

Request for Vulnerable Sector Check

January 1, 2027

Dear Sir or Madam:

The following student is enrolled in the Social Service Worker (SSW) program at the Pembroke campus of Algonquin College for the 2026/2027 academic year:

Student Name: _____

Student #: _____

SSW students require a Vulnerable Sector Check prior to undertaking mandatory unpaid practicum placements. As part of the SSW program, students are required to successfully complete clinical placements within early learning settings, community schools, long-term care facilities, hospitals, and mental health service centers. Students will be working with members of the vulnerable sector and directly supporting their behavioral, emotional, and psychological needs and be in a position of trust and authority. This request should also include a search of the Pardoned Sex Offenders database.

All costs associated with obtaining a Vulnerable Sector Check are the responsibility of the student.

Should you require any further clarification regarding the SSW practicum component, please contact my office at 613-735-4700 ext. 2731 or alternatively at osmondm@algonquincollege.com

If you need any further assistance, please let me know.

Regards,

Michelle Osmond

Michelle Osmond (she/her)

**Acting Academic Chair
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