

Funeral Service Professions Apprenticeship Assessment Team  
 Workplace Experience CALENDAR OF EVENTS – 2011/2012

Date	Event	Activity	Who
14 September 2011	Introduction to Workplace Assessment	Introduce Year 1 apprentices to: <ul style="list-style-type: none"> <li>• Assessment Team</li> <li>• Assessment Process</li> <li>• Apprentice &amp; Mentor Logbooks during the school seminar.</li> </ul>	Year 1 apprentices Assessment team
16 September 2011	Spreadsheet E-Mail	Spreadsheets for logging work experience hours emailed to Year 1 apprentices.	Year 1 apprentices Assessment team
3 October 2011	Logbook Mail Out	Apprentice and Mentor Logbooks mailed to mentors of Year 1 apprentices.  Assessor phones Mentors to introduce the Logbooks and the assessment process.	Year 1 Mentors  Assessment team
23 December 2011	Logbook Submission	Year 1 & 2 Apprentices mail in their Logbooks (including Event Reports with Evidence, Logged Hours and Summary Work Experience Reports) to Fulford for review by the Assessment Team.  Note: Feedback to be presented at January school session for Year 1 apprentices and by teleconference for Year 2 apprentices.	Year 1 apprentices Year 2 apprentices Assessment team
6 January 2012	Return Logbooks – Year 2	Return logbooks to Year 2 apprentices by mail.	Assessment team
9-13 January 2012	Teleconferences	Assessor and Year 2 apprentices develop a plan for successful completion of workplace learning leading to final submission of logbook in late May.	Year 2 apprentices Mentors (if needed) Assessment team
16-18 January 2012	Interviews	Year 1 apprentices meet with the assessment team during the January school seminar for feedback.  Note: Follow up telephone conferences arranged if needed.	Year 1 apprentices Assessment team
19 January 2012	Return Logbooks – Year 1	Return logbooks to Year 1 apprentices by mail.	Assessment team



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Date	Event	Activity	Who
6-10 February 2012	Interview follow up	As needed, Assessor and Year 1 apprentices develop a plan for successful completion of workplace learning. Note: By phone or in person.	Year 1 apprentices Mentors (if needed) Assessment team
18 May 2012	Logbook Submission	All Apprentices mail in logbooks (event reports, evidence, logged hours, work experience summary reports) to Fulford for review by the Assessment Team. Feedback in June. Note: Mailing labels provided by Fulford. Mail by 18 May.	Year 1 apprentices Year 2 apprentices Assessment team
4-15 June 2012	Interviews	Year 1 & 2 Apprentices meet with assessment team during the June school seminar and exam period for feedback on their progress.	Year 1 apprentices Year 2 apprentices Assessment team
15 June 2012	Return Logbooks	Return logbooks to all apprentices by mail with written feedback including requirements for Year 2 apprentices for recommendation for certification.	Assessment team
July and August 2012	Logbook Completion	Year 2 Apprentices work to complete all logbook requirements for certification: <ul style="list-style-type: none"> <li>• Event Reports with Evidence</li> <li>• Logged Hours</li> <li>• Declarations</li> </ul>	Year 2 apprentices Mentors (if needed)
3 September 2012	Logbook Submission	Year 2 Apprentices mail in logbooks (Event Reports with Evidence, Logged Hours, Summary Work Experience Reports, and Declarations) for final review and assessor sign off.	Year 2 apprentices Assessment Team

### **Assessment Team**

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### **Notes**

1. Once an apprentice has successfully completed all the work experience requirements, his/her logbook will be securely stored by Fulford for a period of 2 years after which they will be destroyed.
2. Fulford Harbour Consulting Ltd [Fulford/Fulford Certification] has been approved by the Industry Training Authority [ITA] to administer the Work Experience Assessment portion of the Funeral Services Apprenticeship program in BC. Fulford acts independently from the Canadian College of Funeral Service [CCFS] and the Funeral Services Association of BC [FSABC]. Fulford reports directly to the FSABC.