

SRTC Procedure: Instructional Live Work Project

Live work will be conducted when the training programs require such projects for the acquisition of occupational skills leading to employment. Projects are assigned to individual students by their instructors during the class instructional schedule. Faculty will evaluate the instructional significance of repair work, explain college procedures, and complete the appropriate forms. The Faculty will provide (or guide the student in providing) general estimates for the project (cost, time, etc.) and discuss them with the customer, if necessary. If there appear to be larger costs or longer time than estimated, the customer will be contacted prior to continuing the project. Live Work Projects shall not be of a production nature and do not compete with private enterprises. Tips or gratuities to students, while not expected or encouraged, may be permitted on the nature of the service provided. Employees of the college shall not receive any tips or gratuities.

1. Live Work Approval Process

- a. Any program desiring to offer a Live Work Service must complete a Live Work request in writing. The request form must include the following information: the type of project, location of services, fees to be charged to the customers, and a commitment to attain a signed written agreement from the customer that work is not guaranteed and is performed by students.
- b. Once the form is completed, it is forwarded to the Vice President for Academic Affairs for final approval.
- c. When the project is completed, the approved form is shared with the Business Office in order to assure proper invoicing of the customer, if necessary.

2. Existing Programs with approved Live Work Services

The College provides a variety of services subject to student course enrollment and VPAA approval. The program faculty member will provide the customer with an estimate for the Live Work Service using the approved program Live Work Services list and the results of a diagnostic evaluation, when appropriate. The customer is required to pay all estimated fees for the Live Work Service, as determined by the Live Work Services list and diagnostic evaluation, prior to the start of the labor. If the service cost exceeds the estimate, the Live Work Service will be halted and the customer notified immediately. Though the College does attempt to complete all Live Work Services in a timely manner, Live Work Services provided by instructional programs have no promised time of completion as work may be stopped at any time to accommodate classroom or college assignments. Live Work Services will not be rendered until the customer has completed a Client Information and Consent Form. In areas providing more extensive services, a Live Work Project Form may be required. Services are rendered in the following priority: 1) Instruction Based; 2) College related, 3) Employees of SRTC, 4) Students of SRTC, 5) Non-profit Organizations, 6) General Public. When Live-Work Services require the client to obtain parts and payment, the client must meet the timeline set by the instructor to ensure the completion of the Live Work Project in a timely manner. Programs that have live work as an option include

Automotive Technology, Auto Collision Repair, Air Conditioning Technology, Carpentry, Cosmetology, Esthetician, Electrical Systems Technology, Electronics Technology, Neuromuscular Therapist, Veterinary Technology, and Welding & Joining Technology. An instructional live-work procedures notebook is kept in each program area that includes state policy procedures, SRTC procedures, and program procedures, and necessary paperwork that is required before live work can take place.

- a. Automotive Technology offers a variety of automotive repair services subject to student course enrollment. Providing supplies, parts, and consumables will be the responsibility of the customer. The customer must meet deadlines for submitting parts, as determined by the Automotive faculty member, to ensure the completion of the Live Work Project. Upon completion of the Live Work Project, vehicles must be removed from College premises within two weeks or be towed at the expense of the customer. Live Work Services will not be rendered until the customer has completed the [SRTC General Waiver for Live Work](#), the [SRTC Vehicle Release Statement](#), and the [SRTC Automotive Repair Order](#).
- b. Auto Collision Repair requires the customer to set up an account with Car Quest in Moultrie and the supplies that are needed will be sent to SRTC and charged to the customer. Live Work Services will not be rendered until the customer has completed the [SRTC Auto Collision Repair Live Work and Release form](#) and the [SRTC Automotive Collision Request for Repair Order](#).
- c. Air Conditioning Technology offers a variety of air conditioning repair services subject to student course enrollment. Providing supplies, parts, and consumables will be the responsibility of the customer. The customer must meet deadlines for submitting parts, as determined by the Air Conditioning faculty member, to ensure the completion of the Live Work Project. Live Work Services will not be rendered until the customer has completed the [SRTC Air Conditioning Live Work and Release form](#) and the [SRTC Air Conditioning Repair Order](#).
- d. Cosmetology offers a list of services which are pre-approved by the Vice President for Academic Affairs ([SRTC Cosmetology Service Menu](#)). This list of services supplants the need for individual live work project approval. The patron is expected to sign the [SRTC Cosmetology Live Work and Release form](#) prior to receiving services in the salon.
- e. Esthetician offers a list of services which are pre-approved by the Vice President for Academic Affairs ([SRTC Esthetics Service Menu](#)). This list of services supplants the need for individual live work project approval. The patron is expected to sign the [SRTC Esthetician Live Work and Release form](#) prior to receiving services in the salon. Furthermore, if the customer requests eyelash enhancement as part of the procedure, services will not be rendered until the customer has completed the [Esthetician Eyelash Enhancement Release form](#).

- f. Electrical Systems Technology offers a variety of repair services subject to student course enrollment. Providing supplies, parts, and consumables will be the responsibility of the customer. The customer must meet deadlines for submitting parts, as determined by the Electrical Systems faculty member, to ensure the completion of the Live Work Project. Live Work Services will not be rendered until the customer has completed the [SRTC General Waiver for Live Work](#) and the [SRTC Electrical Systems Technology Live Work Project Form](#).
- g. Electronics Systems Technology offers a variety of repair services subject to student course enrollment. Providing supplies, parts, and consumables will be the responsibility of the customer. The customer must meet deadlines for submitting parts, as determined by the Electronics Systems faculty member, to ensure the completion of the Live Work Project. Live Work Services will not be rendered until the customer has completed the [SRTC Electronic Systems Technology Live Work and Release form](#) and the [SRTC Electronics Systems Technology Live Work Project Form](#).
- h. Neuromuscular Therapist clinic is not open to the public. The clinic offer massages to faculty, staff, and current students of SRTC. The clinic is open spring and summer semester. A flyer is distributed prior to both semesters with current prices for clients, faculty, staff, and current students. This list of services supplants the need for individual live work project approval. The patron is expected to sign the [SRTC Neuromuscular Massage Therapy Live Work and Release form](#) prior to receiving services in the clinic.
- i. Veterinary Technology offers a list of services which are pre-approved by the Vice-President for Academic Affairs ([SRTC Vet Tech Service Menu](#)). Services provided from this list supplant the need for individual live work project approval. Additional services that may be provided that are not on the Vet Tech Service Menu may require Live Work Project Approval. Patrons are expected to sign the [SRTC Vet Tech Client Information/Client Consent Form](#) prior to receiving services. Services are rendered on a first-come, first-serve basis, except when delaying the service may negatively impact the health of an animal. Appointments are preferred.
- j. Welding & Joining Technology offers a variety of welding services subject to student course enrollment. The Welding faculty member will provide the customer with an estimate for the Live Work Service using the approved [SRTC Welding & Joining Technology Live Work Services Menu](#). The customer is required to pay all estimated fees for the Live Work Service prior to the start of the labor. If the service cost exceeds the estimate, the Live Work Service will be halted and the customer notified immediately. Though the Welding program does attempt to complete all Live Work Services in a timely manner, Live Work Services provided by the Welding program have no promised time of completion as work may be stopped at any time to accommodate classroom or college assignments. Live Work Services will not be rendered until the customer has completed the [SRTC Welding & Joining Technology Live Work and Release Form](#). More information is provided in the welding department concerning specific functions of live work for that area.

3. Local Accounting Procedures

- a. *For All Live Work:* Monies (profits) derived from Live Work will be classified as special revenue funds and are to enhance instructional programs. Monies generated by Live Work Projects shall be considered as a source of revenue when developing annual budgets. Monies generated by Live Work Projects shall not be used to supplant existing state, federal, or local funding. Employees of Technical Colleges shall be assigned to Live Work Projects within the scope of their employment and shall not receive extra compensation except as may be warranted by normal overtime or overload policies. Monies associated with Live Work Projects shall be subject to state fiscal and accounting policies but excess revenues may be carried forward to successive fiscal years. Most programs require the customer to supply their parts and supplies therefore no monies are collected. Programs that collect fees must adhere to SRTC standard accounting policy and have procedures for securing cash.
- b. *Cosmetology:* The program will maintain a cash box and receipt books that contain numbered receipts. The receipt book, appointment book, and sign-in sheets listing service costs are balanced twice a day, once in the afternoon and once in the evening. The instructor will utilize a designated receptionist. The designated receptionist will be issued a clerk number for use of the cash register. When Live Work services are complete, the designated receptionist collects the fee for the Live Work service and places the collected fee in the cash register. The designated receptionist is responsible for balancing the receipt book and cash box. The collected fees will be secured in the cash box until the end of the work day, when all collected revenue is submitted to the Business Office. Revenue collected by the Cosmetology program through Live Work is deposited into the Cosmetology Live Work account.
- c. *Esthetician:* The program will maintain a cash box and receipt books that contain numbered receipts. The receipt book, appointment book, and sign-in sheets listing service costs are balanced twice a day, once in the afternoon and once in the evening. The instructor will utilize a designated receptionist. The designated receptionist will be issued a clerk number for use of the cash register. When Live Work services are complete, the designated receptionist collects the fee for the Live Work service and places the collected fee in the cash register. The designated receptionist is responsible for balancing the receipt book and cash box. The collected fees will be secured in the cash box until the end of the work day, when all collected revenue is submitted to the Business Office. Revenue collected by the Esthetician program through Live Work is deposited into the Esthetician Live Work account.
- d. *Neuromuscular:* The receipt book, appointment book, and sign-in sheets listing service costs are balanced twice a day, once in the afternoon and once in the evening. The instructor will utilize a designated receptionist. The designated receptionist will be issued a clerk number for use of the cash register. When Live Work services are complete, the designated receptionist collects the fee for the Live Work service and places the collected fee in the cash register. The designated receptionist is responsible for balancing the receipt book and cash box. The collected fees will be secured in the cash box until the end of the

semester, when all collected revenue is submitted to the Business Office. Revenue collected by the Neuromuscular program through Live Work is deposited into the Neuromuscular Live Work account.

- e. *Veterinary Technology*: The program maintains a cash box and a receipt book that are secured in the instructor's office. When a service is completed, the Veterinary Technology faculty member will collect the fee and issue a receipt. The receipt number is recorded and a copy is provided to the customer. The collected fee will be secured in the cash box until the end of the work week, when all collected revenue is submitted to the Business Office. Revenue collected by the Veterinary Technology program through Live Work is deposited into the Veterinary Live Work account.

Responsibility

The Vice President for Academic Affairs has the overall responsibility for ensuring this procedure is implemented.

Reference:

[SBTCSG Policy 5.1.11: Live Work Projects](#)
[TCSG Procedure 5.1.11p: Live Work Projects](#)
[General Program Standard 02-04-07](#)
[SRTC General Waiver for Live Work](#)
[SRTC Vehicle Release Statement](#)
[SRTC Automotive Repair Order](#)
[SRTC Automotive Collision Request for Repair Order](#)
[SRTC Auto Collision Repair Live Work and Release Form](#)
[SRTC Air Conditioning Repair Order](#)
[SRTC Air Conditioning Live Work and Release Form](#)
[SRTC Cosmetology Service Menu](#)
[SRTC Cosmetology Live Work and Release Form](#)
[SRTC Esthetics Service Menu](#)
[SRTC Esthetician Eyelash Enhancement Release Form](#)
[SRTC Esthetician Live Work and Release Form](#)
[SRTC Electrical Systems Technology Live Work Project Form](#)
[SRTC Electronics Systems Technology Live Work Project Form](#)
[SRTC Electronics Systems Technology Live Work and Release Form](#)
[SRTC Neuromuscular Massage Therapy Live Work and Release form](#)
[SRTC Vet Tech Service Menu](#)
[SRTC Vet Tech Client Information/Client Consent Form](#)
[SRTC Welding & Joining Technology Live Work Services Menu](#)
[SRTC Welding & Joining Technology Live Work and Release Form](#)

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