



**Empowering Individuals • Enriching Communities**

# Membership Application

## ***ASPECT MISSION***

ASPECT is an association of community-based trainers that represents and promotes the interests and activities of members to strengthen their capacity to provide services to people with barriers to employment.

## ***ASPECT VISION***

All people have the opportunity to achieve employment that is meaningful to them; and, community-based trainers are recognized and valued for excellence.

975 Alston Street • Victoria • BC • V9A 3S5  
Tel: 250. 382. 9675 • Fax: 250.382.9677  
Email: [info@aspect.bc.ca](mailto:info@aspect.bc.ca) • Online: [www.aspect.bc.ca](http://www.aspect.bc.ca)

# ASPECT MEMBERSHIP

**ASPECT**, the Association of Service Providers for Employability and Career Training, is a registered BC society made up of member agencies that provide community employment based training (CBT).

## DEFINITION

Community based employment training (CBT) is a participant-focused model that ensures access to employability and career training by individuals facing barriers to successful participation in the labour market.

**Community based employment training is based on the philosophical principles of:**

- ◆ Focus on the personal autonomy of the participant;
- ◆ A holistic approach in which supports are integral;
- ◆ Working towards barrier-free access, and
- ◆ Cultural sensitivity, inclusivity, and non-discriminatory practices.

**The delivery of community based employment training is generally characterized by:**

- ◆ Broad accountability to all stakeholders, (which may include participants, funders, sponsors and other community partners);
- ◆ Flexible training which addresses individual needs;
- ◆ Preparation for entry, adjustment or re-entry into the labor market;
- ◆ Individual support and small group work, and
- ◆ Partnership linkages within the community.

**Community based employment training provides employability and career training through (any or all) of the following:**

- ◆ Individualized vocational and career assessment;
- ◆ Individual and group skill training;
- ◆ Language instruction;
- ◆ Academic upgrading;
- ◆ Literacy and numeracy training;
- ◆ Employment preparedness and readiness training;
- ◆ Work experiences;
- ◆ Employment placement;
- ◆ Job support and maintenance;
- ◆ Life/transition skill training;
- ◆ Individual and group counselling;
- ◆ Individual and group advocacy;
- ◆ Income maintenance, and
- ◆ Crisis support as required.

# ASPECT MEMBERSHIP

**MEMBERSHIP** is open to community based employment trainers that:

- ♦ Are either an incorporated and/or registered business or a registered non-profit society or corporation;
- ♦ Have operational autonomy from institutional based training;
- ♦ Operate in the spirit of community service,
- ♦ Demonstrate an attachment to the community
- ♦ Delivers direct service to clients
- ♦ Is not a provincial prime contractor or subsidiary

**Benefits and services available to members include, but are not limited to:**

- ♦ Coordination of advocacy activities and representation;
- ♦ Regional representation;
- ♦ ASPECTIVES—e-newsletter, bulletins and sector news;
- ♦ Opportunity to bid on ASPECT contract opportunities;
- ♦ Valuable professional development opportunities offered at special reduced member rates;
- ♦ Opportunity to purchase ASPECT products and resources at discounted member rates;
- ♦ Opportunity to network and share information with peers and other contacts within the sector.
- ♦ ASPECT door label, lapel pin and certificate of membership;
- ♦ Right to vote at Annual General Meetings; and
- ♦ Opportunity to be a Board member, regional representative, and/or executive member and/or executive member.

**SATELLITE MEMBERSHIPS** for \$100 per location are a new option for agencies with multiple offices, increasing contacts and services to staff of those offices. However each organization will only receive one voting privilege

**AN ASSOCIATE** is open to individuals and/or organizations that are committed to the principles of Community Based Training and do not qualify as Voting Members.

**Benefits and services available to Associates include:**

- ♦ Notice of ASPECT professional development events;
- ♦ ASPECTIVES—e-newsletter, bulletins and sector news;

**All members will be required to:**

- ♦ Agree to adhere to the ASPECT Professional Code of Ethics, and
- ♦ Support the principles of Community Based Training.

## APPLICATION PROCESS

AN organization can apply for membership by completing the application form. A membership is for an organization in a community. Additional community offices require an additional membership. The staff of ASPECT will accept the applications and review for approval. Prior to any application being rejected, it would go to the Membership Committee for review and passed to the Board of Directors for feedback on justification for denial.

## APPEAL PROCESS

The Board of Directors will accept any appeals for reconsideration of membership.

## ANNUAL MEMBERSHIP FEES

Membership	\$200	plus GST / community
Associate	\$100	plus GST / community

# ASPECT CODE OF ETHICS

## ASPECT VALUES

- Respect and dignity for members and clients
- Honesty, openness, and accountability
- Commitment to community
- Client centered service
- Professional behaviour and actions

## ASPECT CODE OF ETHICAL BEHAVIOUR

- Explain and honour confidentiality
- Be congruent and consistent in words and actions
- Be accessible and treat clients equitably
- Commit to open, fair and transparent processes

# ASPECT MEMBERSHIP APPLICATION

Please pull out the membership application form, complete and return it to  
**ASPECT • 975 Alston St. • Victoria • BC • V9A 3S5**

If you have any questions please contact Lesley Patten, Membership Services Coordinator at  
**Tel: (250) 382-9675 • Toll Free: 1 888 287 4957 • Fax: (250) 382-9677 • Email: lpatten@aspect.bc.ca.**

1. Name of organization: \_\_\_\_\_

2. Name(s) of Training or Employment Program(s) offered (if different from above)

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3. Are these programs a part of a multi service organization?  Yes  No

4. If yes, what other types of services are offered?

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5. Contact person for ASPECT business: \_\_\_\_\_  
*Name* *Position*

6. Executive Director (if different than above): \_\_\_\_\_

7. Site Address(es): \_\_\_\_\_

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8. Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

9. Email: \_\_\_\_\_ Website: \_\_\_\_\_

10. Mailing Address (if different from above): \_\_\_\_\_

11. Year Established: \_\_\_\_\_ Number of employees: \_\_\_\_\_

ASPECT is frequently asked for the following demographics of our members. In order for us to represent you as accurately as possible, please answer the following questions:

12. Target Group of Program(s):

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13. Nature of funding:

Please list all federal departments you contract with:

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Please list all provincial ministries you contract with:

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Please list other funders you contract with:

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14. Employment Program Description(s): *(highlights and particulars, including program length and main training components). Please add extra pages as required.*

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Are you applying for a: Membership  Associate

15. What is your reason for joining ASPECT?

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16. Please provide 3 references that can confirm the information you have provided.

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17. Other information you wish to add:

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**I agree to: adhere to the ASPECT Professional Code of Ethics, and support the principles of Community Based Training, and**

**I give permission for ASPECT to include my contact information, target group and program description(s) in the ASPECT Membership Directory.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Payment Information:**  Please Invoice  VISA  MasterCard  
 Voting Membership (\$200 + GST)  Satellite Membership (\$100 + GST)  Associate (\$100 + GST)

Name on Card: \_\_\_\_\_

Card #: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Signature: \_\_\_\_\_ PIN #: \_\_\_\_\_

*(On the reverse side your credit card. Please refer to the last three # above signature)*