

Are you considering enrolling in a private occupational training organization?



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Français au verso

Be Informed

All private occupational training organizations in New Brunswick must be registered under the *Private Occupational Training Act*¹. Although this registration requirement does provide some basic protection to you, the consumer, it does not certify the quality of the training, or the ethics or competence of the training organizations. It is your responsibility to check these things out yourself. By becoming an informed consumer, you will make better training decisions and maximize the return on your financial and time investment.

Choose the Right Organization

It is your responsibility to make sure that the training program you are considering is the right one for you. You should spend as much time and consideration choosing a training organization as you would spend choosing a career. Before you decide on a training program, you should determine the labour market demand for the training. It is important that you contact potential employers to find out whether they have hired any graduates of the training program that you are considering. Ask employers whether the training organization properly prepared their graduates for the career they chose. When you are considering enrolling in a training program, visit the training organization. During your visit ask the following questions: Is the training organization registered under the *Private Occupational Training Act*? What are the prerequisites for the program? How long is the program? What skills will be taught? What percentage of the training is theory and what percentage is practical experience? Does the training organization make all of the arrangements for any practical experience requirements? What is the instructor/student ratio? What type of equipment is being used in the program and what is the equipment/student ratio? Does the school offer job placement? Is information available on the number of former students who found training related employment? Some

¹ Exceptions include on-line, correspondence, religious and flight training.

training organizations provide coaching or mentoring services for students. You may wish to ask whether coaching or mentoring is available to students enrolled in the training program.

Fees

The amount that training organizations can charge for tuition fees is not regulated by the government, so you may want to compare the cost of training at more than one training organization. You should ask what is included in the tuition fee and whether there are any additional costs. Examples of additional costs include application fees, seat deposits, registration fees, books and equipment. You should also ask whether you would need protective clothing or uniform as these could add to your cost of taking the training program. If you require financial assistance, you need to determine whether you would be eligible to apply for financial assistance should you enroll in the program. Remember, if you obtain a student loan, you will be responsible to repay the loan. Therefore, consider all your options carefully before enrolling.

Student Contract

Before your training program begins, the training organization must enter into a contract with you. Therefore, when investigating a training program ask to see the training organization's student contract. This contract outlines the rights and responsibilities of both the student and the training organization. It is proof of what the training organization is committing to providing to students. If you decide to enroll, be sure to go over all of the clauses in the contract with a representative of the training organization. Make sure you understand it completely before you sign. After both parties have signed the contract, the training organization must give you a copy of the contract and all attachments to the contract within ten days of the signing date. Please ensure that the contract contains all of the elements required by Regulation 84-207, section 9.1. If you are unsure of the information contained in the contract, you should verify the information with the training

organization or with the Department of Post-Secondary Education, Training and Labour.

Student Protection Fee

When you enroll in a training program, you are required to pay a student protection fee. This fee helps protect your training investment. It is equal to one percent of your tuition fee. The training organization is responsible for remitting your student protection fee to the Private Occupational Training Corporation. Should the training organization close unexpectedly prior to your completing the training program, your fee will be used to secure an alternate training arrangement. If an alternate training arrangement cannot be organized for you, you may be entitled to a refund of the tuition fee you have paid for that academic year².

Withdrawal

Where the training program has commenced and you choose to withdraw from training, you must notify the training organization in writing. If you do so, the training organization must refund the appropriate portion of tuition fees paid within ten days of the notice of withdrawal.

INFORMATION

The Private Occupational Training Branch is responsible for enforcing legislation related to the private occupational training sector in New Brunswick. Should you need information or clarification, please contact:

Private Occupational Training Branch
Department of Post-Secondary Education,
Training and Labour
P.O. Box 6000
Fredericton NB E3B 5H1
Tel: (506) 444-5781 Fax: (506) 444-5394
Email: POTA-LFPSP@gnb.ca

The entire text of the *Private Occupational Training Act* and its Regulation 84-207 is available on the internet at:
www.gnb.ca/training

² In the event of a very large claim it may be necessary to issue refunds on a pro rata basis.