

# Education Assistant & Community Support Worker

**PROGRAM ADMISSION PACKAGE**



**DEAR APPLICANT,**

Greetings and thank you for your interest in the [Education Assistant & Community Support Worker Certificate Program](#).

This program is a nine-month college and community-based program providing certification as both an Education Assistant and Community Support Worker. As a graduate you'll be joining an industry that has a growing need for professionals who support disabled children and adults/people with disabilities, along with their families, teachers and other supportive allies.

Courses are chosen and developed to prepare entry into practice, and/or to transfer into higher level studies. If you have any questions, you can contact the Enrolment Officer or visit the frequently asked questions page online.

Sincerely,



Jocelyn Schroeder, RN, BSN, MSN  
School Chair, School of Health & Human Services

## GENERAL INFORMATION

Thank you for your interest in the Education Assistant & Community Support Worker Certificate Program. Please complete all of the necessary sections in this package. Please read the [program policies](#) concerning admission into the program.

Acceptance to the program is based on a first qualified basis given that the applicant meets all the requirements. Upon completion of the application package, you will be sent a letter of acceptance into the program. Please submit this completed package by email to: **hhsadmissions@selkirk.ca**

## ACADEMIC REQUIREMENTS

- English 12 or equivalent with a C or higher (60%)

## NON-ACADEMIC REQUIREMENTS

- Applicants must be able to demonstrate compliance with Public Health Officer's orders with respect to COVID-19 vaccine requirements
- 30-hour work/volunteer experience form
- Two (2) personal reference forms
- Ministry of Justice Criminal Record Check
- Resumé

Recommended:

- Computer skills
- Drivers license or access to transportation for practicum placement

## OFFICIAL TRANSCRIPTS

Official Transcripts from high school and all post-secondary institutions attended submitted directly to Selkirk College. Please review [how to submit transcripts](#) to Selkirk College.



Student Name:	Student Number:
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**TO BE FILLED OUT BY REFEREE**

**NON-ACADEMIC QUALIFICATIONS: 30 HOUR WORK EXPERIENCE**

The work experience can be either volunteer or paid. Please describe the experience and role of the applicant.

Referee Name:	Referee Phone:
Referee Email:	Dates of work experience:
Referee Address:	
Description of work experience:	

Please check each item which best indicates your rating of the applicant.

	Strong	Average	Poor	Don't Know
Demonstrates warmth and interest in working with people.				
Focuses attention on meeting the needs of others.				
Models appropriate and responsible behaviour.				
Demonstrates good attendance habits and reliability.				
Shows initiative in finding ways to be helpful.				
Asks staff for direction and information.				
Follows staff directions and acts on feedback.				
Works co-operatively with staff.				
Shows a positive attitude towards learning.				
Appears to have the physical and mental health required to handle the demands of full-time employment.				

Student Name:	Student Number:
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**TO BE FILLED OUT BY REFEREE**

Please comment on your perception of the applicant in the following areas.

Ability to demonstrate acceptance of a wide variety of attitudes, values and people:

Ability to demonstrate appropriate emotional reactions:

Strengths:

Limitations:

Overall suitability for Human Services field:

How would you recommend the applicant to our program?

- Highly recommend    Recommend    Not recommend    Uncertain

Is there a strong likelihood that you would employ this person to work with children?

- Yes    No

Student Name:	Student Number:
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## TO BE FILLED OUT BY PERSONAL REFERENCE 1

Please refrain from using family members.

Reference First Name:	Reference Last Name:
Reference Email:	Reference Phone:
Referee Address:	
How long have you know the applicant? In what capacity?	

Please check each item which best indicates your rating of the applicant.

	Strong	Average	Poor	Don't Know
Demonstrates an interest in people.				
Flexible, sensitive and supportive.				
Has a positive attitude towards learning.				
Communicates effectively in writing.				
Communicates effectively verbally and non-verbally.				
Works cooperatively in a group.				
Demonstrates non-judgmental respect for values and lifestyles of others.				
Demonstrates ability to cope constructively with own personal issues in a manner that does not interfere with ability to work with other people.				
Able to problem solve and demonstrate critical thinking.				
Able to respond positively to supervision.				
Good physical and mental health—able to handle full-time employment				
Is honest and reliable.				

Student Name:	Student Number:
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## TO BE FILLED OUT BY PERSONAL REFERENCE 1

Please comment on your perception of the applicant in the following areas.

Ability to handle stressful situations:

Ability to accept and understand a wide variety of perspectives:

Strengths:

Limitations:

Overall suitability for Human Services field:

How would you recommend the applicant to our program?

- Highly recommend    Recommend    Not recommend    Uncertain

If you were employed in the Human Services, would you employ this person?

- Yes    No

Student Name:	Student Number:
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## TO BE FILLED OUT BY PERSONAL REFERENCE 2

Please refrain from using family members.

Reference First Name:	Reference Last Name:
Reference Email:	Reference Phone:
Referee Address:	
How long have you know the applicant? In what capacity?	

Please check each item which best indicates your rating of the applicant.

	Strong	Average	Poor	Don't Know
Demonstrates an interest in people.				
Flexible, sensitive and supportive.				
Has a positive attitude towards learning.				
Communicates effectively in writing.				
Communicates effectively verbally and non-verbally.				
Works cooperatively in a group.				
Demonstrates non-judgmental respect for values and lifestyles of others.				
Demonstrates ability to cope constructively with own personal issues in a manner that does not interfere with ability to work with other people.				
Able to problem solve and demonstrate critical thinking.				
Able to respond positively to supervision.				
Good physical and mental health—able to handle full-time employment				
Is honest and reliable.				

Student Name:	Student Number:
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## TO BE FILLED OUT BY PERSONAL REFERENCE 2

Please comment on your perception of the applicant in the following areas.

Ability to handle stressful situations:

Ability to accept and understand a wide variety of perspectives:

Strengths:

Limitations:

Overall suitability for Human Services field:

How would you recommend the applicant to our program?

Highly recommend    Recommend    Not recommend    Uncertain

If you were employed in the Human Services, would you employ this person?

Yes    No

## MINISTRY OF JUSTICE CRIMINAL RECORD CHECK

You need to obtain the Criminal Record Check from the Ministry of Justice. Please do not go to your local police station as we no longer accept Criminal Record Checks from the RCMP for this program.

This part of the package is to inform you about the Health and Human Services Criminal Record Check process. The Criminal Records Review Program is part of the Ministry of Justice. The program is responsible for processing criminal record checks under the Criminal Records Review Act. Criminal record checks are done to protect the most vulnerable people in our society from and physical, social, economic or sexual abuse. This new Criminal Record Check is more extensive, increasing public safety and confidence in our institutions, while providing a professional and efficient administrative process.

Every post-secondary institution in British Columbia has been requested to have their students in a Health and Human Services Program complete this check. The Criminal Record Check is valid for five (5) years.

The following students are **not** eligible to apply online and must complete a paper application:

- People under 19 years of age
- People who have lived in Canada less than 2 years

### ONLINE REQUESTING SERVICE

1. Go to: [justice.gov.bc.ca/criminalrecordcheck](https://justice.gov.bc.ca/criminalrecordcheck)
2. Review the information to ensure you are able to use this service. If you are not able to use this online service, see information below titled **PAPER APPLICATION PROCESS**
3. If you are able to use this service, scroll to the bottom of the CRC website page and enter the Selkirk College access code: **ZWN7NCEP5C**
4. Enter in the characters you see in the security image and either click "Request a New Criminal Record Check" or "Share the results of a Completed Criminal Record Check".
  - a. Request a New Criminal Record Check – for those applicants who have never had a criminal record check done before or whose check has expired.
  - b. Share the results of a Completed Criminal Record Check – for those applicants who currently have a check and would like to share it with Selkirk College.
5. Choose the correct options and review the next page. By selecting "Next" you are agreeing/consenting to a Criminal Record Check for Selkirk College. Review and agree to the terms on the next page.
6. Enter in your personal information on the next page. Once you have entered your information you will be asked to review. Once you have reviewed the information, click "Next" to proceed with identity verification.
7. If the system cannot complete the request to initiate a criminal record check online, please print the page by clicking the "Print" button at the bottom of the page and scan and email the form to [hhsadmissions@selkirk.ca](mailto:hhsadmissions@selkirk.ca)

# MINISTRY OF JUSTICE CRIMINAL RECORD CHECK

## PAPER APPLICATION PROCESS

If you would prefer, or are required, to fill out the paper application contact the Enrolment Services Office at [hhsadmissions@selkirk.ca](mailto:hhsadmissions@selkirk.ca) and request the form. One will be sent to you. The form is electronically fillable – **please use Adobe Acrobat to fill out the form.**

Please read information and instructions on Page 1. To avoid processing delays, ensure all fields are complete. Providing your driver's licence number or BCID number may expedite the process. Some parts of the form are already auto-populated. Only fill out **Part 1: Applicant Information, Part 3: Position with Organization (Required)** - enter **Student**, and lastly **Part 5: Consent for Release of Information and Acknowledgments**.

Once the form is filled out, please print and sign the form. Scan the form plus two pieces of ID to the Enrolment Services Office at [hhsadmissions@selkirk.ca](mailto:hhsadmissions@selkirk.ca). Note: One piece of ID must be government issued (drivers licence preferred) and displays applicant's name, date of birth, signature and photo. Please put drivers licence number on the consent form if it is being provided for ID.

After your application is received and reviewed by the Enrolment Services Office, it will be forwarded to the Ministry of Justice for processing. The Ministry of Justice will email directions to the email address provided for payment. Please be sure to check your spam/junk mail folders for this email. Once payment has been received your application will be processed. The cost of the criminal record check is \$28.

Read the full Criminal Records Review Act for specific information such as definitions, the use of information, the effects of finding an individual is a risk or fines that may be imposed for failure to comply with the act. (Note, this electronic version of the act is being updated and may not contain the recent changes.)

The Criminal Record Check will be sent directly to the college. You will only be contacted by the Governor General if there is a relevant offence found.

For any questions or assistance with this process, please contact the Enrolment Services Office at [hhsadmissions@selkirk.ca](mailto:hhsadmissions@selkirk.ca) or by phone at (250) 365-1232.

# COMPUTER SKILLS SELF-ASSESSMENT

Student Name:	Student Number:
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Computer Knowledge	Yes	No	Unsure
I can identify the basic parts of a computer system			
I can properly start and shut down a computer system			
I can start and close a computer program			
I can describe some common uses of computers in society			
I can use a mouse/pointing device			
Word Processing	Yes	No	Unsure
I can create a new word processing document			
I can edit a document			
I can save a document to the storage drive			
I can print a document			
I can retrieve a document			
I can use tools such as spell check or thesaurus			
Electronic Communication	Yes	No	Unsure
I search online			
I can complete an online form			
I can add to favourites/bookmark bar			
I can send and receive email, including attachments			

If you answered No/Not Sure to one or more of the questions in the Computer Skills Self-Assessment, you can use the following strategies to help you to complete computer-related assignments throughout the program.

- Ask a friend or family member to demonstrate the basic skills of using a computer, including identifying its main parts, turning it on/off, starting and shutting down a computer program and using a printer.
- If you do not have an email account, you can find a tutorial online on how to set up something using [Google](#), [Microsoft](#) or [Yahoo](#).
- Follow online tutorials to learn how to create a document on the computer
- Unsure how to use the search using the internet? Work with another student who understands how to complete an internet search.

## APPLICANT DECLARATION

Student Name:

Student Number:

### DECLARATION

I certify that I have provided accurate and authentic information in this application. I understand that falsification or plagiarism of my application will result in the withdrawal of my application and/or the offer of admission.

The information on this form is collected under the general authority of the College and Institution Act 41.1 (2) a. It is directly related to and needed for the selection of applicants for the **Education Assistant & Community Support Worker Program**. The information will be used to make admissions decisions.

If you have any questions about the collection and use of this information, please contact Jocelyn Schroeder, Chair of the School of Health and Human Services at [jschroeder@selkirk.ca](mailto:jschroeder@selkirk.ca) or call toll free at 1 (888) 953-1133, Ext.: 21289

I HAVE READ & UNDERSTAND THIS DECLARATION

I DO NOT AGREE / DO NOT UNDERSTAND THIS DECLARATION

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE SIGNED