

2022

ADVANCED SOLUTIONS TECHNICAL INSTITUTE

Provides not only technological training and solutions to Trinidad and Tobago and beyond, but also to elevate the overall standard and applicability of such at all levels of society. We trust in the talents of the people, thus, with a local yet globally cognizant process approach to technological education compliments by a focus on sustainability, ASTI equips students and clients to function and achieve in an ever-developing technological world.



ASTI STUDENTS HANDBOOK

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Welcome to ASTI Students,

We welcome you to Advanced Solutions Technical Institute (ASTI). You are embarking on an adventure that will affect your future relationships, career, and well-being as a person. Our administration and staff sincerely hope your time here will be productive and rewarding. ASTI is committed to helping you in the pursuit of your academic and career goals.

This Student Handbook has been designed to assist you. It includes *ASTI's* mission statement, grading policies, codes of conduct, and other important matters of policy and procedure. We hope you will find it beneficial in the organization of your time and work.

Please call on us as you begin or continue on your educational journey. We're glad you've chosen Advanced Solutions Technical Institute, and we think you've come to the right place!

Mission and Vision Statements

MISSION STATEMENT

ASTI delivers career success by producing competent knowledge professional in Telecommunications, IT and Business through a strategic blend of technical and theoretical learning.

VISION STATEMENT

A highly adaptive, continually improving, quality driven and innovative technical institute recognized for competent graduates with global perspectives in the areas of Telecommunications, IT and Business.

About ASTI

Advanced Solutions Technical Institute is an independent institution dedicated to training in the areas of: Telecommunication, Broadband Technology, Information Technology and Business Management. Advanced Solutions Technical Institute is an international accredited institution offering associates degrees, diplomas, certification as well as professional development training and certificate programs.

ASTI is passionately committed to providing students with a humane and collegial environment that will allow them to pursue and attain a first rate education. ASTI offers an excellent, innovative, and up-to-date array of academic programs, all of which are based on small group teaching and close and constructive relationships between instructors and students. ASTI provides high- quality training programs designed to meet the educational goals and lifestyle of its students.

Advanced Solutions Technical Institute is a place where its students are free to create, inquire and discover as they pursue their goals. It is a place where they learn from world renowned instructors who care about their success. It is a place where small classes are the norm, not the exception, and where they can really get to know their classmates and their instructors. It is a place where they can enhance their education through research and work opportunities.

ASTI wants its students to emerge from its institution with a strong sense of themselves, with a solid disciplinary base, strong oral and writing skills, a sophisticated capacity to think and reason, confident social and leadership skills, and a capacity and a desire to make an important contribution to their society.

HISTORY of ASTI

Advanced Solutions Technical Institute, formerly Advanced Solutions Institute, has been in existence for the past eight (8) years serving organizations such as the Telecommunications Services of Trinidad and Tobago Limited (TSTT), Cable and Wireless (St. Lucia), Dominican Electricity Services Company Limited, Trinidad and Tobago Electricity Commission (T & TEC), Ministry of Education (Tobago), National Gas Company (NGC), Digicel, Trinidad and Tobago Coastguard and the Trinidad and Tobago Regiment.

Advanced Solutions Technical Institute officially began operations in 2001 starting with four (4) programmes and now offers over fifty (50) courses in telecommunication, business and technology. The initial vision was to grow to be one of the leading telecommunication training institutes and solution providers in Trinidad and Tobago, the latter being a service not regularly offered by other similar institutions.

Advanced Solutions Technical Institute has an experienced, knowledgeable and qualified team of administrators, trainers, educators and business consultants growing from an initial staff of only six (6) in 2001 to twenty-five (25) in 2007.

The institute has experienced a 110% increase in student population with one hundred and twenty (120) students registered in the first year of operation compared to two hundred and fifty-two (252) students being registered in 2006.

Some of the universities we have links with include...

- JONES/NCTI
- Penn Foster College
- Institute of Certified Computing Professionals
- Game Institute
- Cengage Learning (Formerly Thomson Direct)
- National Training Institute

What You Can Study

Advanced Solutions Technical Institute offers a wide range of programmes for our students to choose from. You can choose to pursue programmes at the certificate level, diploma level, and the associate degree level.

CERTIFICATE COURSES

TELECOMMUNICATION CERTIFICATE PROGRAMMES

- Telecommunications Electronics Technician
- Data Cabling Installer
- Introduction to Fiber Optics
- PBX Installation & Designs
- DSL Technologies
- VoIP Essentials
- Certified Satellite Installer CSI
- Broadband Voice Over Internet Protocol
- Broadband Fiber Technologies
- Introduction to Outside Plant (Copper Splicing)
- Communication Site Installer
- Line & Antenna Sweep (LAS)
- Passive Intermodulation Testing (PIM)
- Personal Communications Service-Cellular (PCS-C)
- Telecommunications (TCM)

WIRELESS TECHNOLOGY PROGRAMS

- Wireless Network Administrator
- Wireless Technology Specialist
- Wireless Security Professional
- Wireless Design Professional
- Wireless Analysis Professional
- Wireless Network Expert
- Wireless Network Trainer
- Convergent Network Technologies
- Introduction to Wireless LANS
- Wireless Network Technician –
- WIRELESS COMMUNICATIONS ELECTRONICS TECHNICIAN
- Avionics Electronics Technician (AVN)

FIBER OPTICS TECHNOLOGIES

- Introduction to Fiber Optics
- Fiber Optics Installer (FOI)
- Fiber Optics Installer-Outside Plant (FOI-OSP)
- Fiber Optics Technician (FOT)
- Fiber Optics Designer (FOD)
- Aerospace Fiber Optics Fabricator (FAB)
- Data Cabling Installer Certification (DCIC)
- Fiber Optics Installer (FOI)**
- Fiber Optics Technician-Outside Plant (FOT-OSP)
- Fiber Optics Technician (FOT) (*The prerequisite for the FOT is the FOI*)
- Fiber Optics Designer (FOD)
- Photonics Technician Operator (PTO)
- Photonics Technician Specialist (PTS)
- Technician in Precision Optics (TPO)
- Specialist in Precision Optics (SPO) (*The prerequisite for the SPO is the TPO*)

SECURITY AND INTEGRATED SYSTEMS

- Understanding Alarm Systems
- Certified Alarm Technician
- Advanced Burglar Alarm Technician
- Fire Alarm Installation Methods
- Life Safety Code Course & Workshop
- Electronic Access Control
- Video System Technologies
- IP Camera Installation and Maintenance
- GPS Technologies
- Introduction to CCTV
- CCTV Endorsement
- CCTV Designs AND Application

BROADBAND TECHNOLOGIES CERTIFICATES

- Broadband Specialist
- Broadband Telecom Center Specialist

INFORMATION TECHNOLOGY COMPUTER REPAIRS

- Computer Service Technician

- Certified Networks Systems Technician
- Certified Service Manager (CSM)
- Laptop and iPad Repairs
- A+
- Network+
- Computer Networking
- Certified Network Computer Technician – CNCT

ELECTRONICS CERTIFICATE PROGRAMMES

- Introduction to Basic Electronics
- Electronics Level 2
- Electronics Advanced
- Electronic Security Networking Technician

SMARTHOME TECHNOLOGIES CERTIFICATES

- Certified Alarm-Security Technician (CAST)
- Electronic Security Networking Technician (ESNT)
- Residential Electronics Systems Integrator (RESI)
- Audio/Video
- (AV)Security/Surveillance (SS)
- Environmental Control (EC)

SERVICE TECHNICIANS

- Certified Customer Service Specialist (CSS)
- Certified Service Manager (CSM) (*Lifetime certification*)
- Electric Vehicle Technician (EVT)
- Gaming & Vending Technician (GVT)
- Radio Frequency Identification Technical Specialist (RFID) **MOBILE TECHNOLOGY**
- Mobile Phone Repair and Maintenance
- Mobile Phone Technologies
- Wireless Network Technician
- Motorola Certifications

INFORMATION TECHNOLOGY

- Microsoft Certified IT professional
- Practical ICT Skills
- Using the Internet
- Core - Information Systems

- Internetworking and Data Communications
- Data Base Administration
- Data and Information Quality
- Data Management
- Data Resource Management
- Data Warehousing
- Information Systems Analyst (CCER)
- IT Management
- IT Consultant
- Micro computing and Networks
- Object Oriented Analysis and Design
- Office Information Systems
- Software Engineering

CONVERGENCE TECHNOLOGIES CERTIFICATE PROGRAMME

- Convergence Technologies Professional
- Certified Convergence Network Technologies
- Convergence Technologies Professionals

BUSINESS PROGRAMS CERTIFICATE

- Marketing
- Customer Service
- Business Administration
- Selling and Sales Management
- Principles and Practice of Management
- Business and Industrial Administration
- Business Information Systems
- Business Intelligence & Analytics
- Business Process Management
- Integrated Project Management
- Certified Customer Specialist

DIPLOMA PROGRAMS

- CCTV Integrated Systems Engineering
- Fiber Optics Engineering
- Intrusion Systems Engineering
- Computer Systems Technician

ASSOCIATE DEGREE

- ASc. In Telecommunications Technology

BACHELOR OF SCIENCE

- BSc. Telecommunications and Computer Networks

Student Support Services

Academic Advice & Counselling

Students requiring academic advice and counseling will receive such from the Dean of Students, Mr. Ancil Peters, who is a certified counsellor. Lecturers are encouraged to give assistance and provide advice to students seeking academic counsel when needed.

Registry Support

Admissions and Registration

The Admissions and Registration Section has responsibility for all matters relating to the processing of applications, student transfers and ID cards and the coordination of student registration. If you need assistance with course registration or need to request a Leave of Absence, please contact the office of the Assistant Registrar at the following email address: admin@astitnt.com

Assessment, Awards and Records

The Assessment, Awards and Records Section has responsibility for the conduct of examinations, the issuing of results relating to your coursework and final examination results, the maintenance of your academic record and the provision of transcripts. If you encounter any problems related to notification of your final marks in a course you have completed or discrepancies in your student copy of the academic transcript, please contact the office of the Assistant Registrar at the following e-mail address: admin@astitnt.com

Tutorials

All Lecturers are encouraged to provide individualized tutoring for students to enhance their learning. One hour session is dedicated to tutorial purposes each week.

Learning Resources and Services for Educational Programmes

Currently, for all educational programmes, students receive all necessary learning resources via the direct supply of textbooks, access to resources on the internet or links to websites and other available resource centers. These various means can be used by students at any time to enhance their learning and increase their knowledge under the guidance of their lecturer or on their own outside of the classroom. Students are encouraged to use the means provided to them to gather information and acquire knowledge beyond that specified in the course objectives/syllabus and are free to seek advice from lecturers and staff.

Open Doors Deepen Relationships

Because the average class has fewer than 15 students, our lecturers and administration staff know their students' names, concerns and goals. Lecturers are accessible and approachable in class, through pre- arranged office hours and via e-mail.

Bookstore/Library Services

Books and manuals will be sourced for all students. The cost of all learning materials is included in the total cost of the programme. ASTI is committed to ensuring that students have access to additional resources if they should so desire and will assist students to source and supply any additional resources as needed.

The type of programmes offered by ASTI coupled with the student demographic, i.e., working adults and professionals, does not require the institute to have a huge library. Nonetheless, a small library is established at the institution.

Document Service Information

Particulars	Cost	Processing Time
Lost/Replacement Certificates	\$1100.00	7 days
Transcripts	\$35.00	5 days
Letters		
-Verification	\$35.00	3 days
-Status	\$40.00	2 days
-Visa	\$40.00	2 days
Fax Document	\$40.00	-
Printing (black & white)	\$2.00	-
Printing (coloured)	\$7.00	-
Photocopies (LTR size)	\$0.50	-
Photocopies (LGL size)	\$1.00	-
Quotations	\$30.00	1 day

Terms & Conditions

- Same-day charges on all documents costs \$60.00 with the exception of replacement or lost certificates.
- Same-day requests made after 12 noon are to be collected by 4 p.m.
- Prices are subject to change at any given time.
- The processing time is measured in working days.
- Letters will only be given to those students who are in good financial standing with the institution.

Students with special needs

All students with special needs or differently abled students should communicate with Dr. Ancil Peters, before or during registration. Every effort is made to facilitate your on

campus requirements in terms of mobility, accommodation, coursework, examinations, and other areas. Sharing your needs enables us to serve you better as a part of the campus community.

Career and Personal Development Seminars

A career and personal development seminar will be offered at an additional cost to students who are interested in enhancing their employability. This seminar will be conducted by a qualified trainer.

Teaching-Learning Policies

Admissions/ Entry Requirements

Individuals registering for any programme offered by ASTI must meet the set minimum academic requirements for entry into the programme. Students who do not possess the minimum academic requirements can register for a programme via a mature entry route which is equivalent to a stipulated number of months work experience.

General Minimum Academic Requirements

The general minimum requirements for certificate programmes are one or more of the following:

- CSEC (Caribbean Secondary Education Certificate) General or Technical Proficiency (Caribbean Examinations Council (CXC)): At least five (5) passes including English Language and mathematics at Grades I and II, and Grade III from 1998, OR
- GCE (General Certificate of Education) Ordinary Level: At least five (5) passes including English Language and mathematics at Grades A, B and C, OR
- High School Diploma or equivalent qualification providing evidence of successful completion of secondary level courses including mathematics and English

Students who fail to meet the above entry requirements can gain entry through:

- Mature Entry Route (21 years and over) OR

- Relevant/ Related Job Experience

Award of Qualifications

Certificates are awarded based on examination success as all programmes require students to sit an examination to gain certificates/ certification.

Student Assessment

Students will be assessed by Lecturers on an ongoing basis. Information on assessment will be documented on the student assessment form and will be reviewed by management. The assessment will capture the following information:

- Student's ability to complete course tasks
- The performance level of each student for each tasks to be performed
- Methods used to assess students
- Student suggestions for improvements in the student assessment process
- Areas for student improvement and means for implementing suggesting improvements

All students are required to sign the assessment form.

Instructions to Candidates Taking a Written Examination

1. It is the responsibility of each candidate to ascertain the dates and times of the examination(s) for which he/she is registered. Students are advised that in no circumstance should reliance be placed on any oral communication of the Examination Timetable. No member of staff is authorized to communicate timetable information to you.
2. Candidates will be informed of the dates and times of written papers by means of the Examination Timetable published on the Official Notice Board at your site or on the web at www.astitnt.com at least three weeks in advance, or two weeks in the case of Re-sit Examinations. Any changes in dates after publication shall be brought to the attention of

candidates by means of additional notices posted at each site and on the web. Candidates will not be informed individually of such changes. In no circumstances will any such change be made later than one week prior to the commencement of the series of examinations. You should therefore verify your examinations timetable one week before the examination period.

3. Candidates who are absent from an examination owing to a mis-reading of the timetable shall be liable to the normal penalties for absence from an examination and will have to await the next officially scheduled sitting to take the examination and will be charged a late exam fee of \$300.00.

4. Candidates should be at the examination room fifteen minutes before the advertised time of any examination. Candidates shall be admitted up to half-an-hour after the start of the examination. Candidates arriving late shall not be allowed extra time. A candidate arriving more than half-an-hour late may be admitted to the examination room but his/her written or practical work will be accepted for marking only if he/she can satisfy the Registrar that he/she has valid reasons for being late.

EXAMINATION POLICY AND REGULATIONS

1. Absence from examinations

When you register at the beginning of the course, you are at the same time registering to be examined for that course. If you register for a course and do not take the examination you will be recorded as fail/absent (FA).

Please note however, that the Examination Regulations for Diplomas and Certificates state: Any student who, having registered for a course and examination, fails to take the examination shall be deemed to have failed the examination unless the relevant Academic Board shall approve otherwise on the recommendation of the Dean of Students. You will also be required to pay the late exam fee of **\$300.00** before you are allowed to sit a makeup exam.

2. Absence from examinations as a result of illness

You must request permission for absence from an examination because of illness; however, you must support your request with a medical certificate submitted through the Administrator to the Principal within seven (7) days from the date of the examination in which your performance is affected. The medical certificate should give brief details of the nature of the illness without breaching medical ethics.

3. Notification of examination results

Students are notified of examinations results through the students 'personal email address. Students **MUST** ensure the email address provided at registration is valid and can be accessed by the student.

4. Withholding of results

All outstanding fees must be paid in full before a student is allowed to sit the exam. However, you should note that even if permission is granted to sit an examination where fees are outstanding, results will be suppressed until the outstanding balance is cleared. Graduation certificates shall also be withheld under the same circumstances.

Level One and Level Two Examination and Coursework

All Level I and Level II Courses will be examined as follows:

Exams will consist of **two in- course test** and **one final exam**.

- In course test account for 20% of final grade. This consists of **one written assignment** and **an individual presentation**.
- Written Assignments must not exceed **2,500 words** in length, **EXCEPT** where otherwise advised.
- Assignments which show evidence of plagiarism will not receive any marks.
- Final Exams will account for 80% of the final grade. This will consist of a 2 ½ hrs. written exam which takes place at 9.00.a.m. one week after the end of the program.

- If you do not pay your fees before the exam date you will not be able to sit the exams. If fees are paid on the day of the exams you will be charged a late fee of **\$300.00 TTD.**

All coursework essays should be handed in personally to the Administrator and students should ensure that they are recorded by the Administrator. **ESSAYS WILL NOT BE ACCEPTED AFTER THE STIPULATED DEADLINE, EXCEPT FOR MEDICAL REASONS BACKED BY AN APPROPRIATE MEDICAL CERTIFICATE.**

How to Request a Transcript?

The Administration Section, upon the request of a student (email) prepares official transcripts. This official transcript reflects all the academic work completed by the student. You should complete the appropriate Transcript Request Form, available from Administration, and submit it with the required fee (**\$35.00**), through the Administrator the Registrar, Assessment, Awards and Records.

Hands-on Learning, Practical Knowledge

Advanced Solutions Technical Institute (ASTI) provides countless opportunities for class projects, research, internships and experiential learning programs that bring theory to life. Students synthesize knowledge across multiple courses to solve problems, preparing them to succeed after graduation.

General Education Policy

Although ASTI has not offered any General Education programme to date, the institution is committed to providing its students with an all-rounded education that leads to holistic development. As such, effective January 2008 general education became an integral part of our internal programmes. This will be conducted in three ways:

1. For Associate degree and Diploma programmes there will be specific general education courses.
2. For Certificate programs ASTI will integrate general education requirements into existing courses.

3. A seminar course will be introduced to focus on the communication aspect of general education for all programmes.

All disciplines are expected to provide writing experiences that will require students to develop quality writing and research. ASTI believes that every student, regardless of the program of study, should acquire certain fundamental learning of a general nature which characterizes an educated person. Students at ASTI are expected to:

1. Demonstrate the ability to communicate in Standard English.
2. Demonstrate problem-solving and critical thinking skills.
3. Apply fundamental mathematical concepts.
4. Demonstrate an understanding of individual and societal behavior.
5. Demonstrate an awareness of the multi-cultural character of human values.

Class Attendance

Absences from class are a serious deterrent to good scholarship; ASTI, therefore, stresses regular class attendance, but recognizes that students should have an opportunity to develop personal responsibility and should have some discretion with regards to attendance to meet the demands of other responsibilities. Students anticipating absences should notify the administrator in advance email or phone call. If prior notification is not possible, the student should contact the administrator immediately upon returning to the Institute to determine the next course of action. Students are expected to be in attendance at least 90 percent of all scheduled class hours.

Leave of Absence or Withdrawal

Students who may be absent for long periods of time for legitimate reasons, or who desire to withdraw from a programme, should indicate such via writing to the Registrar as early as possible. Students who do not provide written explanations for long absences (**three weeks or more**) will be contacted by administration and counselled if necessary. Students who have been absence for long periods (**three weeks or more**) will be deemed to have withdrawn from the institution and will be given a letter from the institute indicating such.

Student Feedback Forms

Notices about available student feedback forms will be posted on the institution's website and notice board to encourage students to provide feedback on a regular basis outside of the routine end of class assessments. This form will also be given to new students during registration or orientation. Student suggestion form is available for review upon request.

Poor Academic Performance Policy/Procedure

ASTI will analyze the reasons for consistently poor academic performance*. This will be done by meeting with the student(s) and lecturer(s) to determine the root cause of the poor performance. Information gathered from these interviews via a report will be used to implement changes to address poor performance and other issues.

*Consistent poor performance is defined as students who have failed course work and examinations for the same subject/programme in more than one (1) semester or academic year. Consistent poor performance also includes the number of students performing poorly in course work assignments and examinations, i.e., more than 50% of a class failing coursework and examinations for unexplained and justifiable reasons.

Equal Opportunity Policy

Advanced Solutions Technical Institute (ASTI) is dedicated to advancing academic excellence and creating a diverse and inclusive community. The institution is an equal opportunity educational institution which admits students of any race, color, gender, religion, age, national or ethnic origin, disability, or marital status to all of the rights, privileges, programs, benefits, and activities generally accorded or made available to students at the institution.

The institution does not discriminate on the basis of race, color, gender, marital status, pregnancy, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, or other legally protected characteristic in any student program or

activity administered by the institution, including the administration of its educational policies, admission policies, and in employment.

Likewise, the institution is an equal opportunity employer. All employment-related decisions, including but not limited to decisions relating to recruitment, hiring, promotion, transfers, benefits and any other terms and conditions of employment, will be made without regard to the employee's or applicant's race, color, religion, national origin, gender identity, sex, sexual orientation, marital status, pregnancy, age, physical disability, mental disability, medical condition, unless a particular characteristic is a bona fide requirement of the position. Reasonable accommodations will be made for qualified individuals with disabilities, unless the accommodation would create an undue hardship for the institution.

The institution may take positive steps in a manner consistent with appropriate law to advance its mission and to promote equal opportunities for its students, staff, and applicants.

DISCIPLINARY PROCEDURES

Complaint

1. Any member of Advanced Solutions Technical Institute community i.e. faculty, staff, student, may file a complaint against any student for misconduct or for otherwise being in violation of the Institute's policies. The complaint shall be prepared in writing and directed to the Dean of Student Affairs or his/her delegate. Complaints should be submitted as soon as possible after the alleged violation occurred.
2. The Dean of Student Affairs or a delegate shall review and investigate the complaint to determine if the allegations have merit, to identify violations of the student conduct policy, and to impose sanctions for such violations.
3. Unless otherwise provided by law, ASTI generally will not disclose the name of the person making the complaint to the accused student ("STUDENT") unless it determines in its sole discretion that the circumstances warrant it.

Notification and Adjudication

1. Within a reasonable period of time after the complaint is received, the Dean of Student Affairs or his/her delegate will notify the STUDENT of the complaint and the alleged violation of the student conduct policy. This notification may be in written form or through oral communication. The STUDENT will meet with the Dean of Student Affairs or his/her delegate to discuss the complaint and alleged violation. The Dean of Student Affairs or his/her delegate will render and communicate the decision to the STUDENT.
2. If a good faith effort has been made to contact the STUDENT to discuss the alleged violation and the STUDENT fails to appear for the meeting, the Dean of Student Affairs or his/her delegate may make a determination of violations of ASTI's policies on the basis of the information available, and impose sanctions for such violations. This decision shall be communicated to the STUDENT.
3. The Dean of Student Affairs or his/her delegate's determination shall be made on the basis of whether it is more likely than not that the STUDENT violated a rule, regulation or policy of the Institute.

Procedures Regarding Student Dismissals

When the Administration proposes to dismiss/expel a student from the Institute, the following procedures should apply unless the student elects to forego them.

1. The charges against the student shall be presented to the STUDENT in written form, including the time, place and nature of the alleged offense(s). A time shall be set for a hearing not less than two nor more than fifteen calendar days after the STUDENT has been notified of the charges and his/her proposed dismissal from school. Maximum time limits for scheduling of hearings may be extended at the discretion of the Dean of Student Affairs or his/her delegate.
2. Hearings shall be conducted by the Dean of Student Affairs or his/her delegate (herein referred to as the "Hearing Officer")
 - Hearings normally shall be conducted in private.
 - Admission of any person to the hearing shall be at the discretion of the Dean of Student Affairs or his/her delegate.

- In hearings involving more than one STUDENT, the Hearing Officer, in her or her discretion, may permit the hearing concerning each student to be conducted separately.
 - The complaining party (which may be a member of the Administration) and the STUDENT may present witnesses at the hearing. Those witnesses may be questioned by the Hearing Officer.
 - Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the Hearing Officer at his/her discretion.
- All procedural questions are subject to the final decision of the Hearing Officer.
 - After the hearing, the Hearing Officer shall determine whether the STUDENT has violated the rules, regulations or policies that the STUDENT is charged with violating. The Hearing Officer will issue a written determination. If the Hearing Officer determines that a violation has occurred, the Hearing Officer's determination will also address whether dismissal from the Institute is an appropriate sanction for the offense(s).
 - The Hearing Officer's determination shall be made on the basis of whether it is more likely than not that the STUDENT violated a rule, regulation or policy of the Institute.
 - The Hearing Officer shall provide the STUDENT with a copy of the determination, including information regarding the student's right of appeal there from.

Interim Suspension

Advanced Solutions Technical Institute may immediately remove or suspend a student from school without applying or exhausting these procedures when, in the Institute's sole judgment, the student poses a threat of harm to himself, to others, or to property of the Institute or a member of the Institute's community.

During the interim suspension, students shall be denied access to school (including classes, labs, library) and/or all other school activities or privileges for which the student

might otherwise be eligible, as the Dean of Student Affairs or designee may determine to be appropriate.

Violations of Law

If a student is charged with a violation of state or local laws or regulations occurring away from the school, disciplinary action may be instituted and sanctions imposed against the student when the school has a reasonable belief that the health, safety or welfare of the Institute community is threatened. Disciplinary procedures may be instituted against a student charged with violation of a law that is also a violation of the student conduct policy. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. The Institute will cooperate fully with law enforcement and other agencies in the enforcement of criminal laws on school property.

Sanctions

Advanced Solutions Technical Institute may impose sanctions for violations of the student conduct policy. The type of sanction imposed may vary depending upon the seriousness of the violation(s). ASTI reserves the right to immediately impose the most severe sanction if circumstances merit.

Although not exhaustive, the following list represents the types of sanctions that may be imposed upon any student or student organization found to have violated the student conduct policy:

1. **Warning:** A notice in writing that a student has failed to meet some aspect of the school's standards and expectations.
2. **Probation:** Probation is used for repeated violations or a specific violation of a serious nature. The Dean of Student Affairs or his/her delegate defines the terms of probation.
3. **Suspension:** Separation of the student from the school for a pre-determined period of time. The student may be able to return to school once specified conditions for readmission are met. The student may not attend classes, use school facilities,

participate in or attend school activities, or be employed by the school during his/her suspension.

4. **Expulsion:** The student will be expelled from the Institution immediately. The student will not be permitted to continue his or her studies at the school and may not return to the institute at any time or for any reason.
5. **Restitution:** Compensation for loss or damage to property leased, owned or controlled by the school. This may take the form of monetary or material replacement.
6. **Discretionary Sanctions:** The student will be required to complete an educational service, attend counseling, or have restricted privileges.

The above list is only a general guideline. Some sanctions may be omitted, and other sanctions not listed above may be used.

Appeal Procedures

Students wishing to appeal a disciplinary decision may do so in the following manner:

- The student must obey the terms of the decision pending the outcome of the appeal, i.e., a student who has been suspended from school may not be on school property.
- The student must write a letter of appeal, addressed to the Principal of the Institute or his/her delegate. This letter will give the student the opportunity to indicate his/her position on the decision. It must detail all bases for the appeal. It must be delivered to the Principal or his/her delegate within seven calendar days following the student's receipt of the decision.
- The President or his/her delegate shall review appeals and make a disposition of the appeal. The student making the appeal and the person bringing the charges may be provided an opportunity to address the President or his/her delegate. The student may be accompanied by one person (family member, friend, etc.) as an observer.
- The President or his/her delegate will render a written decision on the appeal within thirty calendar days from receipt of the appeal and communicate same promptly to the student.

EXPECTATIONS OF STUDENTS

Students will be expected to attend all scheduled classes and participate actively in discussions. Students are expected to be a collaborative participant of all the work in class. Students' participation in class activities and discussions is important not only for the student's learning but also for the learning of others. Students are expected to participate thoughtfully, responsibly, and constructively in discussions on a regular basis.

Class discussions serve as a forum in which students can sharpen their thinking, test your ideas, exchange insights and perceptions with the lecturers and each other, and contribute towards others' ideas. Within the classroom, students and lecturers must all try to work hard at providing opportunities for all perspectives to be voiced and listened to, as it is through debate, discussion and the challenging of each other's ideas that will maximize the potential to learn about the central themes, topics, and questions of in the course.

Students and lecturers will be vigilant about encouraging discussion in non-threatening ways; creating conversations; working to communicate with each other in the best possible ways; and striving to be rigorous, patient, good humored, respectful, and tolerant of diverse viewpoints

Student Code of Conduct

Important points for your attention:

- Damages / Losses caused to Laboratory equipment, institute furniture, etc. must be paid for by the student responsible, at full replacement cost.

- Any student who defaces/ destroys institute property will be held responsible for the replacement costs regardless of the extent of the damage and pre-existing condition of property concerned

Payment of Fees:

- A **\$250.00 TTD** non-refundable fee applies to all courses.
- Students are required to make at least 50% down payment on the programme before he / she can attend the class.
- All payments must be paid in full before completion of the course. Students will be given a grace period of one (1) week after the completion of the course to pay off all outstanding fees. If fees are not updated after the one (1) week grace period students will be charged **\$300.00 TTD** and will not be allowed to sit the exam.
- Failure to pay the late fee of **\$300.00 TTD** and the outstanding tuition fee will result in the institute contacting a bailiff / debt collector to retrieve payments.
- Should the institution require the enrollment of a debt collection agency or the services of a bailiff; all cost will be borne by the student.
- For international exams all exams fees **MUST** be paid in full at least two (2) weeks before date of the exam. Should students fail to do so they will be charged a late fee of **\$300.00 TTD**.
- For international instructor- led courses payments must be made two weeks before the course is scheduled to begin.

Refund of Fees and other Dues:

- When a student registers, we reserve a place for him/her for the curriculum period. Thus if he/she registers, he/she is obliged to pay full fees for the curriculum period, even if he/she does not attend classes at the institute.
- Full refund –Before & on 1st day of class
- 50% Refund on 2nd day of class
- NO REFUND – after 2nd day of class

Queries and Explanations regarding payment of fees should be made in person at the office.

Major Offences and Discipline

The institute considers the following to be major offences, for which a student may be immediately withdrawn from their program of study/exams:

- Harassing, bullying or badgering of fellow students or lecturer. Aggressive or abusive behavior towards staff or students
- Using obscene, insulting, annoying, threatening, violent or profane language
- Any act or omission tending to instigate and/or promote conflict on the basis of race, ethnicity, religion, sex or physical disability
- Drinking alcohol or smoking on the institute compound
- Destruction of institute furniture or other property
- Marking, carving of institute furniture, tearing seats etc.
- Stealing

Rules of Conduct:

- Cameras and Video Recording/ Audio Devices are **strictly prohibited** on premises.
- No Littering
- No chewing of gum.
- No disrespectful or disruptive behavior in or out of class
- Do not hold or keep doors to classrooms open
- No eating or drinking in classrooms during class
- No walking around while in class is in progress (either in the presence or absence of an Lecturer)
- All cell phones must be switched off or put on silent mode and should *only* be answered in case of emergencies.
- All assignments must be done on time
- No student should write on the whiteboards or pilfer markers, dusters etc. left in the classrooms
- Do not touch or adjust air-condition units, light switches, alarm fittings or other fixtures and fittings
- Do not tamper with or touch displays, maps, wall charts, or other wall items posted on classroom walls or notice board
- Observe good manners, cleanliness and personal hygiene at all times

- Use toilet and other facilities with regard for others. No food or drinks may be taken into toilets
- No Loitering in hallway.
- ID's must be worn while on institute compound and returned to administration when course is done.
- Smoking is **strictly** prohibited on institute Compound.

The office phone is for office use – students will not be permitted to receive or make calls.

Dress Code for Students:

† *Male:*

- No Vests/ Armhole jerseys allowed
- Head Gear is not allowed
- No short pants
- No Slippers
- Good personal hygiene must always be practiced

† *Female:*

- No halter tops allowed (back outside)
- Tops with stomach exposed is not allowed
- Good personal hygiene and grooming must always be practiced
- Head Gear is not allowed.

Losses and Damages

A student who causes loss or damage to any of the institute property or that of others on the compound will be held liable for all expenses incurred in repairing or restoring the loss. All students are required to secure their valuables and cash, as the institute will not be held liable for the loss and damage.

Disclaimer

Advanced Solutions Technical Institute and / or its directors will not be liable for the injury and/ or damage to any person or property arising from the negligence of a student, either to himself or otherwise.

It is our sincerest desire for all our students to be successful as they leave this Institute as capable young men and women, prepared to move on to pursue other goals in life.

As such, we assure you that we will do our very best and we ask that you do your best to accomplish this objective.

Health and Safety Policy

Safety Policy

ASTI is committed to providing a clean, safe and healthy workplace and environment. All aspects of the business are managed in a safe and environmentally responsible manner in accordance with the principles set forth in this policy. We believe these actions benefit our customers (students), shareholders, employees and the public, both now and for the future.

Employee & Students Orientation Safety and Health Information

The institution's safety and health rules will be communicated to new students during orientation. Students engaged in learning activities which requires safety and healthy training will be trained by their lecturer. Each new student will have to sign a copy of the health and safety rules indicating he/she have read and agreed to abide by the institution's health and safety rules.

Upon commencement of classes (or during orientation), ASTI will emphasize to all students that the institute will not tolerate anyone who ignores or consciously disregards the Safety and Health rules.

Communication of Health and Safety Information

A notice board will be strategically placed on the compound to display and make available all pertinent health and safety information.

Please view the sample Forms Below

Sample Health and Safety Forms



**ADVANCED SOLUTIONS
TECHNICAL INSTITUTE**

Institute of Technical Training of Trinidad and Tobago

Student Safety-Health Rules

1. Unsafe/unhealthy conditions are to be reported to instructors, staff and/or management immediately.
2. Any and all injuries, exposures, and environment-related illnesses are to be reported to instructors, staff and/or management immediately.
3. Food/drink is allowed only in designated areas. Smoking is strictly prohibited on the premises.
4. Equipment should not be operated unless all guards and safety devices are in place and in proper operating condition.
5. Defective tools and equipment should not be used, and are to be reported to instructors, staff and/or management immediately.
6. Aisles, walkways, stairways, and exits should be kept free of debris, storage or obstructions.
7. Good housekeeping should be practiced at all times.
8. The use of, or being under the influence of, alcohol or illegal drugs while on the ASTI's compound is strictly prohibited.
9. Health & Safety posters and/or notices must not be covered, defaced, or removed.
10. Training is required for the use of equipment in practical sessions.
11. All students are expected to co-operate with the institution's efforts to implement preventative and protective measures to secure their health, safety, and welfare.
12. Students must take reasonable care of their own safety and not place others at risk by their actions.
13. Students must not engage in reckless or careless behaviour that might compromise ASTI's preventative and protective measures, (e.g. letting off fire extinguishers or maliciously setting off the fire alarm).
14. Students must not intentionally damage or misuse any equipment and must report defects or unsafe situations to instructors, staff and/or the institutions management immediately.
15. If a student has an accident whilst on the premises he/she should report it to management immediately.
16. Students must use equipment or items provided for class work, correctly and in accordance with manufacturers' or suppliers' instructions and any training received.
17. All ASTI's safety and health rules must be followed.

I, _____, have read and understood the above Health and Safety Rules. I agree to abide to the above stated rules at all times. I understand that I may be disciplined according to the institute's disciplinary and grievance policies and procedures.

Signature _____

Date _____

Witness _____

Date _____



ADVANCED SOLUTIONS TECHNICAL INSTITUTE

Institute of Technical Training of Trinidad and Tobago

Emergency Evacuation Plan

1. Upon instructions from the fire leader or upon sounding of the fire alarm evacuate the building immediately.
2. Proceed to the designated assembly point.
3. Do not stop to collect any personal items such as handbag, cell phones or any company items.
4. Upon reaching the assembly point please notify your instructor or fire leader.
5. Do not reenter the compound/building unless you are told to do so by the fire leader/ management or fire services personnel.



ADVANCED SOLUTIONS TECHNICAL INSTITUTE

Institute of Technical Training of Trinidad and Tobago

Fire Emergency Procedures

Upon Observing Smoke or a Fire of Unknown Origin or Intensity:

1. Sound the alarm and notify Management & the Fire Department.
2. Follow procedures in the emergency evacuation plan (EEP).
3. Assemble outside, following instructions in the EEP.
4. Designated fire leader will account for all those assembled.

In Case of Minor Fire:

1. Fight the fire IF IT CAN BE DONE SAFELY (in the meantime, a responsible person will sound the alarm and notify the Fire Department).

2. If the fire is out of control, confine it to its immediate area by closing doors as you leave.
3. Provide assistance to anyone requiring assistance to clear the area.
4. Assemble at the designated assembly point.
5. Designated fire leader will account for all those assembled.

In Case of Major Fire

1. Leave fire area. CLOSE DOOR BEHIND YOU.
2. Evacuate the building.
3. Assemble at the designated location, following instructions in the EEP.
4. Designated fire leader will account for all those assembled.



**ADVANCED SOLUTIONS
TECHNICAL INSTITUTE**

Institute of Technical Training of Trinidad and Tobago

Employee/Student Incident Report

To be completed by the employee/student immediately, unless injury, illness, or exposure prevents completion, and forwarded to the Health and Safety Committee.

Name _____	Date of Birth _____
Job Title/Student Number _____	
Lecturer/Supervisor _____	
Programme Enrolled For _____	Date Commenced _____
Date of Incident _____	Time _____ AM / PM
Nature of Injury/Illness/Exposure _____	
Body Part Injured _____	

Detailed narrative description: (WHAT happened, WHERE did it happen, and HOW did it happen?) (Be

specific):

Do you need additional health or safety training? Yes _____ No _____

Did the activity require the use of Personal Protective Equipment? Yes _____ No _____

Was the personal protective equipment in use? Yes _____ No _____

What might be done to prevent a recurrence of this type of incident?

Witness (es) _____

Date report prepared _____ Date given to Health & Safety Committee _____

FOR COMMITTEE USE ONLY

Incident Reviewed by Committee Yes _____ No _____

Action Taken _____

Completed by: _____ Dated: _____
Approved by: _____ Dated: _____



ADVANCED SOLUTIONS TECHNICAL INSTITUTE

Institute of Technical Training of Trinidad and Tobago

ADVANCED SOLUTIONS TECHNICAL INSTITUTE COMPLAINT FORM

Please complete the form providing as much detail as possible and submit to administrative staff.

Name (optional): _____

Contact Information (optional): _____

Area of Complaint (please specify): _____

Please provide details of your complaints in the space provided below:

Please state how you think ASTI should deal with the complaint:

Signature: _____

Date: _____

FOR OFFICIAL USE ONLY

Date complaint submitted: _____ Received By: _____

Complaint reviewed by: _____

Complainant Contacted: Yes No

Action to be taken: _____



**ADVANCED SOLUTIONS
TECHNICAL INSTITUTE**

Institute of Technical Training of Trinidad and Tobago

STUDENT FEEDBACK FORM

Please complete the form and deposit in the designated box. You do not have to include any personal information on this form unless you wish to.

Name (*may be omitted*) _____

Contact Information (*may be omitted*) _____

Programme Registered For _____

Duration of Programme _____

Type of Feedback (*check all the apply*)

Lecturer Performance

Staff Performance School

Facilities

Course Feedback Other (please specify) _____

Recommendations/Suggestions/Comments: _____

Date: _____

ADVANCED SOLUTIONS
TECHNICAL INSTITUTE

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**Hazard Observation and
Safety Suggestion Report**

To be completed by the employee/student and forwarded to the Health and Safety Committee through administrative staff.

Name _____	
Job Title _____	Student ID# _____
Supervisor _____	Lecturer _____

Description of Hazard or Potential Exposure

Safety Suggestion

Is additional health or safety training needed?

Yes

No

Date prepared _____

Date given to administrative staff _____

To be completed by health and safety committee member

Action or measure taken to prevent occurrence of accident _____

Date for Completion _____ Signature _____