



Overview of Joint Bill 29 Community Retraining Fund

Who May Apply for Funding?

Applicants must be either:

- an individual laid off after January 28, 2002 due to contracting out from a job in the Community subsector, or
- a current employee in a Community subsector job who is interested in skills development.

What types of training will the Joint Bill 29 Community Retraining Fund cover?

The Joint Bill 29 Community Retraining Fund provides applicants with opportunities to upgrade skills in their current job, a related job or other job classification. Priority will be given to training related to a job in the Community subsector. Training related to a job in the Facilities subsector may be considered.

Training must be in an area determined and approved by the Employer as an area of need.

The following are examples of the types of training that **may** be eligible for funding:

- The upgrade of diplomas or certificates for foreign trained workers
- English as a Second Language courses
- Upgrade of language or writing skills
- Upgrade of computer skills
- Upgrade of office skills
- Skill enhancement of current job
- Group training
- Changes from a current area of practice to a different specialty
- In-service training in Home Support
- Home Support Scheduler training
- Training for Licensed Practical Nurses
- Certification Training for Community Health Workers
- Certification Training for Resident Care Aides

NOTE: If you receive money from this Fund, and you received Employment Insurance (EI) as a result of your layoff, EI may attempt to recover the monies they paid to you. Please contact your local EI office for further details.

The course/program should be taken at a British Columbia public post secondary college or institute, or a BC School District Continuing Adult Education program. Correspondence courses or courses at other institutions may be given consideration.

What types of training will not be covered by the Joint Bill 29 Community Retraining Fund?

The following are examples of the types of activities and training that will not be covered:

- Conference and professional association meetings
- Self help, personal interest and leisure courses
- Courses leading to jobs outside the Health Sector
- Out of country courses
- Out of province courses

Will the Joint Bill 29 Community Retraining Fund reimburse for the total cost of training?

The Joint Bill 29 Community Retraining Fund will reimburse course fees and materials to a maximum of \$5000. The actual amount you receive may not equal the your costs as it will depend in part on the number of applications received.

In addition, if funds are available, you may be eligible to receive a daily stipend.

What documents should I include with my application?

To apply for funding, you must complete an Application Form and include the following:

- a. If were laid off due to contracting out and have already commenced or completed your training:
 - Proof of payment for the training program and course materials
 - Proof of registration in the training program
 - Proof of completion of the training program (if applicable)

- b. If you are interested in skills development in the future:
 - Proof of acceptance, registration or waitlist status for the training program
 - Proof of any payment already made for the training program or course materials

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In addition, **ALL** applicants must include a Confirmation of Employee Status and Leave Approval Form (even if leave is not required) .

What Are The Timelines?

The information on the Application will give the date for the application to be returned. All of the information regarding the Fund will be available on the website as of September 15, 2009. Applications must be submitted by October 31, 2009 for courses starting not later than September 30, 2010.

How Do I Apply?

For detailed information on how to apply, or to download the Application Form, check your Union's Website. If you want a copy of the printed Application form and CBA Information, contact your local shop steward, local executive or servicing representative or call the Joint Bill 29 Community Retraining Fund.

How is the Decision About Funding Made?

The Joint Bill 29 Community Retraining Fund Committee has set the criteria for the funding application process. They will review each application and make a decision on the funding. Successful applicants may receive funding for one training program. Any other consideration will be made after all first time applicants have been processed.

Will there be an appeal process?

Yes. A Joint Committee will review the application and make a final ruling.

Freedom of Information and Protection of Privacy

Freedom of information and protection of privacy legislation protects applicants from unauthorized use of their personal information. You will be asked to sign the Funding Application giving the Joint Bill 29 Community Retraining Fund Committee permission to: use, collect and disclose personal information for the purpose of processing your application including verifying information that you provide with Unions, Employers, former Employers, educational institutions and/or other funding sources and using your information in statistical reports on the Joint Bill 29 Community Retraining Fund.

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