



2011 PROGRAM

APPLICATION PACKAGE

Submit to your Secondary School
Career Education Contact or Coordinator

South Island Partnership

SIP



For SIP Information Contact:
Phone: 370-4828 or 370-4827
Email: knister@camosun.bc.ca
macleods@camosun.bc.ca

South Island Partnership (SIP)

LYNC PROGRAM APPLICATION INFORMATION

GETTING STARTED

- Interested students and parents meet with a school career coordinator/counsellor to discuss LYNC program options and understand how they are delivered.
- Find out about programs that interest you. Obtain relevant work experience or try job shadowing, volunteering, and informational interviews with employers.
- Visit our website: www.Camosun.ca/Lync. Questions can be directed to your school career coordinator/counsellor or SIP office 250-370-4827.

HOW TO APPLY (please complete all forms in ink)

- See your school career coordinator/counsellor for a LYNC Program Application Package and any assistance you may need to complete and submit it. (ACE IT trades students will also fill out an Industry Training Authority (ITA) Apprentice/Sponsor registration).
- Return the completed application package to your school career coordinator/counsellor for submission to: SIP Office, Camosun College, 4461 Interurban Rd. Victoria, BC V9E 2C1 or via Fax: 250-370-4428 (only when payment is made with a credit card).
The SIP Office is located at the Interurban Campus, Jack White Building room 105C.
- Sample the Campus and Best applicants are required to submit only the Program Application Form and Permission to Release Information (pages 3 and 4).
- Students will be notified of qualification to participate in the program and will be required to attend an interview and orientation. ACE IT (trades) students may be required to complete an assessment.

APPLICATION SUBMISSION CHECKLIST (please complete all forms in ink)

- Completed LYNC Program Application Form
- Permission to Release Information (a college requirement)
- Student Education/Transition Plan to be completed, and signed
- Transcript of marks for the last completed year including grade ten
- Student Statement of Commitment
- Responsibility Agreement
- Student Research - Information Interview with an employer
- Student Resume and/or Work Experience Evaluation Form
- \$36.41 Camosun College Application Fee
- Tuition (if applicable) or Sponsorship form if tuition will be paid by your school district.

NOTE: Your tuition as an ACE IT (trades) student at Camosun College is paid for by the school district. You are responsible for the \$36.41 application fee, textbooks, equipment and supplies. Fees may change without notice.

Program Acceptance Disclaimer: **These programs may or may not be governed by Camosun College's policies on admission and academic progress and promotion.**



PROGRAM APPLICATION FORM

Please submit application package to: Camosun College SIP Office, 4461 Interurban Rd. Victoria, BC V9E 2C1 or Fax to 250 370-4428

Counsellor Approved Signature: _____		Y N	
Teacher Approved Signature: _____		If yes, Camosun Student #: C _____	
Citizenship: <input type="checkbox"/> Canadian <input type="checkbox"/> Permanent Resident			
PERSONAL DATA			
Legal Last Name		Given Name(s)	Former Last Name (if applicable)
Mailing Address		City/Province	Postal Code
Phone (home)		Cell	Email
Birth Date (mo/day/year)		Gender: <input type="checkbox"/> F <input type="checkbox"/> M	
Emergency Contact Person		Emergency Phone	
PLEASE ATTACH TRANSCRIPTS		EDUCATION	
Home Secondary School		Expected Graduation Date	
TRADES PROGRAM SELECTION		NON TRADES PROGRAM SELECTION	
<input type="checkbox"/> ACE IT Foundation		<input type="checkbox"/> ACE IT Apprenticeship	
		Tuition Sponsored by School District Y N	
Program	College Start Date	Program	College Start Date
Automotive		Joinery	
Carpentry		Metal Fabrication	
Cook (PRCO)		Plumbing/Piping	
Electrical		Sheet Metal	
Heavy Duty		Welding	
Horticulture			
ACE IT TRADES APPLICANTS ONLY			
Trade	Employer Name & Phone # (if applicable):		ITA Registration #
ALL STUDENTS VOLUNTARY DISCLOSURES			
N If Yes, your next step is to make an appointment with our Resource Centre (DRC) at 250 370-4049.			
Are you of aboriginal ancestry? Y N <input type="checkbox"/> First Nations Status <input type="checkbox"/> First Nations Non-Status <input type="checkbox"/> Inuit <input type="checkbox"/> Metis			
FEES			
\$36.41 Application Fee + Tuition \$_____ (if applicable)		Is tuition sponsored by school district? Y N	
Method of Payment: <input type="checkbox"/> Cheque /Money Order (made out to Camosun College) <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Cash			
Card#: _____ Expiry Date: _____ Cardholder Name: _____			

Freedom of Information and Protection of Privacy: Camosun College complies with the Freedom of Information/Protection of Privacy legislation of the Province of BC. Information collected on application forms is used in the normal course of college operation in accordance with this legislation. **Please read before signing:**

- I declare that the information contained in this application is to the best of my knowledge complete and correct.
- I agree to abide by the rules and regulations of the school district and the college.
- I understand and agree that acceptance of this application in no way guarantees admissions to the above programs and that this application is subject to the availability of seats. I understand that this is a school district partnership program and agree the school district and college reserves the right to modify the program without notice or prejudice.

Signature of Student Applicant

Signature of Parent or Legal Guardian

Date



PERMISSION TO RELEASE INFORMATION AND AUTHORIZATION TO ACT ON MY BEHALF

The *British Columbia Freedom of Information and Protection of Privacy Act* provides that the College may not release any information pertaining to student records to anyone other than the student owner of the record without the student's consent.

Further, the College does not normally allow any person other than the student to conduct student related business with the College on behalf of the student.

In order to allow the South Island Partnership and your parent/guardian to conduct student related business on your behalf, you must complete and submit this form as part of the SIP/LYNC application package.

Student Name: _____
Last Name First Name

Camosun Student #: C (Office Use Only) Date of Birth (mo/day/year): _____

To the Enrolment Services Department:

The following Secondary School _____

and Parent/Guardian _____

have permission to access my student records and conduct student related business on my behalf for the following length of time:

_____ to _____
Program Start Date Program End Date

Student Signature: _____ Date: _____

Questions?
South Island Partnership Phone 250 370-4827

STUDENT EDUCATION/TRANSITION PLAN

Develop your education plan including the courses required for entry into the program and the dual credit courses you will receive while attending Camosun College or other post-secondary institution.

Note:

1. Ensure you have included and considered your graduation requirements in your Transition plan.
2. You may need to modify your timeline to achieve your graduation requirements & participate in the program.
3. Complete the 3 Year Education/Transition plan in full beginning with your Grade 10 courses.
4. **Timetable changes should be made with the approval of your school's** Transition Coordinator/Counsellor.
5. Include any Dual Credits and SSA Credits in your predicted credit count.

Name: _____ **High School:** _____

Lync Program: _____ **Date:** _____

Students are required to complete a <u>minimum</u> of 80 credits (equivalent to 20 four-credit courses) in Grades 10 – 12 for graduation. Most students choose to complete more than 80 credits.			
1. Required Courses - 52 credits in courses listed below:			
Course	Credits	Course	Credits
Language Arts 10	4	Language Arts 11	4
Fine Arts or Applied Skills 10, 11, 12	4	Social Studies 11, Civics 11, First Nations 12	4
Science 10	4	Mathematics 11 or 12	4
Mathematics 10	4	Science 11 or 12	4
Physical Education 10	4	Language Arts 12	4
Planning 10	4	* Graduation Transitions 12	4
Social Studies 10	4		
Note: Graduation = Minimum 4 Grade 12 level courses + * Graduation Transitions 12.			
2. Elective Courses – 28 credits Students can choose to complete elective requirements through the Camosun Partnership – Dual Credit Programs/Courses (PSIB Credits) and/or Secondary School Apprenticeship Program (SSA Credits=SSA 11A, 11B, 12A, 12B , available)			

Year		Year		Year		Year
Gr 10 Sem 1	Gr 10 Sem 2	Gr 11 Sem 1	Gr 11 Sem 2	Gr 12 Sem 1	Gr 12 Sem 2	Post-Sec (PSIB)
Total Credits:		Total Credits:		Total Credits:		Total Credits:
Total Credits Predicted (Required + Elective) =				Predicted Graduation Date:		

Student Signature

Parent/Guardian Signature

Teacher/Counsellor Signature

Camosun College - South Island Partnership

Student Statement of Commitment

Student Name: _____ Date: _____

Describe why this is the career area for you.

Describe how your work experience or school activities have prepared you for this program.

Describe what you will do to be successful in this program.

Camosun College - South Island School Districts Partnership

Responsibility Agreement

This is an agreement between me _____
Student Name

and the South Island Partnership (SIP). Its aim is to make our shared responsibilities clear as we work towards successful completion of your training.

School District / Camosun Responsibilities

- inform you of the training requirements specific to your career area
- provide you with background information on requirements for Camosun College
- create an Educational Plan with you that maps out your final years of high school
- assist you to meet all prerequisites of your program
- register you as an ACE IT student (for trades programs only)
- provide you with student support services as needed (assessment, learning skills, math upgrading, counseling, disability resources)
- encourage students to be proactive in informing Camosun College of specific learning needs and IEPs (make an appointment with our Resource Centre by calling 250 370-4049)
- liaise with parents, high schools and teachers regarding your college progress and participation
- provide post secondary marks to your high school for graduation credits
- provide tuition funding for Level One training at Camosun College (for trades programs only)

Student Responsibilities

As South Island Partnership student I agree to:

- understand that punctuality and attendance is mandatory at Camosun (your instructor must be contacted if you will be absent or late)
- meet program homework and study expectations (2-4 hours daily)
- strive to achieve a passing mark of at least a 70% in your program
- successfully meet all prerequisites before attending Camosun
- experience a relevant work experience placement in my chosen program area
- attend a SIP interview and orientation
- participate in a Math or English upgrade program if deemed necessary
- submit the application fee to Camosun College
- provide tuition payment or Sponsorship form if applicable for your program (your school district may sponsor tuition)
- purchase required text books, support materials, equipment and clothing
- follow the Camosun College Student Conduct Policy. Refer to <http://www.camosun.bc.ca/learn/becoming/policies.html>

Student Signature: _____

Date: _____

Parent Guardian /Signature: _____

Date: _____

South Island Partnership

Student Research

Preparation:

- Arrange an information interview by phone, fax or e-mail with an employer in your area of interest.
- Start with contacts you may already have: friends, relatives, co-workers, neighbours or select an employer from the Yellow Pages, Internet sources, Chamber of Commerce etc.
- Dress appropriately, arrive on time, be polite and be sure to thank the person you interviewed.

Student Name: _____
Employer Contact Information:
Name/Title: _____ Phone# _____
Company/Address: _____
Company E-mail/Website: _____

Information Interview

THE QUESTIONS:

In your career area, what work does an employee perform on a typical day? (current projects)

What education or training is required for this type of work? Does the company provide wages or tuition during training?

What other work might be available with your qualifications?

What personal qualities or abilities are important for being successful in this career?

What part of this job do you find most satisfying? Most challenging?

What was your pathway toward this career?

Information Interview (cont'd)

How do you see careers in this field changing in the future (i.e. new technology)?

How has this work affected you physically over the years?

What advice would you give a person entering this field?

What is the salary range for various levels in this career field? What lifestyle could I expect to afford?

Which professional journals, organizations or websites would help me learn more about this field?

Do you know someone who could give me further information about a related career and may I use your name as the referral person?

Student Signature

Print name:

Employer Signature

Print name:

Date