



## Overview

# Joint Community Social Services Labour Adjustment & Education Fund (L.A.E.F)

### **Who may apply for funding?**

Applicants must be:

- A union member covered by a Community Social Services Collective Agreement
- Employees must have successfully completed their probation period
- Laid off as of April 1, 2011 or later
- Employees whose hours of work have been significantly reduced; and
- A current employee covered by a Community Social Services Collective Agreement who is interested in skill development.

### **What types of training will L.A.E.F. cover?**

The Joint Community Social Services Labour Adjustment & Education Fund (L.A.E.F.) is designed to encourage professional development and continued employment within the Social Service Sector.

L.A.E.F. covers retraining to aid and assist those individuals who have lost their job due to layoff, bumping, contracting out, retendering, or have had their hours significantly reduced; and who are taking courses or upgrading to continue in a unionized Social Services position within B.C.

L.A.E.F. is designed to provide 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 Social Services Sector.

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. Correspondence courses or courses at other institutions may be given consideration in exceptional circumstances. The Joint L.A.E.F. Committee will make the final determination.

## What types of training will **NOT** be covered by L.A.E.F.?

- Conference and professional association meetings.
- Self-help, personal interest and leisure courses.
- Courses leading to jobs outside the unionized Community Social Services Sector.
- Courses outside of B.C.
- Normal employer paid training such as: First Aid, FoodSafe, NVCI, etc., are not generally eligible.

## Will L.A.E.F. reimburse members for the total cost of training?

- The fund will reimburse course fees and course-related expenses to a lifetime maximum of \$5000.
- The actual amount you receive may not equal the total costs as it will depend in part on the number of applications received.

## What documents should I include with my application?

To apply for funding, you must complete an application form and include the following:

- a. If you have already completed your training:
  - Proof of registration in the training program
  - Proof of payment for the training program and course materials
  - Proof of successful completion of the training program
- b. If you are currently in a retraining program or applying for courses that have not started:
  - Proof of acceptance or registration for the training program
  - Proof of any payment already made for the training program or course materials

## What are the timelines?

- All of the information regarding the fund will be available on your union's website.
- The fund is currently considering applications from applicants who were laid off as of April 1, 2011 or later, have had a significant reduction in their hours, or who are looking to upgrade skills to remain in the sector.
- **Applications are due no later than August 29, 2012 at 4pm.**
- Subsequent applications will be considered subject to funding.

## How do I apply?

- Download the application form or check your union's website.
- If you want a copy of the printed application form, contact your local union office.

## **How is the decision made?**

- The Joint L.A.E.F. Committee will review each application and make a decision on the funding.

## **Is there an appeal process?**

- Yes. The Joint L.A.E.F. Committee will consider appeals and make a final decision.
- Appeals must be clearly articulated in writing, within 10 days of receipt of refusal, along with any supporting documents. Appeal letters are to be sent to the Joint L.A.E.F. Committee at: [laef@bcgeu.ca](mailto:laef@bcgeu.ca) or via fax to 604-294-5092 or 1-800-946-0244.

## **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 Community Social Services Labour Adjustment & Education 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 Community Social Services Labour Adjustment & Education Fund.