

VVinsider

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REMEMBER THIS??

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FUN TIMES AT THE VVI LOTTERY DRAW!!!!

WELCOME

Continuing Education, Programs for Mentally Handicapped Adults, is pleased to welcome Wayne Avery as the new Vocational Programmer replacing John Chinack.

Wayne comes to us from the North Shore Association for the Mentally Handicapped where he was the Adult Counsellor.

Welcome Wayne!!

DO

QUOTE OF THE WEEK

How beautiful a day can be when kindness touches it.



WHAT TO DO IF YOU'RE STUCK IN AN ELEVATOR

If your elevator comes to a stop between floors, push the alarm button to call for help; don't try to climb or force your way out, according to the Otis Elevator Company.

The most commonly followed safety code requires that the alarm ring where someone will hear it, the company notes. If no one is available in the building, the alarm must ring off site where someone will hear it and respond. The same code requires that the elevator have two-way communication equipment so that rescuers and people in the elevator can exchange information.

While waiting for help, try to remain calm. Jerilyn Ross, associate director of Roundhouse Square Psychiatric Centre in Alexandria, Virginia, suggests the following steps:

- ◆ Remind yourself that you are not in danger. You will not suffocate; elevators are required to have a means of fresh air flow.
- ◆ Try to stay connected with the present - don't allow yourself to speculate about horrible things that could happen. If you're with other people you can talk about your fear or about how uncomfortable the situation is, but don't begin to tell disaster stories.
- ◆ Try not to anticipate how long it will be until help arrives.
- ◆ Inhale and exhale as regularly as you can. Avoid taking short quick breaths or holding your breath; both can make you lightheaded and add to your anxiety. You might also try a relaxation technique, such as imagining a ball slowly and steadily rising and falling in your chest.

STUDENT AIDES

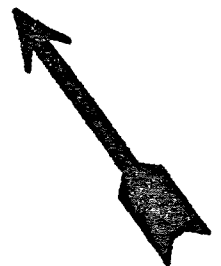
Effective immediately, the minimum daily pay provision for student aides has been revised from four (4) to two (2) hours pay, where the employee is a student reporting for work at the call of the College on a school day.

This is good news, particularly for students employed under the "work study" programs.

LG

POLICY AND PROCEDURE UPDATES

The Policy and Procedure on the next page is currently under revision. Instructors please direct all inquiries or suggested changes to your Department Head on or before August 8, 1986.



Policy No. 1.4.1.3 - V.V.I. - C.E.I.C. (MANPOWER) TRAINEE ATTENDANCE REGISTER

DEFINITION:

- 1) A "Manpower Student" is a person enrolled in a training program and who is sponsored by Canada Employment and Immigration Commission (C.E.I.C.).

POLICY:

- A.1 The department head shall ensure that instructors complete the biweekly "Trainee Attendance Register" for all C.E.I.C. students with unexcused absences (Code 3) and return them to the C.E.I.C. On-Campus Training Liaison Office.
- A.2 On the first day of class, instructors shall receive a class list from Registration Services and shall, for the first five days, report by telephone to Registration Services any students who fail to show so that the vacant spaces may be filled.
- A.3 All Manpower students shall report daily by telephone, to their instructors, if they are absent. This report shall clearly indicate the reason for the absence which the instructor shall record in the class register.
- A.4 If a student is absent on the fourth day after three days without contact then the instructor shall forward a "Discontinuation From Training" form, No. F-SR405 to the Registration Services. The student shall be considered as having voluntarily withdrawn from training.

PROCEDURES:

- B.1 The department head shall ensure that, at the commencement of class, the instructor informs all students that they, if absent, have the responsibility of contacting their departments and instructors daily, giving the reasons for their absence.
If a student does not report on three consecutive days, then the instructor shall, at the beginning of the fourth day, complete a "Discontinuation From Training" form, No. F-SR405, and forward it immediately to Registration Services who shall forward the pink copy to the C.E.I.C. On-Campus Training Liaison Office. The instructor shall, upon completion of the discontinuation form, telephone the C.E.I.C. Training Liaison Office, so that all payments are stopped and the training space may be refilled.
- B.2 The C.E.I.C. "Training Attendance Register" must be completed according to the provided Absence Codes. (Otherwise the computer will not identify them correctly and will convert the marks as Code 3 - unexcused absence).
- B.3 If no Manpower student is absent during a weekly reporting period then the C.E.I.C. Trainee Attendance Register must be signed by the instructor and returned blank to the C.E.I.C. office, i.e. provide a nil report.
- B.4 An absence of a half day shall be indicated on the Class Register by placing a diagonal line (bottom left to top right) across the square for the particular day.
As the C.E.I.C. Trainee Attendance Register accommodates a two-week pay period which finishes on a Friday, they must be completed and passed to the C.E.I.C. On-campus Training Liaison Office by the Monday immediately following the two-week period. In the case of a long weekend, the Trainee Attendance Registers must be in the hands of the C.E.I.C. Office no later than 09:00 hours on Tuesday following the reporting period.

JOB OPPORTUNITIES

TEMPORARY COUNSELLOR, Counselling Department, V.V.I. This is a temporary appointment commencing September 1, 1986. The closing date is July 25, 1986.

HOW TO GET THE BEST USE OUT OF YOUR WORD PROCESSING CENTRE

Letters to be done? Reports needed? Instructional packages to be drafted? An exam to be written? The Word Processing Centre can help!

Send us your mutilated, your faded and torn originals - and we shall endeavour to return them to you crisp and refreshed in quality form!

We do need some help from you first though to ensure an efficient turn around of your work!! Following are a few hints to help us process your word processing requests efficiently and smoothly

1. Be sure to send a yellow "Word Processing Request" form with your submissions and fill in all the information requested on the front!
2. Please . . . please . . . do not use ASAP as a due date for us. We often prioritize our workload by date order and with no set date, the ASAP's go to the back of the pile!! You could be waiting a long time for your ASAP!!
3. Be sure to allow a reasonable amount of time for the processing of your work -- at times we simply can not accommodate any rush jobs. In fact a good quote which sums up the whole situation is : "Your lack of prior planning does not constitute an emergency on my part"!
4. Your completed work will be returned with a blue Revision form. Keep and re-use this form if you have to send the document back for further changes - it has all the information on it to process your request quickly. Don't use a new form for each revision!!
5. Making revisions to your copy. Help us out with the following:
 - make your changes stand out - use a coloured marker or a red pen and place an "X" in the right margin beside each line with corrections.
 - if its a large document with only a few pages needing changes, mark the pages with a paper clip at the top so we don't have to leaf through each page.
 - please . . . please . . . Do not "cut and paste". Work can be copied or moved from spot to spot if we know where it came from. If you cut and paste we usually have to key the work all over again and this is a waste of time plus we wind up duplicating work.
 - do not use white correction fluid - just cross out items to be deleted (we can find them super-fast with our 'search' function).
 - remember -- when your copy is revised, the original draft is no longer of this earth! Make sure that only your most recent draft is retained as a working copy.

Any questions or if we can help you with any of your word processing needs be sure to get in touch - we are Nilda Panganiban, Ngee-Moi Voon, and Delphia Johnstone at Local 427!