



**PROCEDURE: 5.1.11p.L1**

**WGTC Live Work Projects Procedure**

**Revised:** April 19, 2021  
**Adopted:** November 20, 2009

**Purpose**

The Wiregrass Georgia Technical College (WGTC) local live works project procedure meets the requirements of the TCSG Procedure 5.1.11p Live Work Projects Procedure which requires that appropriate processes be implemented prior to performing live work. Certain occupational areas require specific skills or competency mastery that can best be obtained or demonstrated in a laboratory environment with real items or projects.

**Live Work Approval Process**

1. 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, persons for whom live work may be performed, days and hours of services, location of services, fees to be charged to the customers, assurance that live work will not be used for personal gain or profit and will comply with the Governor’s Executive Order on Ethics, and a commitment to attain a signed written agreement from the customer that work is performed by students, not guaranteed, and customers assume any risk of work performed.
2. Once the form is completed, it is forwarded to the Vice President for Academic Affairs for final approval.
3. 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.

**Approved Live Work Services**

The College provides a variety of services based on the needs for program skills and competencies obtained through live work projects. Live work projects shall not be of a production nature and do not compete with private enterprises. Students and facilities may not be used for personal gain or profit, and live work projects shall comply with the Governor’s executive Order on Ethics. Tips or gratuities to students, while not expected or encouraged, may be permitted on the nature of the service provided; however, employees of the college shall not receive any tips or gratuities. All work is completed by students training in a particular area and assisted, observed, or overseen by

an instructor. Live work projects are approved to use skills or techniques learned as outlined in the program standards. The length of time to complete a project may significantly vary based on the student's availability. Live work projects are completed within the normal class time for the particular student and/or program. Most prices charged in a live work projects will have a small profit margin associated with the service and/or product. Each program area has specific scheduling processes which must be followed including a live work waiver that is required prior to beginning a project. Information regarding these processes can be found on the college website or by calling the program instructor. A list of programs approved for live work projects is listed below. Most live work projects are open to WGTC students, faculty, board members, and the public except where indicated below.

- a. Automotive Technology
- b. Cosmetology/Barbering
- c. Esthetician
- d. Neuromuscular Therapist
- e. Opticianry is not open to the public. The clinic offers select services to faculty and staff of WGTC.
- f. Dental Hygiene
- g. Culinary
- h. Welding

### **Local Accounting Procedures**

Each program's live work accounting procedures can be found in the Wiregrass Georgia Technical College Administrative Services Procedure Manual. The amount charged for Live Work Projects is approved as part of the Live Work approval procedure. All monies associated with Live Work Projects shall be subject to state fiscal and accounting policies.

### **Changes to Services and/or Fees**

Once a live work request is approved, a program must complete a Live Work Modification request to change any of the following areas:

- scope of work
- type of project
- persons for whom live work may be performed
- fees to be charged to the customers

Once the Live Work Modification form is completed, it is forwarded to the Vice President for Academic Affairs for final approval. If the modification will affect any accounting procedure, then the form will be shared with Administrative Services in order to assure proper invoicing of the customer, if necessary.

**Responsibility**

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

**References**

TCSG Procedure 5.1.11p Live Work Projects

TCSG Policy 5.11.1 Live Work Projects

Wiregrass Georgia Technical College Administrative Services Procedure Manual

Governor's Executive Order on Ethics

**Attachments**

Live Work Request

Live Work Modification Request

# Wiregrass Georgia Technical College

## Live Work Request

Program: \_\_\_\_\_

Project/Services Provided: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recipients/Customers of the Project/Services: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Days and Hours Services will be Provided: \_\_\_\_\_

\_\_\_\_\_

Location of Services (campus(es) and room number(s)): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fees Charged for Project/Services (attach a list if needed): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree that the live work will not be used for personal gain or profit and will comply with the Governor's Executive Order on Ethics.

I agree that there will be a commitment to attain a signed written agreement from the customer that work is performed by students, not guaranteed, and customers assume any risk of work performed.

\_\_\_\_\_

Printed Name/Title

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Upon completion, forward to the Vice President for Academic Affairs for approval.

# Wiregrass Georgia Technical College

## Live Work Modification Request

This form is to be completed for any of the following changes to currently approved live work:

- Scope of work
- Type of project
- Persons for whom live work may be performed
- Fees to be charged to the customers

Program: \_\_\_\_\_

Changes to Project/Services Provided: \_\_\_\_\_

\_\_\_\_\_

Changes to Recipients/Customers of the Project/Services: \_\_\_\_\_

\_\_\_\_\_

Changes to Days and Hours Services will be Provided: \_\_\_\_\_

\_\_\_\_\_

Changes to Fees Charged for Project/Services (attach a list if needed): \_\_\_\_\_

\_\_\_\_\_

I agree that the live work will not be used for personal gain or profit and will comply with the Governor's Executive Order on Ethics.

I agree that there will be a commitment to attain a signed written agreement from the customer that work is performed by students, not guaranteed, and customers assume any risk of work performed.

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Upon completion, forward to the Vice President for Academic Affairs for approval.