



# Red Crow Community College

## INDIGENOUS AGRICULTURE EMPLOYMENT PREPARATORY PROGRAM

### INFORMATION PACKAGE

## **APPLICATION DEADLINE JUNE 30, 2017**

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Red Crow Community College

Main Campus: P.O. Box 1258, Cardston, Alberta, T0K 0K0

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If you have any questions please call JR Weasel Fat Program Coordinator at numbers listed

## Red Crow Community College

### **Mission Statement:**

The mission of Mikai'sto Red Crow Community College is to meet the cultural, educational, and training needs for Kainai and beyond. The college will provide leadership through its programs and services to nurture self-realization and self determination based on "Kainaiysinni".

### **Philosophy:**

The Red Crow Board of Governors proposes a comprehensive plan with curriculum designed to meet the special needs of the Kainai People of the Blackfoot Confederacy. While the system does not intend to exclude anyone, and maintains an open door policy, its primary purpose is to meet the needs of the Blackfoot population.

### **History of Red Crow Community College 1986-2014**

#### **Main Campus**

With employment opportunities arising both on and off the Blood Reserve many of our people realized the importance of a high school and post secondary education to gain employment. Red Crow Community College was founded in 1986, and placed under the direction of the Blood Tribe Education Committee. In its early development, Red Crow Community College (RCCC) began as an adult education center, which provided quality educational training opportunities to students of the Blood Tribe. The initial programs consisted of two high school courses (UCEPP), one University of Lethbridge course, and a study skills component.

In March of 1995 Red Crow College became the first Tribal College in Canada. The RCCC Board of Governors was officially sanctioned by the Blood Tribe Chief and Council. This signified the transfer of governance for adult, post-secondary, continuing, community, vocational and technical education from the Kainaiwa Board of Education to the RCCC Board of Governors. A component of this transfer is the management of the Blood Tribe Post-Secondary Student Support Program (PSSP) and the Kainai Community Cooperative Learning Partnership Program (KCCLPP- Alternate School).

Within a twenty-seven year span, RCCC has evolved into a complete post-secondary institution, now offering diploma and degree programs in partnership with the University of Calgary and the University of Lethbridge. Adult upgrading, continuing, and community education still remains a critical focus of the curriculum. From its humble beginnings, Red Crow Community College has grown from a single classroom to being the first tribally-controlled community college in Canada; having two campuses (one on the Blood Reserve and one in Lethbridge, AB); and currently enrolling almost 350 students.

This program teaches the basic skills of reading, writing and mathematics. It prepares students to further education in high school upgrading.

2) Adult Upgrading: AU 10, AU 11, and AU 12.

This program provides for the academic upgrading of adults looking for further vocational training or college education. Programs and courses are designed to fit the needs of the learner based on their career goals.

3) Niitsitapi Arts and Science Diploma Program

This program will prepare those wishing to increase their preparation and placement in post secondary institutions.

7. Create confident, competent and employable community members; and
8. Provide a forum where industry partners/companies/employers can play an active role throughout the program (i.e. providing advice/ constructive criticism, monitoring and evaluating the participants, recruiting future employees, etc.)
9. Create stronger and healthier relationships between suitable employees and suitable employers, and improve the areas of recruitment, retention and promotion Indigenous people.

## **TARGET GROUP**

- Those that show a strong interest, and want employment in the field of Agriculture;
- Those that have practical experience in the field of Agriculture, but have not received any formal technical training due to academic limitations;
- Those that have a grade 11; and
- Those that are working in or had worked in Agriculture as labourers who now want to progress to the next level and willing to work hard to achieve that goal

### Rationale:

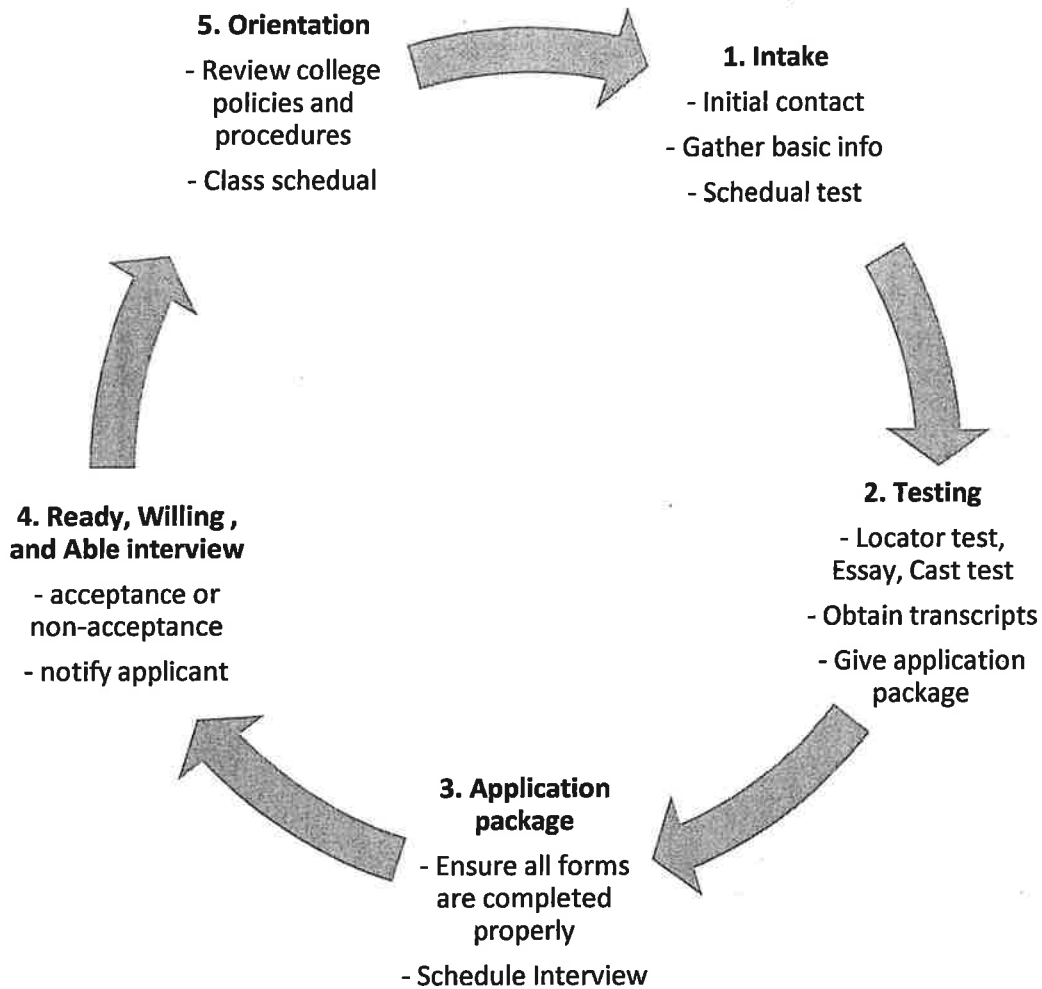
- Those labourers that have families, who are finding it hard to make ends meet; living from paycheck to paycheck; almost having to return to social assistance; but, still not returning to school because they do not want to lose their position or pay;
- The opportunity to reap the rewards from one's labour is in our nature, but unfortunately, many are not given that chance;
- Not having the education or the competency level, some employees are not given the opportunity to enter into an apprenticeship program
- Some of have been a labourer for years at the same position and almost the same rate of pay
- If one is not able, or has not had opportunity to find employment to meet his/her basic necessities, one searches for social services/income support. This cycle must be broken.
- Employers and employees need to become aware of what supports or training
- For programs like this to be successful, the program needs to be aware of the needs of both the employer, the employee, those marginally employed and the unemployed



# Ag Program

## Red Crow Community College

### Application process



**Note:**

All applicants please keep your scheduled appointments. If you miss any appointments you will have to re-book.

Please fill out the required application forms properly. If you have any questions, please ask staff for assistance. Remember, any mistakes will take longer for application to be processed.

**Remember – First come, First Completed, First Served.**

**Please feel free to ask staff for assistance with your application. Please do not leave any blanks. Initial any mistakes that you, as the applicant, may have made.**

**The complete application package will consists of the following:**

1. Application for admission (personal information);
2. Budget sheet;
3. Alternative contact information sheet;
4. Student agreement;
5. Memorandum of Understanding;
6. Career Investigation Report
7. Policies and Procedures;
8. Resume and 3 letters of reference;
9. Proof of identity
10. CAST test results and/or High School Transcripts;
11. Training plan summary; and
12. Official class registration

**(Note: all forms need to be filled out properly, signed and dated. Missing information will result in your application taking longer to be approved. After an applicant receives an all clear on their application, staff will schedule them a READY, WILLING, AND ABLE Interview.)**

#### **READY, WILLING, AND ABLE Interview**

1. Applicants will arrive on time for their scheduled interview.
2. Applicants should treat this interview like a job interview.
3. Applicants should be prepared. It will be expected that applicants have done the necessary research to discuss their current occupational goal.
4. Applicants will be notified by their choice of communication on whether they have been accepted or denied.

#### **ORIENTATION**

1. Upon acceptance, on the first day of the semester, each student must attend orientation.
2. Students will be instructed on the policies and procedures of red Crow Community College.
3. Students will receive a tour of the institution
4. Students will be given the tools to be successful in completing their program.



# RED CROW COMMUNITY COLLEGE

## CAREER INVESTIGATION REPORT

Complete all questions as fully as possible.

Name \_\_\_\_\_

Occupational Goal \_\_\_\_\_

### You and the Occupation

1. How long ago did you decide that you wanted to work in this field?

\_\_\_\_\_

2. Why do you think this occupation is suitable/appropriate for you? (why did you choose this occupational?)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What special qualities/strengths/talents do you have that make you suitable for this kind of work?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Do you have any health problems that would interfere with your ability to do this kind of work?

Yes  No

If yes, what are they?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Education Information

1. What specific training (diploma, certificate, journeyman ticket or degree) is needed to work in this field?  
What is the name of the training programs?

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2. Where is training available? (which schools)

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3. Which school do you plan on attending?

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- o Why? \_\_\_\_\_
- o How long is the training program? \_\_\_\_\_

4. What prerequisites (courses, averages, certificates as stated in the calendar) are needed to get into this program?

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5. Do you have these prerequisites? \_\_\_ Yes \_\_\_ No  
If no, what do you need?

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Where do you plan to upgrade to get the prerequisites?

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When do you plan to start upgrading?

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## Employment History

1. Name four local companies/employers who hire people who have this training.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

2. What is the current demand/employment opportunities for people entering this field?

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What is the future outlook? \_\_\_\_\_

Where did you get this information? \_\_\_\_\_





# Red Crow Community College

## Financial Review

Information provided for discussion purposes only to ensure financial circumstances are thoroughly considered prior to commencing training.

### Training Costs

Tuition	
Books	
Fees/Supplies	
Total	A

### Monthly Regular living Expenses

Housing: rent/mortgage taxes/condo fees home.tenant insurance	
Utilities; electricity, natural gas water and sewer, telephone, TV internet	
Groceries food, toiletries	
Child Care	
Transportation; bus fare/pass car loan, car insurance, parking	
Recreation personal allowances	
Loans/Credit payments	
Other monthly expenses E.g. child/spousal support medical expenses and insurance	
TOTAL	
X the month of training Total for training	B
Total Training Costs A + B	



# RED CROW COMMUNITY COLLEGE

## CLIENT APPLICATION – CONTACT INFORMATION

Name: \_\_\_\_\_

Last (Family)

First

Middle

Red Crow Community College requests that you provide the name or names of contact person(s) we can reach in the event that we are unable to contact you.

This information may be used to contact you during the period of time we have an active file with you. For example, we may contact you to change an appointment, to ask if the service or training have been helpful, or for follow-up and audit purposes. This follow up assists us in the planning for future programs and services.

We recommend that you check with the person(s) whose name and phone number you are providing, so that they know you have given us permission to ask them for information. The only information we would be asking is a current phone number or address for you, or to request that they ask you to contact us.

The provision of a contact name is voluntary by providing us with this information, you are agreeing that we may contact one or more of these people in the event that we are unable to reach you. To remove or change a contact name, please let us know.

### CONTACT

Please provide a contact name and phone number of two individuals not living with you.

1. Name: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

Relationship (Optional): \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

Relationship (Optional): \_\_\_\_\_

Signature \_\_\_\_\_ Application Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Year    Month    Day

UPGRADING  
RED CROW COMMUNITY COLLEGE  
MEMORANDUM OF UNDERSTANDING

I, \_\_\_\_\_, as a student of Red Crow Community College, I understand and agree to the following conditions for continued sponsorship.

1. To submit my Fall registration and Spring/Summer transcripts by August 1, this will update my application for the next academic year.
2. My application form must include Blood Band Membership Number, and a copy of an Alberta Health Care Card for each dependent claimed. These documents are required to complete my application.
3. To provide a copy of my transcripts upon completion of each semester of sponsorship.
4. To inform my funding advisor of any changes in: marital status, number of dependents under 18 years of age, registration of courses, program of studies, address, or phone number.
5. If I am failing any of my classes in the current semester, (I will be placed on probation). I will sign a probation letter with my funding advisor when I am placed on academic probation.
6. If I fail to comply with the conditions of my student probation letter I understand that I will be suspended.
7. If I earn more than \$500 in employable income per week, my training allowance will be cancelled.
8. To who proof of application to a minimum of 2 scholarships per academic year after my initial year of sponsorship.
9. Any alterations made to my documents submitted to Red Crow Community College will result in my immediate suspension from all sponsorship.
10. Accepting a training allowance check while not attending classes will result in cancellation of any future sponsorship until full restitution has been made.
11. To understand that I must sign this "Memorandum of Understanding" before my application for sponsorship is approved, it will be in effect up to the successful completion of my program of studies.
12. To understand that I must complete and sign the "release of Information: form before my application is approved for sponsorship. This agreement will be in effect up to the successful completion of my program of studies.

Signed: \_\_\_\_\_, Date: \_\_\_\_\_

Witness: \_\_\_\_\_

# Upgrading

## Red Crow Community College

PO Box 1258  
Cardston, AB, Canada T0K 0K0  
Ph. 403-737-2400; Fax: 403-737-2101

### AGREEMENT

I grant Red Crow Community College the right to request and receive information pertaining to my academic performance during my studies from the attending institute while under their sponsorship. This agreement is in effect upon the commencement of my studies and will terminate upon successful completion of my program of studies.

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Start date

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End Date

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Institute

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Student Name (Please Print)

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Student ID number

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Student Signature

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Date

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Witness

## **RED CROW COMMUNITY COLLEGE'S ADULT UPGRADING PROGRAM POLICIES AND PROCEDURES.**

Every student is expected to follow the policies and procedures enacted by this institution.

Every student is responsible for their own behavior.

Every student is expected to treat everyone (teachers, staff, students, guests) with the up-most respect and common courtesy.

Every student is expected to demonstrate respect for the rights of others.

Every student will demonstrate respect to the property of this institution, the property of the staff in this institution, and the property of the students enrolled in this institution.

Students, teachers and college staff, all share the same responsibility of keeping this campus clean.

### **A. CONDUCT UN-BECOMING A RED CROW COMMUNITY COLLEGE STUDENT**

#### FIGHTING

- Any student found fighting on school property or at any school event will receive immediately suspension, and depending on the severity of the altercation will be expelled.(all parties involved)

#### UTTERING THREATS

- Any student found uttering threats to students and or teachers and college guests will receive immediate suspension, and depending on the severity will be expelled.

#### RACIST BEHAVIOR

- Any student found making racist remarks or committing racist acts will receive immediate suspension, and depending on the severity will be expelled.

## **NOTE:**

1. If any policies or procedures, municipal by-laws, provincial or federal laws are violated while at school or during a school events, it must be understood that an investigation will occur and if necessary disciplinary suspensions, expulsions, and/or criminal charges will be laid.
2. For the health, safety and security of Red Crow Community College students and to ensure that no illegal substances or alcohol find their way on to Red Crow Community College property, (where lockers are located) every semester college staff will administer locker checks – dates to be announced.

## **B. ACADEMIC POLICIES:**

**To maintain eligibility for funding through the Skills Investment programs, a student must attend training regularly, make satisfactory academic progression, and be enrolled in at least three courses.**

### ACCEPTABLE ATTENDANCE

In accordance with the Acceptable Attendance policy:

1. To maintain eligibility for funding through Skill Investment programs (known before as Skill Development programs), the full-time learner must be present for all scheduled training in each academic term. All students are individually held responsible for their attendance.
2. If a student arrives 15 minutes late for class, he/she will be considered absent. For every five lates a student accumulates he/she will receive one absent. If a student does arrive late it is his/her responsibility to obtain any instruction or assignments missed.
3. If a student misses more than five classes without valid reasons that student will be given a verbal warning, and counseling will be provide to determine and solve the attendance problem. To excuse student absences, it is the responsibility of the student to provide verified or verifiable medical or equivalent reasons to their training provider in a timely manner – the first day the student returns to class. *Students are limited to 12 documented excuses in fall and winter semesters and 6 excuses in summer semesters.*

## ACCEPTABLE ACADEMIC PROGRESS

In accordance with the Acceptable Academic policy:

1. To maintain eligibility for funding through Skill Investment programs (known before a Skill Development Programs), the students must:
  - a. Pass all the courses they are enrolled in as a full-time learner (three courses);
  - b. Achieve an average of 65% or greater;
  - c. Demonstrate the essential competencies needed to successfully complete their training program and to progress to the next level of training or become employed; and
  - d. If the standard cannot be achieved the student will be placed on probation and possibly suspension.

Failure to maintain acceptable progress usually results in the learner exiting their Service Plan and the termination of Learner Income Support and Training Benefits.

In the event of an occurrence of unacceptable progress, a learner may be allowed to continue in their Service Plan when:

1. The occurrence of unacceptable progress was unforeseeable through service management interactions; and
2. The authorized official has reviewed the learner's employability assessment, the suitability of their employment goal, and their Service Plan and determined an intervention is appropriate.

In the event of an occurrence of unacceptable progress, one of the following interventions should occur:

- Learner needs to change training program and/or training provider;
- Learner needs to repeat one course;
- Learner needs to move from full-time to part-time (SIB) status;
- Learner does not continue with his/her Service Plan.

- c. Child's school events – verified by a letter by school officials written on the school's letter head;
- d. Transit problems – verified by driver and written on transit authority letter head;
- e. Difficulties with daycare – verified by a letter from daycare staff and written on the daycare's letter head;
- f. Automobile problems – verified by shop supervisor or mechanic, and written on the shop's letter head; and
- g. Moving to new residence – verified by landlord and written on the landlord's letter head;
- h. Reported adverse weather conditions confirmed by the college;
- i. Spiritual/Religious Ceremonies and Events (determined on a case by case basis)
- j. Legal responsibilities – verified by lawyer or court staff and written on lawyer's or the court's letter head;
- k. Funerals – for immediate family (parents/grandparents, siblings, and children) students will, if necessary, be excused from classes for up to one week.  
For extended family (aunts, uncles, cousins, friends) students will be excused for one day.

Note: anything not listed here will be seen as an unacceptable excuse.

4. Examples of non acceptable absences:

- a. Notes from doctor/medical staff that are not written on letter head;
- b. Notes from dentist/dental office staff that are not written on letter head;
- c. Child's school events – letter from the school not written on letter head;
- d. Difficulties with daycare – letter from daycare staff not written on letter head;



PHOTOCOPYING AND FAX SERVICES – Upon request, College staff will provide the service at cost (Photocopying \$0.10 per copy, faxing \$1.00 per local fax - \$2.00 per long distance fax).

COMPUTER LAB – SATELLITE CAMPUS – located on 2<sup>nd</sup> floor. MAIN CAMPUS – located on the 2<sup>nd</sup> and 3<sup>rd</sup> floor. No un-authorized use allowed on the computers (no games, music, or inappropriate material). The computers are used for academic purposes only.

PARKING – Where you can find it.

SATELLITE CAMPUS – At the north end of the school, there are 7 parking spaces available in the Green's Pop Shop Overflow parking lot (west end, closest to the street). At the south end of the school, there are 1hr parking spaces beside the CIBC Bank. In addition to these spaces, there are residential parking spaces along 6<sup>th</sup> Ave. N. and 7<sup>th</sup> Ave. N.

MAIN CAMPUS – all students are will park in the South lot (between the church and RCCC). RCCC requires the front east lot open for visitors, deliveries and emergency vehicles. Those decide not to comply, will have their vehicle towed at owner's expense.

## **D. AREAS OF INTEREST**

STUDY AREAS – Marked throughout the campus. Areas are considered quiet zones. Provide common courtesy to your fellow students, and go outside if you want to talk or make noise. If you want to listen to music, no one else should be able to hear it.

SMOKING AREAS – At the SATELLITE CAMPUS, there is no smoking in the building. The designated smoking area is basically 5 meters from the building in any direction (City of Lethbridge By-law). A common area for many students is at the back of the campus. At the MAIN CAMPUS, there is no smoking in the building. If students wish to smoke, they must do it outside (there are cigarette butt cans at the front of the campus). When students are done smoking, please dispose of your cigarette butts in the butt can. **KEEP THE SCHOOLS CLEAN. Any student found smoking inside a college facility will be disciplined and fined. Repeat offenders will be suspended or possibly expelled.**

LUNCH AREAS / COFFEE BREAKS – At the SATELLITE CAMPUS, the students have access to the student lounge located on the second floor near the front, and/or any classroom or study area not being used during the break. At the MAIN CAMPUS, the students can use the cafeteria located on the bottom floor of the campus, the concession stand on the second floor, and/or any classroom or study area not being used during the break.