

Human Service Diploma Program

Program Information Package 2018 - 2019

The Human Service Diploma prepares students for careers with government or non-profit agencies that provide support and assistance to individuals coping with economic disadvantage, mental health issues, developmental, gender and diversity issues, as well as challenges such as addiction, family change and involvement with the justice system.

Students who wish to continue their education have the opportunity to ladder into Child and Youth Care or Social Work Degree programs.

The Human Service Diploma is available at both the Kamloops and Williams Lake campuses of TRU.

Admission Requirements

Educational Requirements – Year 1 entry

- Grade 12, mature student status (or equivalent)
- English 12 / English 12 First Peoples with a minimum 73% (B), or equivalent
- 19 years of age (minimum) prior to program start
- Two (2) Letters of Reference. Letters must be sealed or emailed directly from the referee.

Applicants who do not meet the above English admission requirement may do so by successfully writing the Assessment/Accuplacer Test. Please contact Assessment Centre at 250-828-5470 or email assess@tru.ca for testing information and to book a testing date.

Educational Requirements – Year 2 entry

- Official Post-Secondary Transcripts
- Successful completion of one of the following programs:
 - Early Childhood Education
 - Child & Youth Care
 - Education Assistant & Community Support, or equivalent
 - Social Services Worker
- Two (2) letters of reference (previously submitted references for another program, may be considered). Letters must be sealed or email directly from the referee
- Other related certificates considered individually

NOTE

The Year 2 requirements apply to NEW applicants only. Priority is given to qualified students currently enrolled in Year 1 of the TRU program. Applicants accepted to enter at Year 2 is based on availability of remaining seats.

Intake Dates

The Human Service Diploma Program offers Fall semester intake only, starting September.

Program Requirements – Year 1 & 2

- Two (2) letters of reference from individuals, other than family or friends, who can speak to your readiness and abilities as they relate to human service work. References previously submitted for another program may be considered. Letters must be sealed or emailed directly from the referee.
- Criminal Record Search. Provincial legislation requires that a criminal record search be done as a condition for field placement. A criminal record may limit course work and practicum placement.

How to Apply

1. **Submit your application** online at <http://www.tru.ca/admissions/apply.html>.
2. Submit your application early; there are a limited number of seats. Late applications will be considered if space allows. If the program is full, you will be placed on a waiting list. **An application does not guarantee admission.**
3. **Pay the application fee of \$28.68.** Note: applications will not be processed until the application fee is received. This fee is non-refundable.
4. **Submit official high school transcripts.** Current high school students please submit final Grade 11 grades and an interim Grade 12 statement listing courses you are currently taking.
5. **Submit all official post-secondary transcripts.**
6. **Submit any required supporting documents.** (see checklist on back).

Next Steps:

1. We will contact you within 2-3 weeks to let you know that we have received your application.
2. Use the checklist in this package to make sure you have included all the supporting documents required for the program.
3. Once we have reviewed your application and the applicable supporting documents, we will notify you about the admission decision.
4. You will be notified in writing by Admission, if you are accepted into the program. Once accepted, be prepared to pay a Commitment Fee of \$500.00 in order to secure your seat and to allow for online registration.

Need Help? Contact Us

Email: student@tru.ca

TRU Admissions Office
Located in Old Main – Student Street

Or mail to:

TRU Campus Admissions
805 TRU Way, Kamloops,
BC, V2C 0C8

Phone: 250-828-5036

Fax: 250-371-5960

Additional Information

Additional program and educational options are provided on the Faculty of Education and Social Work website <http://www.tru.ca/hse/social-work/humanservdip/admission.html>. Human Service Diploma Program Admission requirements at <http://www.tru.ca/hse/social-work/humanservdip/admission.html>. General program inquiries may be emailed to humanservice@tru.ca.

Support Services

Visit the TRU home page at www.tru.ca for information regarding various support services, including Disability Services, Services for Aboriginal Students, Counselling, Sponsorship and Student Housing. For assistance with *financial planning* contact TRU Student Awards and Financial Support 250-828-5024, or go to <http://www.tru.ca/awards/advising/tools.html>

Program Checklist

The Admissions office encourages you to submit an Application for Admission form and related documentation as soon as you complete each of the requirements.

However, the minimum documentation which will be accepted is as follows:

- Completed Application Form
- \$28.68 Application Fee

Supporting documentation required to complete admissions requirements are:

- Official high school transcripts or Interim transcripts
- Official post-secondary transcripts
- Two (2) Letters of Reference
NOTE – Reference letters must be sealed or emailed directly from the referee. They should not be from a family or a friend, but an individual who can speak to your abilities as they relate to human service work.

HUMS Program Coordinator

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