

## Social Work Diploma

### Welcome to the Social Work Program at Keyano College!!

You have made an excellent choice in selecting Keyano College as the institution where you will obtain your Social Work Diploma. Our program is unique because of small class sizes, equating to individualized attention and diverse practicum experiences. At Keyano College, you will work with experienced faculty who are committed to working in partnership with you to help you be successful in the program.

Throughout the social work program, you will have an opportunity to participate in a variety of experiential learnings through volunteer and practicum experiences. There are some preparatory requirements needed prior to this learning. All students must comply with the mandatory list of requirements below.

**\*Please take time prior to starting the program to complete these tasks.**

#### **Read the Social Work Student Handbook**

- All new students are required to read the attached Social Work Handbook and have all signed documents submitted to [Nursing@keyano.ca](mailto:Nursing@keyano.ca) by **September 15, 2023**
- Review and complete of the Confidentiality Agreement pp. 37-38
- Review and complete Statement of Verification and Agreement p.39
- Review and Complete Photo/Video Release document p.40

#### **Police Information Check with Vulnerable Sector Clearance**

- All Domestic and International students are required to provide Keyano College with a Police Information Check and Vulnerable Sector Checks. You will need to provide these checks 3 times during the 2-year program:
  - 1) start of the program
  - 2) prior to first practicum
  - 3) prior to second Practicum.

- Please submit the **original** of your Police Information Check, with Vulnerable Sector Clearance to the Health & Human Services Office CC186 by **September 29, 2023**, the associated costs are your responsibility.
- ALL photocopies of Police Information Checks should be made prior to submission of the originals as the department will not provide photocopies.
- During enrolment in the program, you must self-report any change in criminal convictions or criminal charges to the Chairperson of the Social Work department.
- Where a Police Check shows any one or more boxes checked off indicating that information “may or may not exist” you will be directed to consult with the Chairperson of the Social Work department for further information.

### **Complete Child Youth Intervention Record Check**

- All Domestic and International students are required to provide Keyano College with a Child Youth Intervention Record Check. You will need to provide these checks 3 times during the 2-year program:
  - 1) start of the program
  - 2) prior to first practicum
  - 3) prior to second Practicum.
- Online request **CS-IRCrequest@gov.ab.ca**
- Please submit a paper copy of your Child Youth Intervention Record Check to the Health & Human Services Office CC186 by **September 29, 2023**, there is no associated costs with this check.

### **Bring your own Device - Laptop and/or Tablet Required**

- Please note that all midterm exams, final exams, and assignments are completed online through Moodle. Due to limited computer lab classroom space, students are required to have their own devices to be able to complete all the assigned work including exams.
- Please refer to Keyano’s Computer System Requirements

### **Document Checklist**

1.	Police Information Check with Vulnerable Sector Clearance ( <b>Original copy only</b> )	<input type="checkbox"/> Completed
3.	Child Youth Intervention Check ( <b>printed copy submitted</b> )	<input type="checkbox"/> Completed

4.	Social Work Confidentiality Agreement	<input type="checkbox"/> Completed
5.	Social Work program Statement of verification and Agreement signed (p. 39)	<input type="checkbox"/> Completed
6.	Photo/Video Release signed (p.40)	<input type="checkbox"/> Completed

We trust that you will find your experience at Keyano College both personally and professionally rewarding. We look forward to meeting you on Keyano College Orientation Days, August 28 & 29th!

If you have any questions or need any assistance during the summer months, please do not hesitate to contact us by email, [nursing@keyano.ca](mailto:nursing@keyano.ca).

Kindest Regards,



Krista Lloyd-Michaud BSocSc Sociology, BSW, RSW

Interim Chair  
Human Services



Donna Pruski MSW RSW

Program Coordinator  
Social Work