



**Tulo Centre of  
Indigenous Economics**



# **Certificate in First Nation Applied Lands Management**

**STUDENT HANDBOOK**

**Tulo Centre of Indigenous Economics**

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Tulo is a not-for-profit institution dedicated to delivering certificate and diploma programs that create the capacity to build the legal and administrative frameworks for markets to work on indigenous lands.

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Kamloops, BC V2C 5N3

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TRU has the important strategic goal to become “The University of Choice for Aboriginal Students and First Nations.” To accomplish this goal, TRU works closely with First Nations and Aboriginal community partners in the development of programs that focus on, among other things, business management, public administration and taxation policy.

This program handbook is current as of January 2018. Note that future editions of this program handbook will contain changes to program requirements and policies that supersede those outlined in this handbook, except where participants are notified otherwise. In addition, this program will have ongoing changes that are not necessarily included in the program handbook.

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## Program Overview

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This unique, educational opportunity – delivered through a partnership between the Tulo Centre of Indigenous Economics (Tulo) and Thompson Rivers University – has been developed to build the skill set for First Nation lands management and development staff.

This program will provide a practical skillset in surveying, mapping, GIS, planning and parcel/boundary principles. The focus of this program is on applied lands management - surveying, mapping, boundary principles and land use planning, to culminate in a project that applies the skills learned to an existing issue in each student's community.

All courses will be tailored to the environments of the student's First Nation communities. Much of this will involve an open dialogue between students and instructors on what planning, mapping and data capture/surveying methods would most effectively work in their home communities.

The main objectives of this program are:

1. To build capacity in First Nation lands departments.
2. To enhance capacity for land use planning and management on First Nation lands.

The Certificate in First Nation Applied Lands Management (CFNALM) and its students are at the forefront of applied lands management for First Nation governments. Graduates of this program will be prepared to help positively influence decision making in the community, be a central resource in the community for lands, housing, infrastructure, and provide critical support to land managers to deliver services.

## Program Approach

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The CFNALM is designed to transfer skills, knowledge and best practices to First Nations who are currently, about to be, or are interested in, working in land management. The program is available in a face-to-face (F2F) setting and is designed to help participants develop an understanding of and skill set required to confidently influence decision making on housing, infrastructure, etc.

This program, developed and taught by industry leaders, includes real life case studies, relevant multimedia presentations and state of the art activity-based learning. Students are taught with quality, real world information and are given opportunities to practice what they have learned in the classroom setting. This approach is intended to impart practical knowledge and confidence, ensuring that students acquire core knowledge and skills needed.

There are varied and diverse subject areas on First Nations applied lands management across Canada and the CFNALM has been developed with this in mind. The course material considers the differences when they occur and ensures that students are aware of the differences.

### **WHO SHOULD TAKE THIS PROGRAM**

This certificate is comprised of eight courses, which provide a general understanding of the issues in First Nation applied lands management and is intended for people in First Nation lands management and development roles; those doing business with First Nations; and local, provincial or federal government employees involved with First Nation lands management systems.

In addition, participants must be knowledgeable about the Internet, know how to use email and browse the web, and be conversant with computer technology in general. Program participants must also have fluency in the English language before entering the program.

## Benefits

### TO THE PARTICIPANTS

As the only applied lands management program for First Nations, this certificate provides many personal benefits including:

- career advancement;
- personal development;
- flexible schedule and delivery;
- ability to continue working while you earn your certificate;
- small class sizes;
- meet other students and maintain important professional connections;
- learn how to bring all of the components together to excel in lands management;
- improve your career; and
- contribute to the success of your community.

### TO FIRST NATIONS

This certificate provides many community benefits, including:

- ability to make public policy decisions that support economic development;
- attain a competitive advantage and leadership position in the area of economic development;
- develop methods to deliver quality information;
- help build a competitive economic infrastructure; and,
- help establish an attractive investment climate on reserve lands.



## Curriculum

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The program curriculum consists of a series of eight courses focused on providing knowledge and skill set for First Nation lands management departments. The program administration ensures that the CFNALM program continues to evolve as new resources, information, and best practices emerge.

### REQUIRED COURSES

- Digital Mapping I (Geographic information systems)
- Data Capture I
- Land Use Planning I
- Land Tenure (Boundary/Parcel principles)
- Digital Mapping II (Spatial Analysis)
- Data Capture II
- Land Use Planning II
- Independent Research Project

The above courses, their content and prerequisites are subject to change. To learn more about these courses, visit [tulo.ca/first-nation-applied-lands-management](http://tulo.ca/first-nation-applied-lands-management).

### GRADUATION CRITERIA

To be granted a Certificate in First Nation Applied Lands Management, participants must successfully complete all required courses, as listed above, with a minimum grade point average of 2.0 (C- average) for each course.

### PROGRAM DELIVERY

F2F sessions are normally delivered Monday to Friday, 9am to 4pm, and will incorporate lectures, individual and group activities, assignments and quizzes. The courses are normally held on Thompson Rivers University campus in Kamloops, British Columbia and will encompass a significant amount of reading, including case studies, lectures and research papers in conjunction with activities such as group discussions and research. Due to the ever-changing times, Tulo is currently offering course via virtual learning.

### MOODLE

Moodle is a virtual learning system used by the Tulo Centre of Indigenous Economics. We will be using it to post your course material, host presentations, connect through video conferencing, create assignments, discussions and more.

## Course and Program Requirements

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This program has no admission requirements. However, students are required to meet the prerequisite of the courses in the program.

In order for students to be successful in the program, the following are required to be completed in addition to the courses listed in the program:

- Completed Provincial Grade 12 Diploma or equivalent.
- C+ or better in Principles of Math 11 or Applications of Math 12, or MATH 051, or equivalent.
- 73% on the combined English 12 and Government exam (within the last five years), or Level 4 on the composition section of the LPI (within the last two years), or completion of ENGL 060, or completion of CESL 053, CESL 054 and CESL 057 with a grade of C+ or better.
- Basic computer literacy with Microsoft office applications such as Word and Excel spreadsheets.

Upgrading can be done by taking COMP 040 and COMP 050 or equivalents. These are highly recommended but not required.

Students not meeting the above admission requirements can take courses for which they have prerequisites and start the certificate on a conditional basis. Students can take courses that have no prerequisites and at the same time upgrade their required math, English and computer skills.

### PROFESSIONAL AND ETHICAL CONDUCT

The Tulo Centre does not assume responsibilities which properly rest with adults. It is the policy of The Tulo Centre to rely upon the good sense of students to maintain standards of acceptable behaviour. The Tulo Centre prohibits any acts by students attending The Tulo Centre, or anyone else, which might cause injury to any person(s) or damage to The Tulo Centre property.

### COURSE CANCELLATIONS

The Tulo Centre may cancel courses due to insufficient enrolment or other reasons. If this occurs, participants will be notified and a full refund will be processed (if applicable). The Tulo Centre does not guarantee that a particular course will be offered in a particular term.



**WITHDRAWING FROM A COURSE**

The Tulo Centre requires a notice of withdrawal from a course at least five business days before the course begins. Notification should be in writing via email ([andrea@tulo.ca](mailto:andrea@tulo.ca)) or fax (250-828-9858). Be sure to include student name, course name and start date. After proper notification, The Tulo Centre will issue a refund if applicable. Note that withdrawals may result in loss of The Tulo Centre Student Bursary for current and future courses and/or cancellation fees if applicable (please refer to the Tulo Student Bursary guidelines).

**COURSE ATTENDANCE**

The Tulo Centre recognizes the importance of student attendance and participation to succeed in the courses. Due to the nature of the intensive-one-week delivery, 100% attendance is required unless there is an acceptable cause and permission for deficient attendance.

## Application to Certificate in First Nation Applied Lands Management

Applications are processed on a first come, first serve basis. In addition to filling out this form, please ensure you have included the following with your application to the Certificate in First Nation Applied Lands Management:

**A detailed letter of intent that specifies your goals, interests and program expectations. Please comment on your level of computer knowledge and experience (maximum length: 500 words).**

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Date

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TRU Student Number (if currently or formerly as TRU student)

---

First Name

---

Last Name

---

First Nation (if applicable)

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Position/Job Title

---

First Nation Address

---

City

---

Province

---

Postal Code

\_\_\_\_\_  
Work Phone Mobile Phone

\_\_\_\_\_  
Fax Email

\_\_\_\_\_  
Signature Date

## Student Bursary Program

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### PURPOSE

Tulo Centre of Indigenous Economics (“Tulo Centre”) has developed a partnership with Thompson Rivers University (“TRU”) to provide students with an accredited education program that results in an understanding of First Nation applied lands management. The Tulo Centre has developed a student bursary program to provide financial support to lands department employees working in First Nations in Canada to attend courses in applied lands management and development roles.

### POLICY

The Tulo Centre administers and manages the student bursary program in a fair and equitable manner.

The maximum bursary available to a student will cover tuition, a portion of travel, accommodation, and meal cards (when applicable) to attend a qualifying course/program.

Courses qualifying for the Tulo Centre bursary program include those offered through the Tulo Centre only.

The availability of student bursaries is determined by the Tulo Centre on an annual basis and may be changed by the Tulo Centre without notice.

Schedule, course, content, tuition, travel, meal and accommodation rates are subject to change without notice.

### ELIGIBILITY CRITERIA

Applicants are required to provide the following information in order to be eligible to receive a Tulo Centre student Bursary:

- Proof of employment with a First Nation in Canada in the lands management area.
- A demonstrated involvement in the area of First Nation applied lands management.
- Completed application form.

The applicant agrees to the following:

- To abide by the terms and conditions of the Tulo Centre Student Bursary Program including the attendance and cancellation policies.
- To abide by the rules and policies as set out by the Tulo Centre of Indigenous Economics Program Handbook.
- To notify the Tulo Centre immediately if unable to attend a course they are registered for under the student bursary program.

### SELECTION PROCESS

Student bursary applications will be reviewed and assessed by the Tulo Centre on a first come basis and will be subject to available funding. Incomplete applications will not be considered.

**BURSARY PAYMENT**

Bursaries for tuition fees and meal cards will be paid directly to the educational institution on behalf of the student. Travel arrangements for airfare and hotel accommodation will be arranged and paid directly by the Tulo Centre on behalf of the student. The Tulo Centre will select hotel accommodations for all student bursary programs. Alternate travel and accommodation arrangements made by a student will not be reimbursed by the Tulo Centre. Amounts to reimburse for vehicle transportation will be paid directly to the First Nation employer.

**ATTENDANCE POLICY**

The Tulo Centre recognizes the importance of attendance and participation to the learning process. Attendance is required for all classes. Students are required to stay for the duration of all classes. Absenteeism may result in an individual being ineligible to receive bursary funding for future Tulo Centre courses and cancellations fee as outlined below.

**COURSE COMPLETION POLICY**

A student who does not attend a course or receive a passing grade (C-) will be ineligible to receive bursary funding to attend Tulo Centre programs for one year. A student who does not attend a course or receive a passing grade for a second time will be ineligible to receive bursary funding to attend a Tulo Centre program for three years.

**CANCELLATION POLICY**

Due to high demand for the Student Bursary Program as well as limited spaces available in the courses, the Tulo Centre adheres to a strict cancellation policy. Cancellations fees will be charged to student employer First Nation as follows:

- Cancellations received 5 business days prior to the start of the course will result in a cancellation fee representing the full course tuition cost, the first night's accommodation cost and airline costs (if applicable).

**STUDENT BURSARY APPLICATION**

First Name Last Name

First Nation (if applicable)

Position/Job Title

First Nation Mailing Address (Mileage Cheque Payable to)

City

Province

Postal Code

☐ YES

AIR TRAVEL ARRANGEMENTS Preferred.

Please indicate departure airport

☐ YES

MILEAGE REIMBURSEMENT Preferred.

Please indicate departure city and approximate mileage to Kamloops, including return mileage.

☐ YES. Hotel accommodation in Kamloops is required.

☐ NO. Hotel accommodation in Kamloops is NOT required.

☐ YES, I have read and understand the contents and policies of the Tulo Centre Student Bursary Program and agree by the rules and conditions contained within.

☐ YES, I have read and understand the contents and policies of the Tulo Centre Program Handbook and agree by the rules and conditions contained within.

Signature

Date

**THIS SECTION TO BE COMPLETED BY MANAGER OR SUPERVISOR**

- ☐ YES, I support the above student in attending the courses as scheduled and recognize they will be participating in an education program.
- ☐ YES, I have read and understand the contents and policies of the Tulo Centre Student Bursary Program and agree by the rules and conditions contained within.
- ☐ YES, I have read and understand the contents and policies of the Tulo Centre Program Handbook and agree by the rules and conditions contained within.

Name	Job Title/First Nation
Email	Phone
Signature	Date

Send these completed forms and supporting documentation via email or fax:

Tulo Centre of Indigenous Economics  
 321 – 345 Chief Alex Thomas Way Kamloops, BC V2H 1H1  
 Phone: 250-852-1427  
 Fax: 250-828-9858

Attention: Andrea Zazzi-Phillips  
 Email: andrea@tulo.ca

Personal information provided on this application form is collected for the purpose of operating the student bursary program. The Tulo Centre collects, uses, retains and discloses information to Thompson Rivers University as required to administer the program. Information, in aggregate form only, may also be used for research purposes and statistics.