

**BRIDGEVALLEY COMMUNITY & TECHNICAL COLLEGE**

**APPROVAL OF SKILL SETS**

**Date approved by cabinet: May 25, 2023**

**Effective date: July 1, 2023**

**Expiration date (5 years from effective date if not renewed): July 1, 2028**

**Section 1. Policy Statement**

- 1.1. BridgeValley Community and Technical College (College) develops skill sets and advanced skills sets as outlined in Series 6 to provide a definitive body of knowledge or skill to individuals. Skill sets will be designed to ladder progression to a certificate or associate degree.

**Section 2. Procedures**

- 2.1. In collaboration with the Division Dean and department chair/program director, faculty within academic or workforce departments will develop credit or non-credit skill sets that meet regional workforce needs.
- 2.2. Skill sets will be comprised of fewer than 12 credit hours or non-credit contact hours equivalent to fewer than 12 credit hours. Advanced skill sets will be comprised of 12 to 29 credit hours or non-credit contact hours equivalent to 12 to 29 credit hours.
- 2.3. All skill set proposals will be sent to the college curriculum committee for approval.
- 2.4. The Registrar will keep an inventory of all approved skill sets and provide completion information to the Office of the VPAA. Upon confirmation of a student's award of the skill set, the VPAA's office will provide an appropriate skill-set certificate to the student.
- 2.5. The College will report all non-credit skill set completions to the WV Council of Community and Technical Colleges annually.