

**School of Health & Human Services**

**Human Services Program Policies**

<b>DATE(S):</b>			
1.	Next Policy Review:		2028-01-01
2.	Admissions & Standards Committee Approval:		2022-11-22
3.	Education Council Approval:		2022-12-13
4.	Effective:		2023-08-01
5.	Previous Revision(s):		

<b>CREDENTIAL(S):</b>	
<b>Associate Certificate</b>	Community Support Worker (CSW) Associate Certificate Mental Health and Addictions Associate Certificate
<b>Advanced Certificates</b>	Early Childhood Care and Education – Inclusive Practices Early Childhood Care and Education – Infant/Toddler
<b>Certificate</b>	Education Assistant and Community Support Worker (EACSW) Certificate Early Childhood Care and Education (ECCE) Certificate Social Service Worker (SSW) Certificate
<b>Diploma</b>	Human Services (HSER) Diploma – with a Concentration in: Social Service Worker (SSW) Early Childhood Care and Education (ECCE) Child and Youth Care (CYC)

**PROGRAM OUTCOMES**

Upon successful completion of this program, students will be able to:

- demonstrate professionalism in practice consistent with the code of ethics and standards of practice of their respective disciplines.
- use effective interpersonal skills including active listening, collaboration, self-awareness and conflict resolution within multi-faceted roles and contexts.
- understand and respect cultural differences and multiple ways of knowing.
- practice from an ethic of inclusivity.
- establish and maintain wellness strategies to assure work/life balance both personally and professionally.
- engage in critical thinking, problem solving and reflective practice.

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Students in the Human Services Programs are subject to the overall policies affecting all students at Selkirk College, with the following additions. College policies may be viewed on-line at the College website ([policies.selkirk.ca](http://policies.selkirk.ca)).

## **PART I: ADMISSIONS**

### **A. ADMISSION REQUIREMENTS**

In addition to meeting the general admission requirements to Selkirk College, the applicant must meet the following Human Service Programs' requirements to be considered fully-qualified:

#### **ACADEMIC REQUIREMENTS**

##### **GENERAL ACADEMIC REQUIREMENTS FOR ALL PROGRAMS**

English Studies 12, or equivalent with a minimum of 60% or higher or a minimum LPI score of level 4.

##### **SPECIFIC ACADEMIC REQUIREMENTS FOR INDIVIDUAL PROGRAMS**

#### **1. COMMUNITY SUPPORT WORKER ASSOCIATE CERTIFICATE**

- a) Be currently employed as a support worker with a local community living agency; and
- b) Have a minimum of three years full-time work experience or equivalent in the field.

#### **2. MENTAL HEALTH AND ADDICTIONS ASSOCIATE CERTIFICATE**

- a) Completion of the Health and Human Services diploma or 2 years of a relevant program; or
- b) Completion of a certificate program in Health and Human Services or relevant field and two years of experience in the field; or
- c) Five years of experience in the Health and Human Services field and permission from the Instructor and Chair of Health and Human Services.

#### **3. EARLY CHILDHOOD CARE AND EDUCATION ADVANCED CERTIFICATES**

- a) Completion of an Early Childhood Care and Education Certificate from an approved BC institution; and
- b) Proof of ECCE registration and/or transcripts of successful completion from an ECCE post secondary certificate program.

#### **4. CERTIFICATE AND DIPLOMA PROGRAMS**

- a) A minimum of 30 hours paid or voluntary work experience with appropriate groups (this requirement does not apply to the ECCE program).

#### **5. DIRECT ENTRY INTO SECOND YEAR DIPLOMA**

- a) Applicants who have previously completed a related certificate and are returning for entry into the second year of a Human Services Diploma are required to provide evidence of completion of a certificate in ECCE, EACSW, SSW or equivalent within the last five years. Acceptance for those who graduated prior to five years will be based on evidence of work in the human service field and/or professional development; and
- b) Applicants with 30 university transfer credits related to human services work, work experience in a related field, and the personal suitability requirements of the certificate programs will be considered for entry into the second year of a Human Services Diploma on an individual basis.

## GENERAL

### B. APPLICATION PROCESS

General Application Process for all programs

Before an applicant's file is completed, the following must be received.

- a) Résumé
  - b) Official copy of secondary and post-secondary transcripts
  - c) Proof of a negative tuberculosis test or a clear chest x-ray that is less than 6 months old.
  - d) A current criminal record check from the Ministry of Justice must be completed within 90 days of program start date. Some types of criminal records may limit or prohibit acceptance in field placement; acceptance into field placement is a requirement for program promotion.
  - e) Personal statement of interest (250 words).
  - f) An orientation session is required and will be arranged by the program designate.
2. MENTAL HEALTH AND ADDICTIONS and COMMUNITY SUPPORT WORKER (CSW) ASSOCIATE CERTIFICATE
  - a) A letter from the applicant's employer stating their position and employment history
  - b) Two letters of reference
  - c) Demonstration of college-level English (CSW only)
  - d) Personal statement of interest (250 words) (CSW only).
3. CERTIFICATE, ADVANCED CERTIFICATE& DIPLOMA PROGRAMS

Students applying to the diploma program immediately following completion of a Human Services Certificate Program, may request that the contents of their file be transferred.
4. PART-TIME STUDIES IN HUMAN SERVICES PROGRAMS
  - a) Acceptance to an individual course does not constitute admission to the program. All program admissions will be considered according to Part I, A: Admissions Requirements.
  - b) The ECCE, EACSW, SSW Certificate programs and the Human Services Diploma program may be completed on a part-time basis depending on number of spaces available. Students choosing to complete a program on a part time basis must meet with a program coordinator, councillor and/or School Chair at the time of acceptance to plan a course of studies.
  - c) Students who have been accepted for part time studies and are in good standing academically will normally be accepted upon re-application to the next term. Refer to Part II, Section B, Promotions re: academic requirements.
5. ADVANCE OR TRANSFER CREDIT AND PRIOR LEARNING ASSESSMENT
  - a) Transfer credit will be given for university transfer courses equivalent to Selkirk College courses, providing a grade of "C" or better was achieved.

- b) Applications for transfer credit from other ECCE, SSW or EACSW programs will be reviewed with provincial articulation agreements and considered on an individual basis; applicants may be required to provide detailed course outlines.

6. PRIOR LEARNING ASSESSMENT (PLA)

- a) Advance credit in core program courses (i.e., SSW, ECCE, EACSW and HSER) may be granted by the School Chair or designate after evaluation of the applicant's mastery of course objectives. See program specific guidelines for PLA.
- b) Credit for Final Practicum will not be awarded through PLA in Human Services programs.

C. RE-ENTRY INSTRUCTION:

1. An application is required for enrolment in program courses in subsequent years.
2. Normally, students who must interrupt their program may apply for re-admission, within one year of departure, on the basis of the following priorities:
  - a) Students in good standing who interrupted their program for illness or other personal reasons.
  - b) Students who failed to meet program requirements for promotion.
  - c) Students transferring from another program within BC.
3. Students who fail to complete a semester successfully may apply to re-enter and repeat the incomplete semester when it is next offered. (Normally, there is a period of 12 months between offerings of a course or semester.)
4. Normally, a student returning in one year or less will retain full credit for all courses previously completed. After more than one year's absence, students may be required to update or repeat courses previously completed. A grade of "C" or credit granted in each repeated course is required for re-entry.
5. Students who withdraw for medical or psychological reasons will provide evidence to the School Chair from a licensed practitioner regarding the suitability of his/her return to the program.
6. Students must complete the program in its entirety within 60 calendar months from the time of initial entry into the program.
7. Students who have successfully completed their Selkirk College Human Services certificate within the previous year are considered to be a re-entry student.
8. Re-entry full-time students who have successfully completed their previous year are given priority over part time students.

## PART II: ASSESSMENT, PROMOTION AND GRADUATION

A. ASSESSMENT

1. Grading

Grading for theory courses will be as per the Standard Academic and Career Grading Table as defined in Selkirk College *Policy 8612 Grading*. Grading for practicum courses will be as per the Competency Based Grades as defined in Selkirk College *Policy 8612 Grading*.

2. Types of Assessments

a) Assignments

- (i) A minimum of three evaluative events will occur as specified in course outlines.
- (ii) Students are evaluated and graded in each subject or course topic as indicated in the respective course outline.
- (iii) Assignments are due on the date stated on course or assignment outlines. A student may request one extension per course. The request must be made in writing no less than 24 hours before the due date. If the instructor grants permission for the extension the revised due date will be determined by the instructor.
- (iv) Under extenuating circumstances further requests for extensions may be granted only after the student has participated in a mandatory consultation with the Department Head of Student Access and Support or designate and has presented the instructor with a written plan outlining how they intend to complete their work in a timely manner.
- (v) A penalty of 10% per day will be assessed against late assignments. All assignments must be handed in by the last day of classes in order to achieve a passing grade and advance to the practicum.
- (vi) All course assignments must be completed to achieve a passing grade.
- (vii) All assignments must be typed.
- (viii) Students may, at the discretion of the instructor, rewrite a maximum of one assignment per course. Rewrites must be submitted for marking within 14 calendar days of the return of the original assignment to the student. Rewritten assignments will receive a maximum grade of 75%.
- (ix) Students are expected to write tests on the designated dates. If, for legitimate absences, the student misses a test, he/she must write the test as soon as possible with the permission of the instructor.

b) Examinations

- (i) Exams, labs, projects, assignments, and other evaluative activities are weighted and averaged as indicated in the respective course outline.
- (ii) No single evaluative event shall be worth more than 50% of the final grade.
- (iii) For courses involving practicum placements (ECCE 195, 286, 292, 294; SSW 163, 168; EASC 195, 196; HSER 270, 280) evaluation occurs on a continuous basis and graded CRG or NCG as per the Competency Based Selkirk Grading Table in Selkirk College *Policy 8612 Grading*. All practicum activities may be considered evaluative events. Informal verbal and/or written feedback is regularly provided by the instructor and practicum supervisors. Depending on the length of the course there may be one or more performance appraisals or evaluations.

B. PROMOTION

1. In order to progress to the next semester, the following requirements must be met.
  - a) Completion of all courses in the semester with a minimum overall cumulative GPA of 2.00 and a grade of a "C" or better in all semester courses.
  - a) Promotion to the second year of the Diploma program requires a cumulative GPA of 2.33 during the first year of studies or School Chair approval

2. Promotion to practicum will be determined by the following criteria:
  - a) A grade of "C" or better in all required courses as defined in Part II, C, Graduation Requirements.
  - b) Some types of criminal records may limit or prohibit a student's acceptance in field placement agencies. Ability to be accepted into field placement is a requirement for admission and promotion.
3. A student's performance will be reviewed by program faculty when:
  - a) Grades in one or more courses fall below a "C".
  - b) Unacceptable behaviour, inappropriate interpersonal skills, and/or patterns of absence are displayed (as outlined in program policies).
  - c) On probation.
4. Considerations for practicum placement:
  - a) Practicum placements are normally completed within the College region.
  - b) To avoid a conflict of interest, students are expected to inform instructors of agencies where family and/or personal connections exist.
  - c) Practicum placements will be arranged by a program instructor.
  - d) Agency staff will be informed if a student has refused to sign a waiver authorizing the College to share personal information about the student with agency staff.
5. Students will not be placed in practicum based on the following:
  - a) The student has not demonstrated readiness for practicum placement.
  - b) Two agencies refuse to accept the student in practicum placement.
  - c) The student lacks means of transportation.
6. Practicum evaluation will be based on:
  - a) A review of the student's performance in relation to stated course competencies.
  - b) A joint review comprised of college instructor, agency supervisor and student.
  - c) Completed practicum assignments.

## C. GRADUATION

1. Credentials:

Associate Certificate, Advanced Certificate, Certificate, Diploma
2. Requirements: (see *Policy 8617: Graduation*)

In order to graduate with a certificate from a Human Services Program a student must meet all program requirements with a cumulative GPA of 2.00 or better.

In order to graduate with Honors students must meet all program requirements with no grades less than a B- and a cumulative GPA of 3.5 or higher.

### Associate Certificates:

Community Support Worker (CSW) Associate Certificate					
Semester 1			Semester 2		
Course Code	Course	Cr	Course Code	Course	Cr
EACS 155	Foundations of Practice	3	EACS 161	Person-Centered Planning	3
EACS 156	Support Strategies	3	EACS 165	Health and Wellness	3
EACS 170	Augmentative Communication	2	FAM 180	Family Dynamics	3
HSER 174	Interpersonal Communications	3			
Total Semester Credits		11	Total Semester Credits		9
Total Year Credits					20
Total Program Credits					20

Mental Health and Addictions Associate Certificate					
Semester 1			Semester 2		
Course	Name	Cr	Course	Name	Cr
ADD 384	Addictions Theory and Practice	3	HSER 257	Mental Health Issues: Practical Responses	3
			HSER 600	Motivational Interviewing Workshop	N/A
Total Semester Credits		3	Total Semester Credits		3
Total Year Credits					6
Total Program Credits					6

**Advanced Certificates:**

Early Childhood Care and Education Advanced Certificate – Inclusive Practice								
Semester 1			Semester 2			Semester 3		
Course	Name	CR	Course	Name	CR	Course	Name	CR
ECCE 287	Inclusive Practices	4	ECCE 289	Responsive Inclusive Environments	8	ECCE 292	Advanced Practicum	5
HSER 267	Supervision in Human Services	3						
Semester Credits		7	Semester Credits		8	Semester Credits		5
Total Program Credits								20
Total Year Credits								20

Early Childhood Care and Education Advanced Certificate – Infant/Toddler								
Semester 1			Semester 2			Semester 3		
Course	Name	CR	Course	Name	CR	Course	Name	CR
ECCE 200	Infant Growth and Development	2	ECCE 285	Practices with Infants & Toddlers	6	ECCE 282	Infant/Toddler Observation	2
ECCE 260	Health care in I/T Programs	2				ECCE 286	Advanced Practicum	6
HSER 267	Supervision in Human Services	3						
Semester Credits		7	Semester Credits		6	Semester Credits		8
Total Program Credits								21
Total Year Credits								21

**Certificates:**

EDUCATION ASSISTANT & COMMUNITY SUPPORT WORKER (EACSW) CERTIFICATE								
Semester 1			Semester 2			Semester 3		
Course	Name	CR	Course	Name	CR	Course	Name	CR
HSER 174	Interpersonal Communications I	3	PSYC 101	Intro Psychology II	3	EACS196	Practicum II	6
EACS 160	Classroom Support Strategies	3	EACS 157	Challenging Conditions	3			
PSYC 100	Intro to Psychology I	3	FAM 180	Family Dynamics	3			
ENGL 110	College Composition	3	EACS 161	Person-Centred Planning	3			
EACS 155	Foundations of Practice	3	EACS 165	Health & Wellness	3			
EACS 156	Support Strategies	3	EACS 195	Practicum I	4			
EACS 170	Augmentative Communication	2						
Semester Credits		20	Semester Credits		19	Semester Credits		6
Total Program Credits								45
Total Year Credits								45



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EARLY CHILDHOOD CARE & EDUCATION (ECCE) CERTIFICATE								
Semester 1			Semester 2			Semester 3		
Course	Name	CR	Course	Name	CR	Course	Name	CR
HSER 174	Interpersonal Communications	3	FAM 180	Family Dynamics	3	ECCE 293	Child-Centred Partnerships II	3
ENGL 110	College Composition	3	PSYC 240	Child Development	3	ECCE 294	Block Practicum II	6
PSYC 100	Intro to Psychology	3	ECCE 169	Clinical Practicum II	2			
ECCE 168	Clinical Practicum I	2	ECCE 179	Foundations of Professional Practice II	4			
ECCE 178	Foundations of Professional Practice I	4	ECCE 189	Responsive Childcare-Centred Environments II	4			
ECCE 186	Child Health & Safety	3	ECCE 193	Child-Centred Partnerships I	4			
ECCE 188	Responsive Child-Centred Environments	4	ECCE 195	Block Practicum I	4.5			
Semester Credits		22	Semester Credits		24.5	Semester Credits		9
Total Program Credits								55.5
Total Year Credits								55.5

SOCIAL SERVICE WORKER CERTIFICATE									
Semester 1			Semester 2			Semester 3			
Course	Name	CR	Course	Name	CR	Course	Name	CR	
HSER 174	Interpersonal Communications	3	PSYC 101	Intro Psychology II	3	SSW 168	Field Work II	5	
FAM 180	Family Dynamics	3	ENGL 111	Intro to Literature	3				
PSYC 100	Intro to Psychology I	3	SSW 161	Intro to Social Policy	3				
ENGL 110	College Composition	3	SSW 157	Group Skills	3				
SSW 160	Intro to Social Work	3	ADD 184	Intro to Addictions	3				
SSW 162	Community Resources	3	SSW 163	Field Work I	4				
			SSW 166	App of Theory to Practice	1				
Semester Credits		18	Semester Credits			20	Semester Credits		5
Total Program Credits								43	
Total Year Credits								43	

**Diplomas: Upon successful completion of a Human Services Certificate and one of the following**

CHILD & YOUTH CARE (CYC) SPECIALITY (HUMAN SERVICES DIPLOMA)								
Semester 1			Semester 2			Semester 3		
Course	Name	CR	Course	Name	CR	Course	Name	CR
HSER 254	Core Concepts in Human Services	3	HSER 255	Professional Foundations for Human Services	3	HSER 270	Practicum in a Child and Youth Care Setting	6
HSER 258	Fundamentals of Change I	3	HSER 259	Fundamentals of Change II	3			
PSYC 101 or PSYC 240	Intro Psychology II /Child Development	3	HSER 264	Intro to Professional Child & Youth Care	3			
HSER 276	Issues in Youth	3	PSYC 241	Adult Development	3			
INDG 287	Introduction to Indigenous Teachings and Practices	3	ENGL 111 or HSER or UAS Elective	Intro to Literature or HSER or UAS Elective	3			
HSER or UAS Elective		3						
Semester Credits		15	Semester Credits		18	Semester Credits		6
Total Program Credits						39		
Total Year Credits						39		

EARLY CHILDHOOD CARE & EDUCATION (ECCE –I/T) SPECIALITY (HUMAN SERVICES DIPLOMA)								
Semester 1			Semester 2			Semester 3		
Course	Name	CR	Course	Name	CR	Course	Name	C R
HSER 254	Core Concepts in Human Services	3	HSER 255	Professional Foundations for Human Services	3	ECCE 286	Advanced Practicum – Infant/Toddler	6
HSER 258	Fundamentals of Change I	3	HSER 259	Fundamentals of Change II	3	ECCE 282	Infant/Toddler Observation	2
INDG 287	Introduction to Indigenous Teachings and Practices	3	ENGL 111	Intro to Literature	3			
HSER 267	Supervision In Human Services Agencies	3	ECCE 285	Practices with Infants & Toddlers	6			
ECCE 200	Infant Growth & Development	2	PSYC 101	Intro to Psychology II	3			
ECCE 260	Health Care in Infant/Toddler Programs	2						
Semester Credits		16	Semester Credits		18	Semester Credits		8
Total Program Credits						42		
Total Year Credits						42		

EARLY CHILDHOOD CARE & EDUCATION (ECCE –Inclusive Practice) SPECIALITY (HUMAN SERVICES DIPLOMA)								
Semester 1			Semester 2			Semester 3		
Course	Name	CR	Course	Name	CR	Course	Name	CR
HSER 254	Core Concepts in Human Services	3	HSER 255	Professional Foundations for Human Services	3	ECCE 292	Advanced Practicum – Inclusive Practice	6
HSER 258	Fundamentals of Change I	3	HSER 259	Fundamentals Of Change II	3			
HSER 267	Supervision In Human Services Agencies	3	ENGL 111	Intro to Literature	3			
ECCE 287	Inclusive Practices	4	ECCE 289	Responsive Inclusive Environments	7			
INDG 287	Introduction to Indigenous Teachings and Practices	3	PSYC 101	Intro Psychology II	3			
Semester Credits		16	Semester Credits		20	Semester Credits		6
Total Program Credits						41		
Total Year Credits						41		

SOCIAL SERVICE WORKER (SSW) SPECIALITY (HUMAN SERVICES DIPLOMA)								
Semester 4			Semester 5			Semester 6		
Course	Name	CR	Course	Name	CR	Course	Name	C R
HSER 254	Core Concepts in Human Services	3	HSER 255	Professional Foundation for Human Services	3	HSER 280	Advanced Human Service Practicum	6
HSER 258	Fundamentals of Change I	3	HSER 259	Fundamentals of Change II	3			
PSYC 240	Child Development	3	PSYC 241	Adult Development	3			
INDG 287	Introduction to Indigenous Teachings and Practices	3	HSER 281	Directed Studies-Methods	3			
HSER <i>or</i> UAS Elective		3	HSER OR UAS Elective		3			
HSER <i>or</i> UAS Elective		3						
Semester Credits		18	Semester Credits		15	Semester Credits		6
Total Program Credits							39	
Total Year Credits							39	

## **PART III STUDENT CONDUCT** (See also College Policy 3400: Student Code of Conduct)

### **A. ATTENDANCE**

1. Students absent for 20% or more in a given course may be placed on behavioural probation. If a student arrives more than 10 minutes late or leaves more than 10 minutes early, they may be recorded as absent.
2. Students absent from any courses are responsible for the work they have missed and must make up assignments as required.
3. Students are responsible to inform the instructor in advance of any absences.
4. Students participating in on-line classes are expected to access and read all materials posted on their course site. If any aspect of the course has not been opened and/or participated in the student will be considered absent for that class.

### **B. PROFESSIONAL REQUIREMENTS**

#### **1. Codes of Ethics and Competencies**

Students are expected to know, understand and abide by the applicable Codes of Ethics:

- a) Child and Youth Care Worker;
- b) Social Service Worker;
- c) Early Childhood Educator.
- d) Education Assistant & Community Support Worker.

#### **2. Guidelines for Professional Conduct**

In addition students are expected to consistently demonstrate professional conduct based on the following guidelines:

- e) exercise personal discipline, accountability and judgement,
- f) accept personal responsibility for continued competency and learning,
- g) assist and serve the public, client or patient and place them before oneself,
- h) recognize the dignity and worth of all persons in any level of society,
- i) assist others in learning,
- j) recognize one's own limitations and areas for development, and
- k) maintain confidentiality of information appropriate to the purpose and trust given when that information is acquired.

Professional Conduct will be measured by: one's professional abilities, personal integrity, and the attitude one demonstrates in relationship with others.

3. Students who violate these professional standards may be required to withdraw from their Program.
4. Students may be required to withdraw when ethical, medical or other reasons interfere with the satisfactory completion of their Program.

### C. RESPONSIBILITIES IN FIELD PRACTICUM PLACEMENTS

1. The selection of practicum placements is the responsibility of the program faculty. Students will not actively seek practicum sites.
2. Students will not provide transportation for clients while on practicum.
3. Students will not administer medications to clients while on practicum.
4. Students without supervision of agency staff will not be responsible for clients when off agency premises unless college instructor approval is given prior to the event. ECCE students, without supervision of agency staff will not be responsible under any circumstance for children off agency premises.

### **Part IV COLLEGE POLICIES RELEVANT TO ACADEMIC AND STUDENT AFFAIRS:**

Policy 3400: Student Code of Conduct

Policy 6010: Human Rights, Harassment, & Discrimination

Policy 6030: Sexual Violence Prevention & Response

Policy 6550: Protection of Privacy

Policy 8400: Student Appeals

Policy 8600: Pre-Admissions Basic Skills Assessment

Policy 8611: Admission

Policy 8612: Grading

Policy 8613: Evaluation of Student Learning

Policy 8614: Advanced Standing – Course Challenge, PLA, Transfer Credit

Policy 8615: Standards of Academic Progress

Policy 8616: Student Withdrawals and Refunds

Policy 8617: Credentials and Graduation

Policy 8618: Cheating and Plagiarism

Policy 8619: Student Probation

Policy 8620: Interdisciplinary Studies