

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

Recent Revision Dates: May 2022; June 2022; July 2022; March 2023; April 2023; June 2023; July 2023.

Current Revision: June 2025.

PURPOSE

Justice and Community Safety Leadership with Cooperative Work Experience

This 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.

Enhanced Security and Community Safety with Cooperative Work Experience

This 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 Methods of Delivery

Each of the programs described below may be offered in these delivery models:

- In person in the classroom at a DCC campus with work experience placements in the community.
- Blended in person in the classroom and in person online (synchronous) with work experience placements in the community.

All online delivery of courses is synchronous – students attend scheduled classes virtually with instructor(s) and classmates. Whether courses are to be delivered in class or online will be described in the student contract and schedule.

PROGRAM DESIGN Justice and Community Safety Leadership with CWE

<u>Course list</u>	<u>Hours</u>	<u>Weeks</u>	<u>Delivery method</u>
GO Week (Get Oriented – online learning, DCC policy & procedure, financial literacy))	20	1	In class or online
Introduction to Community Safety – 240 hours / 12 weeks			
<ul style="list-style-type: none"> • Microsoft office 365 essential skills • Mental health for community safety part 1 • Crisis intervention • Introduction to community safety part 1 • Introduction to community safety part 2 • Foundational safety certificates • Community safety professionalism and ethics 	40 40 24 20 44 32 40	2 2 1.2 1 2.2 1.6 2	In class or online In class In class or online
Cultural Safety & Security – 240 hours / 12 weeks			
<ul style="list-style-type: none"> • Introduction to Psychology for community safety • Indigenous cultures in Canada • Canadian charter and criminal code • Mental health for community safety part 2 • Basic security training (BST) • Cultural foundations of community safety 	48 40 24 48 40 40	2.4 2 1.2 2.4 2 2	In class or online In class In class or online
Social Safety & Security – 240 hours / 12 weeks			
<ul style="list-style-type: none"> • Employability skills • Diversity in Canada • Introduction to Sociology for community safety • Conflict management for community safety • Understanding crime in Canada • Work experience – practicum 	40 40 40 40 44 36	2 2 2 2 2.2 1.8	In class or online On site
Justice Systems – 240 hours / 12 weeks			
<ul style="list-style-type: none"> • Criminal justice in Canada • Police authority and justice • Federal statute infrastructure • Provincial statutes infrastructure 	44 40 40 28 40	2.2 2 2 1.4 2	In class or online

<ul style="list-style-type: none"> • Introduction to leadership and group management • Service learning and leadership 	48	2.4	
Investigation – 240 hours / 12 weeks			
<ul style="list-style-type: none"> • Professional report writing • Introduction to investigation • Investigation strategies and case management • Traffic management and accident investigation 	56	2.8	In class or online
	56	2.8	
	80	4	
	48	2.4	
Cooperative Work Experience – 1080 hours / 54 weeks			
<ul style="list-style-type: none"> • Preparation for and conclusion of Cooperative Work Experience (the second week will be scheduled immediately after the CWE) 	40	2	In class or online
<ul style="list-style-type: none"> • Cooperative Work Experience 	1040	52	On site
Totals	2300	115	

The *Justice and Community Safety Leadership with Cooperative Work Experience* diploma program requires 2300 hours over 115 weeks. 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.

Learning outcomes for JCSL w-CWE program

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.

Career Occupation

The Justice and Community Safety Leadership program prepares students for occupations in customer, information, and protective services. Examples include security guards and related security service occupations (NOC 2021 code 6441).

PROGRAM DESIGN Enhanced Security and Community Safety with CWE

<u>Course list</u>	<u>Hours</u>	<u>Weeks</u>	<u>Delivery method</u>
GO Week (Get Oriented – online learning, DCC policy & procedure, financial literacy))	20	1	In class or online

Introduction to Community Safety – 240 hours / 12 weeks			
<ul style="list-style-type: none"> • Microsoft office 365 essential skills • Mental health for community safety part 1 • Crisis intervention • Introduction to community safety part 1 • Introduction to community safety part 2 • Foundational safety certificates • Community safety professionalism and ethics 	40 40 24 20 44 32 40	2 2 1.2 1 2.2 1.6 2	In class or online In class In class or online
Cultural Safety & Security – 240 hours / 12 weeks			
<ul style="list-style-type: none"> • Introduction to Psychology for community safety • Indigenous cultures in Canada • Canadian charter and criminal code • Mental health for community safety part 2 • Basic security training (BST) • Cultural foundations of community safety 	48 40 24 48 40 40	2.4 2 1.2 2.4 2 2	In class or online In class In class or online
Social Safety & Security – 240 hours / 12 weeks			
<ul style="list-style-type: none"> • Employability skills • Diversity in Canada • Introduction to Sociology for community safety • Conflict management for community safety • Understanding crime in Canada • Work experience – practicum 	40 40 40 40 44 36	2 2 2 2 2.2 1.8	In class or online On site
Cooperative Work Experience – 780 hours / 39 weeks			
<ul style="list-style-type: none"> • Preparation for and conclusion of Cooperative Work Experience (the second week will be scheduled immediately after the CWE) • Cooperative Work Experience 	40 740	2 37	In class or online On site
Totals	1520	76	

The *Enhanced Security and Community Safety with Cooperative Work Experience* certificate program requires 1,520 hours over 76 weeks. The enhanced certificate builds on the foundational knowledge and skill 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 also includes a work experience practicum placement.

Learning outcomes for ESCS w-CWE program

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.
- 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 solve 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 proactive opportunities for cultural inclusion, sensitivity, and understanding.

Career Occupation

The Enhanced Security and Community Safety program prepares students for occupations in customer, information, and protective services. Examples include security guards and related security service occupations (NOC 2021 code 6441).

METHODS of 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. Students are required to pass all courses at each level of the program before moving on to work experience. Each course within a program must be passed to graduate.

ADMISSION REQUIREMENTS

Revised: June 2025.

Applicants must meet the following 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).
- Satisfy **one** of the following language proficiency requirements:
 - Completion of three years of full-time secondary (grades 8-12), or two years if the grades are 10, 11, 12, in English, in a country where English is one of the principal languages **.
 - *This may be demonstrated by providing a high school transcript, completion of a BC Adult Graduation program, or providing international education credentials recognized through WES, ICES, or IQAS.*
 - Completion of two years of full-time post-secondary education, in English, in a country where English is one of the principal languages ** (includes international education credentials recognized through WES, ICES, IQAS.)
 - *Language development courses (i.e., ELL courses) cannot be included in this calculation.*
 - Provide verified results for one of the English language proficiency tests listed below. Test results must be dated no more than two years before the start date of the program.

Mature student applicants.

- If the applicant is 19 years or older at the start of the program and is a Canadian citizen or permanent resident who cannot access their educational records or provide sufficient evidence of secondary or post-secondary education as described above, then:
 - Provide attestation that they have completed at least three years of full-time instruction in English in a country where English is one of the principal languages, and
 - Complete an Accuplacer English Assessment (Next Generation Reading, Writing, WritePlacer) with these minimum scores:
 - Reading 230
 - Writing 230
 - WritePlacer 4

English language proficiency tests.

- International English Language Testing System (IELTS academic, IELTS general, IELTS academic online)
 - Overall score of 5.5 minimum
- Test of English as a Foreign Language (TOEFL iBT or TOEFL iBT Home Edition)
 - Overall score of 46 minimum
- Canadian Academic English language Assessment (CAEL or CAEL Online)
 - Overall score of 40 minimum

- Canadian English Language Proficiency Index Program (CELPIP General or CELPIP Online)
 - Scores of listening 6, speaking 6, reading 5, writing 5 minimum
- Duolingo English test (DET)
 - Overall score of 95 minimum
- Pearson test of English (PTE) academic
 - Overall score of 43 minimum
- Cambridge English qualifications B2 first exam (FCE)
 - Overall score of 160 or “C” minimum
- Cambridge linguaskill
 - Overall level of B2 minimum
- LanguageCert academic
 - Overall level of B2 minimum
- The Michigan English test (MET)
 - Overall level of B2 minimum
- iTep academic
 - Overall score of 3.5 minimum
- Eiken
 - Placement of Grade Pre-1 minimum

Applicants must meet with a DCC official and complete the required documents.

*Equivalent:

For detailed information about equivalencies please speak with your DCC Admissions Advisor.

**Countries list:

For the list of countries where English is one of the principal languages speak to your DCC admissions advisor.

PRACTICE EXPERIENCE REQUIREMENTS

Work Experience – Practicum Placement

Work experience placements will be at a variety of sites in the community. Students may have 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 are encouraged to assist in finding work experience placements.

The activities that the student will undertake during the work experience are described in the work experience course outline and/or in the work experience training plan.

Students must have successfully completed all the courses scheduled prior to the work experience before attending their work experience for the program. While on their work experience students must portray a professional image.

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).

The activities that the student will undertake during the work experience are described in the work experience course outline and/or in the work experience training plan.

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 cooperative work experience are paid by their placement host.

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

Criminal Records Checks

Revised: September 2024.

Students must obtain a criminal record check under the terms of the Criminal Records Review Act and the Ministry of Justice process for educational institutions.

To accomplish the criminal record check (CRC) with the Criminal Record Review Program (CRRP) of BC, DCC will provide the link for the applicant to log in to the CRRP to complete their criminal record check request, as well as instructions to complete the next steps.

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.

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.

GENERAL INFORMATION

Course information will be given to students at the beginning of each course.

For online learning students will require 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.

Each of these programs is offered in a cohort instructor lead learning format. Primary methods of instruction will include lectures, demonstrations, discussion, practice, individual guidance, and small group instruction. We use MS-Teams and Moodle to host content, evaluation, and guide students; and MyLab IT to host some content.

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.

Schedules

Schedules may vary, and students must be prepared to attend in person and online classes as scheduled. Schedules will be distributed at the beginning of the program. Class times may be subject to change. Students must be able to attend all classes: either in the campus classroom or in the online classroom, and at a host facility for work experience.

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).

Resources and Equipment

The required textbooks and e-books for each 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.

Classes will take place either in the virtual online classroom or in a campus classroom. DCC uses Office 365 Teams environment as the online platform. All students will receive a free license and access to student software while enrolled in this program.

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.

Important 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.