMENTS

Direct entry from secondary school -
Grade 10 including Practical Geometry
Mature students who do not meet
educational requirements may have
related work experience assessed.

COURSE LENGTH: 5 months



BOILERMAKER AND STEEL ERECTOR



Boilermaker — (Steel Erectors) work on construction sites where they are responsible for the erection and installation of boilers, tanks and similar equipment. They also repair and maintain existing installations in power stations, refineries and other large buildings such as factories, apartments, hospitals and office buildings.

On many jobs the boilermaker must work at a considerable height or in cramped and noisy conditions. But this is a challenging and rewarding job that plays a vital role in the development of industry and commerce.

Training is designed to prepare men and women for employment as apprentices in the Boilermaker (Steel Erection) trade.

COURSE CONTENT

Safety and good housekeeping
Tools of the trade
Blueprint reading
Fibre line
Wire rope
Rigging
Oxy-acetylene cutting
Arc welding
Plate fabricated structures

Mathematics

Layout

Boiler Erection and Tube Rolling

Tank Erection

Hydro (Penstocks, Spiral Case and Turbine)

Refinery

Labour Management Relations

ADMISSION REQUIREMENTS

Direct entry from secondary school.
Grade 12 preferred.

Mature students require suitable educational levels for requirements of the occupation.

Good health

Ability to climb and work at heights.

COURSE LENGTH: 22 weeks

BRICKLAYING

Bricklaying is a highly skilled craft. A bricklayer may lay bricks, structural tile, ceramic veneer, artificial stone, blocks of concrete, glass and other structural materials for a wide variety of building projects. The work ranges from building exterior walls to ornamental details such as fireplaces.

This course is designed to prepare men and women for employment as apprentices in the Bricklaying trade. Students receive a practical grounding in equipment and materials and in the correct use of tools.

COURSE CONTENT

- Basic masonry tools
- Masonry materials
- Masonry bonding
- Wall types
- Layout
- Wall construction with clay and concrete brick
- Cement block
- Chimneys
- Fireplaces (basic types)
- Planters
- Applied mathematics
- Safety education

ADMISSION REQUIREMENTS

Direct entry from secondary school. Grade 12 preferred. Grade 10 minimum.

Mature students require educational levels suitable to meet the requirements of the occupation.

Good health and robust physique.

COURSE LENGTH: 5 months



BUILDING SERVICE WORKER

Building Service Workers are responsible for the cleaning and routine maintenance of large buildings, such as schools, offices, hospitals and apartments.

This course is designed to prepare men and women to carry out the most modern and efficient methods of janitorial service. Work schedules and basic skills in the operation of power and hand tools are taught and developed. Fire prevention and safety procedures are emphasized.

COURSE CONTENT

- Operating cleaning equipment
- Use of chemical cleaners
- Sweeping
- Care of washrooms
- Washing windows and walls
- Maintenance of floors
- Maintenance of carpets
- Spray buffing

ADMISSION REQUIREMENTS

- No minimum education standard is required but Grade 10 is preferred.
- Maturity of outlook
- Good health and physical abilities.

COURSE LENGTH: 5 weeks



BUSINESS CAREERS PROGRAM

The Business Careers Program offers training for students through a variety of instructional MODULES directed towards one of nine options: CLERK-TYPIST, STENOGRAPHIC, LEGAL BOOKKEEPING, ACCOUNTING, UPGRADING, MEDICAL OFFICE ASSISTANT, MEDICAL TRANSCRIPTIONIST, and WORD PROCESSING. Students may progress from one option to another.

CLERK-TYPIST — Students learn the skills that lead to a wide variety of



employment opportunities in commerce. Graduates may expect to find work in businesses ranging from large corporations to one-worker offices and in classifications varying from Clerk-Typist to Payroll Clerk.

STENOGRAPHIC — Successful graduates of this option may not qualify immediately for a full secretarial position. They will, however, have received the training to become a secretary when sufficient experience has been added to their stenographic skills. The prospects for advancement are excellent for a person with necessary skills, attitudes, work habits, poise and personality.

LEGAL — This option is designed for students looking for employment in law firms. The areas covered are: Litigation, which is concerned with disputes between parties that will be resolved by Court Trials and includes theory of law in this area and preparation of writs, etc.; and Conveyancing, which is related to the transferring of title in real estate from one party to another and includes theory of law, preparation of deeds, mortgages,

agreements for sale, etc. Other related subjects include Corporate Law, Wills and Estates, Divorce and Family Law. The continued demand in this field allows the student an excellent opportunity for advancement and job satisfaction. Students taking this option may select either: Legal Stenographic or Legal Typist program.

BOOKKEEPING - ACCOUNTING — A constant demand exists in business for personnel with a good knowledge of bookkeeping to work as bookkeeping clerks or accounting trainees. Even- ing courses of study towards accounting qualifications while gaining business experience in daytime employment are available.

UPGRADING — The Upgrading Option is designed to meet the needs of people who wish to improve their business skills. Upgrading can provide the qualifications necessary to make a job change, achieve promotion or re- enter the work force after a prolonged absence. Students may select training MODULES as necessary to meet individual career objectives.

BUSINESS CAREERS PROGRAM

COURSE CONTENT



MODULES

Typing 1 — Basic
Adding Machines & Calculators
Business Communication 1
Business Arithmetic
Filing
Bookkeeping to Trial Balance
Record Keeping
Typing 2 — Intermediate
Machine Transcription 1
Duplicating Equipment
Mail Services
Receptionist Duties
Typing 3 — Advanced
Machine Transcription 2
Shorthand 1 — Basic
Shorthand 2 — Intermediate
Shorthand 3 — Advanced
Bookkeeping to Financial Statement Preparation
Payroll & Payroll Costing
Accounting Fundamentals
Commercial Law
Word Processing 4 weeks

Option	Clerk- Typist	Steno- graphic	Book- keeping	Accounting
1	*	*	*	*
2	*		*	*
3	*	*	*	*
4	*	*	*	*
5	*	*	*	*
6	*		*	*
7	*	E	*	*
8	*	*	*	E
9	*	*	E	E
10	*	*	*	*
11	*	*	*	*
12	*	*	*	*
13	*	*	E	E
14	E	E	E	E
15		*		
16		*		
17		*		
18			*	*
19	*	E	*	*
20				*
21			E	*

NOTE E = ELECTIVE. A student may elect to take the Module or not to take it, depending on aptitude, interests, and occupational goal.

MEDICAL OFFICE ASSISTANT OR MEDICAL TRANSCRIPTIONIST

The Medical Office Assistant program leads to employment in all types of medical and related offices. The assistant would normally work in the areas of receptionist, clinical and general office functions.

The Medical Transcriptionist program leads to employment primarily in medical records' pools of hospitals and offices of medical specialists.

Course content covers Business Com-

munications, Medical Terminology, Machine Transcription, First-Aid and a practicum. The Office Assistant course also includes Medical Bookkeeping, Clinical Practices and Medical Office Practices.

WORD PROCESSING

This course is designed to develop proficiency in the operating of word processing equipment. It covers the advanced techniques and procedures used in processing stored information to a typewritten form. Instruction is given in the operation of word processing equipment ranging from the cassette models to the full-page disc display units and practical application of equipment in a number of office settings i.e.: legal, medical, accounting, engineering, general secretarial. The course will help increase effectiveness and productivity in today's offices and prepare the individual for the office of the future.

ADMISSION REQUIREMENTS

Grade 10 for Clerk-Typist, Upgrading and Word Processing.

Grade 12 for Stenographic, Bookkeeping and Accounting, Legal, Medical Office Assistant and Medical Transcriptionist.

Typing speed of 55-60 wpm - Word Processing

35 wpm - Medical Office Assistant

50 wpm - Medical Transcriptionist

Mature student admission requirements include an assessment of education and related experience. Some options require pre-testing of skills and abilities.

Good command of spoken and written English, numerical aptitude, manual dexterity and good grooming are required, plus the ability to work with a minimum of supervision.

COURSE LENGTH:

Students progress at their own pace.

Clerk-Typist	Up to 5 months
Stenographic	Up to 9 months
Bookkeeping	Up to 7 months
Accounting	Up to 9 months
Upgrading	Up to 4 months
Legal	Up to 5 months
Medical	5 months
Word Processing	4 weeks



CARPENTRY

Carpenters must have a sound working knowledge of the use of wood and other building materials such as composition board and plastics that may be used in place of wood.

Many specialized trades work together in the construction of a building and the carpenter must know and understand the relationship of these trades and be able to work as a member of a team on the site.

Training is designed to prepare men and women for employment as apprentices in the Carpentry trade. Students receive practical training in equipment use, materials and the correct use of basic tools.

COURSE CONTENT

Care and use of hand tools

Sharpening saws and edge-cutting tools

Blueprint reading

Layout and construction of footings and concrete forms

Use of framing square

Layout and construction of buildings

Layout and construction of roofs and stairs

Applied mathematics
Safety practices and procedures

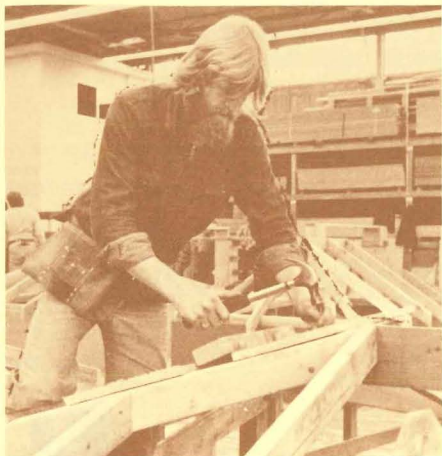
ADMISSION REQUIREMENTS

Direct entry from secondary school.
Grade 10 minimum.

Mature students require educational levels suitable for requirements of the occupation.

Good health and physical abilities.

COURSE LENGTH: 20 weeks.



DIESEL MECHANIC

The diesel engine is used as a major source of power in the following:



Trucks, ships, off-highway vehicles and stationary plants.

Graduates of this program may seek employment in any of these areas or in shops specializing in the service of component parts such as fuel injectors and turbo-chargers, which are also a major part of the diesel engine maintenance industry.

COURSE CONTENT

Shop Equipment and Practices

Hand tools and operations

Fastening devices and fittings

Benchwork

Terminology and Basic Knowledge

Engines - Diesel

Basic terminology

Dismantling, cleaning and storage

Cylinder blocks and heads

Valves and Valve Operating

Mechanisms

Connecting rods - Pistons - Rings

- Cylinders

Crankshafts, bearings and vibration dampers

Lubrication systems

Cooling systems

Transfer of fuels

Carbureted fuel systems (basic)

Diesel fuel systems

Air induction systems

Electricity

Basic science

Batteries

Chassis circuits

Starters switches and servicing

Ignition systems (basic)

A/C Alternators and charging circuits

D/C Generators and charging circuits

Exhaust systems

Drive lines - clutches

Transmissions/Linkage, automatic

Power shift (basic)

ADMISSION REQUIREMENTS

Direct entry from secondary school

Grade 12 or BTSD Level 4 preferred.

Grade 10 or BTSD Level 3 minimum.

Mature students who do not meet educational requirements may have related work experience assessed. Technical background and experience an asset.

Good hand/eye co-ordination.

Command of spoken and written English.

COURSE LENGTH:

8 months.

ARCHITECTURAL DRAFTING

Architectural Draftsmen and women are employed in increasing numbers in architects' offices in the preparation of detail drawings for public buildings, churches, community centres, high rise structures, offices, shopping centres, warehouses, hotels and similar buildings.

Training is designed to prepare students to seek employment as junior draftsmen upon graduation. With on-the-job experience and further training, employees will gradually advance to more responsible positions.

COURSE CONTENT

Basic drafting

Construction systems: wood frame,
steel frame,
concrete and
concrete block

Building type planning: low density
residential,
high density
residential,
commercial

Building codes and by-laws

History of architecture

The design process

Landscape planning

Townscape — urban planning
Presentation drawing

ADMISSION REQUIREMENTS

Grade 12 graduation with at least one art-related course preferred.

Mature students who do not meet all requirements may have related work experience assessed.

A good command of written English.

Good hand/eye co-ordination

Technical and artistic aptitude

Problem solving ability

Patience and concern for detail

Students completing senior secondary school are encouraged to submit their applications early and to send final transcript of marks when available in June.

COURSE LENGTH: 9 months



CIVIL & MUNICIPAL DRAFTING

Civil draftsmen and women are employed in architects' and government offices in the preparation of detail drawings for community projects to provide for energy, transportation, communications and services to residential and other buildings. These projects may range from the design of reinforced concrete, structural steel and framed buildings, and road layouts, to land surveys, main water supply systems, sewage systems, underground and overhead electrical systems, town planning design and the design of bridges and dams.

COURSE CONTENT

Basic drafting
Building construction
Structural steelwork
Reinforced concrete
Surveying, levelling and mapping
Road construction and layout
Overhead and underground services
Water supply and sewage disposal
Mechanical plant function and layout
Mathematics (applied)
Basic theory of materials
Canadian building codes and municipal by-laws.

ADMISSION REQUIREMENTS

Grade 12 graduation preferred including Math 11 or GM 11 and Physics 11 or Industrial Science 12

Good hand/eye coordination

Technical aptitude and concern for detail.

COURSE LENGTH: 9 months



INDUSTRIAL DRAFTING

This course will include both engineering design drawings and fabrication design drawings of equipment that is used to handle materials in sawmills, plywood plants, mines and other related fields.

COURSE CONTENT

Mining

Belt Conveyors
Hoppers
Screen Vibrators
Screw Conveyors

Logging and Sawmills

Transfer decks
Roll Conveyors
Kicker Systems
Log Loading Equipment
Waste Conveyors
Gang Saws; Cut off Saws

Plywood

Sorters
Lathes
Debarkers
Other Related Equipment

Plant Layout

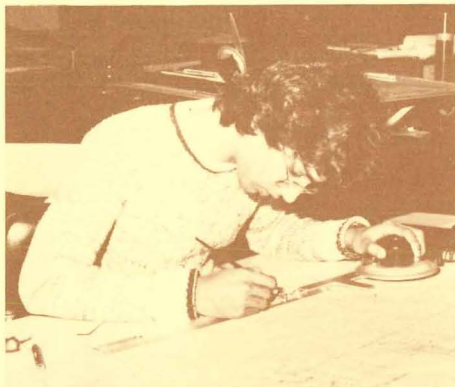
For Mining, Sawmills and Plywood Plants

ADMISSION REQUIREMENTS

Grade 12 graduation with Mathematics 11 or General Mathematics 11 (Trade Mathematics 11) is required or B.T.S.D. Level 4 with technical mathematics.

Good hand/eye coordination, technical aptitude and concern for detail are necessary attributes.

COURSE LENGTH: 9 months



MECHANICAL DRAFTING

Training is designed to prepare men and women for employment as junior draftspersons. Graduates may find employment in Engineering Companies, Machine Shops or companies that specialize in drafting services. With on-the-job experience and further training employees will gradually advance to positions of greater responsibility.

COURSE CONTENT

1. Basic Drafting Skills

- Use of materials
- Linework
- Lettering
- Drafting conventions
- Applied geometry
- Projection techniques
- Fasteners
- Assembly and detail drawing
- Practical mathematics and physics

2. Mechanical Devices

- Cams
- Gears
- Linkage
- Drives

- Strength of materials
- Welding
- Elementary engineering

3. Specific Fields of Drafting Practice in the standards and conventions of:

- Sheet Metal
- Process piping
- Hydraulic systems
- Machine designs

ADMISSION REQUIREMENTS

Direct entry from secondary school with Grade 12, Math 11, GM 11 or Trade Math 11
OR BTSD level 4

OR GED with appropriate courses

Mature students who do not meet educational requirements may have related work experience assessed.

Good hand/eye coordination and mechanical aptitude. Creative ability and attention to detail.

COURSE LENGTH: 9 months.



STRUCTURAL DRAFTING

Structural Drafting is concerned with the preparation of working drawings of framework and supporting members for buildings, bridges and transmission towers. Graduates of this course may find employment as junior draftspersons with Engineering or Construction



companies, or with companies specializing in drafting services. With on-the-job experience and further training employees will gradually advance to positions of more responsibility.

COURSE CONTENT

1. Basic Drafting
 - Basic principles and practices
 - Drawing, two and three dimensional representation
 - Detailing processes
2. Applied Mathematics
 - Mensuration, Graphs, Algebra
 - Plane trigonometry
3. Basic Mechanics and Strength of Materials
 - Stress, Reactions, Mechanical properties
 - Properties of sections
4. Reinforced Concrete Drafting and Basic Design
 - Concrete composition and placing techniques
 - Reinforcing concrete — general
 - Reinforcing concrete beams, slabs, columns, and foundations
 - Retaining walls and staircases

5. Miscellaneous Structural Elements
 - Design and Detailing
 - Structural Steelwork
 - Design layouts
 - Erection drawings
 - Simple square framed fabrication
 - Special framed beam connections
 - Column fabrication
 - Bracing
6. Timber Structures, Drafting and Basic Design Characteristics and Classification of Wood Design
7. Types of Drawing Office

ADMISSION REQUIREMENTS

Direct entry from secondary school. Grade 12 with Math 11, GM 11, or Trade Math 11.

OR BTSD Level 4 OR GED with appropriate courses.

Mature students who do not meet educational requirements may have related work experience assessed.

Good hand/eye coordination.

COURSE LENGTH: 9 months

ELECTRIC APPLIANCE SERVICING

The growth in the production and use of home appliances resulting from increased population and higher standards, and the development of new products such as microwave ovens have created a demand for qualified appliance service personnel. The Appliance Servicing course is designed to provide training for those wishing to enter this field.



COURSE CONTENT

The course is divided into two sections — **Section I** begins with a comprehensive course of basic electricity and repair of small appliances leading to a thorough understanding of the electrical and mechanical operations of major appliances including automatic washers, clothes dryers, dishwashers, electric ranges and water heaters. Correct diagnosis and repair techniques are demonstrated prior to supervised “hands on” student practice sessions using modern facilities in a well equipped shop environment.

Section II is more advanced and is designed for students working to acquire knowledge and experience in the diagnosing and repair of domestic freezers, refrigerators, air conditioners, solid state control of appliances and microwave ovens.

ADMISSION REQUIREMENTS

Section I — Grade 10 graduation minimum with Grade 12 preferred.

Section II — Applicants who have completed Section I will automatically be admitted to Section II.

Applicants applying for direct entry to **Section II** must have had training or related electrical experience equivalent to material covered in **Section I**.

Section II is particularly demanding and every direct entry applicant, prior to commencing this section may be required to take a basic three week preparatory and screening course.

Physically fit and able to handle heavy appliances. Good colour and depth of field vision. Good technical aptitudes.

COURSE LENGTH: 10 months - consisting of two sections as follows:

Section I

7 months Basic Electricity and Appliance Servicing

Section II

3 months -Domestic Refrigeration, Air Conditioning and Microwave Oven Repair.



Pacific Vocational Institute Electrical Training Centre

SPERLING

LOUGHEED HIGHWAY



R. NOBAUER
Centre Manager
Electrical Training Centre

BAINBRIDGE

7342 WINSTON

P.V.I.
ELECTRICAL
TRAINING
CENTRE

WINSTON



ELECTRICITY

In the wake of the electrification of society, a tremendous expansion of job opportunities has come into existence. Just as electricity has become indispensable in our way of life, so has risen the



scope for the men and women who have made electricity their life's work. Hundreds of different careers are now based on a thorough knowledge of electricity.

The basics of electricity do not change, but the application of these basics do change. Therefore, a person in the pursuit of an electrical career must constantly keep abreast of the advancements not only in wiring materials, but of advancements in wiring techniques. In modern society, the person with the 'knowhow' is the person who advances.

The electrical trade is not only a most exciting and diversified trade, but also one of the most challenging. The electrical tradesman's tasks vary from replacing ballasts and tubes in fixtures, to the installation of microprocessors.

Our way of life would be impossible without this silent, invisible, and clean form of energy. It has become the sustaining force of our modern society, the true pulse of 20th century.

This course is designed to prepare men and women for employment as apprentices in the Electrical Trade.

COURSE CONTENT

Blueprint reading and electrical code
Use and care of tools
Domestic and industrial wiring
Protective equipment
Motors, generators and transformers
Electrical and electronic controls
Safety practices

ADMISSION REQUIREMENTS

Direct entry from secondary school.
Grade 12 or equivalent on an academic program including: —

Algebra 12 and Trigonometry 12
Mechanical aptitude and an analytical approach to problem solving.

Mature students require educational levels suitable to meet the requirements of the occupation.

Good health, eyesight and colour vision.

Manual dexterity.

COURSE LENGTH: 6 months

Please Note: Training is conducted at the Electrical Training Centre, but applicants should apply for admission at the PVI Burnaby Campus.

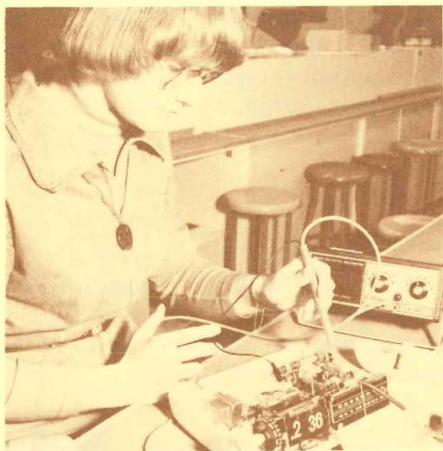
ELECTRONICS TECHNICIAN

An electronics technician installs, adjusts, tests and checks complicated circuits and apparatus, therefore he must have a thorough knowledge and understanding of electronic theory and practice and must keep up-to-date on the latest developments.

Electronics equipment is becoming more complex and widely used in Canadian industry and this course is designed to lead to employment in this field. Opportunities exist with manufacturers of electronic equipment, in radio and television transmitting studios, business and industry, private and government testing laboratories, and in the installation of telecommunication systems, radar and navigation equipment and home entertainment systems.

COURSE CONTENT

Basic electronics theory and practice
Circuit analysis
Microwave systems
Systems analysis
Digital and pulse techniques
Computer systems



ADMISSION REQUIREMENTS

Direct entry from secondary school.
Grade 12 with a 'C' in Math 12 and Physics 12.

OR 'C+' in Electricity and Electronics, Industrial Science 12 and GM II or Trade Math II.

OR BTSD level 4 or GED plus Math 12 and Physics 12.

Mature students who do not meet educational requirements may have work experience assessed.

Please Note: Mathematics required for this course includes ratios, proportions, square roots, simple algebra and physics of sound and light.

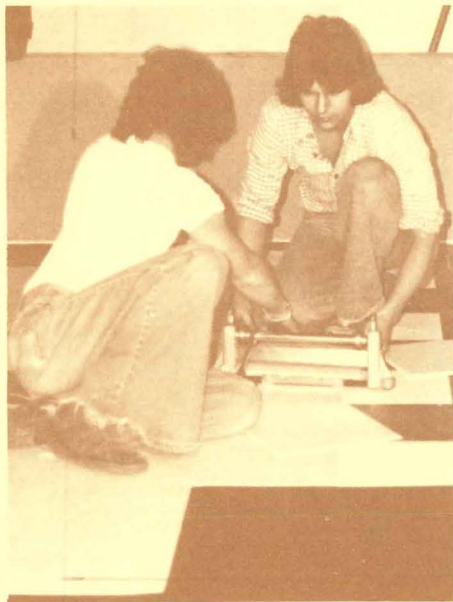
Good eyesight, colour vision and good hearing — freedom from tone deafness
Proficiency in spoken and written English

Excellent hand/eye coordination with ability to give close attention to detail.

Successful applicants are advised to have a medical examination prior to the start of the course.

COURSE LENGTH: 10 months

FLOORCOVERING



Students of Floorcovering learn the installation, application, alteration, replacement, repair, service and preparation of carpets, rugs, linoleum, matting and plastic, cork, vinyl and composition base coverings. The work includes the preparation of sub-surfaces; metal, wood and composition materials related to floor and related installations and such duties as are usually performed by a journeyman floorcovering installer.

This course is designed to provide basic skills suitable for the graduate to seek employment as an indentured apprentice, but the skills learned may also lead to satisfactory employment in other related areas.

COURSE CONTENT

Prospects in the trade
Safe working practices
Hard surface materials and installation tools
Sub-floors and surface preparation
Trade mathematics and basic layout
Tile layout and installation
Sheet goods layout and installation
Base and stair installation

Basic carpet installation
Tufted carpet preparation and installation
Glue down carpet installation
Customer and employer relations

ADMISSION REQUIREMENTS

Direct entry from secondary school
Grade 10

Mature students require educational levels suitable to meet the requirements of the occupation.

COURSE LENGTH: 15 weeks

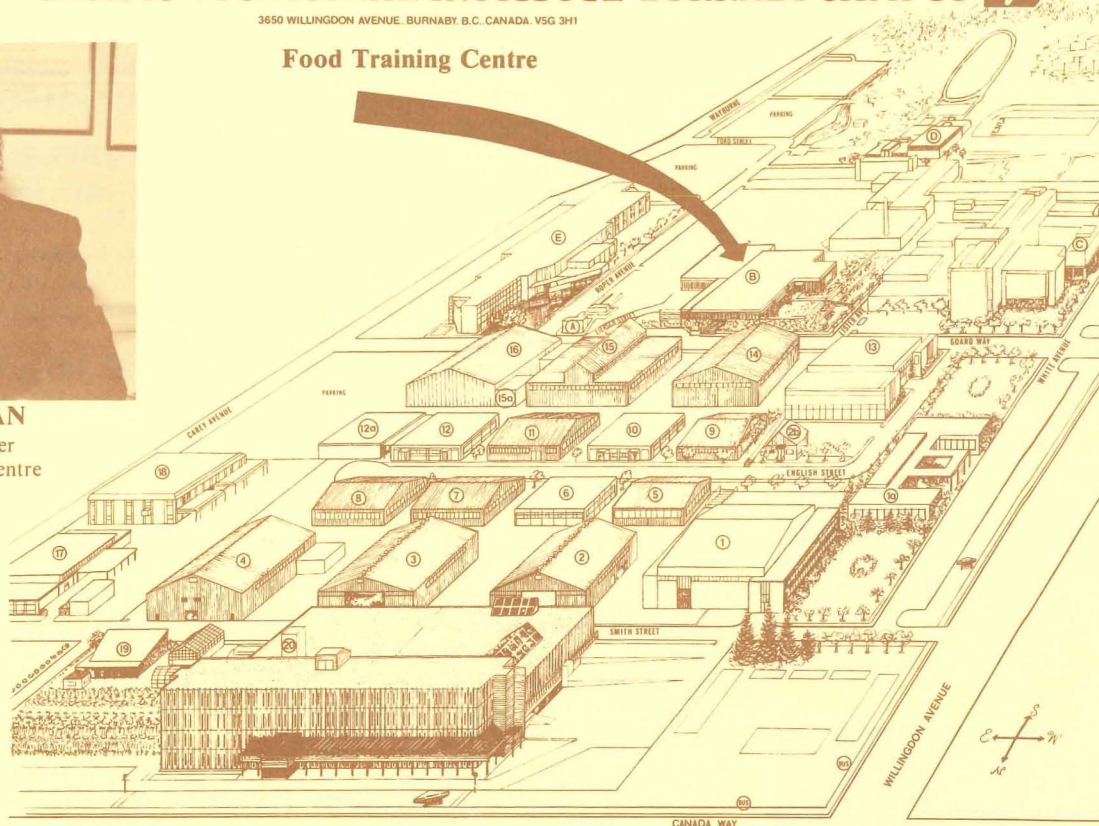
PACIFIC VOCATIONAL INSTITUTE-BURNABY CAMPUS

3650 WILLINGDON AVENUE, BURNABY, B.C. CANADA, V5G 3H1

Food Training Centre



J. BATEMAN
Centre Manager
Food Training Centre



BAKING

Commercial Baking is a growing and essential part of the food and hospitality industry. Employment may be found in large bakeries, camps, super markets, department stores, hotels, restaurants, on board ships, and many graduates have successfully started businesses of their own.

This course covers all aspects of commercial baking.

COURSE CONTENT

Plant safety factors, sanitation and hygiene
Operation of bakery machinery and use of hand tools
Food handling and storage
Elementary management and plant foreman systems
Trade arithmetic and food cost control
Customer relations
Analysis of materials and terms
Elementary food chemistry
Puff pastries
Sweet yeast production
Bread baking technology
Buns and rolls
Pies, cakes and flans
Special occasion cakes including

wedding cakes
French pastries
Cookies and petits fours
Seasonal products
Flowers of royal icing and marzipan
Sugar art work

ADMISSION REQUIREMENTS

Direct entry from secondary school. Grade 10 or BTSD Level 3. Grade 12 with foods specialty preferred.

Mature students who do not meet all requirements may have related work experience assessed.

Sufficient spoken and written English for effective communication is required.

Good hand/eye coordination

High standard of personal hygiene

Practical artistic ability helpful but not essential

Good health and ability to stand for extended periods

Applicants are required to present a Health Certificate and proof of a recent Chest X-ray.

COURSE LENGTH:

10 months



COOK TRAINING

Many opportunities await trained cooks who may find work locally in restaurants, lunch counters, department stores, hospitals, industrial cafeterias, private clubs or hotels. They may also work in logging or mining camp kitchens or in resort areas.

This course provides basic training for a career in Food Catering. Trainees are taught to plan menus, present food attractively, cook in quantity and prepare convenience foods. A portion of the course is devoted to preparation of sandwiches and short order grills. Elementary management procedures and cost control are also dealt with. The Institute cafeteria provides on-the-job practical experience.

COURSE CONTENT

Principles of cookery and basic nutrition

Kitchen equipment, hygiene & sanitation

Cookery of eggs, cheese, soups, meat, poultry, seafood and vegetables

Deep fat frying

Sauces and gravies

Baking of cakes, yeast goods and pastries

Cooking with wine

Preparation of salads, sandwiches and desserts

Use of convenience foods and microwave ovens

Buffet production including ice carving

Elementary management procedures and cost control

ADMISSION REQUIREMENTS

Direct entry from secondary school. Grade 10 or BTSD level 3 minimum.

Mature students who do not meet educational requirements may have related work experience assessed.

Good health.

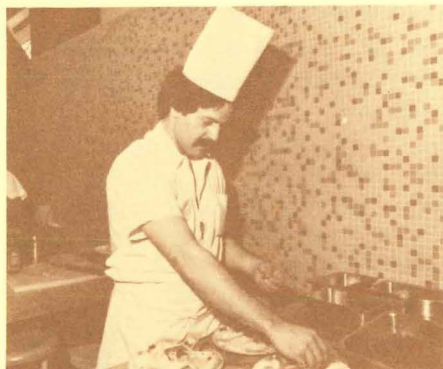
A desire to succeed

Applicants must present a Health Certificate and evidence of a recent Chest X-ray.

Sufficient spoken and written English for effective communication is required.

COURSE LENGTH 12 months

Class intake every 2 months



RETAIL MEAT PROCESSING

The processing of animal carcasses into the wide variety of products to achieve and maintain contemporary standards of the retail industry is a highly specialized skill.



The Meat Processing course is designed to teach meat cutting in many of its aspects and provide an environment in which students can be exposed to the efficiency, effectiveness and economics of current meat merchandising in preparation for employment.

The training centre is well equipped with power machinery and the necessary meat cutting accessories. Maintenance of sanitation and proper care of equipment are stressed, and principles of safety are observed and practised at all times. An introduction to merchandising and basic shop management is also provided through practical experience. Students are encouraged to take pride in their work for personal satisfaction and for good consumer relations.

COURSE CONTENT

Sanitation and Food hygiene
Personal and equipment hygiene
Safety practises
Practical meat cutting
(Wholesale/Retail)
Advanced meat cutting (Retail)
Introduction to merchandising
Basic shop management
Customer relations

ADMISSION REQUIREMENTS

Direct entry from secondary school.
Grade 10 or BTSD Level 3

Mature students who do not meet educational standards may have related work experience assessed.

Good health and physical ability are required along with a determination to succeed.

High standard of hygiene

Good health and ability to stand for extended periods.

Applicants are required to present a Health Certificate and proof of a recent Chest X-ray.

COURSE LENGTH: 6 months consisting of:

3 months of basic practical and theoretical training (afternoon shift)

3 months of advanced practical and theoretical training (morning shift)

Student progression into the latter three months is contingent on performance, motivation and potential shown during the first three months.

GLAZIER

The work of a glazier and glassworker involves the handling, cutting, preparing, edging, fabricating, removing and installing all types of glass and mirrors in buildings and automobiles. He also works with all types of architectural metal products, and sealants that may be used with metal products or glass.

This course is designed to prepare men and women for employment as apprentices in the Glazier trade.

COURSE CONTENT

Mathematics

Basic Drafting

Tools and equipment

Materials

Warehouse and shops

Maintenance and repairs

Construction

ADMISSION REQUIREMENTS

Direct entry from secondary school. Grade 12 preferred. Grade 10 minimum.

Mature students require educational levels suitable to meet the requirements of the occupation.

Good health and ability to work at heights.

No known allergies to solvents and lubricants.

COURSE LENGTH: 4 months



HEAVY DUTY MECHANICS

Heavy Duty Mechanics repair and maintain equipment such as trucks, bulldozers, loaders and both wheeled and tracked earthmoving equipment.

The intention of this course is to provide basic skills suitable for the graduate to seek employment as an indentured apprentice, but the skills learned may also lead to satisfactory employment in other related areas.

COURSE CONTENT

Fundamentals of gas and diesel engines

Fuel systems

Lubrication systems

Cooling systems

Electrical systems

Brake systems

Clutches

Transmission and drive mechanism

Running gear

Engine disassembly and inspection

Overhaul procedures

Rebuilding

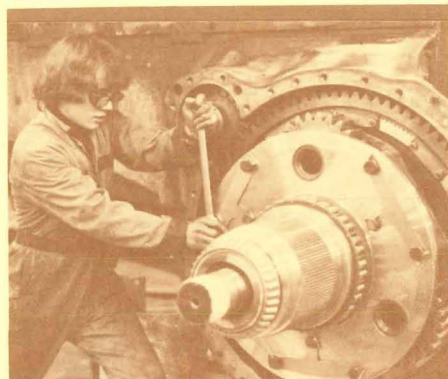
ADMISSION REQUIREMENTS

Direct entry from secondary school.
Grade 10 minimum.

Mature students **require** educational levels suitable to **meet** the requirements of the occupation.

Good health, **physical** ability and mechanical aptitude.

COURSE LENGTH: 6 months



HORTICULTURAL SKILLS

Training is designed to prepare men and women for employment in commercial nurseries garden shops, greenhouse operations, and garden maintenance. The course consists of 40 percent theory and 60 percent practical work. Emphasis will be placed on the relationship of the training to greenhouse production and the sale of nursery products. Students will have the opportunity during the course to write for a pesticide dispenser's license.

In addition to the above, other employment opportunities exist as nursery worker and landscape worker. Employment is seasonal in some cases.

COURSE CONTENT

Greenhouse culture and management
Maintenance of landscape areas
Plant propagation
Business orientation
Soils and soil media
Nursery culture
Control of diseases, pests and weeds
Fertilizing and plant nutrition
Plant identification and uses

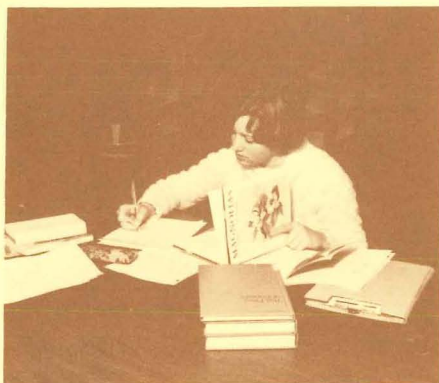
ADMISSION REQUIREMENTS

Completion of Grade 10 or the

Mature students who do not meet the educational pre-requisites may have their work experience and formal education evaluated.

Good health and physical ability.

COURSE LENGTH: 12 weeks



IRONWORKER

Ironworkers are involved in the erection of buildings, towers, scaffolding and bridges and the placement of reinforcing bars in concrete structures. They install, erect, dismantle and repair all structural metals used in the trade, and pre-tension and post-tension concrete components used in construction.

This course is designed to prepare men and women for employment as apprentices in the Structural Steel Erecting or Ironworking Trade.

COURSE CONTENT

Placement of reinforcing steel bars
Blueprint reading and detailing for structural steel and welding
Structural steel erecting and dismantling
Electric Arc Welding
Oxy-Acetylene Welding
Fibre Line - knots, hitches, splicing and reeving
Wire rope - splices and handling of rigging
Reaming and Bolting
Fencing
Trade Mathematics
Steel Layout

ADMISSION REQUIREMENTS

Direct entry from secondary school. Grade 10 minimum.

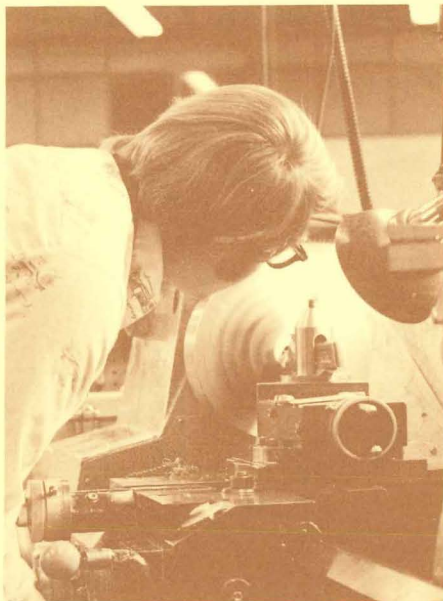
Mature students require educational levels suitable to meet the requirements of the occupation.

Good health and ability to climb and work aloft essential.

COURSE LENGTH: 22 weeks



MACHINIST



This course is designed to prepare men and women for employment as apprentices in the Machinist trade. It gives students the experience and information to develop their ability to make judgments on setting up and operating any standard machine tool as well as performing any bench operation. They will also be able to perform heat-treatment operations and interpret Engineering and/or Technical drawings.

COURSE CONTENT

Machine tool introduction
Safety
Hand tools
Drill presses
Measuring devices
General operation, maintenance and control of machine tools
Power saws
Shapers, planers and slotters
Lathes,
Blueprint reading, sketching and layout
Metallurgy
Grinding
Milling machines
Gear cutting

Fitting and assembling
Trade mathematics
Welding

ADMISSION REQUIREMENTS

Direct entry from secondary school with Grade 12 including Math and Physics.

Mature students require educational levels suitable for the requirements of the occupation.

Good health and mechanical aptitudes are necessary.

COURSE LENGTH: 6 months

PAINTING AND DECORATING

Training is designed to prepare men and women for employment in the Painting and Decorating trade. Training includes theory and practical work in interior and exterior finishes.

COURSE CONTENT

Identification, care and use of tools and equipment
Basic paint technology
Colour theory
Colour styling
Preparation of surfaces
Practical application — brush, roller and spray
Decorative coatings
Protective coatings
Paint failures
Safety practices and procedures
Applied mathematics
Conventional spray

ADMISSION REQUIREMENTS

Direct entry from secondary school. Grade 12 preferred. Grade 10 minimum.

Mature students require educational levels suitable to meet the requirement of the occupation.

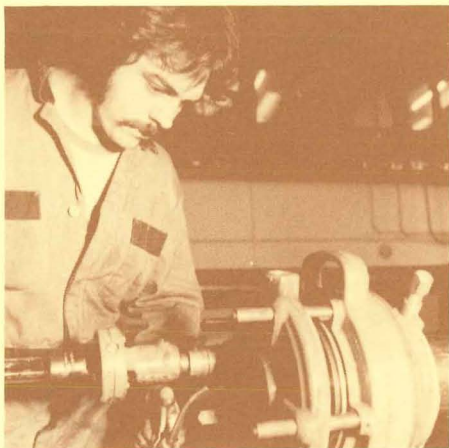
Good health including eyesight and colour vision

Ability to work at heights.

COURSE LENGTH: 5 months



PLUMBING AND STEAMFITTING



Plumbers are primarily concerned with the installation of piping systems and fixtures required to provide hot and cold water and to dispose of waste from homes, schools and office buildings. They may work on new construction, or on repairing or remodelling plumbing systems in existing buildings.

Steamfitters work mostly on the installation and maintenance of the metal piping that is to carry low or high-pressure steam and hot water heating systems in commercial and industrial establishments.

Training is designed to prepare men and women for employment as apprentices in the Plumbing and Steamfitting trade.

COURSE CONTENT

Blueprint reading and mathematics
Use of basic tools and equipment
Plumbing and steamfitting materials
Water supply and distribution
Drainage and sewage disposal
Two-pipe and monoflow systems
Assembly and trimming of boilers
Air and gas lines

Venting
Hot water heating systems
Gravity systems
Steamfitting installations
Basic sprinkler systems
(fire protection)
Safety practices
Oxy-acetylene welding

ADMISSION REQUIREMENTS

Direct entry from secondary school with Grade 12 preferred.

Mature students require educational levels suitable to meet the requirements of the occupation.

Good health and physical ability.

COURSE LENGTH: 5 months

PRACTICAL HORTICULTURE



Training is designed to prepare men and women for employment as gardeners and landscapers. The areas of prospective employment include commercial nurseries and garden shops, parks departments of local and provincial government and landscape gardening or practical horticulture. Should have an interest in art and nature and in trees, shrubs, and plants, together with a desire to work out-of-doors.

COURSE CONTENT

Soils and soil fertility - utilization
Turf - establishing and maintenance
Plant materials - annuals, perennials, rockery plants, economic value
Evergreens, identify and propagation
Broadleaf evergreens and flowering shrubs, identify and propagation
Greenhouse culture and management
Landscape design and construction
Maintenance of landscaped areas
Equipment and equipment maintenance
Control of diseases, pests and weeds
Elementary practical botany.

ADMISSION REQUIREMENTS

Direct entry from secondary school with Grade 12 minimum.

Mature students require educational level suitable to meet the requirements of the occupation.

Good health and physical ability.

COURSE LENGTH: 5 months

REFRIGERATION

A competent refrigeration mechanic must have a strong aptitude for work with mechanical and electrical equipment. Mechanics maintain and repair a variety of systems including refrigerated fixtures, cold storage facilities, transport equipment for food products, liquid chillers and ice making plants.

The training is designed to prepare men and women for employment as apprentices in the Refrigeration trade. It also includes the maintenance and repair of air conditioning systems for home and industry.

COURSE CONTENT

Applied mathematics
Mechanical physics
Basic electricity
Tools-hand and power
Brazing and soldering
Safety and housekeeping
Refrigeration systems
Direct and indirect piping system
Trouble shooting
On-site installation
Service and shop procedures
Air handling

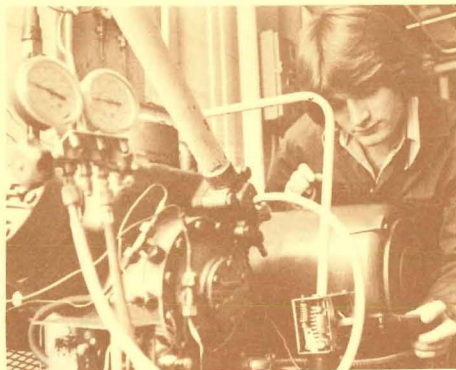
Problem reports
Record keeping

ADMISSION REQUIREMENTS

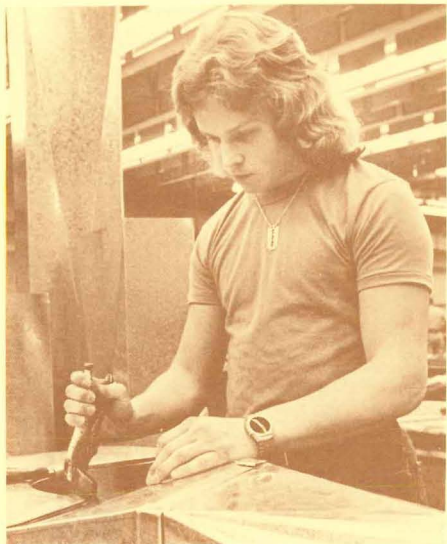
Direct entry from secondary school. Grade 12 preferred with mechanical skills.

Mature students require educational levels suitable to meet the requirements of the occupation.

COURSE LENGTH: 6 months



SHEET METAL WORK



Sheet Metal workers are primarily concerned with the fabrication and installation of duct work and associated components used in heating, ventilation and air conditioning systems. They also install metal roofing and flashing, drainage, gutters, and other metal framework required in Wheat Pools, blow pipe, dust collection systems, hospitals, restaurants and many other residential, commercial and industrial establishments.

This training course is designed to prepare men and women for employment as apprentices in the Sheet Metal trade.

COURSE CONTENT

- Blueprint reading and mathematics
- Types and sizes of materials
- Use of hand, bench and power tools
- Installation of pipes and fittings
- Oxy-acetylene and arc welding
- Roughing in
- Parallel line development
- Radial line development
- Triangulation development
- Methods of cutting
- Methods of joining

ADMISSION REQUIREMENTS

Grade 12 preferred but minimum educational level Grade 10 with suitable subjects and demonstrated ability

Mature students require educational levels suitable to meet the requirements of the occupation.

Good health.

COURSE LENGTH: 22 weeks

SMALL ENGINE REPAIR

Training is designed to provide the mechanical knowledge required and the techniques employed in the repair of small internal combustion engines such as those used to power small boats, lawn mowers, chain saws and motorcycles. Employment opportunities may be found with dealers of outboard motors, motorcycle shops, lawn mower maintenance shops and some logging companies who employ saw mechanics on location.

COURSE CONTENT

Mechanics of two and four stroke engines
Repair methods
Trouble shooting techniques
Safe working methods and accident prevention
Elements of business management
Bookkeeping
Customer relations

ADMISSION REQUIREMENTS

Direct entry from secondary school. Grade 10 or BTSD level 3. Grade 12 an advantage.

Mature students who do not meet educational requirements may have

related work experience assessed
Mechanical aptitude and service interest are desirable.

COURSE LENGTH: 5 months



STEEL FABRICATION

Training is designed to prepare men and women for employment as apprentices in the Steel Fabrication trade or as metal platers in the ship-building industry. It emphasizes the practical application of knowledge and skills.

Steel fabrication is performed in a shop and involves the fabrication of heavy metal components. Steel ship-building may involve working out-of-doors. All areas of the work demand attention to detail as well as safe and efficient work habits.

COURSE CONTENT

Structural steel fabrication
Ship building
Plate development
Mathematics
Safety and good housekeeping
Symbols and abbreviations
Blueprint reading
Trade tools
Material handling
Layout and fitting
Welding - oxy-acetylene and arc
Metal and heat

ADMISSION REQUIREMENTS

Direct entry from secondary school

with Grade 10 minimum, including Mathematics.

Mature students require educational levels suitable to meet requirements of the occupation.

Good health. Aptitude for the work involved.

COURSE LENGTH: 22 weeks



TAXI DRIVER'S SERVICE

This course is designed to prepare men and women for either full-time or part-time employment as taxi drivers. The course assumes that the applicants are competent, experienced drivers. It covers all the basic skills necessary for the safe, efficient operation of a taxi-cab and will assist the graduate in dealing effectively with the customer, the dispatcher and management of the taxi-cab company. There is a steady demand for safe, courteous taxi drivers who will find that the variety of people, places and situations they meet make their work interesting.

COURSE CONTENT

1. History of the Industry
2. The Operator
3. By-laws and Rules
4. Accident Prevention Procedure
5. Daily Records
6. Knowledge of Community
7. Preventative Maintenance
8. Radio and Dispatching Procedures
9. Meters

ADMISSION REQUIREMENTS

Applicants must be 19 years of age and hold a Class 4 Driver's License or be

qualified to take the **Class 4** License test.

No minimum education standard is required, but **Grade 10** is preferred. A good knowledge of the English language is essential.

Applicants should have good health and a mature outlook. Applicants must have a basic knowledge of the city.

COURSE LENGTH: 2 weeks (10 instruction days — 60 hours)



TRUCK MECHANICS



The Truck Mechanics course is designed to prepare men and women with the basic skills necessary for the graduate to seek employment with truck fleet owners, bus companies and truck dealerships.

As there is an increasing trend in the automotive industry toward the production of diesel-power vehicles, the graduates of this course may find themselves in demand as they will have received training in both gasoline and diesel engines.

COURSE CONTENT

- General shop practice
- Safety
- Basic test equipment
- Applied mathematics
- Fundamentals of gas and diesel engines
- Fuel systems
- Lubricating systems
- Electrical systems
- Brake systems
- Cooling systems
- Clutches
- Transmission and gear mechanisms
- Running gear
- Engine assembly and inspection

- Overhaul procedures
- Air conditioning

ADMISSION REQUIREMENTS

Completion of Grade 10 or the equivalent; Grade 12 is an advantage. Mature students who are unable to meet the educational pre-requisites may have their work experience and formal education evaluated.

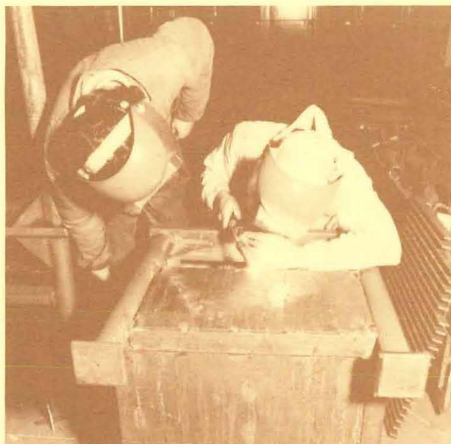
Good health. No known allergies to solvents and lubricants.

Good mechanical aptitude.

COURSE LENGTH: 10 months

WELDER FITTER

This course is designed to prepare persons for direct entry into the welding



and steel fabrication industry. In addition to general welding, it will include a strong emphasis on blueprint reading, layout, pattern development, and completion of fabrication projects.

The graduate has the opportunity to qualify for the Canadian Welding Bureau W. 47.1 Welding Certificate and may then continue to upgrade and acquire further welding certification on recommendation of the Welding Department.

The ability to work and weld at considerable heights, noisy surroundings, enclosed or restricted areas is required as these situations frequently occur in the industry.

Welding is challenging work, vital to industry, and is usually compensated by higher remuneration than regular production employment.

While the intention of the course is to provide basic skills to enable graduates to enter the labour force and with continued technical education and vocational upgrading of welding certification, welder fitters may rapidly advance to supervisory positions.

COURSE CONTENT

Safety education in use of tools and equipment and development of good, safe work habits
Blueprint reading, layout
Template development and completion of fabrication projects
Oxy-acetylene welding
Brazing
Soldering and gouging
Electric, stick, mig, tig and flux-core welding and arc air gouging
Steel fabricated structures and Maintenance procedures

ADMISSION REQUIREMENTS

Direct entry from secondary school. Grade 12 preferred. Mature students who do not meet the educational prerequisites may have their work experience and formal education evaluated.

Good health and physical ability
Ability to climb and work at heights.

COURSE LENGTH: 10 months

WELDING

Welding involves the application of specialized abilities and knowledge within a highly competitive field. It requires constant physical coordination of arms, hands and eyes while the welder develops manipulative skills through practice and training. Construction welding appeals to some who like to move around; others prefer to remain in the industrial centres where employment opportunities occur in practically every mechanical or metal trade.

Upon completion of this course a trainee will have gained sufficient practical experience and related theory to take welding tests recognized by industry.

COURSE CONTENT

Basic metallurgy
Heat treatment
Blueprint reading
Plate and pipe layout
Applied mathematics
Principles of safety education
Arc welding
Oxy-acetylene welding
Semi-automatic (Solid and Flux-core wires)

Tungsten Inert Gas - TIG
MIG - Aluminum

ADMISSION REQUIREMENTS

Direct entry from secondary school. Grade 10 or BTSD level 3. Grade 12 an advantage.

Mature students who do not meet educational requirements may have related work experience assessed.

Good health, eyesight and hearing.
Freedom from respiratory problems.

COURSE LENGTH: 10 months



WELDING UPGRADING

Training is designed for those presently or recently employed as welders who wish to generally improve their techniques or to become proficient in special processes.

SPECIAL COURSES may be arranged in the following areas:

Downhill pipeline
Tungsten inert gas (T.I.G.)
Submerged Arc
Semi-automatic Gas Metal Arc
MIG - Aluminum
Plastics

ADMISSION REQUIREMENTS

Applicants will be assessed by Institute Instructors who will recommend the length of training time needed to achieve desired goals in various welding processes.

Testing procedures are based on the standards established by industry and various regulatory agencies.

Good health including good eyesight, hearing and respiration.

Applicants will be required to present a Health Certificate and proof of a recent Chest X-Ray if training is to take more than six months.

COURSE LENGTH: Varies with each individual in accordance with the Welding Instructor's recommendation.

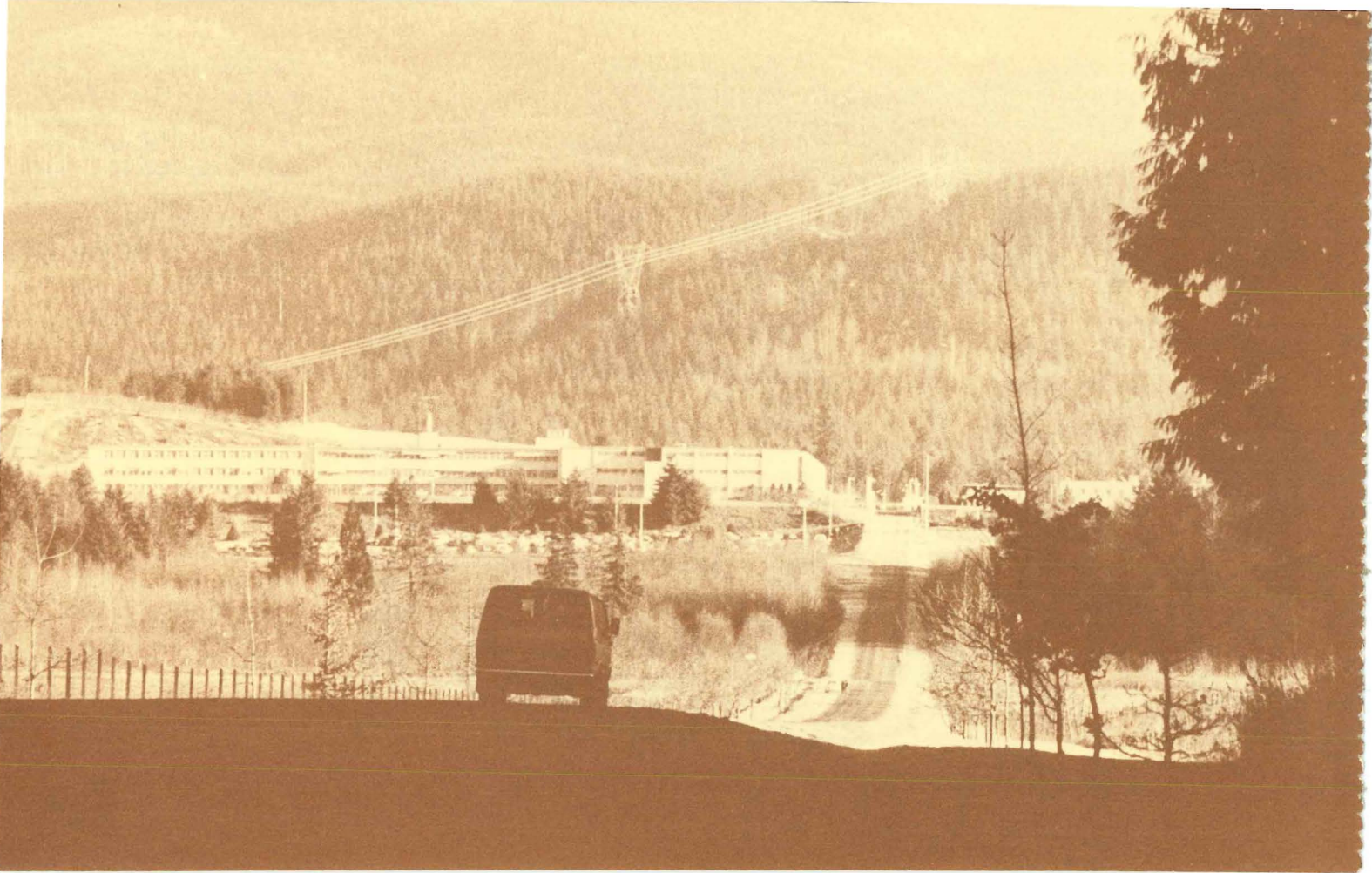
Please Note:

1. Trainees must supply appropriate clothing including leather jacket or apron, gloves and helmet.
2. Upgrading courses operate continuously and may be taken as space becomes available.





The Honourable H. P. Bell Irving, Lieutenant-Governor of the Province of British Columbia presents Clem Terragni, Ironworker, with the first Lieutenant-Governor's Medal to be awarded to a PVI student.





R. A. DAWSON

Campus Principal
Maple Ridge Campus

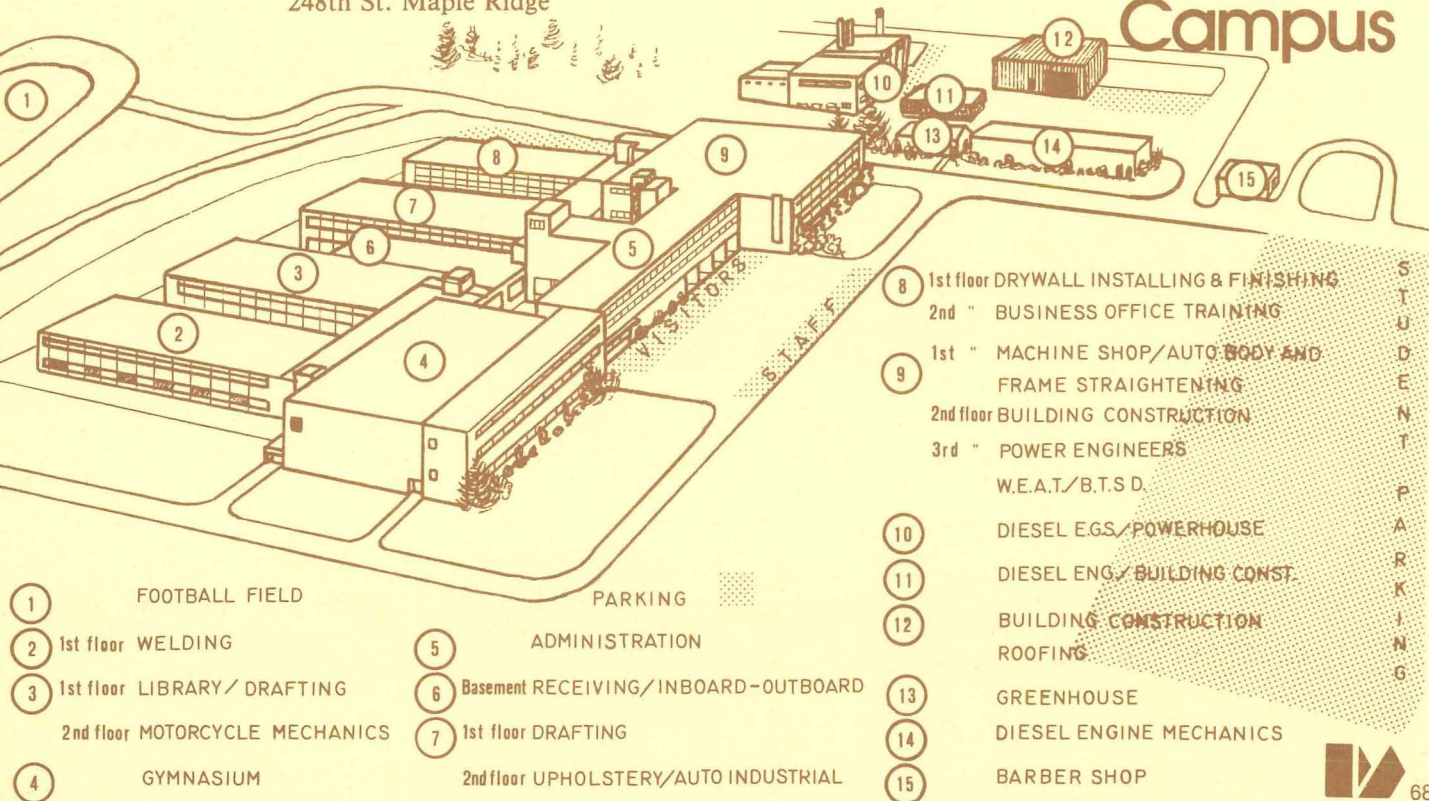
PVI MAPLE RIDGE CAMPUS

TRAINING COURSES AND PROGRAMS

Pacific Vocational Institute-Maple Ridge Campus

248th St. Maple Ridge

Campus



**PACIFIC
VOCATIONAL
INSTITUTE
MAPLE RIDGE
CAMPUS**

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AUTO/FRAME COLLISION REPAIR

Cars are changing. It is predicted that by 1985 seventy to eighty percent of the cars built in the United States will not only have unitized body construction but will probably have front wheel drive, strut type suspensions as well as much wider application of aluminum and soft plastic front and rear ends.

The successful Auto/Frame Collision Repairman is one who combines a thorough knowledge of frame and unitized body repairs, suspensions, wheel alignment, body alignment as well as rebuilding methods, fillers, putties and paints with an eye for line and contour to restore damaged vehicles to their original condition.

Employment opportunities in this trade for qualified graduates are good throughout the Province. It is a field in which there is opportunity for promotion to shop foreman or for independent shop operation.

COURSE CONTENT

Students will complete a five-month Basic Module and a three-month Production Module.

BASIC MODULE

First Aid
General Shop Practice
Oxy-acetylene Welding
Arc Welding
Basic Sheet Metal Repair
Metal Preparation and Sheet Metal
Basic Frame & Suspensions
Alignment

PRODUCTION MODULE

Sheet Metal

Frame Repair
Repair Rebuilding
Body Fillers - Solder plastic fiberglass
Radiators
Electrical - basic
Hardware, trim and upholstery
refinishing
Wheel Alignment
Suspension Repair
Wheel Balancing
Steering Repair

ADMISSION REQUIREMENTS

Direct entry from secondary school.
Grade 10 minimum. Grade 12 preferred.

Mature students require suitable education levels to meet the requirements of the occupation.

Valid B.C. Driver's License
Certified good colour vision
No hearing or respiratory problems
Mechanical aptitude
Physical strength and stamina to handle heavy parts and equipment related to the employment.

COURSE LENGTH: 8 months



BARBERING AND HAIRSTYLING



Current styles have created a demand for a Barber who is not only proficient in the skills of hair-cutting, shaving and massage but who has the creativity to custom his work to meet the personal grooming needs and desires of a wide variety of clients. These skills are developed by training and practice, followed by on-the-job experience.

This course is designed to equip trainees with the necessary skills and knowledge to enter employment as apprentice Barbers. Graduates of this program who have mastered these skills and have a pleasant manner that attracts and keeps customers can look forward to good employment opportunities with the possibility of owning their own business.

COURSE CONTENT

Hair cutting and colouring
Shampooing
Shaping and styling
Face massage
Scalp treatment
Shaving
Permanent waving
Semi-permanent waving
Beard and moustache trim

Theory

Introduction to hair replacement

ADMISSION REQUIREMENTS

Direct entry from secondary school Grade 10.

Warm and outgoing personality. Good health including hand/eye coordination and ability to work standing for extended hours.

Successful applicants must provide a medical certificate indicating freedom from communicable disease.

Please Note: (1) Continuous intake as space permits. Trainees must anticipate spending approximately \$150 on tools during second half of course.

(2) Students must have reached their 18th birthday before graduation.

COURSE LENGTH: 9 months

BASIC TRAINING FOR SKILL DEVELOPMENT

The objectives of this program are to provide grade school upgrading in a minimum of time to qualify for employment or enrollment in career training programs.

The program offers upgrading at two levels:

- (a) Level 2-3 — Grades 6-10
equivalency
- (b) Level 4 — Grades 11-12
equivalency

COURSE CONTENT

Communicative English
Applied mathematics
Basic science

Completion certificates are awarded at various grade levels in each subject.

ADMISSION REQUIREMENTS

There are no set educational prerequisites but applicants must be able to read and write English. They must be willing to work hard.

17 years of age or over and out of the public school system at least one year is a requirement.

COURSE LENGTH: Varies to suit individual needs. Entries bi-weekly as

space permits

THE GENERIC SKILLS program has two modules and is designed to provide upgrading identified as prerequisite for entry into either the Business Careers program or one of the mechanical or metal occupations.

Program A is designed for students with vocational goals in Business Careers and leads to the appropriate BTSD level.

Bookkeeping — BTSD 4
Stenographic — BTSD 4
Clerk-Typist — BTSD 3

The program includes mathematics and English but no science.

Program B is designed for students with vocational goals in mechanical or metal occupations.

Automotive Mechanics — BTSD 3
Diesel Engine Mechanics — BTSD 3
Welding — BTSD 3

The program includes mathematics, English and Science.

COURSE LENGTH: 6 months

Intakes bi-weekly as space permits.



BUILDING CONSTRUCTION

The Building Construction course is designed to give students training in Construction Carpentry, Benchwork and Joinery, preparatory to employment. Instruction will include theory,

demonstration and sketching in the class room, practical assembly work in the shop and on the site. The course is divided into two modules: Module A -Benchwork and Joinery, and Module B - Construction Carpentry. Module B is a career course covering wood from the forest to the finished house and concrete from the manufacturing of cement to placing and finishing of concrete.

COURSE CONTENT

Module A — Benchwork and Joinery
Introduction

Safety — general principles

Mathematics (metric introduction)

Materials

Handtools — sharpening and grinding

Portable power tools

Woodworking machines — safe operation

Machine maintenance

Drafting and layout

Joints and fasteners

Detail bench machining

Assembly methods

Preparation for paints and finishes

Plastics



Boat Construction
Hardware Installation
Installations

Module B — Construction Carpentry
Basic tools and materials
Power, pneumatic and explosive tools
Trade mathematics (metric and imperial)

Concrete footing, forms and finishing
Rough framing — house construction
Basic blueprint reading, sketching (simple designing)

Roof framing

Elementary stair planning and building

ADMISSION REQUIREMENTS

Direct entry from secondary school.

Grade 10 or BTSD level 3 minimum.

Grade 12 preferred.

Willingness to work as a member of a team and independently.

Ability to work under pressure and give attention to detail.

COURSE LENGTH: 8 months

Note: Good working shoes or boots should be worn.

BUSINESS CAREERS PROGRAM

The Business Careers Program offers training for students through a variety of instructional MODULES directed towards one of five options: CLERK-TYPIST, STENOGRAPHIC, BOOK-KEEPING, ACCOUNTING or LEGAL STENOGRAPHIC.

STENOGRAPHIC - Successful graduates of this option may not qualify immediately for a full secretarial position. They will however have received the training to become a secretary when sufficient experience has been added to stenographic skills. The prospects for advancement are excellent for a person with necessary skills, attitudes, work habits, poise and personality.

CLERK-TYPIST - Students learn the



skills that lead to a wide variety of employment opportunities in commerce. Graduates may expect to find work in businesses ranging from large corporations to one-worker offices and in classifications varying from Clerk-Typist to Payroll Clerk.

LEGAL STENOGRAPHIC - Successful completion of this program prepares men and women for employment in any department of a Canadian Legal Firm.

BOOKKEEPING - A constant demand exists in business for personnel with a good knowledge of bookkeeping to work as bookkeeping clerks or accounting trainees.

ACCOUNTING - Successful graduates of the Accounting Program may complete their professional qualifications through extension courses while working.

COURSE CONTENT (see page 75)

ADMISSION REQUIREMENTS

Grade 10 for Clerk-Typist

Grade 12 for Stenographer, Bookkeeping

Accounting and Legal.

Legal - typing - 50 wpm

Mature student admission requirements include assessment of education and related experience. All options require pre-testing of skills and abilities.

Good command of spoken and written English, numerical aptitude, manual dexterity and good grooming are required, plus the ability to work with a minimum of supervision.

COURSE LENGTH:

Clerk-Typist — 5 months

Stenographic — 10 months

Bookkeeping — 5 months

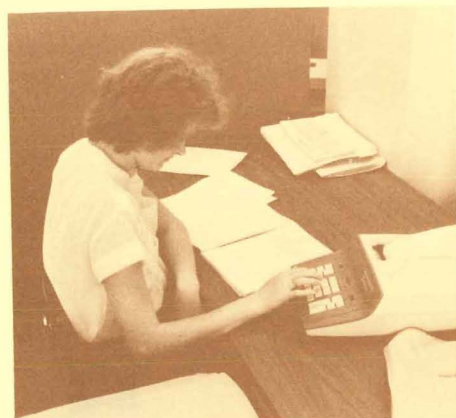
Accounting — 10 months

Legal — 5 months

Please Note:

Students demonstrating outstanding aptitude may complete their chosen option in less time than indicated above.

BUSINESS CAREERS PROGRAM COURSE CONTENT



MODULES

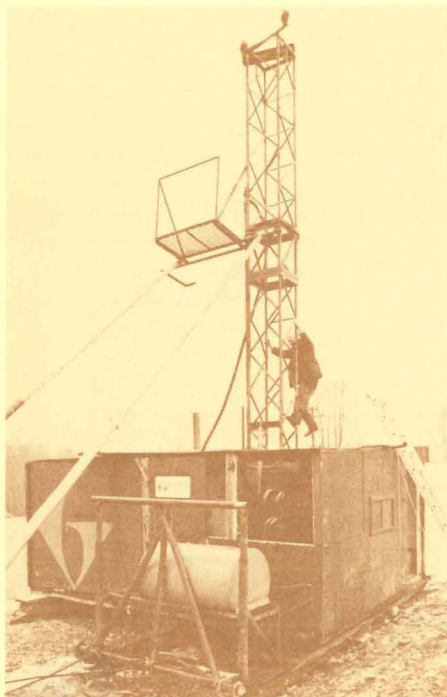
TYPING 1 — BASIC
 ADDING MACHINES &
 CALCULATORS
 BUSINESS COMMUNICATION 1
 BUSINESS ARITHMETIC
 FILING
 BOOKKEEPING TO TRIAL BALANCE
 RECORD KEEPING
 TYPING 2 — INTERMEDIATE
 MACHINE TRANSCRIPTION 1
 DUPLICATING EQUIPMENT
 MAIL SERVICES
 RECEPTIONIST DUTIES
 TYPING 3 — ADVANCED
 MACHINE TRANSCRIPTION 2
 SHORTHAND 1 — BASIC
 SHORTHAND 2 — INTERMEDIATE ...
 SHORTHAND 3 — ADVANCED
 BOOKKEEPING TO FINANCIAL
 STATEMENT PREPARATION
 PAYROLL
 ACCOUNTING FUNDAMENTALS
 COMMERCIAL LAW
 WORD PROCESSING

Clerk- Steno- Book- Account-
 Typist graphic keeping ing

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NOTE E = ELECTIVE. A student may elect to take the Module or not to take it, depending on aptitude, interests, and occupational goal.

DIAMOND DRILLER HELPER



Diamond drilling is a method used to explore the earth for various mineral deposits and to sample rock for suitability in mining operations. The responsibility of the helper is to assist the diamond driller in his duties.

Mining is the second largest industry in British Columbia, so trainees who successfully complete this program and are willing to take advanced training have excellent prospects of employment in mining and similar occupations.

COURSE CONTENT

- Transport, set up, operate and dismantle rigs,
- Operate support equipment
- Principles of safety
- Practice good work habits
- Practical communication

ADMISSION REQUIREMENTS

- Direct entry from secondary school - Grade 10
- Medical certificate - including an audiometric test
- Have no fear of air travel in small machines, or fear of heights

Be capable of repeated lifts of 70 lbs. above shoulders

With stand extended periods of isolation and disrupted family life.

Be mobile, adaptable, able to live and work in rugged conditions (bush, mountain or barren land).

COURSE LENGTH: 2 months

DIESEL ELECTRIC GENERATING SYSTEMS

This course is designed to train Electric Generating Systems Technicians to be proficient in the day-to-day operation, maintenance and trouble shooting of diesel and gas turbine driven electric generating equipment. It is divided into two modules, Module I and Module II. Candidates who can demonstrate a good general knowledge of engine mechanics and have some exposure to electrical theory would not be required to complete the initial three month module (Introduction to Electric Generating Systems)

COURSE CONTENT

Electrical theory
Switchboard systems
AC & DC generators and motors
Automatic standby generators
Troubleshooting automated systems
Solid state controls
Records and reports
Automatic voltage regulators
Governors
Diesel electric plant operation
Diesel electric plant maintenance
Vibration analysis and control
Planning preventive maintenance
Protection and control systems

ADMISSION REQUIREMENTS

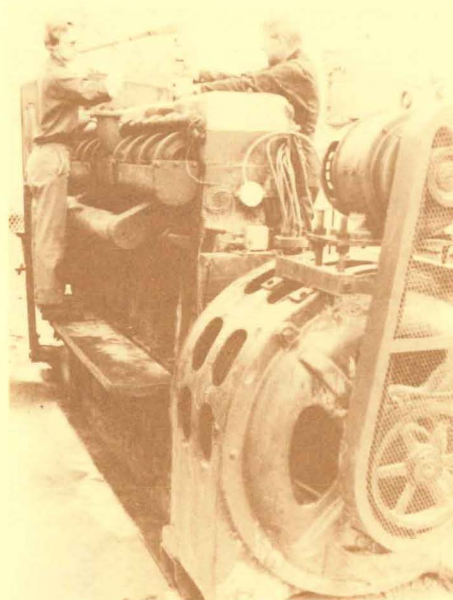
Module I - Direct entry from Secondary School. Grade 12 preferred, Mature students with Grade 10 or BTSD Level 3 and related work experience will be considered.

Module II - Successful completion of Introduction to E G Systems Course. Applicants who have completed a Diesel Engine Mechanics course or Heavy Duty Mechanics Course will be given preference.

Applicant having 2,000 hours experience on Diesel Engines or 1,000 hours experience as operators in Diesel Electric Plants will be Considered.

COURSE LENGTH:

Module I-3 months
Module II - 5 months



DIESEL ENGINE MECHANIC

The diesel engine is used as a major source of power in the following: Trucks, ships, off-highway vehicles and stationary plants.

Graduates of this program may seek employment in any of these areas or in shops specializing in the service of component parts such as fuel injectors and turbo-chargers, which are also a major part of the diesel engine maintenance industry.

COURSE CONTENT

MODULE A: 4 months

Shop procedures
Hand and power tools
Lathe operation
Precision measuring
Engine design and operating principles
Engine construction and components
Electrical systems and principles
Gear and chain designs
Alignment and vibration control
Air compressors
Welding: arc and oxy-acetylene

MODULE B: 4 months

Intake and exhaust systems
Blowers and turbo-chargers

Lubricating systems and cooling systems

Governors

Type of diesel fuel systems

Hydraulics

Drive lines and transmissions

Diesel overhaul and maintenance procedures

Load Testing and trouble-shooting

ADMISSION REQUIREMENTS

Direct entry from secondary school. Grade 12 or BTSD level 4 preferred.

Mature students who do not meet educational requirements may have related work experience assessed. Technical background and experience an asset.

Good hand/eye coordination

Command of spoken and written English

COURSE LENGTH: 8 months



DRAFTING ARCHITECTURAL AND STRUCTURAL



Graduates of this program will find opportunities for employment in a wide variety of firms within the fields of architecture, survey and civil engineering. A keen interest in all aspects of the construction world, together with an appreciation of the needs of people is essential to the effective design of bridges, roads and buildings in which graduates will ultimately be involved.

Throughout this course the instructor will endeavour to create an environment similar to that in industry. Students will be given the maximum responsibility for the solution of design problems and encouraged to develop creative talents and techniques well beyond the level demanded of junior draftsmen.

COURSE CONTENT

Basic techniques of drafting
Applied mathematics
Mechanics and strength of materials
Practical surveying
Residential and commercial design
and drawing
Structural —
Structural steel design and detailing
Concrete technology

Reinforced concrete design and
drawing

ADMISSION REQUIREMENTS

Direct entry from secondary school.
Grade 12 graduation with a 'C' in
Math 11.

OR Grade 12 graduation with 'C+' in
the following industrial courses:
General Math 11, Industrial Power 11,
Industrial Science 12, and Art of Drafting
speciality.

Mature students who do not meet
educational requirements may have
related work experience assessed.

COURSE LENGTH: 10 months

Equipment and texts are issued on a
loan basis, but each student must expect
to purchase basic equipment of
approximately \$50.00.

DRAFTING — ELECTRO- MECHANICAL AND PROCESS PIPING

Electro-Mechanical graduates may become members of an engineering team involved in the design of a variety of industrial projects. They may find employment in the drafting department of one of the following industries; pulp and paper, manufacturing, petro-chemical, forest products, chemical or process piping.

A mechanical draftsman must have an appreciation for design concepts through to finished installations and allow room for modifications and maintenance of equipment. Given a number of specific requirements and the ability to think for oneself, he or she must produce appropriate working drawings.

COURSE CONTENT

Basic

Orthographic projection
Auxiliary views
Sections
Dimensioning
Drafting techniques
Applied mathematics
Inking techniques

Pictorial representation
Intersections and development
Detail and assembly drawings
Tolerances and welding fabrication

Electrical

Electrical symbols
Schematic diagrams
Wiring and cabling
Wiring diagrams
Conduit and cable trays
Process instrumentation and controls

Process Piping

Flow diagrams
Layout and arrangement drawings
Strength of materials
Process equipment
Valves and fittings
Materials, codes
Specifications
Tie-in drawings
Varied drawing lists
Trigonometry
Isometric spool drawings
Insulation
Pipe hangers
Process instrumentation and controls
Steam and condensate piping
Metrication





ADMISSION REQUIREMENTS

Direct entry from secondary school. Grade 12 graduation with 'C' in Math 11.

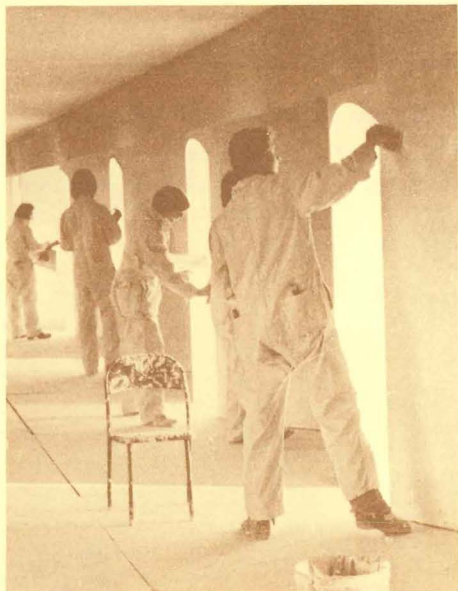
OR Grade 12 graduation with 'C' in the following industrial courses: General Math 11, Industrial Power 11, Industrial Science 12, and Art of Drafting specialty.

Mature students who do not meet educational requirements may have related work experience assessed.

COURSE LENGTH: 10 months

Equipment and texts are issued on a loan basis, but each student must expect to purchase basic equipment for approximately \$50.00.

DRYWALL FINISHING AND ESTIMATING



Drywall Finishing involves machine and hand finishing and estimating joints and fasteners in gypsum wallboard to provide a smooth, flat surface ready for final decoration. It also includes the application of textured materials which may be used for an artistic finish to interior walls and ceilings.

The training is designed to prepare graduates for employment as apprentices or for entry to other related areas such as selling building supplies or interior decorating materials, and estimating.

COURSE CONTENT

- Introduction to drywall industry
- Tools and materials of trade
- Construction safety
- Hand taping and finishing
- Machine taping and finishing
- Textures and their application
- Plaster Molding
- Maintenance of machines
- Blueprint reading
- Cost analysis
- Sales

ADMISSION REQUIREMENTS

Direct entry from secondary school with Grade 10.

Good health, good eyesight and hand/eye coordination.

COURSE LENGTH: 3 months

DRYWALL INSTALLING AND ESTIMATING



This course is designed to develop basic skills in the use of tools, safety precautions with power tools, employer's tools, use of water level, laser beam and powder actuated tools.

Estimating and sales are included to give students a broad outlook of how the Drywall Industry functions in relation to other construction trades.

COURSE CONTENT

Layout
Steel Studs
Drywall Application
T-Bar Ceilings
First Aid Survival Course
Powder Actuated Tools (Competence ticket available)
Mouldings and Beads
Blueprint Reading
Related Mathematics
Fabrication of Store Front Display
Selecting and Estimating Correct Types and Amount of Materials
Operation of Laser Beam and Hand and Power Tools

ADMISSION REQUIREMENTS

Direct entry from secondary school.
Grade 10 minimum.

Mature students require suitable educational levels to meet the requirements of this occupation.

COURSE LENGTH: 3 Months.

FORESTRY CREWPERSON



This course has been designed to prepare men and women for full-time employment in intensive forestry management. The program will include classroom instruction and practical work. Graduates of this program may find work in remote areas of the Province and must be prepared to fly in small aircraft or helicopters as part of this challenging outdoor job.

COURSE CONTENT

Theory of forest management
Reforestation
Timber cruising
Site preparation
Cone collection
Tree planting
Pests and diseases
Application of pesticides
Fire prevention techniques
Use and maintenance of chainsaws

ADMISSION REQUIREMENTS

Grade 10
In excellent physical condition and able to handle the rigorous demands of this challenging career.

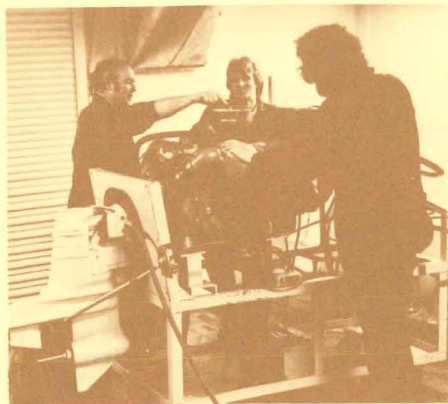
COURSE LENGTH:
5 months

INBOARD/ OUTBOARD MECHANICAL REPAIR

Training is designed to prepare men and women for employment as apprentice Inboard/Outboard Mechanics. Both theory and practice will be covered and training includes the repair and servicing of outboard motors, inboard engines, inboard/outboard engines and stern drive units, primarily in the pleasure craft marine industry.

This course will encompass all adjustments, tune-ups, electrical and full disassembly and overhaul of complete units and/or components. The inboard/outboard mechanic will also have a competent knowledge of gauges and instruments, electrical trouble shooting, all steering and shift adjustments. He/She must have the ability to communicate with fellow workers, supervisors and customers. A pleasant attitude, an interest in people and an empathy for fine intricate machinery is a necessity.

Upgrading courses are also held at regular intervals to allow the student to acquire more detailed information of the trade.



COURSE CONTENT

Basic hand and power tools
Fastening devices and tubing
Engines and motors
Electricity and remote control
Steering and starting mechanisms
Fuel systems and outdrives
Intermediate housing and lower gear cases
Tilt and tilt-angle systems and propellers

ADMISSION REQUIREMENTS

Grade 10 minimum. Good health and mechanical aptitude.

COURSE LENGTH: 5 months

LOG SORTING AND BOOMING (SIDEWINDER)



The responsibilities of this career are the safe operation of the sidewinder and all related equipment on a log booming ground. The course is open to men and women and provides training in all aspects of log booming, sorting and maintenance of equipment.

Booming work is available in many coastal locations in British Columbia, usually in small communities in semi-isolated areas.

COURSE CONTENT

- Grading and marking logs
- Human relations
- Use of tools and equipment
- Maintenance of equipment
- Use of booming machine
- Safety practices
- Operation of boats
- Sorting logs
- Booming
- Log species
- Clean water

ADMISSION REQUIREMENTS

No specific education requirements.
Grade 10 or BTSD level 3 or GED desirable.

Mature persons with good manual dexterity and a liking for working outdoors without fear of water and cold conditions.

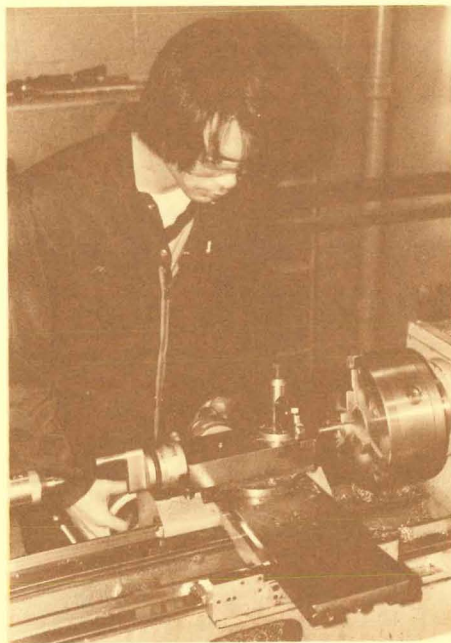
Ability to communicate in English and the ability to swim are important.

COURSE LENGTH: 3 months

Please Note: Trainees must provide rubber calk boots, costing about \$42 and suitable rain gear, including hat.

Training is conducted at the Campus and at a location on the Pitt River but applicants should apply for admission at P.V.I. Maple Ridge Campus.

MACHINIST



The Machinist course prepares graduates for employment in the following areas:

Industrial plants engaged in the manufacture, repair and maintenance of various types of machinery, shipyards, pulpmills, sawmills, mines and railways located throughout the Province.

A modern shop provides facilities for practical work. Students are given the opportunity to gain sound technical knowledge and essential experience for employment.

COURSE CONTENT

Basic trade skills -

Benchwork, layout, measurement, sawing, drilling and drafting

Shop procedures

Machine shop practice -

Fitting, tolerances and threading

Basic metallurgy

Basic machine tool operation -

(ratio of speeds, feeds and tool grinding.) lathes, shapers, planers, milling machines and drilling machines

Special machine tool set-up

Precision grinding

Use of precision measuring equipment
Heat treatment
Welding

ADMISSION REQUIREMENTS

Grade 12 graduation or BTSD Level 4.
Related training or work experience an asset.

Good health, stamina and eyesight with good hand/eye coordination

Mechanical aptitude and the patience to carry out detailed and exacting work.

COURSE LENGTH: 6 months

Please Note: Trainees should anticipate additional costs of up to \$50. for textbooks and safety glasses, etc.

MOTORCYCLE MECHANIC

This program is designed to train people in the basic skills required by motorcycle mechanics.

Course content will include extensive practical experience as well as basic technical theory applicable to most makes of motorcycles.

A motorcycle mechanic's responsibilities are to maintain and repair street and trail motorcycles with limited metalwork fabrication often included. The successful graduate may, however, become involved in related small engine repair or branch into parts and sales positions in the motorcycle industry.

COURSE CONTENT

Hand and power tool operation

Oxy-acetylene welding

Engine technology

Carburetion

Power transmission

Final drives, wheels, brakes and tires

Assembly, Pre-delivery Inspection,
tune-up

Business relations

General shop practice

Two and four-cycle engine principles

Lubrication and cooling systems

Exhaust systems

Electricity and electrical systems

Frame and suspension

Components and accessories

ADMISSION REQUIREMENTS

Direct entry from secondary school
(Grade 10 minimum)

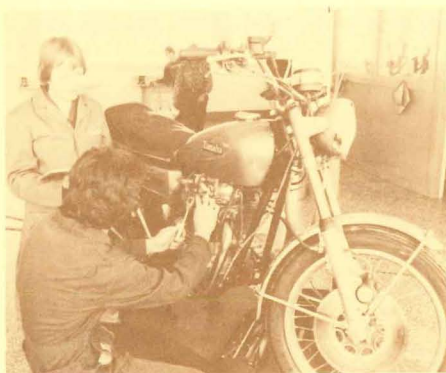
Mature students who do not meet the educational pre-requisites may have their work experience and formal education evaluated.

Good mechanical aptitude

Good health

No known allergies to solvents and lubricants

COURSE LENGTH: 5 months



POWER ENGINEERING

The Power Engineer is responsible for ensuring that steam, heat and power are available for processing the products of such industries as pulp mills, oil refineries and chemical plants. He is also responsible for the safe, continuous operation of heating and air-conditioning plants that maintain a comfortable environment in schools, hospitals and other large buildings.

Because of these responsibilities, the Provincial governments in Canada require that Power Engineers be certificated. The candidate must first demonstrate ability by experience and by examinations set by the Boiler Inspection Branch before being allowed to work as a Power Engineer.

His duties consist mainly in the safe and efficient operation and visual maintenance of boilers, turbines, pumps, fans, motors, compressors, automatic controls and refrigeration equipment.

The program is designed for the career oriented student and provides the graduate with (a) the necessary "Qualifying time" for Fourth Class certification (b) the practical and theoretical

knowledge required to fulfil, with confidence, the duties of a Fourth Class engineer and (c) sufficient knowledge for him, on completion of the course, to write the Government examinations for Fourth Class Engineering Certification, and, possibly part "A" of the Third Class Certification.

After working for a specified time as a Fourth Class Engineer, a person may write the examination for this Third Class certificate and from there strive towards his Second and First Class tickets.

COURSE CONTENT

Fourth Class Power Engineering
(certificate program)

Mathematics and Applied Science
Control and instrumentation theory
Workshop projects including repairs
to plant equipment

Sketching and blueprint reading
Practical electricity

Boiler operation and Steam Plant
Training in the Maple Ridge Campus,
Steam Laboratory and in industrial
steam plants throughout the Lower
Fraser Valley.





ADMISSION REQUIREMENTS

Direct entry from secondary school.
Grade 12 including C+ average in
several of the following:

GM 11, Electricity 11, Industrial
Science 11, Drafting 11, Industrial
Power 11 or Mechanics 11, 12 (a) & (b)

OR

BTSD level 4

Mature students who do not meet
educational requirements may have
related work experience assessed.

Good health including eyesight and
hearing. Mechanical aptitude with
good command of spoken and written
English.

COURSE LENGTH: 10 months

Please Note: Trainees must purchase
course textbooks costing approximate-
ly \$110. and provide a calculator.

POWER ENGINEERING CORRESPONDENCE AND TUITION UPGRADING

- (1) Correspondence courses leading to First and Second Class Power Engineering certification.
- (2) Combination, correspondence-tuition upgrading courses for Third and Fourth Class Power Engineering students.
- (3) Principles of Mathematics (in three sections). A series of correspondence courses, that supply a practical equivalent for the High School mathematics prerequisite, required for the various levels of power engineering courses.

COURSE CONTENT

In accordance with the standardization of Power Engineering Training Programs, the courses are based upon the nationally accepted S.A.I.T. texts.

COURSE CREDIT

Satisfactory completion of a Power Engineering Course provides eligibility for six months credit in lieu of steam plant service, for the certificate level studied.

ADMISSION REQUIREMENTS

Students anticipating, or experiencing,

difficulties with the mathematics in the various courses are recommended to enroll in the appropriate section of the Principles of Mathematics Course.

Note: The student is responsible for ensuring that his credentials respecting his Qualifying Service Time, are acceptable to the Boiler Inspection Department Examiner.

COURSE LENGTH:

No stipulated limit. Prior experience and academic background will determine this; however, note that it is not in the best interest of the student if a course is unduly prolonged.

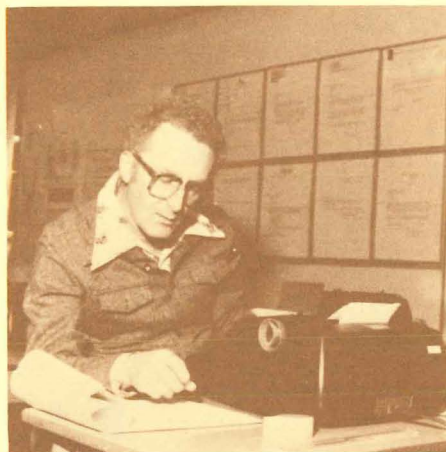
COURSE FEES (CORRESPONDENCE)

Power Engineering

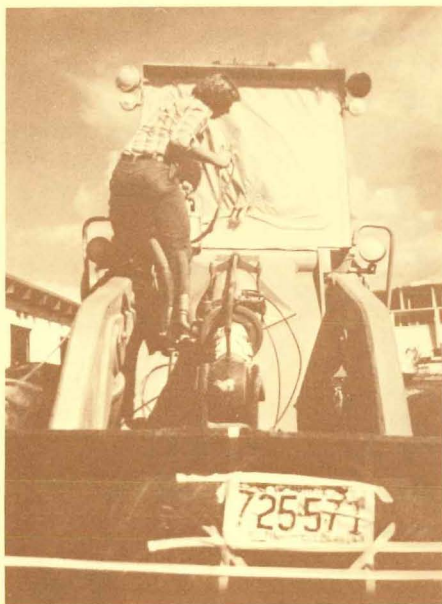
	Part 'A'	Part 'B'	Full Course
First Class	\$85	\$85	\$170
Second Class	60	60	120
Third Class			70
Fourth Class			45

Principles of Mathematics

Section 1	\$25
Section 2	25
Section 3	25



SPRAY PAINTING (AUTO, HEAVY EQUIPMENT AIRCRAFT & MARINE)



Successful Auto Industrial Spray Painters will find they are a part of a market that is very rewarding and is continuing to grow.

This course is designed to train graduates to seek employment in the Auto/Industrial Spray Painting industry where they will be able to apply the skills and knowledge learned to restore the surface of equipment and vehicles to their original state.

COURSE CONTENT

Safety and fire
General shop practice
Hardware and trim
Analysis of the paint finish
Surface preparation
Spray equipment
Protective coverings
Undercoats
Topcoats Specialty application techniques
Pre-delivery of refinished job
Marketing and estimating policies

ADMISSION REQUIREMENTS

Direct entry from secondary school.
Grade 10 minimum, Grade 12 preferred, or BTSD Level 3 or 4.

Valid B.C. Drivers License
No respiratory problems
Good hearing
Certified good colour vision
Good hand/eye coordination
Good manual dexterity
Good health
A desire to succeed
Applicants must present a Health Certificate and evidence of a recent Chest X-Ray.

Mature students who do not meet educational requirements may have related work experience assessed.

COURSE LENGTH: 5 months

UPHOLSTERY TRIMMER - AUTO INDUSTRIAL

This course has been designed in consultation with members of the Industry to prepare men and women to seek employment in the Auto/Industrial Upholstery Trade.

The course covers the basic theory and practical skills required to install and repair upholstery, tops and trim in private and commercial vehicles.

Employment prospects are excellent. There is no other institutional training for this work in Western Canada and a survey of related Industries in B.C. indicates that there is a severe shortage of trained individuals in this trade.

COURSE CONTENT

Fire Safety and First Aid
General Shop Practice
Tools and Equipment
Frames and Styling
Fabricating Foam and Felt
Cements, Glues and Solvents
Layout and Matching Techniques
Marking and Cutting
Sewing Machine Operation
Installation and Fitting
Vinyl Roof Installation
Convertible Top Installation and Operation

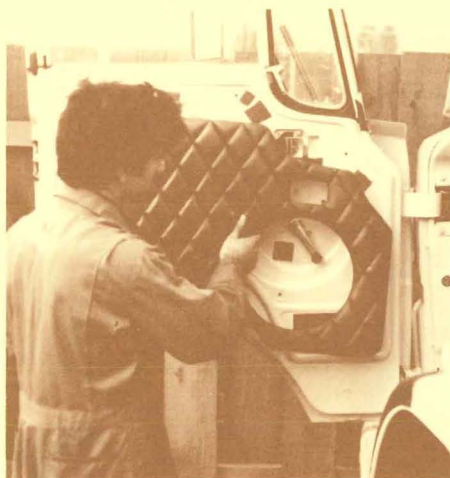
Head Liner Installation
Design and Styling
Trim and Hardware
Buttons and Tufting
Door Trim Panels and Hardware

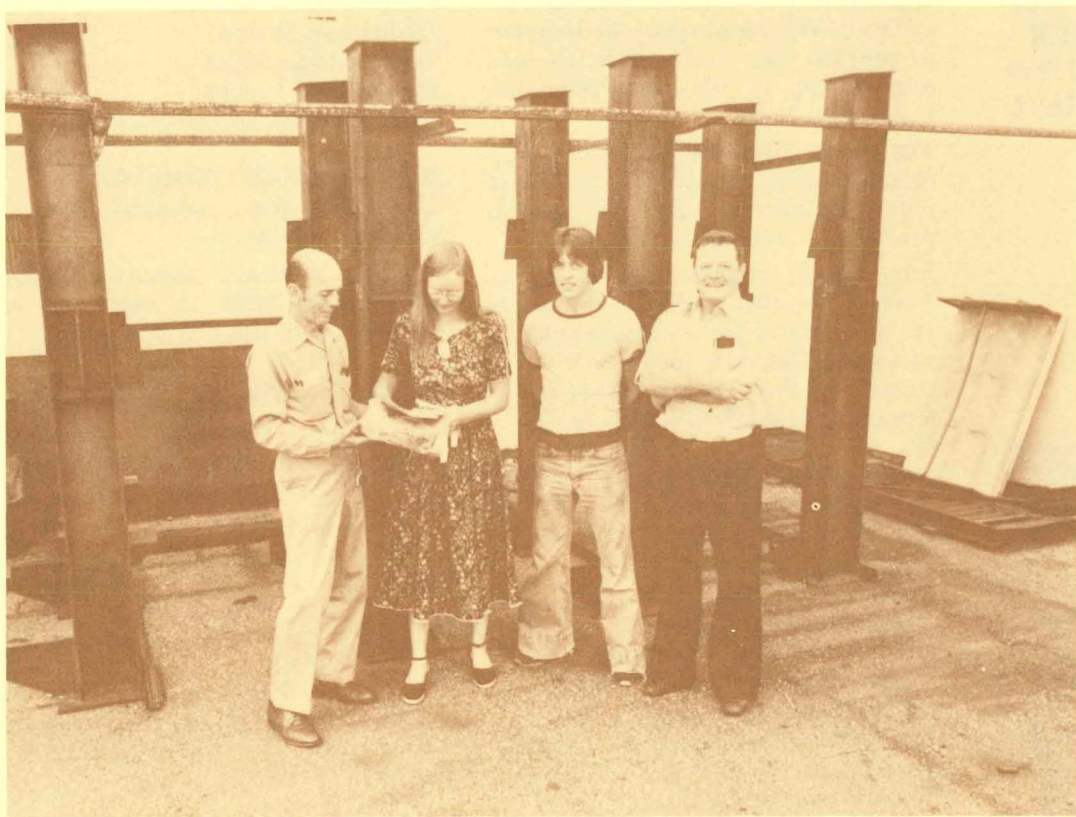
ADMISSION REQUIREMENTS

Direct entry from secondary school.
Grade 10 minimum.

Mature students require suitable educational levels to meet the requirements of this occupation.

COURSE LENGTH: 5 Months.





Graduates (centre) of the Welder Fitter Program at PVI Maple Ridge Campus standing in front of winning projects with two instructors of the program (right & left).

WELDER FITTER



This course is designed to prepare persons for direct entry into the welding and steel fabrication industry. In addition to general welding, it will include a strong emphasis on blueprint reading, layout, pattern development, and completion of fabrication projects.

The graduate has the opportunity to qualify for the B.C. DPW No. 3 Welding Certificate and may then continue to upgrade and acquire further welding certification on recommendation of the Welding Department.

The ability to work and weld at considerable heights, noisy surroundings, enclosed or restricted areas is required as these situations frequently occur in the industry.

In all probability, it will be necessary to travel away from home or relocate to secure steady employment.

Welding is challenging work, vital to industry, and is usually compensated by higher remuneration than regular production employment.

While the intention of the course is to provide basic skills to enable graduates to enter the labour force and with continued technical education and voca-

tional upgrading of welding certification, welder fitters may rapidly advance to supervisory positions.

COURSE CONTENT

Safety education in use of tools and equipment and development of good, safe work habits
Blueprint reading, layout
Template development and completion of fabrication projects
Oxy-acetylene welding
Brazing
Soldering and gouging
Electric, stick, mig, tig and flux-core welding and arc air gouging
Steel fabricated structures and
Maintenance procedures

ADMISSION REQUIREMENTS

Direct entry from secondary school. Grade 10 preferred. Mature students who do not meet the educational prerequisites may have their work experience and formal education evaluated.

Good health and physical ability
Ability to climb and work at heights.

COURSE LENGTH:
10 months

WELDING UPGRADING

Training is designed for those presently or recently employed as welders who wish to generally improve their techniques or to become proficient in special processes.

SPECIAL COURSES may be arranged in the following areas:

Downhill pipeline

Tungsten inert gas (T.I.G.)

Submerged Arc

Semi-automatic Gas Metal Arc

MIG - Aluminum

Certification Testing

Certification testing or upgrading on a long or short term basis. Testing may be arranged for the following Department of Public Works tickets: DPW 1,2,3,4, and 5.

ADMISSION REQUIREMENTS

Applicants will be assessed by Institute Instructors who will recommend the length of training time needed to achieve desired goals in various welding processes.

Testing procedures are based on the standards established by industry and various regulatory agencies.

Good health including good eyesight,

hearing and respiration.

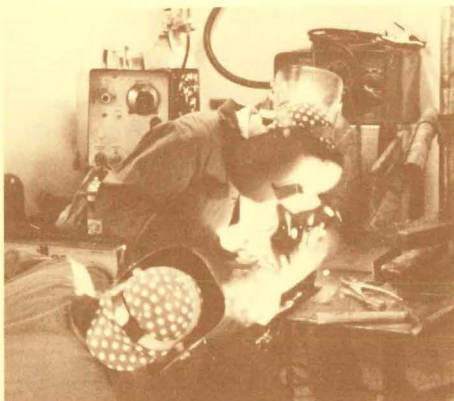
Applicants will be required to present a Health Certificate and proof of a recent Chest X-Ray if training is to take more than six months.

COURSE LENGTH:

Varies with each individual in accordance with the Welding Instructor's recommendation.

Please Note:

1. Trainees must supply appropriate clothing including leather jacket or apron, gloves and helmet.
2. Upgrading courses operate continuously and may be taken as space becomes available.



WOMEN'S EXPLORATORY APPRENTICESHIP TRAINING



Women's Exploratory Apprenticeship Training is an assessment and pre-training course. It is a pilot program open to women interested in becoming apprentices.

The course is designed to give women an opportunity to explore various trades and to develop skills in a chosen occupation. It provides an opportunity to develop and to master skill, technical knowledge and physical strength needed to withstand the rigors of Industrial employment. Students are also able to explore other employment opportunities.

COURSE CONTENT

- Evaluation of skills and goals
- Use of basic hand tools
- Use and maintenance of power tools
- Read and make simple drawings
- Selection and use of appropriate materials
- Choose and complete projects

OCCUPATIONS WHICH MAY BE EXPLORED

- Automotive Mechanic
- Automotive Body

- Appliance Repair
- Benchwork and Joinery
- Carpentry
- Drafting
- Electrical
- Heavy Duty Mechanics
- Machine Shop
- Millwright
- Decorating
- Small Engine Repair
- Sign Painting
- Sheet Metal and Welding

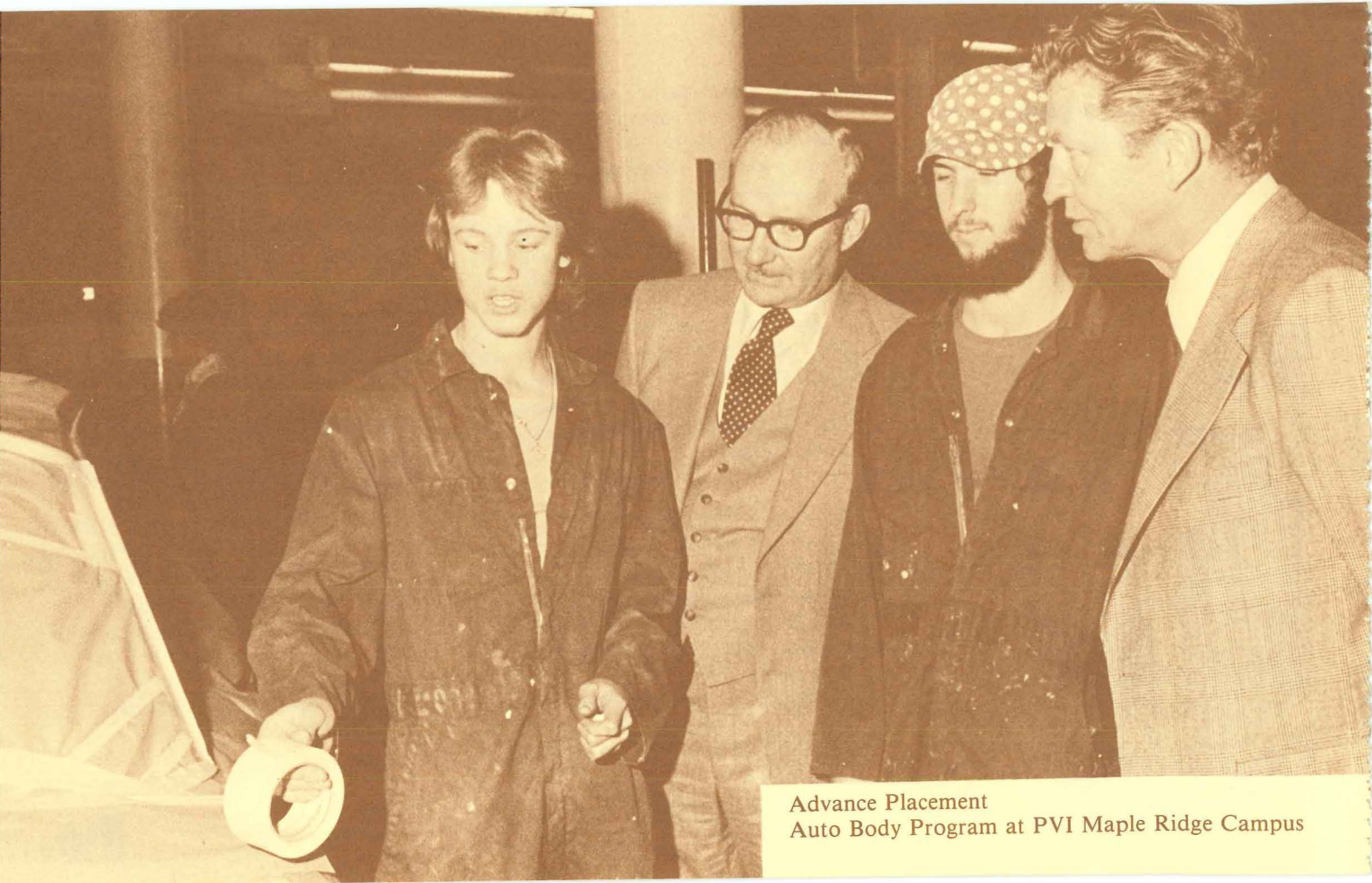
ADMISSION REQUIREMENTS

Direct entry from secondary school.
Grade 10 minimum.

Women who do not meet educational requirements but have relevant experience will receive consideration.

Ages from 18 to 55 preferred.
Good health and hand/eye coordination.

COURSE LENGTH: 3 months.



Advance Placement
Auto Body Program at PVI Maple Ridge Campus

STUDENT GUIDELINES

CAREER ADVISORY AND STUDENT SERVICES

Career Advisory and Student Services administers a wide variety of activities directly related to your well-being while at the Institute. (These include career advising, counselling, admission, housing and accommodations, awards, scholarships, and applications for financial aid.)

CAREER ADVISING

- Information about courses and career opportunities
- Applications for admission
- Referral to other Institute campuses and centres as well as to other post-secondary educational institutions where the student's identified needs may best be served.

COUNSELLING

- Educational and Vocational planning
- Aptitude and interest testing
- Personal problem solving
- Referral to community services and agencies

HOUSING

- Accommodation information — see page 117

FINANCIAL AID

- Information on sources of financial assistance — see page 107

If you feel we can assist you — let us know — we are interested in your continued success and will do our best to help.

STUDENT RECORDS

The Student Services Office maintains records of admission, achievement and certificates for all students who have attended Pacific Vocational Institute. If your certificate is lost or destroyed, arrangements can be made to obtain a duplicate for a small charge.

ADMISSION REQUIREMENTS

Admission to training requires that you meet educational and other criteria. These criteria vary and are listed under each program description. They are established to ensure that you will be able to master the material covered in the program. If you did not complete the applicable high school subjects we can help you achieve the necessary standard by enrolling you in the Vocational Preparatory program.

A medical certificate and pre-entry tests may be required for some programs.

NOTE: Prospective students should note that for some courses, provincial regulations determine a minimum age requirement for certification or employment. The Institute's Career Advisory Services staff will provide information concerning these requirements.

CITIZENSHIP REQUIREMENTS

To be admitted to the Institute you must be a Canadian citizen, landed immigrant, or have had your application for landed immigrant status accepted by the Canada Employment and Immigration Commission.

LANGUAGE COMPETENCY

Student whose first language is not English may be asked to provide test results from the Vancouver Community College, King Edward Centre, English Language Assessment Test.

ADMISSION PROCEDURES

To register for a program obtain an application form from any campus in person, by mail, or by telephone. Complete the application form giving a preferred starting date for training and return it to the Student Services Office at the appropriate campus.

1. An individual is accepted for training on the grounds that he/she:
 - a. Fills out the application form.
 - b. Meets the criteria outlined in this Directory.
 - c. Is considered suitable for training
 - d. Pays the Pre-registration fee.
2. Individuals applying to our programs will be asked to submit a Pre-registration fee of \$15 to be considered for training. This fee will be part of the acceptance process. It will be a commitment by the student and a responsibility by the Institute to provide space and deliver training.
3. If space is available in a program, suitable walk-in applicants will be asked to pay their \$15 pre-registration fee and will be accepted immediately for training.
4. All other applicants will be asked for the pre-registration fee at the time a letter of acceptance is sent. The applicant will respond with confirmation of acceptance and the pre-registration fee.

NOTE: Applications are listed and considered on a first come, first served basis. You may be asked to attend an interview for some courses. Please do not send original documents or transcripts in the mail as the Institute cannot accept responsibility for their receipt or safe return.

For information on sponsorship by Canada Employment and Immigration Commission (CEIC) apply to your local CEIC office.

EARLY APPLICATION

Students attending Secondary School who plan to take vocational training, are encouraged to apply early and forward their transcripts when available.



MATURE STUDENTS

If you are nineteen or over and have been out of school for more than one year, but do not have the basic educational pre-requisites, you may wish to apply for Mature student status. Each applicant will be considered prior to admission to training or vocational preparatory studies.

To apply for mature student status, please enclose a letter with your application form including:

1. Information concerning your request for consideration and your reasons for anticipating success in the program.
2. A copy of marks for last school grade attended.

The Institute encourages potential students who do not have the normal pre-requisites to contact the Career Advisory and Student Services Office on any campus for information. The Institute will support every good reason for your admission to training — and will assist you to attain the success to which you aspire.

EQUIVALENCIES

The Institute recognizes many types of certification in addition to those of Public Schools and Post-Secondary Institutions.

The following will be considered as equivalents depending upon the marks obtained. Applicants possessing any of the following are requested to discuss them with Career Advisory Services staff.

1. Public School leaving or completion certificate.
2. Basic Training for Skill Development (B.T.S.D.) — (Vocational Preparatory Training).
3. Adult Education Certificate.
4. General Education Development Test (G.E.D.).
5. Pre-Vocational options taken as an integral part of secondary programs.
6. Certificates of trade proficiency, competency or qualification issued by Federal and/or Provincial Ministries.
7. Advance Placement Program(s).
8. Completion of the PVI Vocational Preparatory Program.

APPRENTICESHIP COURSES

Those trade training courses listed in this Directory of Training Programs, which are specifically designed to prepare young men and women for entry into apprenticeship in designated trades, are sponsored by the Apprenticeship Training Programs Branch of the Ministry of Labour.

Persons who are selected for training in these pre-apprentice classes by the Ministry of Labour will receive from the Apprenticeship Training Programs Branch paid tuition, a monthly subsistence allowance and, where applicable, a travel allowance.

Applications for pre-apprentice training courses must be filed with the Apprenticeship Training Programs Branch.

For information on sponsorship in Apprenticeship training, please contact one of the following:

Ministry of Labour Apprenticeship Training Programs Branch
4946 Canada Way
Burnaby, B.C. V5G 4J6 (Telephone: 294-3878)

OR Your local Ministry of Labour Office

OR Pacific Vocational Institute Career Advisory and Student Services Staff

OR Your local Canada Employment and Immigration Commission (CEIC) office.

ADVANCE PLACEMENT PROGRAM

The Pacific Vocational Institute in cooperation with School Boards has arranged an Advance Placement program to enable secondary school students to commence a program for a specific occupation or an initial training experience by attending a PVI campus or centre for scheduled block time periods while completing secondary school graduation.

Students earn "Banked Credits" during this time and can continue and complete the training commenced in secondary school for a specific occupation without duplication of training already completed.

FEES AND CHARGES FOR INSTRUCTION

1. Fees for all career programs with the exception of certain upgrading programs are \$15.00 per month. Food Training students pay for meals and beverages except for the midday meal in the cafeteria that is produced as part of the training program.
2. Apprenticeship training is designed through the Provincial Ministry of Labour. Prospective students should contact their local branch of the Ministry of Labour for information. (see page 105.)
3. Fees for full-time short term upgrading courses are:
 - (a) Welding \$3 per day, \$12 per week, \$40 per month
Inert Gas Welding \$6 per day, M.I.G. Aluminum \$15 per day
Welding Test fees for examinations conducted by the Safety Engineering Services Division of the Ministry of Highways and Public Works are available upon request. (Material charges as applicable are in addition to tuition fees).
 - (b) Tuition — Special Services — To meet individual student upgrading requirements the charge is \$1.00 per day, with a minimum payment of \$5.00 plus the cost of materials and supplies required.
4. Students attending some of the Institute's courses should anticipate a requirement to purchase clothing, tools and textbooks.
5. In courses where tools and clothing are supplied by the Institute, students may be required to pay a refundable deposit.
6. Details of all course tuition fees and other charges are available from the Career Advisory and Student Services Office at each of the campuses.

NOTE: 1. Students who are not sponsored by the Ministry of Labour or CEIC will be asked to pay the first month's tuition fee when they register for a full-time program.

2. Students should be prepared to pay all costs for tuition and materials on the first day.

REFUND OF FEES

Information on fee refunds is available from the Student Services Office or Student Information Centre. All refunds are subject to a service charge.



FINANCIAL ASSISTANCE

Students enrolled in full-time courses and programs whose income from all sources is insufficient to meet their educational and living expenses may seek assistance from a number of sources. Career Advisory and Student Services staff will provide information and referral to appropriate sponsoring agencies.

B.C. STUDENT FINANCIAL ASSISTANCE PROGRAM

A comprehensive financial assistance program has been introduced by the Ministry of Education to assist students whose resources are insufficient to provide for the cost of full-time education in a program of no less than 26 weeks (6 months). Funds provided under the program are intended to supplement, not replace, the student's own financial resources and those of the student's immediate family. The amount of assistance awarded is based on assessed need as determined by the Ministry of Education.

The B.C. Student Assistance Program is composed of two inter-related components:

- (a) The Canada Student Loan Plan, funded by the Federal Government and provincially administered, allows for a repayable loan up to a maximum of \$1800 per education year.
- (b) The British Columbia Provincial Grant Program, funded by the Province, allows for a non-repayable grant up to a maximum of \$1700 per education year.

Funds are normally paid through a combination of a non-repayable provincial grant and a repayable loan. Loans remain interest free until six months after the student terminates full-time studies.

Other financial assistance programs available through the B.C. Student Assistance Program are:

- 1. The Special Assistance Program may be available to students enrolled in courses of five months or less to defray the cost of tuition, books, supplies and transportation. This assistance is in the form of a non-repayable grant.

2. The Work-Study Program is designed to provide on-campus work experience for students who have demonstrated a financial need, under the terms of the B.C. Student Assistance Program.

Information and applications may be obtained through Career Advisory and Student Service.

CANADA EMPLOYMENT TRAINING ALLOWANCES

Canada Employment and Immigration Commission provides financial assistance for approved vocational training courses. To be eligible for assistance, trainees must be 16 years of age or over and must not have attended school on a regular basis for at least 12 months. For further information contact your local Canada Employment Centre, or the campus CEIC office.

B.C. MINISTRY OF LABOUR PRE-INDENTURED APPRENTICESHIP FINANCIAL ALLOWANCES

For information see Apprenticeship Training, page 105.

B.C. MINISTRY OF HEALTH TRAINING ALLOWANCES FOR THE PHYSICALLY, PSYCHOLOGICALLY OR SOCIALLY HANDICAPPED.

The assistance is made available under the Vocational Rehabilitation of Disabled Persons Act to any individual who is incapable of pursuing regularly an occupation which meets the individual's basic economic needs. Each applicant undergoes a medical and vocational assessment. For further information contact: Ministry of Health, Division of Aid to Handicapped, Parliament Buildings, Victoria, B.C. V8W 3L8.

EMERGENCY LOAN FUND

This fund is provided by the Vancouver Foundation and Student Union to assist students in emergencies. Emergency short-term interest free loans are provided to a maximum of \$25. for a period of usually two weeks. Apply to the Career Advisory and Student Services Office.

B.C. YOUTH FOUNDATION

Emergency interest free loans are made to bona fide B.C. residents to a maximum age of 30. Loans may be used for fees, books or a monthly allowance to assist with living expenses when the applicant is not residing at home. Students eligible for government loans should first apply to that source. A suitable adult guarantor is required. Applicant should have an aptitude and a reasonable chance of success for his/her chosen field of study. To apply - contact Career Advisory and Student Services.

SCHOLARSHIPS, BURSARIES AND AWARDS

In addition many private foundations and agencies also provide Scholarships, Bursaries and awards to students enrolled at the Pacific Vocational Institute.

Among Bursaries open to Pacific Vocational Institute students in 1979 were gifts from the following donors:

Burnaby Campus Students Union —

Four bursaries of \$200 each and

One bursary of \$500 for a single parent.

B.C. Telephone Company - one bursary - \$500. Burnaby Campus

- one bursary - \$500. Maple Ridge Campus

Continental Sausage/Nucleus Enterprises/Western Canada Steel/Western Bakeries — one bursary of \$125.

Gray Beverage Company - bursaries totalling \$400.

Pace Services Ltd. - Two bursaries of \$100 each - Burnaby Campus

Royal Canadian Legion, Maple Ridge Branch 88 - Bursaries totalling \$500. - Maple Ridge Campus.

Vancouver Foundation - donations totalling \$3000 of which \$1125 for Emergency loans and twelve bursaries of \$125 for students in courses of six months or less.

Vancouver Municipal and Regional Employee's Union

- one bursary of \$100. - Burnaby Campus

- one bursary of \$100. - Maple Ridge Campus.

Pacific Vocational Institute students may also be eligible for many other bursaries open to students in various post-secondary institutions in British Columbia.

Information on all these private sources of financial assistance may be obtained through the Career Advisory and Student Services Offices.



STUDENT RELATIONS

The operation of the Institute is based on rules of common sense and courtesy. Regulations in the interest of all students will be issued by the Institute through consultation with Campus Principals and these must be observed. May we also remind you of the need for full compliance with all safety rules, regulations and requirements during your training period.

HEALTH AND SAFETY REGULATIONS

A reasonable standard of health, dress and grooming must be maintained as stipulated by the Accident Prevention Regulations of the Worker's Compensation Board. Students are covered by Workers' Compensation during all authorized training periods conducted under the supervision of an Instructor. For safety or hygiene reasons it may be necessary to contain hair in nets and to trim beards to avoid unnecessary hazards.

Safety glasses are supplied by the Institute and must be worn by all students operating shop equipment. Students must follow Workers' Compensation Board Accident Prevention Regulations as failure to comply could jeopardize a claim for benefits in case of accident or injury.

GENERAL RULES

1. Consumption of alcohol, use of drugs and gambling on Institute premises is not permitted.
2. Willful damage to, or defacement of buildings and equipment may result in immediate disciplinary withdrawal.
3. Students are expected to be neat and well groomed in classrooms, cafeteria, library and elsewhere on campus. Students in some shop courses will be supplied with coveralls or uniforms to wear in the shop. These must be kept clean and in good repair and should not be worn outside the shop. In certain courses, students must provide their own safety shoes, hard hats, protective clothing, ear protection, face shields and other items as appropriate.

STUDENT RESPONSIBILITIES

Student Responsibilities to the Institute:

Student-Institute Agreement: As a student of Pacific Vocational Institute, an agreement of mutual trust and responsibility will exist between you and the Institute. The Institute will provide instruction and an environment that encourages both growth and development. Acceptance in an Institute program carries with it an obligation to maintain a mature and responsible standard of conduct, deportment and dress. On campus, it is the responsibility of every student to observe the laws governing the community as well as the rules of Pacific Vocational Institute.

Change of Address or Name:

You should inform the Career Advisory and Student Services immediately of any change of address or name.

Student Responsibilities to their Studies:

It is the responsibility of students to keep their work up-to-date and complete assignments as required. Final grades are based upon course work, including practical assignments, as well as upon examination results.

Student Responsibilities to their Instructors:

All Instructors are available for consultation with students by arrangement. Students must inform instructors of all unavoidable absences.

Student Responsibilities to the Community:

The Institute is organized and operated by the Pacific Vocational Institute Board as a public service at community expense: the cooperation of all students in proving the value of such an Institution to the community is expected at all times.

ATTENDANCE

Regular and punctual attendance is essential for you to complete your training and be granted a certificate. Students with poor attendance in any course may not be permitted to write the examination for that course, except in unusual circumstances such as excused absence. **If you are absent for five days without notifying your instructor you will be considered to have withdrawn from training. Three or more consecutive days of unexcused absence will result in withdrawal for Canada Employment Commission sponsored students, and deductions will be made from allowances.**

Enrollment is initially on a probationary basis. This probationary period may extend for up to one quarter of the normal training for that course. When there seems to be no doubt that successful completion of the course is unlikely, the student will be informed. The probationary period may be extended at the discretion of the Institute if the student feels the course can be completed successfully.

WITHDRAWAL

At the request of Instructional staff or management, the Institute may cease to train, (withdraw) a student who is not making satisfactory progress, for unexcused absence, or for any other reason approved by the Principal and Chief Executive Officer.

Students who withdraw from their courses must pay all outstanding tuition fees, and return all assigned books and tools to the instructor or library.

DISCIPLINARY WITHDRAWAL

The Institute may withdraw from training any student for serious breach of conduct or regulations.



VOLUNTARY WITHDRAWAL FROM TRAINING

Voluntary withdrawal is granted at the request of a student who must notify the instructor and complete a withdrawal form obtainable from the Student Services Office.

APPEALS

Students have the right to appeal within seven calendar days of withdrawal from training by the Institute; first to the Campus Principal, then to the Principal and Chief Executive Officer.

A student will be granted a hearing by the Board upon submission of a request in writing, to the Institute's Principal and Chief Executive Officer, within fourteen days.

From the time of withdrawal for unsatisfactory attendance or achievement, students may continue to receive instruction.

The decision of the Board in all matters of appeal is final and binding.



LIBRARIES

Libraries located at the Burnaby and Maple Ridge campuses contain a wide variety of books, magazines, shop manuals, pamphlets and audiovisual materials. Most of these items may be borrowed upon presentation of a student card, while AV programs may be used independently on the premises.

Attractive surroundings at both locations provide an informal atmosphere for study or recreational reading. Reference and information services are available on weekdays, and evening hours as posted at the entrance to each library. Orientation tours and assistance are offered on a group or individual basis.

The continued development of Library services is receiving priority attention, adding to the quality of training available at Pacific Vocational Institute.

Library Hours at both Campuses: Mon — Thurs 7:30 a.m. — 8:00 p.m.
Fri. 7:30 — 4:00 p.m.

BOOKSTORE

Students who wish to purchase copies of textbooks may do so at the campus bookstore. The Burnaby Campus bookstore is located in the Inglis Building: at Maple Ridge it is handled by the cashier.

CAFETERIAS

Cafeterias are located on Burnaby Campus and Maple Ridge Campus which are open from Monday to Friday. Both hot and cold dishes are available from September to May. During the summer months a more limited service is provided. Coffee, soft drinks, snacks and cigarettes may also be obtained from machines at various locations.

HEALTH REFERRAL SERVICES

The aim of the Institute is to provide continuing health services on a referral basis for students and staff while at the Institute.

Confidential referral may be made to:

Public Health Nurse

Psychiatrist

Psychologist

Physician

FIRST AID TREATMENT

Pacific Vocational Institute staff are encouraged to take first aid training and qualified members are available to give first aid and treatment of minor injuries received while in training.

A First Aid Office with a qualified attendant is available on Burnaby Campus, Building 15A, local 211, and at Maple Ridge on the second floor, Local 19. Any injury should be reported to the instructor immediately; injured students will be accompanied to the First Aid Office.

MEDICAL INSURANCE

Students are advised to ensure that they are covered under their family British Columbia Medical Services Plan or have provided their own coverage under this plan. Workers' Compensation Board coverage is provided for all students while in training.

HOUSING REFERRAL SERVICE

P.V.I. Burnaby is at present the only campus of the Institute with a limited number of spaces for student accommodation. The Institute is moving toward the development of student residences for both Maple Ridge and Burnaby Campuses.

A Supervisor, Student Housing Services, is located at the Burnaby Campus who will provide assistance to students in finding suitable accommodations.

It is usually possible to obtain private accommodation near the campuses through referral services. Maple Ridge students are requested to contact the Student Services office for listings.

PARKING

Parking for students on both Burnaby and Maple Ridge Campus is available on a first come, first served basis. Students are requested to observe the signs indicating reserved lots for staff and visitors.

BUS ROUTES

B.C. Hydro buses serve both the Burnaby and Maple Ridge campuses.

BUS PASSES

A transit pass is available at a reduced rate for students attending a post-secondary institution. Contact the Burnaby Campus Students Information Centre, or B.C. Hydro Office 970 Burrard Street, Vancouver, for details.

AUTOMOBILE INSURANCE

Students who normally live outside the Vancouver area are advised to ensure that their automobiles are covered under the ICBC Auto Plan. This is essential to avoid the risk of a claim being rejected. Contact ICBC to confirm that your coverage remains in affect while attending PVI if your normal residence is outside the Greater Vancouver area.

STUDENT ORGANIZATIONS

BURNABY CAMPUS STUDENTS' UNION

Student organizations are available to serve students registered in courses at Pacific Vocational Institute locations.

The Burnaby Campus Students' Union offices are located on the fourth floor of the J. W. Inglis Building.

The following services are administered on the Burnaby Campus by the Students' Union: Campus Shop; Information Centre; Student Orientation; "The Hub" (a food servery/recreation area on campus); Campus Pub; Pacific Progress (the PVI newspaper); and Student Identification.

MAPLE RIDGE CAMPUS STUDENTS' ASSOCIATION

At Maple Ridge Campus, the Student Association operates a Campus Shop. The Book Store stocks textbooks and equipment required for courses. The Gymnasium is open for student recreation; equipment may be borrowed from the Students' Association. Contact the Student Business Manager in the student lounge for information.

The Students' Union at Burnaby Campus and the Students' Association at Maple Ridge Campus represent the students on such committees as: Campus Food Services Committee; Safety and Health; Library; Student Affairs and Program Advisory Committee.

SEA ISLAND CENTRE STUDENTS' COUNCIL

The Students' Council at Sea Island Centre is made up of two representatives from each class who meet regularly to discuss matters of concern to students and carry out projects in their interest.

STUDENT ACTIVITY FEE

An activity fee is charged to students registered at PVI. The amount of this fee is recommended to the Board and helps to support the work, services and activities organized by the students — for the students.



INSTRUCTORS AND SUPPORT STAFF

Pacific Vocational Institute is fortunate in having a most competent and dedicated instructional staff who together with the support staff strive to provide the highest quality of instruction, support and assistance to students toward achieving their career and personal goals. Their interest in your success will become apparent to you during your training at Pacific Vocational Institute.

CLOSURE DURING EMERGENCIES

The Institute's instructional facilities remain open within regular training schedules and hours except in extreme circumstances. On such occasions, the Principal and Chief Executive Officer will make the necessary announcements through the local news media to inform students and staff.

The Institute reserves the right to alter or discontinue courses, fees, procedures for admission, instruction, graduation and regulations affecting the student body. Changes become effective when approved by the Board and apply to prospective students and students on campus. The administration, staff and student society are consulted on all proposed changes prior to consideration by the Board of the Institute.

NEW COURSES NEW OPPORTUNITIES

This Directory contains only those programs which are offered regularly. Numerous other opportunities including initial training experience courses are not listed but are available throughout the year. As it is not possible to provide details of these in advance, please contact our Career Advisory Services staff for information. You are invited to let us know if there is a course you would like to take.

The courses and programs listed in this directory are for regular full time Career-Technical-Vocational and Trades Training. Part-time and night school courses are not listed. For information call either Campus.

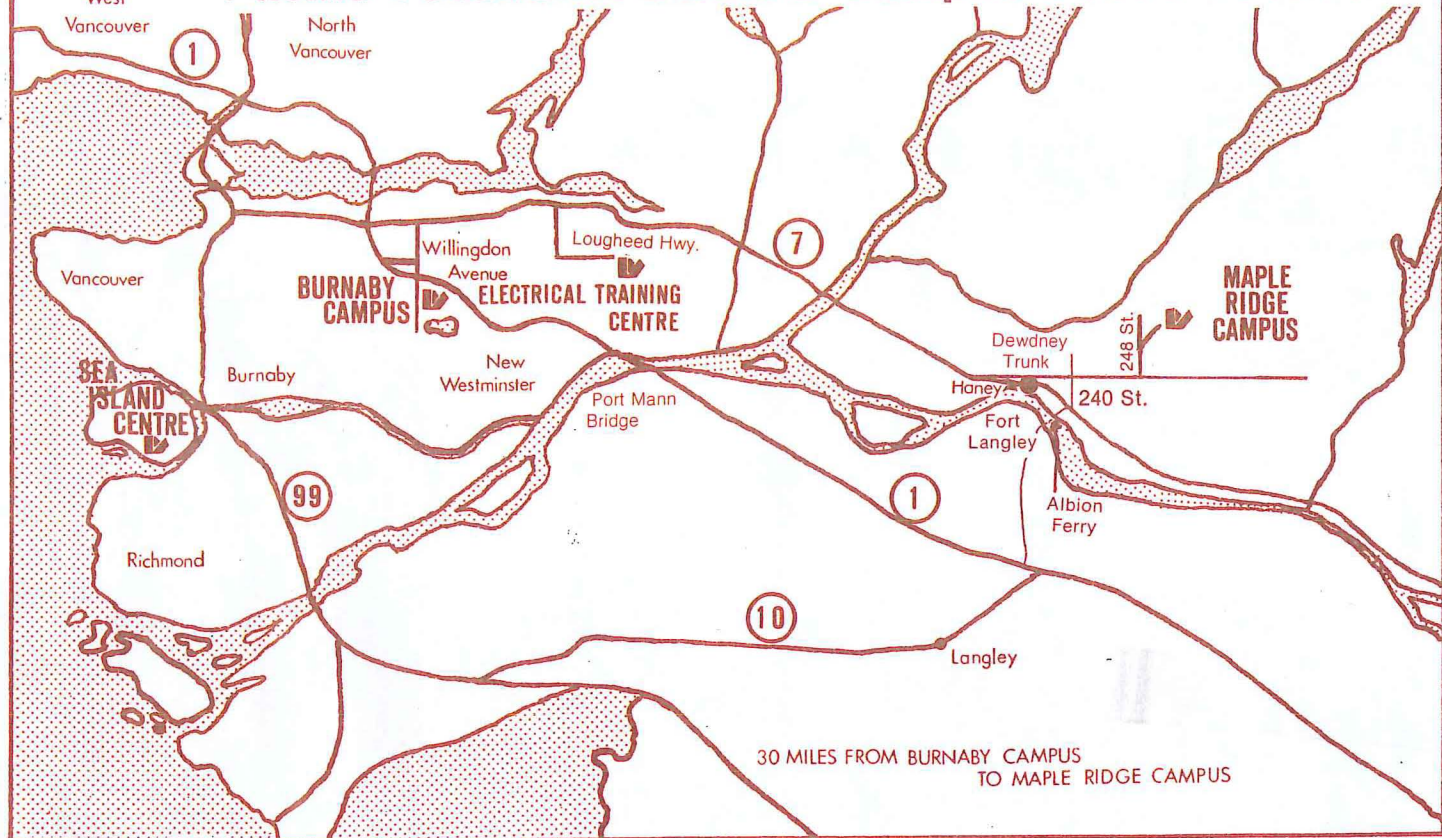
Every effort has been made in the preparation of this Institute Directory of Training Programs. We hope you will take advantage of the information and the opportunities offered.

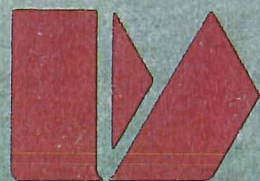
Your advice and suggestions for improvement of the next edition will be very much appreciated.

Many thanks for your interest and cooperation.

PACIFIC VOCATIONAL INSTITUTE — AT YOUR SERVICE.

Pacific Vocational Institute Campus/Centre Locations





Pacific Vocational Institute

Directory of Training Programs 1980-1981