



Memo

TO: CUPE Education Assistants
FROM: Vanessa A. Lysne, Human Resources Manager
DATE: Wednesday, June 7, 2023
RE: **First Aid Requirements**

NEW: The Ministry of Education requires Out of School Care positions to be certified specifically for: **"Emergency First Aid - Community Care"**

The next class for this course at Cowichan Valley Training Centre is on Saturday June 24th, 8:30am - 5:30pm.

Cost: \$115 (reimbursed for the course from the district once successfully completed, wages are not paid)

EAs can sign up by calling CVTC directly 250-746-4058.

Some vacant Noon Hour Supervision positions have now been attached to EA positions and therefore **first aid** is a requirement. If one doesn't have first aid or their first aid has expired, AND one wants to apply, the system won't permit it - so what needs to be done is to email Vanessa directly. A temporary adjustment within the system will be made so you can apply for a position requiring first aid. First aid must be successfully completed before August 19, 2023.

Anyone obtaining a position requiring first aid but does not complete it by August 19th, will be considered 'not qualified' and automatically placed on the casual list for September as per the Collective Agreement and the position will go to post.

All other qualifications must be current at the time of the EA Assignment Process.