

OVERVIEW OF SHORT-TERM TRAINING CRITERIA

Please read the following information before completing the application.

OVERVIEW OF CRITERIA TO BE ELIGIBLE FOR FUNDING

- An applicant must be a regular employee (full-time or part-time); or a casual employee who has completed 488 casual hours in their current position.
- An applicant must work in a facility or a department of a facility covered by the Facilities Subsector Collective Agreement. For a list of facilities, please go to http://www.heu.org/Collective_Agreement1 and click on the Facilities Subsector Collective Agreement link. The list is located on page **142** of this document.
- The training/education must be to upgrade a current classification or move into another classification that is in the Facilities Subsector Collective Agreement. For a list of classifications, please go to http://www.heu.org/Collective_Agreement1 and click on the Facilities Subsector Collective Agreement link. The list is located on page **150** of this document.
- An applicant must attend a public training institution for the training. For a list of public post-secondary institutions in British Columbia please go to www.aved.gov.bc.ca/institutions/welcome.htm
- The majority of the training must occur between December 22, 2012 (ratification of Facilities Subsector Collective Agreement) and March 31, 2014 (the end of the Agreement).

WHAT IS SHORT-TERM TRAINING?

Short-term training provides members with opportunities to upgrade skills in their current job, related job, or other job classification (if training is in a different job category within the facilities subsector). This includes:

- courses that require between two to 20 days of in-class or practicum time. This could also be a part-time program that requires up to 150 hours of in-class time. Distance training is also eligible under these guidelines;
- longer courses taken outside of working hours (i.e. part-time or correspondence courses, evening classes, etc.);
- applications will be funded on a continuous intake basis, and may take up to five weeks to process;
- the Fund will pay the cost of the training program and course materials, up to a maximum of \$1,200 (*per person for all short-term training funded per person*);
- part-time/distance programs leading to a certificate, diploma or degree – that if available and taken full-time would require more than 20 days of in-class or practicum time – may be eligible for up to \$2,400

EXAMPLES OF SHORT-TERM TRAINING:

- industry correspondence courses offered for buyers and information technologists
- evening academic upgrading, such as pre-requisites for diploma programs
- upgrade for ticketed trades

(per person for all extended short term training funded per person) for course costs (i.e. Purchasing Management Association of Canada, Medical Transcription, Nursing Unit Clerk), and

- the Fund will pay a training allowance (up to \$100 per day) to a maximum of 20 in-class and practicum days *(per person for all short-term courses per person funded)*, if unpaid education leave for these days is approved by the employer (for example: 10 days of approved unpaid leave could be \$1,000 for an employee working full-time hours). This amount will be pro-rated for employees working part-time or less than 7.5 hours per day. Casual employees requesting the equivalent of unpaid leave will need to submit payroll proof of hours and shifts worked in the six months before this application (i.e. for an application dated July 21, 2011; proof of hours and shifts worked from January 21, 2011 to July 21, 2011 must be provided). *(See “Frequently Asked Questions” for a detailed explanation of the training allowance.)*

WHAT IS THE TRAINING ALLOWANCE FOR?

The training allowance is to help compensate for lost wages due to taking unpaid leave. Casual employees are eligible for the training allowance based on the information above.

The training allowance may be used for transportation, benefits, daily expenses, etc.

WHAT TRAINING/EDUCATION WILL **NOT** BE COVERED?

- conferences and professional association meetings;
- self-help, personal interest and leisure courses;
- courses leading to jobs outside the FBA bargaining unit;
- out-of-country courses;
- out-of-province courses (except correspondence);
- courses through private educational institutions;
- and
- training for which the majority of the course does not occur within the eligible funding period.

Also, members covered by other training funds negotiated in the 2010–2012 collective agreement may not be eligible for FBA Education Fund money:

- If a member is eligible for the Joint Re-Training Fund, they will be expected to apply to that Fund instead. Members who are displaced as a result of contracting out should contact their local shop steward and/or union servicing representative for information on accessing re-training funds, and may contact the Joint Re-training Fund directly at 604-456-7146 (or toll-free: 1-800-663-5813, or email jhumphrey@heu.org).

WHERE CAN TRAINING BE TAKEN?

- The course/program should be taken at a British Columbia **public** post-secondary college or institute, or a B.C. School District Continuing/Adult Education program. Some distance training at out-of-province public institutions may be eligible.
- A list of public, post-secondary institutions can be found at www.aved.gov.bc.ca/institutions/welcome.htm.

- One exemption would be courses for **industry-specific required certification**, such as:
 - Purchasing Agent certification course;
 - Information Technology hardware or software certification course; or
 - Transportation of Dangerous Goods (TDG) certificate in the HVAC/Refrigeration industry.

IS APPROVAL/PROOF OF TAKING THE COURSE NEEDED?

- **Confirmation of Employee Status and Leave Approval Form:** The *Confirmation of Employee Status* section of the form **MUST** be completed and submitted with **ALL** applications (even if leave is not required) to be considered for the FBA Education Fund.
- **Registration:** There must be written proof from the institution of course registration/acceptance and/or a confirmed start and end date for the training. This also needs to be submitted with the FBA Education Fund *Application Form*.

WHAT ARE THE TIMELINES FOR APPLYING FOR FUNDING?

- Short-term training applications will be reviewed on a continuous intake basis, and may take up to five weeks to process.

HOW DO I APPLY?

Print off the application located at the end of this document, complete in ink and include all required information. Mail **the original** to the FBA Education Fund at the address located on the fourth page of the application. Faxed applications will not be accepted.

If you do not have access to a printer and want a printed copy of the application form and FBA Education Fund information mailed to you, e-mail Julie Humphrey at jhumphrey@heu.org; or call the FBA Education Fund at **604-456-7146** or toll-free **1-800-663-5813, extension 7146**.

HOW IS THE DECISION ABOUT FUNDING MADE?

The FBA Education Fund Committee has set the criteria for the funding application process. The FBA Education Fund Administrative Assistant will review each application, apply the rules, and make a decision on the funding. The Administrative Assistant will consult with committee members, if needed.

IF A FUNDING APPLICATION IS DENIED, IS THERE AN APPEAL PROCESS?

Yes, an appeal process is in place. Any denial decision that is based on the current criteria to be eligible is non-appealable. If you were denied for any other reason that you would like to appeal, please contact Julie Humphrey, Fund Administrator at jhumphrey@heu.org and your appeal will be brought forward to the FBA Education Fund Appeal Subcommittee.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIPOP)

FOIPOP protects members from unauthorized use of their personal information. You will be asked to sign the Funding Application giving the FBA Education Fund Committee permission to:

- verify information that you provide with unions, employers, educational institutions and/or other funding sources;
- use your information in statistic reports on the FBA Education Fund; and
- be included in a follow-up survey to determine the success of the fund.

For more information, visit your union's website.