



# Welcome to NAIT

and your professional development journey in Canada







NAIT's GPC Team is excited to welcome you! This orientation guide provides important information about your program, the policies and processes that pertain to you as a GPC and international student, as well as what to expect during your studies.

# Contents

**OVERVIEW OF THE GPC PROGRAMS ..... 4**

- Program Format .....5
- Brightspace.....5
- MyNAIT Portal.....5
- Program Schedules.....5
- Attendance .....5
- Academic Integrity Training.....5
- Transcripts and Certificates.....6
- Immigration .....6
- PGWP Support Letters .....6
- Completion Ceremony .....6
- Scheduled Breaks .....6
- Income Tax Receipts (T2202A).....6
- Next Term Registration.....6
- International and Intercultural Community Centre (IICC).....6
- The GPC Team .....6

**GPC STUDENT POLICIES..... 7**

**STUDENT COMMUNICATION GUIDE ..... 8**

**GPC PROGRAMS .....10**

**SUPPLY CHAIN MANAGEMENT ..... 11**

**LEADERSHIP AND PROJECT MANAGEMENT FOR IT .....13**

**ADVANCED HEALTHCARE LEADERSHIP.....14**

**APPLIED MACHINE LEARNING & ARTIFICIAL INTELLIGENCE (AI) PROFESSIONAL CERTIFICATE .....15**



# Overview of the GPC Programs

NAIT's GPC programs are professional development certificates primarily meant for international students who are looking to gain job-ready skills and knowledge to develop their professional careers. These non-credit programs are focused on providing international students with opportunities for skill development, professional training, and career progression.

All GPC programs have been developed after extensive research and are closely tied to the needs of the Alberta labour market.

The programs build on the prior post-secondary education of international students and provide them with opportunities to learn the latest technologies, trends, and methodologies. Each program includes a variety of courses that must be completed. In addition to program completion, students also earn milestone certificates which are a great way for them to validate the skills they have gained to employers.

## PROGRAM FORMAT

All GPC programs are considered full-time. They are offered each year in Fall (September) and Winter (January) terms. Each term is approximately four-months. Classes are delivered in-person with some occasional online sessions.

## MYNAIT PORTAL

This is where students can access personal information and various NAIT services. It can be accessed through this link: [my.nait.ca](https://my.nait.ca)

Students must keep their personal information such as address, email, contact number, and etc. updated at all times.

Some of the services offered through MyNAIT portal are:

- Brightspace
- Grades
- Class Schedule (class timings and location)

- NAIT services (booking appointments with various departments of NAIT).
- Tax information
- Payments
- Campus events and operating hours.

## BRIGHTSPACE

Brightspace is an online learning management system used by NAIT for GPC programs. It can be accessed through this link: [lms.nait.ca](https://lms.nait.ca) or via the MyNAIT portal.

Students can login to their Brightspace accounts to find information about their courses, instructors, assignments, grades, and etc.

Brightspace Tutorials: [nait.ca/lms/student-resources](https://nait.ca/lms/student-resources).

## PROGRAM SCHEDULES

Class times and duration are pre-set. Students do not need to select classes or design their calendars. Students can view their schedules in their MyNAIT portal.

## ATTENDANCE

Students are required to attend 100% of their classes. This is the GPC programs policy. It was designed to ensure students are successful in their studies and future careers. The programs are rigorous, and they require full attention from the students.

Please review the polices section of this guide for more information.

## ACADEMIC INTEGRITY TRAINING

Academic Integrity is at the heart of learning at NAIT. All students are required to complete a mandatory academic integrity training through Brightspace once they start their education at NAIT. GPC students must complete this training within the first two weeks of starting their programs.



## TRANSCRIPTS AND CERTIFICATES

Official transcripts and certificates are available approximately six to eight weeks after students complete their programs.

These documents can be downloaded through the MyCreds platform. Students can access MyCreds through their MyNAIT portal.

Reminder: Your personal information (name, address, etc) on the official documents is taken from your MyNAIT portal. Hence, it is essential you keep this information updated..

## IMMIGRATION

All GPC programs have an approved CIP code in an eligible field of study for a Post-Graduate Work Permit (PGWP). Full list of NAIT programs with CIP codes is available on our website. NAIT will issue letters to support PGWP applications of students.

Note: The final decision to grant a PGWP rests with IRCC.

## POST-GRADUATE WORK PERMIT (PGWP) SUPPORT LETTERS

PGWP support letters are issued through MyCreds four to six weeks after students complete their programs. These letters can be used to support PGWP applications.

For support with your PGWP, please email [gpcertificate@nait.ca](mailto:gpcertificate@nait.ca) or visit the International and Intercultural Center in W101.

## COMPLETION CEREMONY

Completion ceremonies are organized at the end of the programs to recognize and celebrate students who have successfully completed their GPC programs.

These ceremonies are not convocations / graduations as the GPC programs are non-credit. Students will be presented with a congratulatory certificate.

Ceremony invitations are sent via email by the GPC team.

## SCHEDULED BREAKS

GPC students have the following scheduled breaks:

February – Reading week

May (end of the winter semester) to September (before the 1st day of Fall semester)

Exact dates of the breaks can be found on our website: [nait.li/4u9h5Zg?](http://nait.li/4u9h5Zg?)

During scheduled breaks some full-time international students may be eligible to work up to full-time hours. Additional information regarding working during scheduled breaks can be found on NAIT's website: [nait.ca/international/visa/studypermit](http://nait.ca/international/visa/studypermit)

## INCOME TAX RECEIPTS (T2202A)

NAIT issues a Canada Revenue T2202A Tuition and Education Credit Certificate to those students who are registered in courses totaling 10 hours per week or more. This certificate is usually available near the end of February and can be downloaded from the MyNAIT portal.

## NEXT SEMESTER REGISTRATION AND TUITION PAYMENT DEADLINE

Enrollment for the next semester begins six weeks before it starts. The GPC team will enroll students in their next semester classes. Students have thirty days to pay once enrolled in the new semester courses, so they must plan accordingly.

Students will receive an email after enrollment, which will include the payment due date.

## THE GPC TEAM

The GPC team is here to help. Students can reach us via email: [gpcertificate@nait.ca](mailto:gpcertificate@nait.ca)

Please note that student information is treated as confidential. If we need to refer students to another service area, this is covered as part of their tuition fees.



## INTERNATIONAL AND INTERCULTURAL COMMUNITY CENTRE (IICC)

NAIT's IICC is the hub for international student support and community-building. The IICC serves as a "home away from home" for international students and is a safe space on campus where all students can find community and intercultural experience. The center offers a cozy student lounge space where students can come and hang out with friends during the day. The IICC is in room W101 in the HP Building.

## INSTRUCTORS

In class, the instructors are there to support student learning. They will share their contact information at the beginning of class and through Brightspace.

They can be contacted if students have questions about their classes, assignments, exams, or course content.



# GPC Student Policies



Scan for more details

We have created specific policies on the following areas that all GPC students must follow:

## **ATTENDANCE**

100% attendance at class is expected.

## **RESCHEDULING CLASSES**

Missed classes may be rescheduled but cannot be guaranteed. Additional payments will apply.

## **CLASS TIMINGS**

Students must arrive on time for their classes.

## **CLASS ATTENDANCE**

Students are obligated to attend the whole class.

## **CLASS PARTICIPATION**

Students are required to actively participate and collaborate in class.

## **RESPECT**

Students must respect their instructors and peers.

## **ASSIGNMENT SUBMISSION**

Class assignments must be submitted by the relevant deadlines.

## **CELL PHONES**

Cell phone use is prohibited in class.

## **ONLINE CLASSES**

Active participation with cameras on is mandatory for live online classes.

## **COMPUTER LABS**

No food allowed in the computer labs.

## **ACADEMIC INTEGRITY**

Students must submit their own work. There is zero-tolerance for Plagiarism.

## **LANGUAGE OF INSTRUCTION**

All classes are delivered in English. To maximize investment and connection, students must communicate in English while in class.

## **BRING-YOUR-OWN-DEVICE (BYOD)**

Students must use GPC team provided laptops for their classes. Laptops must be used within the GPC team's guidelines for acceptable use.

Note: Students must read full policy details by scanning the above QR code



# Student Communication Guide

**Do you  
have  
questions?**

**Use this  
guide  
to find  
answers.**

## **Class/Course Specific**

### **EXAMPLES:**

Clarification on lecture topics.

Questions on study materials.

Questions on assignments (submission guidelines, due dates, etc.).

Exam format and expectations questions.

Grading criteria and feedback on submitted work (if applicable).

Late arrival/missing class\*

### **ASK THE INSTRUCTOR**

Each instructor will share their contact information.

Instructor information can also be found in Brightspace account.

Ask your instructors in class. If that's not possible, email them.

\*Please email your instructor and CC [gpcertificate@nait.ca](mailto:gpcertificate@nait.ca) BEFORE your class begins if you are running late or will miss your class.

## **GPC Administrative**

### **EXAMPLES:**

Questions about GPC policies and procedures.

Questions on class schedules/times, enrolment, payment, and registration for courses.

Questions on academic records and transcripts.

Feedback on your classes (class environment, teaching quality, and pace of teaching).

Questions about study permits and PGWPs.

Other inquiries related to the administration of your GPC program.

### **ASK THE GPC TEAM**

Email [gpcertificate@nait.ca](mailto:gpcertificate@nait.ca)



## International Student Life

### EXAMPLES:

NAIT Community Events.

Immigration-related questions (Work permits).

Learning supports for international students.

### ASK THE INTERNATIONAL AND INTERCULTURAL COMMUNITY CENTER (IICC) TEAM

Email [intercultural@nait.ca](mailto:intercultural@nait.ca) or visit [nait.ca/IICC](http://nait.ca/IICC)

Students can book an appointment with a licensed immigration advisor through their MyNAIT portal.

You can also view our Help & Support page for more information: [nait.ca/nait/contact/help-support](http://nait.ca/nait/contact/help-support)

You can participate in IICC's online information sessions to learn about various immigration-related matters: [ookslife.ca/organization/naitimmigrationadvisors](http://ookslife.ca/organization/naitimmigrationadvisors)

## Learning Services

### EXAMPLES:

If you are having trouble in class; if you need help with completing your assignments or understanding the course content because of a disability or other personal reasons, you can access free support here.

If you need help with the following:

- Alternate format course materials
- Assistive and adaptive technology
- Learning strategies support
- Interpreter and note-taking services
- Reduced course load
- Access to academic aids and other specialized services.

### ASK THE LEARNING SERVICES TEAM

Email [learningservices@nait.ca](mailto:learningservices@nait.ca) or visit [learningservices.nait.ca/ltc\\_ls?](http://learningservices.nait.ca/ltc_ls?)

## Career-Related

### EXAMPLES:

Career services questions (resume writing, practice with interviews, industry connections, career advising, etc.).

### ASK THE CAREER ADVISING TEAM (STUDENT LIFE)

Visit [nait.ca/studentlife](http://nait.ca/studentlife) and select Jobs & Career

Book an appointment with career-focused advisors through your NAIT portal.

## Counselling Services

### EXAMPLES:

Physical and mental well-being questions (e.g. health-related concerns).

### ASK THE STUDENT COUNSELLING TEAM

Email [counselling@nait.ca](mailto:counselling@nait.ca)



# GPC Programs

# Supply Chain Management (SMGTC)

World events over the last many years brought the critical role of Supply Chain Management to the forefront, highlighting how essential it is for maintaining the flow of goods and services. Disruptions in supply chains globally underscored the importance of investing in and developing resilient Supply Chain strategies within organizations. Today, Supply Chain is viewed as a profession of growth and significant importance.

NAIT's Supply Chain Management Certificate Program introduces students to the diverse world of Supply Chain. Students will receive instruction in key areas such as procurement, transportation, logistics, and inventory and warehousing. Additionally, the program includes courses on leadership, culture, and communications, providing a well-rounded educational experience taught by industry experts who bring exceptional knowledge and real-world insights into the classroom, blending theoretical lessons with practical examples.

## PROGRAM LENGTH

This program is 1 year long and is taught over two terms (Fall and Winter).

## CAREER OPPORTUNITIES

This program provides skills to international students that can help them in pursuing various roles in the supply chain profession such as:

- Supply Chain Specialist / Supply Chain Supervisor
- Logistics Manager
- Operations Analyst
- Operations Manager / Supervisor
- Procurement / Sourcing Manager
- Supply Chain Manager.

## SUPPLY CHAIN CANADA ASSOCIATION

Supply Chain Canada is a nationwide association, in existence for more than 104 years. They are the principal source of supply chain training, education, and professional development. They create critical networking opportunities, provide valuable engagements for member feedback and professional input. They advocate for members and their careers with governments and businesses across the country. They focus on advancing the needs and interests of supply chain professionals working across the end-to-end supply chain.

Supply Chain Canada grants the Supply Chain Management Professional (SCMP) designation, the highest achievement in the field and the mark of strategic leadership.

## PATHWAY TO SUPPLY CHAIN CANADA ASSOCIATION

Completing NAIT's Supply Chain Management Program automatically enrolls international students with the Supply Chain Canada Association. They also receive a Diploma/Certificate in Supply Management from the Association.

The Diploma/Certificate in Supply Management from the Supply Chain Canada Association also opens doors for international students to work towards achieving the coveted Supply Chain Management Professional (SCMP) designation. For more information on the SCMP designation, visit [supplychaincanada.com](http://supplychaincanada.com)





# Leadership and Project Management for IT (LPMIT)

Leadership and Project Management skills are in constant demand regardless of industry. These skills allow students to organize their work, make plans, track where they have been and look for trends. Keeping their efforts on schedule, on budget, and most importantly, within the satisfaction of their customers and stakeholders can be both challenging and rewarding work.

The Leadership and Project Management for IT Graduate Professional Certificate at NAIT helps students better understand team dynamics and its impact on projects. They will be introduced to project management tools and leadership techniques that will assist their personal and professional development in order to bring continuous improvement to their projects and organization.

This program aligns with the methodologies and practices described in the latest version of “A guide to the Project Management Body of Knowledge” (PMBok®) from the Project Management Institute (PMI).

## PROGRAM LENGTH

This program is 1 year long and is taught over two terms (Fall and Winter).

## CAREER OPPORTUNITIES

This program provides skills to international students that can help them in pursuing various roles in the IT Project Management field such as:

- Information Systems Manager
- Project Manager
- IT Project Manager
- Program Manager
- Project Coordinator

## PROJECT MANAGEMENT INSTITUTE (PMI)

PMI is a globally recognized not-for-profit professional organization dedicated to advancing the discipline of project management. Since 1969, PMI has shone a light on the power of project management and the people behind the projects.

PMI develops standards, provides certifications including the coveted PMP certification, and offers professional development resources for project managers across industries.

## PATHWAY TO PMI

Completing NAIT’s LPMIT program opens doors for international students to work towards achieving the highly sought after Project Management Professional (PMP) designation with the Project Management Institute.

Students can take the following steps to achieve a PMP Certification:

- Complete a NAIT project management program
- Confirm your eligibility to take the PMP exam
- Document your past projects and training
- Complete and submit your exam application
- Take the NAIT exam prep course.





## Advanced Healthcare Leadership (AHCLP)

Leadership roles in the healthcare industry require practitioners to develop soft skills including leadership, supervisory skills, team leadership, interprofessional and interpersonal competencies, organizational management, professionalism, ethics, stress management, health and wellness, mental health and wellbeing. Our program offers these in addition to Crisis Management Essentials courses which will provide students with the skills needed to help organizations in crisis situations.

Advanced Healthcare Leadership is a 2-year program created for international students who are hoping to earn a certificate while preparing for the Canadian Workplace. The employment outlook for leaders in healthcare is ever increasing and in high demand so students can prepare themselves by learning the latest job-ready skills and knowledge with the latest technology, trends, and methodologies. This program allows students to build on their existing education and work experience to become an effective leader in their field.

This program offers flexible completion options, allowing students to leave after one year for the Healthcare Leadership and Supervision Certificate of Completion or to remain in the program for the 2-year Advanced Healthcare Leadership Certificate.

### PROGRAM LENGTH

This program is 2 years long and is taught over four terms (Fall and Winter).

### CAREER OPPORTUNITIES

This program provides skills to international students that can help them in pursuing various roles in the Healthcare Leadership field such as:

- Healthcare Manager
- Healthcare Administrator
- Healthcare Aide
- Administrative Support Manager

# Applied Machine Learning & Artificial Intelligence [AI] Professional Certificate [AMLAI]

## UNLEASH THE POWER OF AI AND MACHINE LEARNING IN OUR IMMERSIVE PROGRAM

This Program equips students with in-demand skills in Machine Learning and Artificial Intelligence (AI), using Python programming as the foundation. Designed for learners from diverse backgrounds, it offers an interactive, game-based environment that makes coding both accessible and enjoyable.

Students will develop Python programming skills while exploring how AI and Machine Learning are used to solve real-world problems. They'll learn to build models that analyze and interpret large datasets, applying key concepts like supervised learning (for prediction) and unsupervised learning (for data clustering). The curriculum covers essential techniques including multiple linear regression (Ridge and Lasso), generalized linear models, classification, clustering, and dimensionality reduction.

Throughout the program, students will gain hands-on experience working on real-life projects across sectors such as retail, finance, technology, and healthcare. A unique feature of the program is the experiential Capstone project, where students will explore freelance opportunities and complete a small freelance assignment—helping them build a portfolio that stands out in the global job market.

Students can also gain valuable work experience in this program with Work Integrated Learning (WIL). WIL is a form of experiential learning that integrates academic studies with relevant work-based-learning.

Whether you're starting a career in tech or looking to upgrade your skills for international opportunities, this program offers practical experience, industry-relevant tools, and a pathway to success.

### PROGRAM LENGTH

This program is 1-year long and is taught over two terms (Fall and Winter).

### CAREER OPPORTUNITIES

Our Applied Machine Learning & Artificial Intelligence (AI) Professional Certificate will prepare students for various roles in the Machine Learning and Artificial Intelligence industry such as:

- Software Developer/Programmer
- Data Analyst
- Business Intelligence Analyst
- Computer Systems Engineer/Architect
- Database Architect
- Data Engineer

### WORK INTEGRATED LEARNING (WIL)

The WIL experience is delivered in association with [RoboGarden](#) and [Riipen](#).

#### Program Requirements

Yes

#### Compensation

No

#### Duration

80 hours online

#### Placement identified by

Riipen

#### Student Interview Required

No

#### International Students

Co-op Work Permit needed





**Once again welcome to NAIT;  
we hope you enjoy your program.**

