



Douglas College

FACULTY OF CHILD, FAMILY AND
COMMUNITY STUDIES

Child and Youth Care

Counsellor Diploma

Prospective

Student

Handbook

Table of Contents

INTRODUCTION.....	4
VOLUNTEER/WORK EXPERIENCE	5
STUDENT RESPONSIBILITIES.....	6
CHILD AND YOUTH CARE COUNSELLOR DIPLOMA PROGRAM	7
PART-TIME PROGRAM	8
FREQUENTLY ASKED QUESTIONS (FAQ).....	9
DEPARTMENT CONTACT NUMBERS.....	12
APPENDIX A	14
A Quick Checklist for CYCC Applicants	15

Dear Prospective Child and Youth Care Counsellor Student,

Thank you for your interest in the Child and Youth Care Counselling field. This diploma program prepares graduates for a career working with children, youth, and their families. You will help people deal with challenges and crises in their lives. You may work in schools, recreational settings, community agencies, and anywhere that children and youth need a caring professional to help them with their challenges.

The program includes classroom instruction and practical experience in the CYCC field. You will learn developmental theory, behaviour management, counselling skills, recreation and activity planning. You will also learn family theory, knowledge of addictions, personal wellness, and legislation as well as policy and systems perspectives.

The Child and Youth Care Counsellor Program prepares graduates to plan and implement a variety of services for children, adolescents and families. Students learn how to work with individuals and groups through the application of theory and practicum placements. A health and strength-based model is employed to ensure that CYCC graduates are prepared for their career.

Child and Youth Care Counsellor Graduates have excellent results in finding rewarding employment. Once your diploma is completed, you may also apply to year three of the four year Bachelor of Arts Degree in Child and Youth Care at Douglas College or CYCC programs at other universities. For more information, please see the CYCC web site at:

<http://www.douglas.bc.ca/programs/child-youth-care-counsellor.html>

If you have further questions after reading this booklet, please contact Meagan Harris at harrism@douglas.bc.ca or Deb Anderson at andersond@douglas.bc.ca

We look forward to hearing from you.

Yours truly,

Deb Anderson

Deb Anderson, MEd.

CYCC Diploma Coordinator

Child and Youth Care Counsellor Program

andersond@douglas.bc.ca

INTRODUCTION

Welcome. This handbook will provide you with information about the Child and Youth Care Counsellor (CYCC) Diploma Program. This information is designed to give you an overview of the diploma and to answer your questions regarding the CYCC program. It outlines the options that are available to you and the procedures to apply for the program.

Additional information can be found in the College Calendar. The Calendar not only tells you about the courses that are available at the college, it describes the college's support services, fees, student responsibility, faculty responsibility, and the important dates in each semester. You can find the Calendar online at <http://www.douglas.bc.ca/calendar.html>

This handbook is not intended to replace any other college documents. It is simply to provide you with as much relevant information as possible.

ADMISSION REQUIREMENTS TO CYCC

1. The minimum age for admission into CYCC is 18 years by December 31.
2. Each applicant must meet the English Language requirements. Applicants will be required to complete the Douglas College Computer-Based English Assessment before entering the CYCC program. Some exemptions apply. Please see <http://www.douglas.bc.ca/calendar/programs/pcfcsbn.html> for further details.
3. Each applicant must successfully complete 100 volunteer/work hours in a CYCC setting.
4. Each applicant must successfully participate in a formal orientation and selection process. Each spring those applicants who have completed their 100 volunteer hours will be invited to a selection weekend. Over the course of Friday evening and Saturday the applicant's suitability will be assessed based on emotional and physical health, teamwork, education and life experience.
5. Each applicant must complete a Medical Declaration form, indicating a satisfactory level of physical and emotional health.
6. This program requires students to train in an environment that demands individuals to provide proof of a satisfactory, current Criminal Record Search (CRS), for the protection of clients. Each applicant must complete a current Criminal Record Search. Douglas College will provide you with a form to complete the CRS at the appropriate time. The Registrar will review any CRS forms returned with a notation of a criminal record. In these cases, final determination of admission rests with the Registrar. The costs related to CRS are the responsibility of the applicant.

VOLUNTEER/WORK EXPERIENCE

A minimum of 100 hours of supervised volunteer/work experience is mandatory to apply to the Child and Youth Care Counsellor Program. Volunteer/work experience may be acquired in recognized residential, school or community settings. The volunteer/work experience must be direct work with children and youth. Upon completion of your volunteer work, your supervisor will complete an "Eligibility" form (See Appendix A).

TYPES OF VOLUNTEER SETTINGS

Residential

- Child/Youth Group Homes
- Transition Houses
- Youth Alcohol or Drug Treatment Programs

Schools

- Elementary, Middle or High Schools
- Alternate Schools
- Social Adjustment Classes

Community

- Community Centres
- Boys and Girls Clubs
- Camps (Day or Overnight)
- Recreational Centres

Applicants can obtain listings of programs from the Directory of Social Services (Red Book). The Red Book is available on-line and in most libraries. Volunteer Bureaus are also good sources to locate sites to complete your volunteer hours.

Volunteer experience that will **NOT** meet the entry requirements for the CYCC program are: babysitting or nanny experience, work with one's own family, telephone counselling, high school peer tutoring/mentoring or unsupervised experience.

STUDENT RESPONSIBILITIES

As a student in the CYCC program you are training for a position in the workplace. The expectations of the workplace are also the expectations of the program. Punctuality, accountability, and respect are the basic components of a good work experience and a good academic experience.

Courses in CYCC and the related CFCS courses are different from University Transfer courses that you may have taken in the past. In a typical University Transfer course attendance is optional. In CYCC program courses much of the learning is based on interaction with your instructors and your classmates. Your participation is required for your learning and your classmates learning. Therefore your full attendance is expected.

REGISTRATION

The registration system at Douglas College is an online process.

CYCC COURSES

Each three credit daytime course is a total of forty five to sixty hours long. Most three credit courses are two classes each week and each class is two hours long. There are generally two CYCC courses offered at night for part-time CYCC students. Since the CYCC program is part of the integrated curriculum some of your courses will include students from other disciplines within the department. Students are also responsible to meet an English exit requirement to graduate with a CYCC diploma.

During the second and fourth semesters the students participate in a five week, one hundred and fifty hour practicum. They are supervised by an experienced CYCC on site, as well as a Douglas College faculty member.

CHILD AND YOUTH CARE COUNSELLOR DIPLOMA PROGRAM

FIRST SEMESTER

As a full-time student you will be taking five courses. The first semester courses are:

CFCS 1110	Introduction to the Professional Community	3 credits
CFCS 1130	Change and Development: Lifespan	3 credits
CYCC 1141	Introduction to Practice	3 credits
CYCC 1150	Activity Programming for Children and Youth	3credits
Elective	<i>University Transferable (UT) Course</i>	<u>3 credits</u>
		15

SECOND SEMESTER

CYCC 1220	Counselling Children and Youth	3 credits
CYCC 1250	Supporting Behaviour Change	3 credits
CYCC 1240	Practicum	4.5 credits
CFCS 1260	Addictions	<u>3 credits</u>
		13.5

A practicum is your opportunity to apply your learning in a real world situation. It is also an excellent opportunity to make contacts in the Child and Youth Care field. Many CYCC graduates find employment either at practicum sites or through contacts from practicum sites.

THIRD SEMESTER

CYCC 2211	The Professional Community: Policies, Standards, Legislation and Children	3 credits
CYCC 2320	Working with Others in Groups	3 credits
CYCC 2333	Change and Development: Families	3 credits
CYCC 2360	Mental Health in Childhood and Adolescence	3 credits
Elective	<i>University Transferable (UT) Course</i>	<u>3 credits</u>
		15

FOURTH SEMESTER

CFCS 2410	Advanced Issues: Reflection and Integration	3 credits
CYCC 2440	Practicum	4.5 credits
CYCC 2450	CYCC Practice: Advanced	3 credits
CFCS 2460	Community Practice: Abuse	3 credits
Elective	<i>University Transferable (UT) Course</i>	<u>3 credits</u>
		16.5

Note: 60 credits over 4 semesters.

*Plus an additional 3 credits of **English 1130 or Communications 1110** to satisfy the English exit requirement. **Total credits for CYCC diploma is 63 credits***

PART-TIME PROGRAM

The CYCC program offers courses in the evening to accommodate people who work during the day. We have made significant changes to the part-time program to ensure course availability and allow students to graduate in a timely manner. New part-time students will be part of a cohort. The cohort will move through the program in a predictable sequence. If they take all the courses available to them, they will complete the program in three years plus one additional semester. We will also be working to allow part-time students to finish as quickly as possible.

PRIOR LEARNING ASSESSMENT AND RECOGNITION

Students who have worked in CYCC positions for the equivalent of at least three years may be eligible for credit by challenging some CYCC courses. They may attain course credit through Prior Learning Assessment and Recognition (PLAR). Lori Hawkes is the coordinator for the part-time program. Her email is hawkesl@douglas.bc.ca. You may also contact Susan Vincent at vincents@douglas.bc.ca for a copy of the PLAR Information Guide.

FREQUENTLY ASKED QUESTIONS (FAQ)

How long will it take to complete my diploma?

The full time program can be completed in two years.

For part-time students, it will largely depend on your schedule. The more courses you are available for, the sooner you will finish. If you follow the cohort system you will be able to complete the program in about three years plus one semester. If you do not take all the courses available to your cohort it will definitely take longer. You may find yourself with no courses for a semester.

How much does the program cost?

For a detailed breakdown of program costs, please visit the Financial Aid website <http://www.douglas.bc.ca/services/financial-aid.html>

Can I work during the semester?

Working is a necessity for many students and a fact of life. However, it is your responsibility to make your class schedule and work schedule compatible. This is particularly important with practica. If you registered for a practicum you need to be available for that practicum. This will require some planning and budgeting. Our responsibility is to provide you with the opportunity for a quality education. You won't be able to engage in that process in a meaningful way if you are trying to fit more commitments into your schedule than are reasonable.

What courses can I take for my electives?

It depends! If you intend to complete your CYCC Diploma and then enter employment, you can take any University Transfer (UT) course (i.e. Biology, English, Chemistry, Psychology etc.) or you can take any of the CFCS elective courses or some program specific courses within CFCS (i.e. a CSSW, INTR, or ECED course).

If you are planning to apply to the degree program, you need to use your electives wisely. In order to meet the English entrance requirements for the Bachelor of Arts in Child and Youth Care (BA CYC) degree at Douglas College you will need two English courses. Recommended courses are ENGL 1130 (Academic Writing) and CMNS 1110 (Workplace Writing – CFCS). **Please refer to the Douglas College Calendar for more details.**

If you require information about other institutions' degree entrance requirements please refer to their websites.

I have completed some University Transfer (UT) courses before entering the CYCC program. Can I use them as my electives?

Yes, if you took the courses at Douglas College. In this case they will already be on your transcript. However, if you took them at another institution you will need to determine if you are able to transfer the credits to Douglas College. Please refer to Transfer Credit on the Calendar <http://www.douglas.bc.ca/calendar/geninfo.html> for more details.

Where can I work when I graduate? How much do Child and Youth Care Counsellors earn?

Diploma graduates work in a variety of settings such as schools, community centres, parent-child education settings, youth care agencies, street-youth programs and addictions services.

There is no standard rate of pay. At the starting end, some private contractors pay about \$15 per hour. At the higher end, unionized settings pay \$19 to \$22 per hour. Degree graduates working in supervisory or advanced positions can earn significantly higher salaries.

What if I have questions that aren't answered here?

We have answers to many more frequently asked questions on our website <http://www.douglas.bc.ca/programs/child-youth-care-counsellor.html>. We also offer free information sessions throughout the year. Information sessions are a great way to learn about the program and ask questions. The schedule for information sessions is available online at the Douglas College website <http://www.douglas.bc.ca/home.html>. You can also contact the Registrar's Office at 604-527-5478 for dates and times.

Thank you for your consideration and interest in the CYCC diploma program!

DEPARTMENT CONTACT NUMBERS

Please include your student number with your emails

Deb Anderson, Coordinator for CYCC Diploma **Full-Time** Program andersond@douglas.bc.ca
604-527-5130

Lori Hawkes, Coordinator for CYCC Diploma **Part-Time** Program hawkesl@douglas.bc.ca
604-527-5778

Meagan Harris, CYCC Instructional Facilitator harrism@douglas.bc.ca
604-527-5677

Bruce Hardy, BA CYC **Degree** Coordinator hardyb@douglas.bc.ca
604-527-5642

USEFUL COLLEGE PHONE NUMBERS

CFCS OFFICE	604-527-5484	ROOM 2600
CFCS FAX	604-527-5426	
STUDENT SERVICES	604-527-5486	ROOM 4600
CENTRE FOR STUDENTS WITH DISABILITIES	604-527-5486 TTY 604-527-5450	
FINANCIAL AID	604-527-5487	ROOM 2740
REGISTRAR'S OFFICE	604-527-5478	ROOM 2700
STUDENT SOCIETY	604-527-5113	STUDENT UNION BUILDING
STUDENT OMBUDSPERSON	604-527-5016	STUDENT UNION BUILDING
WOMEN'S CENTRE	604-527-5148	ROOM 2840

APPENDIX A

CYCC Diploma Eligibility Form and Recommended Volunteer Work

Please remember it is mandatory that you have worked a *minimum* of 100 work/volunteer hours directly with children and/or youth to be considered for the CYCC diploma program at Douglas College.

The following eligibility form is to be completed by your supervisor once you have completed your work/volunteer hours.

Please ensure your supervisor mails the complete form as promptly as possible to the Registrar's Office. The Registrar's Office must receive the form no later than March 1st for you to be invited to the selection/orientation weekend.



Douglas College

ELIGIBILITY FOR CHILD AND YOUTH CARE COUNSELLOR PROGRAM

Volunteer/Work Experience in the Child and Youth Care Counsellor Field

The Child and Youth Care Counsellor Program prepares adults to work with children and adolescents who are experiencing emotional, behavioural and/or family difficulties. Graduates are employed in residential, school and community settings. ***See attached.***

One entry requirement of the Child and Youth Care Counsellor (CYCC) program is that applicants complete 100 hours of volunteer or paid experience in a child and/or youth care setting prior to entry into the program. Please complete the following form. The more accurate information the applicant has prior to entry into this career, the clearer will be the applicant's decision to enter or not enter the CYCC program.

Name of Applicant _____

Applicant Phone Number _____

Applicant Student Number _____

Agency _____

Agency Address _____

Agency Phone _____

Supervising Person _____

NAME

TITLE

Number of hours of volunteer or work completed by applicant _____

Nature of volunteer or paid work

Did the volunteer/worker arrive regularly as scheduled?

Was the volunteer/worker reliable?

ELIGIBILITY FOR CYCC PROGRAM

Please describe the quality and extent of interactions with children and/or youth.

Please describe the quality and extent of interactions with staff

What would you identify as the volunteer/worker's particular strengths?

Did you perceive any particular areas of difficulty? (Please specify.)

In your professional opinion, is this applicant ready for training as a child and youth care counsellor?
Please state the reasons for your opinion.

DATE

SIGNATURE OF SUPERVISING PERSON

**PLEASE MAIL DIRECTLY TO:
CYCC ADMISSIONS OFFICER
REGISTRAR'S OFFICE, DOUGLAS COLLEGE**

Mailing Address: PO Box 2503 New Westminster, B.C., V3L5B2 Canada

For College use only (please do not complete)

Applicant for Full Time Program Part Time Program

Date Received _____

Does applicant meet eligibility criteria? Yes _____ No _____

Applicant has been:

Phoned _____ Written _____ Interviewed _____

Comments

DATE _____

SIGNATURE _____

RECOMMENDED VOLUNTEER WORK

THE CHILD AND YOUTH CARE COUNSELLOR PROGRAM

100 hours of supervised volunteer experience is mandatory prior to entry into the full or part time Child and Youth Care Counsellor Program. Volunteer experience may be gained in residential, school or community based settings but should take place under the auspices of a recognized organization which can verify the work. Upon completion of the 100 hours, the supervisor of the volunteer experience will complete an "Eligibility" form. **Apply to the program first and then complete your volunteer hours by the deadline assigned by the Admissions Officer. All applicants must be 18 years of age by December 31st.**

Preferred Experience:

Work with children, between the ages of 6 and 18 years who are experiencing behavioral, social and/or emotional difficulties.

Also **Acceptable:**

1. work with children who have intellectual or physical disabilities.
2. work in a licensed early childhood education centre where some or all of the children are designated as being "special needs"

Types of Settings:

Residential	-	Treatment Centres
	-	Group Homes
School	-	Alternate
	-	Social Adjustment Classes
	-	Special Needs Classes
	-	Regular class with children who have some special need, behavioral, physical, mental, etc.
Community	-	Community Centres
	-	Boys and Girls clubs
	-	Drop-in Centre
	-	Street Resources
Parent-Child Education	-	Support/Training programs for children and their parents

Applicants can obtain listings of programs from the Directory of Social Services (Red Book) or from a volunteer bureau. (The Directory is available in the reference section of many libraries.)

CYCC VOLUNTEER INFORMATION

Boys and Girls' Clubs of Greater Vancouver Volunteer Hotline: 604-708-5437

OPTIONS: Services to Communities Society 604-596-4321

YMCA Employment – Volunteer line 604-895-5813

Surrey Community Services Society Volunteer Centre: 604-584-5811

All Community Centres

All School Districts

Experience which **will not** fulfill entry requirements for eligibility into the Child and Youth Care Counsellor Program:

1. Unsupervised experience
2. Work solely with adults (regardless of their mental age)
3. Work with members of one's own family
4. Babysitting or nanny experience
5. Crisis Line telephone counseling
6. High School peer tutoring/mentoring

A Quick Checklist for CYCC Applicants

This checklist is an overview of the steps you need to complete in order to become a student in the CYCC Diploma Program. For more detailed information about the program, application procedures or to apply on-line, go to the Douglas College web site at www.douglas.bc.ca

Please note that it can take many months to meet all your requirements so we encourage you to apply early.

<p>Step One: You need to apply to the program by March 1st. It is best to apply as early as possible, as seats are offered based on meeting all the admission requirements and an applicant ranking selection process. Your 100 volunteer hours must also be completed and submitted no later than April 1st.</p> <p>*Applicants must be 18 years of age by December 31st.</p>	
<p>Step Two: You need to complete 100 hours of paid or volunteer work in a Child and Youth Care setting. The person who supervised you must fill out an Eligibility form (<i>Appendix A</i>) and send it to the Office of the Registrar. It is your responsibility to ensure that Admissions receives the eligibility form no later than March 1st. It is preferable that your eligibility form is sent immediately after completion of your hours as this will ensure you get an invitation to the selection/orientation weekend later in April. Your hours do not have to be completed before you apply to the CYCC Program, but they must be finished by the deadline assigned by the Admissions Officer.</p>	
<p>Step Three: Unless you are exempt, you must complete the computer based English Assessment. To find out if you are exempt, check the College web site or calendar. If your assessment results indicate it, you may be required to take an upgrading course(s) before you can enter the program.</p>	
<p>Step Four: You must attend the Selection/Orientation process which will be held in April. This means coming to the College for a Friday evening and all of the following Saturday. Seats will be offered based on the results of the Selection Process.</p>	

When you **are offered a seat** in the program, you will need to submit the following to the Office of the Registrar by the **appointed deadline**:

<p>A Douglas College Informed Medical Suitability Declaration form to be filled out at the Selection/Orientation.</p>	
<p>A Criminal Records Search. This form will be sent to you by the College. You must take it to your local police department for processing. It will cost between \$35.00 and \$85.00.</p>	
<p>A tuition deposit (for full-time students only).</p>	