

# SIP

SOUTH ISLAND PARTNERSHIP

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2017-2018  
**PROGRAM**  
Application Package

Revised November 2017  
**Submit to your Secondary School  
Career Education Contact or Coordinator**



# SOUTH ISLAND PARTNERSHIP PROGRAM APPLICATION INFORMATION

## GETTING STARTED

- Students and parents **meet with a school career coordinator/counsellor** to discuss SIP program options.
- **Visit our website:** [camosun.ca/learn/south-island-partnership](http://camosun.ca/learn/south-island-partnership). Questions can be directed to your school career coordinator/counsellor or the SIP office (250-370-4827), email [SIP@camosun.bc.ca](mailto:SIP@camosun.bc.ca).
- **Important:** college course(s) will be recorded on your permanent post-secondary file. Careful consideration is to be made when deciding to take a post-secondary program.
- Students should not take a post-secondary program unless they have met all the pre-requisites and are prepared to attend all classes and complete all assignments.
- **Withdrawal Process:** Students wishing to withdraw from a program must contact the school career coordinator and SIP Office immediately.
- **Individual Education Plan (IEP):** Students with a learning condition or other disability which may require additional support services must make an appointment with the *Centre for Accessible Learning (CAL)* before starting a program other than TASK (250-370-4049).

## HOW TO APPLY (please complete all forms in ink)

- See your school career coordinator/counsellor for assistance completing this package.
- Youth Train in Trades (YTIT) students will also fill out an Industry Training Authority (ITA) Apprentice/**Sponsor registration form**.
- Return the completed application package to your school career coordinator/counsellor for submission to SIP Office
- Program applicants will be required to attend an interview/orientation. Students will be notified if qualified and accepted into the program.
- Once accepted, apply to Camosun through *EducationPlannerBC.ca* **see attached instructions** (p.3)
- Students are accepted based on meeting qualifications and the date their complete application is received by the SIP office. Where applicants exceed availability, a waitlist may be established.

## APPLICATION SUBMISSION CHECKLIST (please complete all forms in ink)

- Permission to Release Information Form
- Completed and signed Responsibility Agreement
- Student Statement of Commitment forms
- Completed and signed Student Education/Transition Plan
- Attendance Record AND Most recent transcript of marks
- Evidence of 30-hour related Work-Experience (employer evaluation or log book)  
*English & Math Assessments, where applicable to meet pre-requisites*
- Complete *EducationPlannerBC* online application and pay the application fee** once seat is confirmed, good for 12 consecutive months for SIP program

### NOTE:

- **Only completed applications will be considered for available seats.**
- Tuition fees will be paid by your school district.
- You are responsible for the non-refundable application fee, textbooks, equipment, supplies, and clothing.
- Fees may change without notice.

## DUAL CREDIT PROCESS

- Students will receive high school credits and grades on their high school transcript.
- Students will also receive college credit for the program. You need to apply for a college transcript to receive your report. [http://camosun.ca/services/\\_documents/transcript-request.pdf](http://camosun.ca/services/_documents/transcript-request.pdf)

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

## APPLICATION

### PERMISSION TO RELEASE INFORMATION & 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(s)/guardian(s) to conduct student-related business on your behalf, you must complete and submit this form as part of the SIP application package.

Student Name: \_\_\_\_\_  
Legal Last Name (print)                      Legal First Name (print)                      Preferred First Name (print)

Gender:    Male    Female    Date of Birth: \_\_\_\_\_ S.I.N.: \_\_\_\_-\_\_\_\_-\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ PEN #: \_\_\_\_\_

#### TO THE REGISTRATION DEPARTMENT AND THE SOUTH ISLAND PARTNERSHIP:

The following secondary school \_\_\_\_\_  
 and Parent(s)/Guardian(s) (please print) \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

have permission for the following academic year(s) (e.g. 2017/18) \_\_\_\_\_ to access my student records and conduct student-related business on my behalf while I am registered in a South Island Partnership course/program.

**Student Signature:** \_\_\_\_\_

**Do you have an IEP** (Individual Education Plan), learning condition, or other disability for which you may require additional support services? (Y/N) \_\_\_\_ *\*if yes, please make an appointment with the Centre for Accessible Learning ([www.camosun.ca/services/accessible-learning](http://www.camosun.ca/services/accessible-learning))*

**CITIZENSHIP:** Please select your official status in Canada and attach documentation to this form

Canadian (Y/N) \_\_\_\_ OR Permanent Resident (Non-Canadian) (Y/N) \_\_\_\_ *\*if yes, provide copy of card front & back*

Indigenous (Y/N) \_\_\_\_ *\*if yes, please specify (Status/Non-Status/Metis/Inuit):* \_\_\_\_\_

SIP PROGRAM SELECTION (e.g. Joinery)		
PROGRAM	SECTION NUMBER (Office Use)	COURSE START DATE
SECONDARY SCHOOL (HIGH SCHOOL) INFORMATION		
GRADE CURRENTLY ENROLLED IN	SD #	EXPECTED GRADUATION DATE
TEACHER / COUNSELLOR NAME (please print):	APPROVAL (signature):	DATE

*\*We will do our best to accommodate your selection(s), however, seats are not guaranteed*

OFFICE USE ONLY: Camosun Student #: C \_\_\_\_\_

Questions? Email [SIP@camosun.bc.ca](mailto:SIP@camosun.bc.ca)

## RESPONSIBILITY AGREEMENT - PROGRAMS

### High School/School District, SIP, and Camosun Responsibilities

**We will:**

- provide tuition funding for program training at Camosun College (Students are responsible for the application fee and course materials)
- inform you of the training requirements specific to your career area and provide you with background information on requirements for Camosun College
- assist you to meet all prerequisites and create an Education/Transition Plan that maps your final years of high school
- help you to complete a SIP application package and submit it to SIP on your behalf
- register you as a Youth Train in Trades student (for trades programs only)
- provide you with student support services as needed (assessment, learning skills, English and/or math upgrading, counselling, disability resources)
- encourage you to be proactive in informing the Centre for Accessible Learning of specific learning needs and IEPs (make an appointment with our CAL by calling 250-370-4049 INT. /250-370-3312 LANS.)
- liaise with your parents, high schools teachers, and Camosun instructors regarding your college progress and participation
- provide post-secondary marks to your high school for graduation credits

### STUDENT RESPONSIBILITIES

As a South Island Partnership student, I agree to:

- undergo a relevant work experience placement in my chosen program area
- successfully meet all prerequisites before attending Camosun
- participate in a Math or English upgrading program/assessment if deemed necessary
- understand that punctuality and attendance are mandatory at Camosun
- attend a SIP orientation when invited
- submit a completed application package and once accepted, register through *EducationPlannerBC*
- purchase required text books, support materials, equipment, and clothing
- contact my instructor and the SIP office (250-370-4827) immediately if I will be absent or late
- follow the Camosun College Student Conduct Policy (refer to <http://camosun.ca/learn/calendar/current/procedures.html> )
- respect that my home school Code of Conduct applies to all courses and programs
  - respect, compliance, and effort are required at all times
- meet program homework and study expectations (2-4 hours daily)
- strive to achieve a passing mark of at least 70% in my program
- inform my Camosun instructor and my school career coordinators of withdrawal from my courses as soon as possible
- understand that failure to withdraw in advance of 66% of program completion may result in an “F” on both my high school and post-secondary transcripts; (withdrawal must occur before the final third of the course begins)
- be aware that if I require an extension, I will be responsible for both tuition and student ancillary fee payment
- understand that it is recommended that students attend after-session tutorials offered by the instructor

Student Name (please print clearly): \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ High School: \_\_\_\_\_

Parent/Guardian Name (please print clearly): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Career Counsellor Name: \_\_\_\_\_



## STUDENT STATEMENT OF COMMITMENT

Students applying to take a program must complete this form.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(please print clearly)

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.


**Student Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

Develop your Education/Transition Plan. Include courses required for entry into the program you will participate in while attending Camosun College.

Name: \_\_\_\_\_ High School: \_\_\_\_\_ Date: \_\_\_\_\_

1. Ensure you have included and considered your graduation requirements in your Education/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 Career Coordinator/Counsellor.
5. Include any Dual Credits and SSA Credits in your predicted credit count.

Students are required to complete a <u>minimum</u> of <b>80 credits</b> (equivalent to 20 four-credit courses) in Grades 10 – 12 for graduation. Most students choose to complete more than 80 credits.			
<b>1. Required Courses - 52 credits in courses listed below:</b>			
Course	Credits	Course	Credits
English 10	4	English 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	English 12 or English First Peoples	4
Planning 10/CLE	4	*Graduation Transitions 12/CLC	4
Social Studies 10	4		
Note: Graduation = Minimum 4 Grade 12 level courses + * Graduation Transitions 12/CLC			

**2. Elective Courses – 28 credits**  
 Students can choose to complete elective requirements through a Dual Credit Transition pathway offered by the South Island Partnership

**Transition Pathway:**

- Business  Communications  Health  
 Science  Technology  Trades

**Specific Career/Occupation:**

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	Transition Pathway	
						Sem 1	Sem 2
Total Credits:		Total Credits:		Total Credits:		Total Credits:	
Total Credits Predicted (Required + Elective) =				Predicted Graduation Date:			

Teacher/Counsellor (Print Name) \_\_\_\_\_

Parent/Guardian (Print Name) \_\_\_\_\_

Teacher/Counsellor Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Student Signature \_\_\_\_\_



## **SIP PROGRAM APPLICATION ATTENDANCE REPORT**

SIP programs at Camosun are full time and are generally one to two semesters in length. Therefore, it is easy to understand why the attendance is a crucial element to be successful in any SIP program.

Students applying for entry into any SIP program offered by the south Island Partnership are required to submit a school attendance report for the current and previous school semester as part of their SIP Program Application

Student attendance reports can be printed by your school Career Teacher or Counsellor using the MyEd record keeping system.

Please staple your attendance report to the completed SIP Application Package.

# EDUCATION PLANNER INSTRUCTIONS FOR STUDENTS TAKING A DUAL CREDIT PROGRAM



**NOTE:** Students applying for a program **MUST** first receive confirmation from the SIP office that they have secured a seat before registering through Education Planner.

## Education Planner Instructions

1. Go to <https://apply.educationplannerbc.ca/>
2. Sign up for an account creating your Username and Password as follows:
  - a. **USERNAME:** First Name.Last Name – ex. Jane.Smith
  - b. **PASSWORD:** First initial, Last Name, a special character, and year of birth – ex. Jsmith@1999

*Once you have successfully created an account, you will automatically be logged in*
3. Complete your Profile:
  - a. **Personal Info**
  - b. **Contact Info** (Select **YES** for emergency contact. Enter your parent/guardian information)
  - c. **Academic History**
4. Select your Institution - **Camosun College**
5. At the Program Selection,
  - a. select the Category - **South Island Partnership,**
  - b. select your subject area - **TASK, Welding or Joinery etc.**
  - c. select your program/course - **Dual Credit Courses – South Island Partnership**
6. Under Additional Information, **select “NO” for Agent information for international applicants**
7. **Review and Submit** application – the last step is to pay.  
If needed, you can save your information and return using your USERNAME and PASSWORD when you have access to a credit card
8. **Pay the application fee.**  
This is non-refundable, and valid for a continuous 12 months for South Island Partnership courses.  
*Please note that you will have to pay the application fee again if you switch from a course to a different program or when you graduate and apply again for a new program*
9. **Submit** online application, notify career coordinator it's complete.

**Are you having trouble?**  
Go to: [camosun.ca/learn/south-island-partnership](https://camosun.ca/learn/south-island-partnership)  
Select: **Become a Dual Credit Student**  
Click: **How to Apply for SIP on Education Planner**

**Note:** The online application is only one part of your registration process. You will also need to complete a South Island Partnership application package provided by your Teacher or Career Coordinator.