



City/CUPE Education Training and Staff Development

Dear Scholarship Program Participants:

The City/CUPE Joint Committee on Education, Training and Staff Development would like to take this opportunity to share with you some questions that have been raised about the Scholarship Program, and to provide some answers.

1. Where did the money for this program come from?

Although the City provides the funding, CUPE Local 500 negotiated to include it in your collective agreement. The Scholarship Program is jointly administered, by the City and CUPE, as part of the Joint City/CUPE Training, Education and Staff Development Fund.

2. What is the intent of the Scholarship Program?

The main reason for introducing the idea of a Scholarship Program was to provide you, the individual employee, with the chance to request support for your personal learning plan.

3. How do applicants qualify?

For an applicant to be eligible, you must meet the criteria set out by the Scholarship Committee. For an application to be considered, the following is required.

1. You must be an employee of the City of Winnipeg
2. You must be a CUPE rated employee and a member of Local 500
3. You must have accumulated and continue to maintain CUPE seniority
4. Your plan focuses on one or both of:
 - a. Your proposed learning plan will **enhance** the skills you will need to meet the needs of the City workforce of the future or
 - b. Your proposed learning plan will **develop** the new skills you will need to meet the needs of the City workforce of the future

4. How do I know if I've attained CUPE seniority?

To attain seniority and be placed on the seniority list in your department, permanent employees must work six months of consecutive service, all other employees must work 1040 hours within a three year period. To maintain seniority, you must work at least the equivalent of 63 days each year. This is explained in detail in Article 20 of the CUPE collective agreement. Your department maintains a seniority list. If you aren't sure if you are on the list, check with your HR department.

5. How are successful applicants selected?

Applications are ranked against a set of pre-determined criteria. These are:

- ✓ Probability of Opportunity
- ✓ Career Goals
- ✓ Organizational Benefit
- ✓ Transferable Skills
- ✓ Applicant Community/Volunteer Activities
- ✓ Applicant Individual Contribution to Personal Growth



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6. *How can I know what skills will be needed in the future?*

There really is no "hard and fast" list of skills that will be needed but there are starting points that you might want to consider in terms of figuring out where you want to be and what type of work you want to be doing in the future.

- a) Talk to people who do the type of work that interests you. Find out what skills are needed.
- b) Carefully read over bulletins. As well as a brief description of the work, they include the qualifications/skills you would need.
- c) If you like what you are doing right now, talk to your supervisor. Try and find out if there are learning programs that would help you do that work better.
- d) Check out the library for information on understanding your skills and strengths and how they relate to specific jobs
- e) Contact educational institutions for information about specific courses.

Remember, your learning plan must suit you. Find out as much as you can about the work that you would find rewarding, find out what skills are needed, and develop your plan.

7. *What will be the maximum amount I can apply for?*

The maximum level of support for which you may be eligible is \$1,000. Applications will be rated and successful applicants will, depending on the rating, be eligible for up to \$1,000. "Up to" means that the amount will depend on the cost of your program of study. For example, if your course cost is \$400, apply for \$400. On the other hand, your program of study may cost \$2,000, which means you may apply for the maximum amount of \$1,000.

If you are submitting an application, please make sure that you provide all the information and answer all the questions. Check with your educational institution to make sure that you have all the information about cost, start date, etc.

8. *What if I've already received Scholarship funding? Will I still be eligible to apply during this window?*

All applications will be considered and rated. Available funding is limited, so preference may be given to applicants who have not yet been supported through to the completion of a degree or certificate. However, it's worth a try! The main thing to remember is to make sure you have followed the general instructions for completion carefully.

9. *What difference will this learning make in my career?*

Those interested in advancing or changing jobs with the City of Winnipeg are encouraged to develop the skills that will be needed for those opportunities in the future. Even more importantly, learning improves on your own skills and opens new doors for you.



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10. Will I be guaranteed employment with the City of Winnipeg in the area that I am studying?

No, there are no guarantees. However, personal and professional development will help you to prepare for future job change or advancement and will increase your chances when these opportunities come up.

11. Why should I participate in this training right now if there is no guarantee that I will be funded for all the courses needed to complete my certificate/degree/diploma?

- ✓ All learning is good learning.
- ✓ Learning is a life-long process.
- ✓ There are both occupational and personal benefits that come from taking a course.
- ✓ You need to start somewhere.
- ✓ It's free!
- ✓ There may be additional funding in the future.
- ✓ New skills will provide more opportunities in the future.