



KINGSTON REGIONAL OFFICE (R.O.)

BASIC EDUCATION SCHEDULE

Winter/Spring 2012

Please Post

Please note that we are in the process of consulting with Locals in the Eastern and Western Sectors of our servicing area to determine the best dates and locations for these educationals.

COURSES OFFERED				
DATES	TIMES	REGISTRATION DEADLINE	Course Title	LOCATION
March 17 & 18, 2012	Sat/Sun 09:00 to 16:00	March 2, 2012	WSIB Level II	PSAC Kingston Regional Office 412—1741 John Counter Blvd, Kingston, ON K7M 8S8
TBA	Sat/Sun 09:00 to 16:00	TBA	TUB (Talking Union Basics)	Eastern Sector (Cornwall, Prescott, Brockville) TBA
TBA	Sat/Sun 09:00 to 16:00	TBA	TUB (Talking Union Basics)	Western Sector (Peterborough, Lindsay) TBA

The Talking Union Basics (TUB) course is a prerequisite to all Advanced programs. Grievance Handling and TUB are prerequisites for the Advanced Stewards Course. Applications must be completed and submitted to your Regional Office by the deadline indicated.

SMOKE-FREE: All PSAC events, including this course, are smoke-free.

SCENT-FREE: To assist members with environmental sensitivities, all courses will be scent-free events.

STATEMENT ON HARASSMENT: Alliance Education courses are harassment-free. We can neither condone nor tolerate behaviour which undermines the full and equal participation of all in union activities.

SPECIAL NEEDS – ACCESS AND DIET REQUIREMENTS: The PSAC is committed to ensuring that the accessibility and dietary requirements of our members are respected. Please indicate your needs above and provide any necessary explanation that will assist us in meeting them. PSAC will take the necessary action to ensure the availability of transportation, equipment and/or people required to enable all members to attend and fully participate in this course.

BASIC COURSE DETAILS

MEMBERS IN GOOD STANDING WHO COMPLETE BASIC WEEK-END COURSES ARE ENTITLED TO THE FOLLOWING:

Family care expenses of \$50 per day for the first dependant and \$25 per day for every additional dependant. Original receipt and Family Care Allowance Form are required. What is not covered are family care costs that would have ordinarily been incurred during work hours had the member been at his/her place of work.

\$25.00 per day upon successful completion.

Members who attend a course which they have already completed within the previous two years are not eligible to receive this per diem. Shift workers who are scheduled to work on the day(s) of a PSAC course is held will be paid loss of salary (including shift and weekend premium) provided they complete a Member Expense Claim Form and submit a copy of their shift schedules.

COURSE DESCRIPTIONS

WSIB Level II (2 Days)

This 12 hour course provides participants with the knowledge of the benefits and services available and how to properly conduct themselves as representatives in the workers' compensation system. Benefits and services will be explained in detail, including NEL, FEL, LOE, LMR and PPD. Participants will be shown how the Board calculates injured workers' benefits. Short term and long term calculations will be explained so that participants understand what and when monetary items such as overtime are included in the worker's earnings basis. Legislative and policy changes including Bills 162, 165, 15 and 99 will be discussed. Participants will gain an appreciation of the Board's Service Delivery Model which will foster better interaction techniques. Participants will learn how to examine claim files and master the art of communication with physicians and Board staff. Hands on experience will be received through a series of exercises using a Board file. Pre-requisites are the Level 1 ODRT course or equivalency.

Please Note: If you are currently working on or have a working knowledge of WSIB, the WSIB Level I course is not a prerequisite to the WSIB Level II course. Registrants who have completed the WSIB Level II course but have not completed the WSIB Level I course will not be issued a certificate until they have completed the WSIB Level I course.

TALKING UNION BASICS (TUB) (2 Days)

This is the Union's key introductory course. If you have wondered what it means to be a Union member, how the PSAC works, and what happens to your dues dollars, then Talking Union Basics provides answers to these questions. The course also introduces the collective agreements, your employee rights and your rights as a member of the PSAC. You will learn about the many opportunities to be active in the Union and ways you can make a contribution to building strong locals in the Ontario region. It is recommended that members take this course first, as it provides the basic knowledge you need to get the most from other PSAC courses. The Talking Union Basics (TUB) course is a prerequisite for Local Officers' Training, Grievance Handling, Duty to Accommodate and all Advanced Education Programs.

Open to: All members. New members are encouraged to apply.

IF THERE ARE MORE THAN 25 APPLICANTS, WE WILL PRIORITIZE TO A MAXIMUM OF 25 PARTICIPANTS AND THE REMAINING APPLICANTS WILL BE PUT ON A WAITING LIST

PSAC EDUCATION BASIC COURSE REGISTRATION FORM

NAME	
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Application form must be faxed, emailed or sent before deadline to:
 1471 John Counter Blvd., Suite 412, Kingston, ON, K7M 8S8,
 Phone: 613-542-7322, Fax: 613-542-7387, loshakk@psac-afpc.com

PLEASE REGISTER ME FOR THE FOLLOWING COURSE(S):

1.	COURSE	
	DATE	
	LOCATION	
2.	COURSE	
	DATE	
	LOCATION	

COMPONENT/LOCAL/DCL			
LOCAL UNION POSITION TITLE			
HOME ADDRESS CITY, PROVINCE POSTAL CODE			
WORK TELEPHONE			
HOME TELEPHONE			
PERSONAL EMAIL ADDRESS			
WORK EMAIL ADDRESS			
PSAC ID #			
DATE COMPLETED TALKING UNION BASICS (TUB) COURSE			
SPECIAL NEEDS: E.G. Special diet, wheelchair access, sign language, documents in alternate formats etc.			
WOULD YOU LIKE TO BE INCLUDED ON OUR CONTACT LIST:	YES	NO	Contact By (Please Circle): Personal Email - Work Email - Mail – Phone

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**This document can be made available in various electronic formats (i.e. rich text format, PDF), on disc, and in Braille. Please contact your PSAC Regional Office for more information.