

DISCOVERY COMMUNITY COLLEGE

SCHOOL OF LEGAL STUDIES

Justice and Community Safety Leadership with Cooperative Work Experience diploma program (JCSL w/CWE)

Enhanced Security and Community Safety with Cooperative work Experience certificate program (ESCS w/CWE)

CURRICULUM GUIDE

Development Date: September 2021.

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PURPOSE

Diploma Program: Justice and Community Safety Leadership with Cooperative Work Experience

The Discovery Community College *Justice and Community Safety Leadership* diploma program prepares students with the academic background, applied skills, and specialized knowledge required to become a well-prepared candidate in the fields of community safety, security, and justice. Through the study of human, social, and cultural behaviour, mental health, communication, and group dynamics, students will develop useful leadership skills in cross-cultural relations, conflict management, and crisis intervention. Candidates can expect to develop knowledge of investigation, professional ethics, and leadership within the context of community safety and justice. They will also apply practical knowledge of Canadian federal and provincial statutes, including the Canadian Charter of Rights and Freedoms and Criminal Code. Students will practice using this knowledge and skill in a field-based practicum, a service-learning project, and the cooperative work experience.

Graduates can use this program as a foundation toward a career in a wide variety of highly sought-after private and government safety administration and security roles. This program introduces foundational knowledge and skills required to become a successful applicant for a career in security, investigation, probation and conservation administration, border services, and related community safety positions across Canada.

Certificate: Enhanced Security and Community Safety with Cooperative Work Experience

The Discovery Community College *Enhanced Security and Community Safety* certificate program prepares students with the academic background, applied skills, and knowledge required to become a well-prepared candidate in the fields of community safety, security, and justice. Through the study of human, social, and cultural behaviour, mental health, communication, and group dynamics, students will develop useful skills in cross-cultural relations, conflict management, and crisis intervention. Candidates can expect to develop and apply knowledge of Canadian federal and provincial statutes, including the Canadian Charter of Rights and Freedoms and Criminal Code. Students will apply practical skills and knowledge in a field-based practicum and the cooperative work experience.

Graduates can use this program as a foundation to a career in a wide variety of highly sought-after private and government safety administration and security roles. This program introduces foundational knowledge and skills required to become a successful applicant for a career in security, probation and conservation administration, border services and related community safety positions across Canada. This certificate includes a field-based practicum component.

PROGRAM DESIGN

The programs offered are described in detail below. Each of the programs is offered in a blended format with online and face to face components.

The Enhanced Security and Community Safety with Cooperative Work Experience certificate program is comprised of:

- GO Week Orientation (1 week)
- Blocks 1, 2, 3 (12 weeks each equals 36 weeks)
- Preparation for Cooperative Work Experience (1 week)
- Cooperative Work Experience (37 weeks)
- Conclusion of Cooperative Work Experience (1 week)

The enhanced certificate program builds on the foundational knowledge and skill developed in the first two blocks to create deeper understanding and skill in interpreting and managing cultural dynamics, crisis intervention, diverse cultural norms, and an introduction to some of the tools used to understand crime in Canada. This certificate includes a practicum placement experience and the cooperative work experience.

The Justice and Community Safety Leadership with Cooperative Work Experience diploma program is comprised of:

- GO Week Orientation (1 week)
- Blocks 1, 2, 3, 4, 5 (12 weeks each equals 60 weeks)
- Preparation for Cooperative Work Experience (1 week)
- Cooperative Work Experience (52 weeks)
- Conclusion of Cooperative Work Experience (1 week)

This full diploma program scaffolds the skill and knowledge from successful completion of the certificate programs and begins to focus on an understanding of statutory authority, its interpretation, and use. Emphasis on leadership and group management skills accompany practice of concrete skills and duties required of community safety, security, and justice professionals. Some of those duties include writing detailed, unbiased reports of an incident, determining authority for action, and recognizing the impact of cultural, sociological, or psychological conditions as applied to case studies. This program builds on the practicum experience by including a service-learning component where students research and self-select an area in the safety, security, and justice field to volunteer.

Cooperative Work Experience

Cooperative work experience is designed to provide students with workplace experience and new or improved employment skills by integrating related classroom learning with practical work experience.

Students are encouraged to assist in finding their cooperative work experience placement(s).

Students may have to (or want to) travel outside of their home community to attend their work experience placement. Students must be able to attend their placement as scheduled; this may be on days, evenings, or weekends. Students will be required to supply their own transportation to their placements and to assume any other related costs.

Students on a cooperative work experience are paid by their placement host.

Students must have successfully completed all the courses in this program prior to attending their cooperative work experience.

Justice and Community Safety Leadership with Cooperative Work Experience – Diploma

<u>Justice and Community Safety Leadership Program</u>	<u>Hours/week</u>	<u>Weeks</u>	<u>Total Hours</u>
<ul style="list-style-type: none"> GO Week (Get Oriented) 	20	1	20
BLOCK 1 - 240 hours / 12 weeks			
<ul style="list-style-type: none"> Microsoft Office 365 Essential Skills 	20	2	40
<ul style="list-style-type: none"> Mental Health for Community Safety Part I 	20	2	40
<ul style="list-style-type: none"> Crisis Intervention 	20	1.2	24
<ul style="list-style-type: none"> Introduction to Community Safety Part I 	20	1	20
<ul style="list-style-type: none"> Introduction to Community Safety Part II 	20	2.2	44
<ul style="list-style-type: none"> Foundational Safety Certificates 	20	1.6	32
<ul style="list-style-type: none"> Community Safety Professionalism and Ethics 	20	2	40
BLOCK 2 – 240 hours / 12 weeks			
<ul style="list-style-type: none"> Introduction to Psychology for Community Safety 	20	2.4	48
<ul style="list-style-type: none"> Indigenous Cultures in Canada 	20	2	40
<ul style="list-style-type: none"> Canadian Charter and Criminal Code 	20	1.2	24
<ul style="list-style-type: none"> Mental Health for Community Safety Part II 	20	2.4	48

• Basic Security Training (BST)	20	2	40
• Cultural Foundations of Community Safety	20	2	40
BLOCK 3 – 240 hours /12 weeks			
• Employability Skills	20	2	40
• Diversity in Canada	20	2	40
• Introduction to Sociology for Community Safety	20	2	40
• Conflict Management for Community Safety	20	2	40
• Understanding Crime in Canada	20	2.2	44
• Practicum Work Experience	20	1.8	36
BLOCK 4 – 240 hours /12 weeks			
• Criminal Justice in Canada	20	2.2	44
• Police Authority & Justice	20	2	40
• Federal Statute Infrastructure	20	2	40
• Provincial Statutes Infrastructure	20	1.4	28
• Introduction to Leadership and Group Management	20	2	40
• Service Learning and Leadership	20	2.4	48
BLOCK 5 – 240 hours /12 weeks			
• Professional Report Writing	20	2.8	56
• Introduction to Investigation	20	2.8	56
• Investigation Strategies and Case Management	20	4	80
• Traffic Management and Accident Investigation	20	2.4	48
Cooperative Work Experience BLOCK – 1080 hours / 54 weeks			
• Preparation for Cooperative Work Experience	20	1	20
• Cooperative Work Experience	20	52	1040

• Conclusion of Cooperative Work Experience	20	1	20
Totals		115	2300

Enhanced Security and Community Safety with Cooperative Work Experience – Certificate (Blocks 1-3)

<u>Enhanced Security and Community Safety Certificate</u>	<u>Hours/Week</u>	<u>Weeks</u>	<u>Total Hours</u>
• GO Week (Get Orientated)	20	1	20
BLOCK 1 - 240 hours/ 12 weeks			
• Microsoft Office 365 Essential Skills	20	2	40
• Mental Health for Community Safety Part I	20	2	40
• Crisis Intervention	20	1.2	24
• Introduction to Community Safety Part I	20	1	20
• Introduction to Community Safety Part II	20	2.2	44
• Foundational Safety Certificates	20	1.6	32
• Community Safety Professionalism and Ethics	20	2	40
BLOCK 2 – 240 hours/ 12 weeks			
• Introduction to Psychology for Community Safety	20	2.4	48
• Indigenous Cultures in Canada	20	2	40
• Canadian Charter and Criminal Code	20	1.2	24
• Mental Health for Community Safety Part II	20	2.4	48
• Basic Security Training (BST)	20	2	40
• Cultural Foundations of Community Safety	20	2	40
BLOCK 3 – 240 hours/12 weeks			
• Employability Skills	20	2	40
• Diversity in Canada	20	2	40

• Introduction to Sociology for Community Safety	20	2	40
• Conflict Management for Community Safety	20	2	40
• Understanding Crime in Canada	20	2.2	44
• Practicum Work Experience	20	1.8	36
Cooperative Work Experience BLOCK – 780 hours / 39 weeks			
• Preparation for Cooperative Work Experience	20	1	20
• Cooperative Work Experience	20	37	740
• Conclusion of Cooperative Work Experience	20	1	20
Totals		76	1520

Course information will be given to students at the beginning of each course. To graduate from each program students must satisfactorily complete all courses in the program.

Primary methods of instruction will include guided discussion, lecture, interactive small group work, practice, and individual guidance.

Schedule

Classes are scheduled for 20 hours each week (except for emergencies). Class schedules may vary, and students must be prepared to attend in person and online sessions as scheduled. Class times and schedules may change.

Cooperative work experience schedules may include class sessions as well as work placement and attendance at both is mandatory. Work experience placement may be scheduled on days, evenings, and weekends, and may vary in length (e.g., 8- or 12-hour shifts).

There may be off-site field trips arranged during the program as opportunity and resources allow. Students will be required to supply their own transportation for these.

RECOMMENDED STUDENT CHARACTERISTICS

Our experience has shown that participants in these programs will be more successful if they are:

- Willing to engage in class discussion and group work.
- Engaged in the required reading, research, and study.
- Able to organize, record, and write with clarity.

- Able to maintain excellent attendance in class.
- Able to complete work on time.

RESOURCES AND EQUIPMENT

Students are required to have a suitable device such as a laptop computer (preferably using Windows operating system), and access to internet services. We recommend a laptop with a keyboard (not just a touch screen) and additional devices such as a cell phone or tablet to use as a reading device for digital textbooks.

The required textbooks and e-books for this program will be distributed as needed during the courses. The instructor will supply other resources such as online handouts, study aids, and other electronic resources as needed.

LEARNING OUTCOMES

Justice and Community Safety Leadership with Cooperative Work Experience – Diploma

Upon completion of this program the successful student will have reliably demonstrated the ability to:

Analyze and interpret best practices within the scope of practice for the community safety, security, and justice profession in the following areas:

- Civil order as addressed through relationships in a culturally diverse community
- The role of restorative justice and community partnerships
- Victims of violence, people with different intellectual abilities, and people with mental health diagnoses
- The role of front-line staff and first responders
- Professional ethics, reasoning, and conduct
- Leadership and group development, management of groups in conflict
- Informal support of individuals in psychological distress
- Self care and burnout prevention
- Cultural impact of crime, crime prevention strategies, and the victim experience
- Use of investigation tracking and reporting technology
- Opportunities to promote restorative justice through cultural inclusion, sensitivity, and understanding
- Opportunities to investigate and manage cases

Problem solves situations involving community safety, security, and justice in the following areas:

- Professionalism and ethical behaviors in this context
- Front-line community safety, security, and justice scenarios
- Authority, scope of practice, investigation management, and justice
- Crisis intervention and conflict management
- Organization, clarity, and specificity in communications
- Organization, clarity, accuracy, and specificity in written reports
- Basic patrol and security procedures

- Investigation authority and management
- Investigation processes within the scope of practice
- Leadership and group management skills

Apply knowledge of Canadian government, culture, and legislation in the following areas:

- Canadian Charter of Rights and Freedoms and the Criminal Code
- Federal, Provincial and Municipal statutes and regulations
- Justice and security practices in Canadian culture
- World views of justice in the context of Canadian justice
- Lived experience of marginalized populations
- Situations of conflict within the scope of practice
- Opportunities for restorative justice

Practice using knowledge of culture, government, legislation, policies and procedures, professionalism, ethics, human behavior, technology, and leadership, in the workplace for the following areas:

- Determine the scope of practice in a field situation
- Work within the scope of practice
- Choose appropriate courses of action in a field situation
- Document and give a rationale for specific course of action in the field for specific incidents
- Collaboratively investigate and manage cases
- Provide clear and accurate reports
- Manage self-care and burnout
- Choose and use appropriate investigation tracking and reporting technology
- Provide appropriate pro-active opportunities for cultural inclusion, sensitivity, and understanding

Enhanced Security and Community Safety with Cooperative Work Experience – Certificate (Blocks 1-3)

Analyze and interpret best practices within the scope of practice for the community safety, security, and justice profession in the following areas:

- Civil order as addressed through relationships in a culturally diverse community
- The role of restorative justice and community partnerships
- Victims of violence, people with different intellectual abilities, and people with mental health diagnoses
- The role of front-line staff and first responders
- Professional ethics, reasoning, and conduct
- Self care and burnout prevention
- Cultural impact of crime, crime prevention strategies, and the victim experience
- Create opportunities to promote restorative justice through cultural inclusion, sensitivity, and understanding

Problem solves situations involving community safety, security, and justice in the following areas:

- Professionalism and ethical behaviors in this context
- Front-line community safety, security, and justice scenarios
- Authority and scope of practice

- Crisis intervention and conflict management
- Impact of mental health issues on safety, security, and crime
- Basic patrol and security procedures
- Leadership and group management skills

Apply knowledge of Canadian government, culture, and legislation in the following areas:

- Canadian Charter of Rights and Freedoms and the Criminal Code
- Justice and security practices in Canadian culture
- Lived experience of marginalized populations
- Situations of conflict within the scope of practice
- Opportunities for restorative justice

Practice using knowledge of culture, legislation, policies and procedures, human behavior, professionalism, and ethics, in the workplace for the following areas:

- Determine the scope of practice in a field situation
- Work within the scope of practice
- Choose appropriate courses of action in a field situation
- Manage self-care and burnout
- Provide appropriate pro-active opportunities for cultural inclusion, sensitivity, and understanding

EVALUATION

Student progress and success will be assessed regularly throughout each program. This will be accomplished using a variety of evaluation tools. Assessment items used are fully described in course outlines.

The passing mark for all courses is 70%, or a pass in courses that are graded with a pass/fail. Each course within a program must be passed to graduate.

ADMISSION REQUIREMENTS

Revised: 2022-06-21

Applicants must meet these requirements prior to acceptance into the program:

- Grade 12 graduation from BC secondary school or equivalent*, or equivalent* from another school system, or be a mature applicant (19 years of age on the first day of class)
- If a mature applicant, then provide proof of completion of grade 10 English from a BC secondary school or equivalent* from another school system or complete one of the following assessments:
 - Accuplacer
 - Next generation reading minimum score 237
 - Next generation writing minimum score 237
 - Writeplacer minimum score 4
 - Canadian Language Benchmark Placement Test (CLB PT) within one year of your application
 - Listening 6
 - Speaking 6

- Reading 6
- Writing 6
- International English Language Testing System (IELTS) academic or general test within the last two years
 - JCSL
 - Overall band score of 6.0 and a minimum score of 5.5 in each of speaking, listening, writing, reading
 - ESCS & SCS
 - Overall band score of 5.5 and a minimum score of 5.5 in each of speaking, listening, writing, reading
- Test of English as a Foreign Language (TOEFL)
 - JCSL
 - Overall score of 60-78
 - Reading 8-12
 - Writing 18-20
 - Speaking 16-17
 - Listening 7-11
 - ESCS & SCS
 - Overall score of 46-59
 - Reading 8-12
 - Writing 18-20
 - Speaking 16-17
 - Listening 7-11
- Signed consent for a criminal record check under the Criminal Records Review Program (CRRP).

Applicants must meet with a DCC Admissions Advisor and complete required documents.

***Equivalent:**

For detailed information about equivalencies please speak with your DCC Admissions Advisor. Entrance requirements may be met with evidence of secondary and post-secondary studies at an equivalent level, and/or with successful assessment testing.

Criminal Records Checks

For the criminal records check (CRC) with the Ministry of Justice of British Columbia, DCC will submit an on-line application to the Criminal Record Review Program (CRRP). For the CRC with the RCMP, applicants must submit their own application to an RCMP detachment. The status of the CRC does not automatically prevent an applicant from attending this program. However, any CRC that reveals “relevant” offences may limit work experience options.

A satisfactory criminal record check is one that shows no convictions for any offences reviewed under the Criminal Records Review Act by the Ministry of Justice of British Columbia and no convictions for any offences reviewed under the Certified Criminal Record Check conducted by the RCMP, as well as no outstanding criminal charges. Note that these are two separate criminal

records checks conducted separately and they review different offences. We strongly recommend that students get both criminal records checks completed.

Note that employers in the fields of security, safety, justice, and related professions will normally require a clear criminal record prior to employment. We strongly recommend that students complete their CRC through both the CRRP and the RCMP.

Note:

Federal, Provincial and Municipal agencies in Canada have their own requirements for regulatory enforcement personnel employment. Students wishing to pursue these careers should ensure that they are able to meet the educational, physical, and other entry requirements for their desired employment before enrolling in this program. Completion of this program does not guarantee entry into any law enforcement or regulatory enforcement profession. However, we believe that completion of this program will help the student become a preferred candidate in the recruiting process.

REVISIONS

Information contained in this curriculum guide is correct at the time of publication. Content of courses and programs is revised on an ongoing basis to ensure relevance to changing educational, employment, and marketing needs. Students will be given notice of any changes as soon as possible.