



Chinook Learning Services – Continuing Education

Viscount Bennett Centre 2519 Richmond Road SW, Calgary, AB T3E 4M2
t | 403-777-7575 f | 403-777-7568 | ChinookLearningServices.com

Dear OACP Participant:

The CBE Office Administration Certificate program has been created in partnership with Chinook Learning Services. It has been designed with your career in mind and focuses on best practice to meet the essential requirements of today's rapidly changing school or central office at the Calgary Board of Education.

As with all employee professional development, the Calgary Board of Education would like to acknowledge, recognize and celebrate the success of our employees in their lifelong learning and in making a significant contribution to the Calgary Board of Education through office administrative excellence. One such avenue of this acknowledgement, recognition and celebration could include posting your accomplishments on the CBE internal website and/or on Chinook Learning Service's external website.

Since this is a new program championed by Human Resources, we plan to create methods to evaluate and measure the success of the training program. In doing so, we would like to send questionnaires specifically to the participants (our employees) in the program to collect their feedback regarding their experience. This questionnaire will be different than the standard class / instructor evaluation that is completed at the end of a course which is a regular Chinook practice. Our questionnaire would be sent directly to the employee after the course has been completed. The questionnaire will not be anonymous; however confidentiality will be protected.

Your consent is voluntary. By completing and signing the attached "Consent for Specific Media Coverage" form you are granting Chinook Learning Services permission to do the following:

- Chinook Learning Services will publish your name in the section entitled "Achievement Gallery" of the Chinook Learning Services website at <http://www.chinooklearningservices.com/ContEd/Fall2005/CbeOffAdminCertPr ofFall05.html>
- Chinook Learning Services will release your name and position to Human Resources in order that your accomplishments be posted on the CBE internal website entitled "Staff Room".
- Chinook Learning Services will release your name, position and employee number to Human Resources to allow Human Resources to send you questionnaires in order to collect program feedback.

Please place a check mark (✓) in the box or boxes that you consent to and mail this letter along with the completed media release form in the envelope provided.

Thank you in advance for your cooperation.



Chinook Learning Services – Continuing Education

Viscount Bennett Centre 2519 Richmond Road SW, Calgary, AB T3E 4M2
t | 403-777-7575 f | 403-777-7568 | ChinookLearningServices.com

Dear Valued Learner,

Welcome to Chinook Learning Services and the beginning of new career opportunities. The CBE Office Administration Certificate Program is a great start to building skills for today's technological workplace and it's a stepping-stone to the vast and varied positions in the Calgary Board of Education.

Today's workplace is increasingly complex, requiring innovation, expert technical or professional skills and the ability to balance the competing priorities of work and personal life. Survival and success in the continually changing work world depends on a balance of expertise, knowledge and self-awareness.

The CBE Office Administration Certificate Program prepares Office Professionals with best practice training and development opportunities that meet the essential requirements of today's rapidly changing school or central office at the Calgary Board of Education. The program was designed with your career in mind through a partnership with the CBE Staff Association, Human Resources and Chinook Learning Services with employee and management input.

Enclosed in this welcome package is some information to help you organize your learning and prepare you for this exciting endeavour.

- An easy to use chart to track your progress;
- A brochure describing the certificate is enclosed for your easy reference;
- My card is attached so that you know who to call;
- A copy of the current Continuing Education course guide;
- A sample attendance certificate that you will receive at the completion of each course;
- Media release forms for you to complete and return in the provided envelope.

In addition, we have some news for you regarding the Office Administration program offered through Bow Valley College at the post-secondary level. Individuals who complete the CBE Office Administration Certificate Program – and are currently working in a secretarial position with the CBE - will be granted up to 14 credits towards completion of the Bow Valley Certificate/Diploma. For details on their program please go to www.bowvalleycollege.ca.

As you embark on this exciting new learning adventure please keep in mind that Chinook Learning Services will support you to achieve learning goals that are career enhancing, career transitioning or personally enriching.

Welcome again and all the best in your academic pursuits!

Regards,

Franca Best
Program Designer/Leader

Encls.



CALGARY BOARD OF EDUCATION

Consent to Post or Publish Student Information and Work

Our school would like to share information and communicate with parents by highlighting the school, student and student work or activities in a variety of public forums for non-profit educational purposes. The following are examples only and not meant to be an all inclusive list of how student personal information and work may be shown: displays during school sponsored open houses; professional development sessions; other school related activities held at the school, school district sites or at school or school district sponsored events; school or community publications; or posting or publishing on school or Calgary Board of Education web sites. Our school's web site may be accessed from www.cbe.ab.ca.

Students' photographs and work that are showcased will be identified using the student's first name, last name initial, grade and school only.

In order to comply with Alberta's Freedom of Information and Protection of Privacy (FOIP) Act and the Copyright Act, the Calgary Board of Education is requesting consent from parents or independent students to post or publish student information and work on various public forums.

Please note the following information:

- Once photographs, student names and other identifying information or student work are released in any public forum, the Calgary Board of Education cannot control or prevent the further distribution or use of the material by those who access the information.
- Parents or independent students are under no obligation to consent; it is their voluntary decision to do so. If you do not return this form, this indicates a refusal to consent.
- Your consent will be valid for the duration of the school year. You may withdraw your consent prior to posting or publication by notifying the school principal in writing. You may at any time instruct us to remove the photographs or work from Calgary Board of Education sites such as school or school district displays or from the school web site or Calgary Board of Education web site by notifying the school principal in writing.

Consent for Release

I, being the independent student or the parent/legal guardian of the student named below, have read and understand the information provided on this form. I voluntarily give the Calgary Board of Education consent to post or publish my or my child's photographs, first name and last initial, grade, school and samples of my or my child's work in various public forums as described above for non-profit educational purposes. I understand my consent is valid for the current school year unless I revoke my consent prior to posting or publication by notifying the school principal in writing.

Name of Student (please print)

School

Name of Parent/Guardian (please print)

Signature of Parent/Guardian/Independent Student

Name of Independent Student (please print)

Date



CALGARY BOARD OF EDUCATION

Consent for Specific Media Coverage Freedom of Information and Protection of Privacy Branch

On _____, representatives from _____
(date) (name of media organization)

would like to film/photograph/videotape or make an audio or digital recording of your child/child's work or yourself/your work.

The purpose of this request is to: _____

All or portions of the work referred to above will become part of the media organization's database and may be adapted for other educational or non-educational applications, productions, broadcast, re-broadcast, published, exhibited, reproduced, and/or distributed in various media formats to a number of markets. Once photographs, student name, and other identifying personal information and student work are released in any public forum, the Calgary Board of Education cannot control or prevent the further distribution or use of the material by those who access the information.

Schools cooperate with the media and other organizations, within reason, to encourage celebration of school achievements and the sharing of information about students and student work. However, we recognize that there are instances where parents may not wish their children to be recorded.

Similarly, for independent students or adults, this is an opportunity to share your work with others. However, we recognize that there may be instances where you do not wish to be recorded.

Parents or independent students/adults are under no obligation to consent; it is their voluntary decision to do so. This form must be returned to the school before the student/adult begins participation in this activity. If you do not return this form, this indicates a refusal to consent.

You reserve the right to withdraw your permission at any time. If you wish to withdraw your permission, you must make such a request in writing to:

Consent for Release – Parent/Legal Guardian or Independent Student/Adult

I, am the parent/legal guardian of the student named below or independent student/adult, and I have read and understand the information provided on this form. I voluntarily give the Calgary Board of Education permission to include my child or me in the media coverage and its subsequent use as described above.

Name of Student (please print) School

Name of Parent or Legal Guardian (please print) Signature of Parent or Legal Guardian

Name of Independent Student (please print) Signature of Independent Student

Date