

SHOP PROJECTS AND USE OF VOCATIONAL PROGRAM FACILITIES & EQUIPMENT

The Swan Valley Regional Secondary School and Northern Lights Institute of Trades and Technology may undertake selected projects for students, staff, and members of the public where such projects support curriculum outcomes and provide meaningful learning opportunities for students.

Student learning shall remain the primary purpose of all vocational programs. Acceptance of outside work projects shall not interfere with the regular delivery of educational programming.

The Division reserves the right to accept, decline, postpone, modify, or discontinue any project.

Projects may be accepted through vocational programs including, but not limited to:

- Automotive
- Carpentry
- Culinary Arts
- Electrical
- Hairstyling
- Heavy Duty
- Welding

PROJECT APPROVAL

1. All projects, including those proposed by students, staff members, or community members, are subject to the approval process outlined below.
2. Prior to any work being accepted, a Work Order shall be completed.
3. The Work Order shall include:
 - Customer name and contact information;
 - Description of the work requested;
 - Estimated charges for labour, shop supplies, and other applicable fees; and
 - Customer authorization.
4. No work shall commence until the customer has signed the Work Order and it has been approved by the Principal or Vice Principal.
5. The instructor shall determine whether the project is appropriate for instructional purposes and whether sufficient time, materials, facilities, and supervision are available.
6. Projects may be refused where:
 - Educational value is limited;
 - Safety concerns exist;
 - Required resources are unavailable;

- Timelines are unreasonable; or
- The project is not consistent with the goals of the vocational program.

FEES

1. Customers must supply their own materials or parts. Instructors reserve the right to reject customer-supplied materials or parts if they are considered unsuitable, unsafe, or inconsistent with instructional requirements.
2. Additional charges may be applied for student lab fees, shop supplies, or other miscellaneous direct project costs where applicable.
3. Labour and fees for outside work projects shall be charged to the customer as per the fee table below:

Automotive	Based on industry standard book time hours for the work performed at a shop rate of \$25.00 per hour.	
Carpentry	20% of the total material cost. Material costs shall be based on vendor invoice(s) where available, or fair market value (based on quote from a vendor for a similar material list) for salvaged, scrap, or other materials not supported by invoices.	
Culinary Arts	As quoted by the instructor, on a case-by-case basis for catering.	
Electrical	20% of the total material cost. Material costs shall be based on vendor invoice(s) or where available, or fair market value (based on quote from a vendor for a similar material list) for salvaged, scrap, or other materials not supported by invoices.	
Hairstyling As per approved price list.	<u>HAIR SERVICES</u> Women's Haircut – \$15.00 Men's Haircut – \$10.00 Children's Haircut – \$8.00 Solid Hair Color – \$30.00 Full Highlights – \$45.00 Partial Highlights – \$35.00	Root Touch-Up – \$20.00 Perm – \$30.00 Wash, Blow-Dry & Style – \$15.00 <u>WAXING SERVICES</u> Eyebrow Wax – \$7.00 <u>ADDITIONAL SERVICES</u> Extra Bowl of Color – \$10.00 As per approved price list.
Heavy Duty	Based on industry standard book time hours for the work performed at a shop rate of \$25.00 per hour.	
Welding	20% of the total material cost. Material costs shall be based on vendor invoice(s) where available, or fair market value for salvaged, scrap, or other materials not supported by invoices.	

INVOICING AND PAYMENT

1. Upon completion of the project, an invoice shall be prepared using the approved Work Order.
2. The invoice shall identify:
 - Work completed;
 - Applicable fees and charges; and
 - Total amount owing.
3. Payment shall be made upon receipt of the invoice unless alternate arrangements have been approved by the Secretary-Treasurer or designate.
4. The invoice must be paid in full before the work is removed from the school premises.
5. Larger projects may be subject to a down payment prior to any work commencing.

DIVISION EMPLOYEE USE OF VOCATIONAL FACILITIES & EQUIPMENT

Division-owned facilities, equipment, tools, and resources are provided primarily to support educational programming.

1. Employees requesting the use of vocational facilities or equipment for personal projects must obtain prior approval from the principal and program instructor.
2. Personal projects shall not interfere with student programming, divisional operations, or scheduled maintenance activities.
3. Employees shall provide their own materials and consumable supplies unless otherwise approved.
4. Employees shall be responsible for any loss or damage resulting from the use of divisional equipment or facilities.
5. Consistent with AP:800A – [Conflict of Interest](#), Division facilities, equipment, tools, materials, and student labour shall not be used for personal commercial ventures or private business purposes.
6. The Division reserves the right to deny any request for personal use of facilities or equipment.
7. Approved employee projects shall be subject to the work order process.

LIABILITY

1. Invoiced items are As is, Where is.
2. No warranty is expressed or implied with invoiced items.
3. Projects completed through vocational programs are undertaken as educational learning experiences.
4. Swan Valley School Division does not guarantee workmanship, performance, or completion timelines.

5. Swan Valley School Division assumes no responsibility for:
 - Damage to customer property;
 - Mechanical failure;
 - Delays in completion;
 - Loss or theft of property; or
 - Deficiencies related to student workmanship.
6. Vehicles, equipment, materials, and other property left on Division property are left at the owner's risk.

ADMINISTRATION

The Principal and Vice Principals shall be responsible for ensuring that:

- Work Orders are completed and signed before work begins;
- Appropriate records are maintained;
- Invoices are issued for completed projects;
- Revenues are processed in accordance with divisional procedures; and
- Projects support the educational objectives of the vocational program.

Appendix A – Work Order



Swan Valley Regional Secondary School
Box 5000
Swan River, MB R0L 1Z0
Phone 204-734-4511
Fax 204-734-3485

WORK ORDER

Program: _____

Date: _____

Bill To: _____

Address: _____

For: _____

Phone: _____

Conditions:

- All work is done by students in training under the supervision of a certified instructor.
- Swan Valley Regional Secondary School and Swan Valley School Division does not assume any responsibility for any loss to the vehicle/equipment/product or its contents, for any incidental or consequential loss or damage arising or for any possible faulty workmanship by the Division (Invoiced item is As is, Where is, with no warranty expressed or implied).
- Customer will supply the materials, parts, or supplies required for this work.
- The invoice must be paid in full before the work is removed from the school premises.
- Charges are in accordance with the fee schedule detailed in AP: 508 – Shop Projects and Use of Vocational Program Facilities & Equipment

DESCRIPTION	QTY	RATE	AMOUNT
SUBTOTAL			
STUDENT LAB FEES			
SHOP SUPPLIES			
MISCELLANEOUS			
TOTAL			

I hereby authorize the above work and agree to the conditions. I hereby grant you and your students permission to perform the repairs with industry accepted repair procedures.

Work authorized by (Customer Name): _____ **Date:** _____

Customer Signature: _____ **Instructor's Initials:** _____

Office Use Only	Approved by SVRSS Administration:
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In keeping with Swan Valley School Division's commitment to accessible customer service, invoices, work orders, and related information are available in multiple accessible formats upon request. Accommodations are available to support equitable access to information and services.

Personal information provided on this work order or invoice is collected by Swan Valley Regional Secondary School under the authority of The Freedom of Information and Protection of Privacy Act (Manitoba) for the purposes of administering services, maintaining records, invoicing, payment processing, and related educational and operational requirements. Information is protected and used only as authorized by law.

Fee Table:

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Welding	20% of the total material cost. Material costs shall be based on vendor invoice(s) where available, or fair market value for salvaged, scrap, or other materials not supported by invoices.

INVOICE

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Phone: _____

- Swan Valley Regional Secondary School and Swan Valley School Division does not assume any responsibility for any loss to the vehicle/equipment/product or its contents, for any incidental or consequential loss or damage arising or for any possible faulty workmanship by the Division (Invoiced item is As is, Where is, with no warranty expressed or implied).
- Customer will supply the material for this work.
- The invoice must be paid in full before the work is removed from the school premises.

DESCRIPTION	QTY	RATE	AMOUNT
		SUBTOTAL	
		STUDENT LAB FEES	
		SHOP SUPPLIES	
		MISCELLANEOUS	
		TOTAL	

AP: 508 Appendix
Swan Valley School Division