

Professional and Corporate Training Policy			
Policy Sponsor	Vice-President University Relations	Category	Administrative
Policy Contact	Director, Professional and Corporate Relations	Effective Date	May 8, 2019
Approved By	Executive Team	Review Date	May 8, 2024
Approved Date	May 8, 2019		

1. Purpose

The Professional and Corporate Relations Unit offers non-credit Professional and Corporate Training Courses and Programs in support of Athabasca University's strategic and operational goals and its *Imagine Learning Framework* to provide "a world-leading digital learning experience that enables learners to chart their own learning journeys to achieve their personal goals and to thrive in a rapidly changing world." The Professional and Corporate Relations Unit's activities align to the mandate from the Alberta Advanced Education Grant Funding Agreement "to develop appropriate non-credit learning opportunities to respond to the identified needs of its service region." This policy establishes protocols for the provision of Professional and Corporate Training Courses and Programs.

2. Scope

This policy applies to Professional and Corporate Training Courses and Programs offered directly to individual learners or to groups of learners through organizational clients or partners (e.g., corporations, institutions, professional groups) by the Professional and Corporate Relations Unit of the University Relations Division.

3. Definitions

Alberta Advanced Education Grant Funding Agreement	Alberta Advanced Education Grant Funding Agreement (Schedule A: Purpose, Conditions and Reporting Requirements: Expectations for Non-credit Programs Delivered by Post-secondary Institutions)
Certificate of Completion	A non-credit certificate, tracked by the Professional and Corporate Relations Unit, signifying that a learner has satisfactorily completed a set of learning activities through a course or program with reference to a specified set of learning outcomes.
Digital Badge	An indicator of outcomes, knowledge or competencies that may be awarded and is tracked by the Professional and Corporate Relations Unit.

Executive Team	Is comprised of the President; Provost and Vice-President Academic; Vice-President, Finance and Administration and Chief Financial Officer; Vice-President, Information Technology and Chief Information Officer; Vice-President, University Relations; University Secretary; Chief Human Resource Officer; the Chief of Staff, Office of the President, and any other position as so designated.
Professional and Corporate Training Course	A non-credit course, developed to enhance learners' workplace/professional skills or competencies, and offered through the Professional and Corporate Relations Unit.
Professional and Corporate Training Program	A set of Professional and Corporate Training Courses, purposefully assembled and sequenced to provide a comprehensive overview of a workplace/professional subject or related series of subjects.
University	Athabasca University.

4. Guiding Principles

Program Requirements

- 4.1** All Professional and Corporate Training Courses and Programs offered by the Professional and Corporate Relations Unit, whether domestic or international, must comply with any requirements or funding guidelines for non-credit programming set out by the Alberta Advanced Education Grant Funding Agreement. The Professional and Corporate Relations Unit makes appropriate business decisions to ensure that both the Alberta Advanced Education Grant Funding Agreement guidelines and the professional development needs of learners, organizations and communities are met.

Courses and Programs Approval and Delivery

- 4.2** The Professional and Corporate Relations Unit is responsible for the approval, quality assurance, development and delivery of Professional and Corporate Training Courses and Programs.
- 4.3** Professional and Corporate Training Courses and Programs will be developed and approved in response to the demonstrated or anticipated skill development needs of individuals or organizations and in accordance with the *Professional and Corporate Training Procedures*.

Course and Program Access

- 4.4** Professional and Corporate Training Courses and Programs may be offered to the general public or on a restricted contractual basis to specific professional groups or corporate clients.

Registration and Learner Status

- 4.5 The Professional and Corporate Relations Unit maintains systems for registering learners in Professional and Corporate Training Courses and Programs.
- 4.6 Prospective learners register directly with the Professional and Corporate Relations Unit and are not required to apply for admission to the University. As a result, they are not counted as university students, do not pay student union dues and are not eligible for student financial aid.

Learning Recognition

- 4.7 Learners who successfully complete a Professional and Corporate Training Course or Program may receive a Certificate of Completion or a Digital Badge from the Professional and Corporate Relations Unit in addition to any certification or acknowledgement provided by corporate or professional partners involved in hosting or sponsoring their course or program (or a jointly presented Certificate of Completion or Digital Badge). The Professional and Corporate Relations Unit develops and maintains systems for recording course and program results and Certificates of Completion and Digital Badges issued.
- 4.8 Learners are not eligible to receive an official University academic transcript for completion of a Professional and Corporate Training Course or Program and are not included in the *List of Graduates* at Convocation.

Evaluation

- 4.9 The Professional and Corporate Relations Unit evaluates Professional and Corporate Training Courses and Programs periodically, based on learner outcomes, learner and corporate partner feedback, financial analysis and other relevant metrics.

Fees and Profit Sharing

- 4.10 Fee structures and profit-sharing formulas for Professional and Corporate Training Courses and Programs are approved by Executive Team. The Professional and Corporate Relations Unit maintains systems for collecting individual learner or organizational client/partner fees and issuing receipts.

Accounting

4.11 The University Relations Division works in collaboration with the Finance and Administration Division to ensure accurate accounting of expenses incurred and revenue generated through the delivery of Professional and Corporate Training Courses and Programs. The Professional and Corporate Relations Unit maintains systems for tracking financial data to inform reporting processes, course and program research and development processes, and marketing efforts.

Reporting

4.12

- a) The University Relations Division reports as required to Executive Team and The Governors of Athabasca University (Board) on results of Professional and Corporate Training Course and Program activity (courses and programs offered, registration, completion rates, financial results).
- b) The Finance and Administration Division includes Professional and Corporate Training Course and Program revenue and expenses in its report of non-credit revenue and expenses to Alberta Advanced Education through the Financial Information Reporting System.

5. Applicable Legislation and Regulations

Post-secondary Learning Act (Alberta)

Freedom of Information and Protection of Privacy Act (Alberta)

6. Related Procedures/Documents

Alberta Advanced Education Grant Funding Agreement (Schedule A: Purpose, Conditions and Reporting Requirements: Expectations for Non-credit Programs Delivered by Post-secondary Institutions)

[Professional and Corporate Training Procedures](#)

[Professional and Corporate Training Course/Program Proposal Form Professional and Corporate Training Course/Program Development Process and Quality Assurance Guide](#)

[Professional and Corporate Training Course/Program Development Form](#)

[Professional and Corporate Training Course Evaluation Form](#)

[Professional and Corporate Training Course Evaluation Guidelines](#)

History

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