

IATSE Local 891

# TRAINING GUIDE 2017



EDUCATION  
GOAL  
SKILLS  
KNOWLEDGE  
PERSONAL  
CAPABILITY  
PRACTICAL  
SCHOOL  
FEEDBACK  
IMPROVEMENT  
COMPETENCIES  
TRAINING  
VOCATIONAL  
SOFTWARE  
CONTENT  
PERFORMANCE  
RESULT  
JOB  
TEACH  
DEVELOPMENT



IATSE LOCAL 891

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January 2017

\*effective until December 31, 2017

Subject to change

**IMPORTANT:** The deadline for submission of 2017 course or software receipts is January 15, 2018. To qualify for reimbursement, all course receipts must be submitted together with proof of course completion, such as a certificate.

# Introduction and FAQs

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This guide has been created to assist members of IATSE Local 891 with their professional training plans. All approved training has a limit on spending and is awarded to members on a first-come, first-serve basis.

Only active members in good standing who have worked a minimum of 30 days in the preceding three years (either on IATSE Local 891 signatory productions and/or by providing member services work for Local 891) qualify for training funds, unless they have been unable to meet the 30-day requirement as a result of absences due to disability, parental, political or educational leave. Members who have made themselves available to work through dispatch, but who have not received a call through dispatch, may access union training funds.

The 30-day requirement does not apply to the following IATSE Local 891 courses, or safety related courses:

- Supervisory Course – not currently available
- Shop Steward Course
- Anti-Harassment and Bullying
- OFA Level 1
- WHMIS
- BC Fed Occupational Health and Safety courses

## **Shop Steward Course**

IATSE Local 891 has developed the Shop Steward Training course, which includes new policies and information relating to the Union's collective agreement, the exploration of resources to help stewards with their duties, and the participation of stewards in sharing their experience.

## **Anti-Bullying, Harassment and Discrimination in the Workplace**

This 891-designed workshop addresses the following questions:

Are you being bullied & harassed at work?

Do you know your rights & responsibilities?

Do you want skills to address bullying & harassment at work?

**IMPORTANT: The deadline for submission of 2017 course or software receipts is January 15, 2018. To qualify for reimbursement, all course receipts must be submitted together with proof of course completion, such as a certificate.**

## Departmental Training

Department specific training is open to every full member of that department that has worked a minimum of 30 days over the last 3 years. Each department creates

a training proposal based on its needs. Departmental training expires at the end of each calendar year.

## Why isn't the course I want to take on the list?

Your department has likely not included it in their submission to the Executive Committee. If you would like to address the issue, you are encouraged to attend your department's next meeting and present your ideas for your department's training and upgrading needs.

## How do I get reimbursed?

**Submit your original receipt and a copy of your certificate to the IATSE Local 891 office.** On-line receipts are now accepted from institutions that offer on-line registration and payment. If the school where you took your training does not provide a certificate, please provide a confirmation of completion from the school. Your original receipt is returned to you with your cheque. **Training reimbursements are processed in the budgetary calendar year in which the expenses were incurred with a January 15 deadline for prior year course receipts. The deadline for submission of 2017 course receipts is January 15, 2018.** Courses completed should be submitted in the year taken to qualify for reimbursement. You should submit your paperwork within 60 days of completing your training. There is a limit to spending and reimbursement is on a first come, first served basis based on availability of funds in the training budgets.

**IMPORTANT: The deadline for submission of 2017 course or software receipts is January 15, 2018. To qualify for reimbursement, all course receipts must be submitted together with proof of course completion, such as a certificate.**

# Actsafes Safety Passport 2017

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Actsafes is the not-for profit association dedicated to the promotion of workplace health and safety in the Motion Picture and Performing Arts industries in British Columbia. Governed by the industry for the industry, their mandate includes providing industry related health & safety information, education, and training. When the industry perceives a need, Actsafes responds.

The Actsafes SAFETY PASSPORT is an online database intended to record and track worker training and certification. Through the Safety Passport, workers are able to record their training and track expiry dates. Their personal profile page can be printed and attached to their resume to list their training. Employers can access worker training information, review certifications online, exercising the due diligence required by WorkSafeBC and Federal law.

The database can be accessed at <http://www.actsafe.ca>. To register or if you have any questions about the Actsafes Safety Passport, please contact Actsafes at 604-733-4682 or [courses@actsafe.ca](mailto:courses@actsafe.ca)

A variety of Actsafes PASSPORT courses are 100% reimbursable by IATSE Local 891 where a course fee is charged. Courses completed are required to be submitted in the year taken to qualify for reimbursement. **The deadline for submission of 2017 course receipts is January 15, 2018.**

**All IATSE Local 891 members in good standing and who meet the 30 days worked in the last 3 years on 891 Productions requirement are eligible for 100 per cent reimbursement for the following courses at Actsafes. Submit your receipt and certificate copy to [training@iatse.com](mailto:training@iatse.com) for reimbursement:**

- Aerial Platform (inexperienced and experienced)
- Counterbalanced Forklift (inexperienced and experienced)
- Fall Protection
- Firearms Safety – Level 1 (no charge)
- Rough Terrain Forklift (inexperienced and experienced)
- Motion Picture Safety Awareness (no charge)
- Transportation of Dangerous Goods - online
- WHMIS - online

**IMPORTANT: The deadline for submission of 2017 course or software receipts is January 15, 2018. To qualify for reimbursement, all course receipts must be submitted together with proof of course completion, such as a certificate.**

# BC FED Safety Training

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Several times each year for the benefit of our members, the union schedules BC Fed Safety Courses held at the IATSE Local 891 office. Pre-registration is required, and the reduced registration fee of \$25.00 will be reimbursed upon the member's successful course completion. Please check the [Training Registration](#) page of the Local 891 website for availability of any of the following courses:

- Occupational Health and Safety Committee Part 1
- Incident Investigations
- Supervisor OH & S Responsibilities Part 1

Members who are interested in pursuing additional safety courses offered by the BC Fed Health and Safety Centre, are also eligible for 100 per cent reimbursement of BC FED course registration fees. The BC Fed website provides a complete list of available courses, and costs. <https://www.healthandsafetybc.ca> . To be reimbursed, members must submit their course registration receipt and certificate to the union. The "30-day worked" requirement does not apply to any of the BC Fed Safety Courses, which are open to all Local 891 members in good standing.

**IMPORTANT: The deadline for submission of 2017 course or software receipts is January 15, 2018. To qualify for reimbursement, all course receipts must be submitted together with proof of course completion, such as a certificate.**

# Departmental Training 2017

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## About Training

Each department submits an annual proposal to the Executive Committee for funding approval. At the end of the calendar year, access to funds expires and the department then reviews and resubmits a new proposal for the following year.

## Reimbursements

To submit for reimbursement, a member must be in good standing and a full member of the department for which the training is approved and meet the 30-day worked requirement. Should you have any indebtedness to the Local, by submitting for reimbursement you are giving the Local permission to deduct all outstanding indebtedness from your reimbursement.

To receive a reimbursement for training, a member must provide the office with the original receipt and confirmation of successful completion within 60 days of completion of the training. On-line receipts are now accepted from institutions that offer on-line registration

The office will then confirm the training has been approved for reimbursement and process the member's request.

The union will return the receipt to the member along with the reimbursement cheque.

## Limit on Spending

All training reimbursement proposals have a limit on spending and are awarded to members on a first-come, first-serve basis.

**IMPORTANT: The deadline for submission of 2017 course or software receipts is January 15, 2018. To qualify for reimbursement, all course receipts must be submitted together with proof of course completion, such as a certificate.**

# Accounting

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50 per cent reimbursement upon successful completion for members of the Accounting Department to a maximum of \$1000 for skills based courses and 50 per cent for software purchases to a maximum of \$500 for the following:

- Adobe Acrobat, various providers
- Managing Your Digital Media, VCC
- EP Movie Magic Budgeting, various providers
- Organize your Digital World, UBC Continuing Education
- Excel or Word courses, various providers
- CCR108 Managing the Hostile Individual, Justice Institute
- Adobe Acrobat Professional - full version
- Adobe Acrobat Professional -CAD upgrade version
- EP/Movie Magic Budgeting – full version
- EP/Movie Magic Budgeting - USD upgrade version
- Principles of Accounting 1, Douglas College
- Computer Applications for Accounting, Douglas College
- Accounting Computer Applications, Langara College
- Business Information Systems 1, BCIT
- Business Data Analytics with MS Excel, BCIT
- Payroll Courses, various providers

**IMPORTANT: The deadline for submission of 2017 course or software receipts is January 15, 2018. To qualify for reimbursement, all course receipts must be submitted together with proof of course completion, such as a certificate.**



# Art

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50 per cent reimbursement upon successful completion to a maximum of \$750 per person for members of the Art Department for the following skills based courses and 50 per cent for software purchases to a maximum of \$500:

- 3D Studio Max
- Adobe Creative Suite
- Adobe Illustrator
- Adobe Photoshop
- Adobe InDesign
- Adobe Flash
- Adobe Dreamweaver
- Adobe Acrobat
- Alias Wavefront
- AutoCAD
- Blender
- Cinema 4D
- Flamingo
- Form Z
- Grasshopper
- Inventor
- Keyshot
- Maxwell
- Maya
- Microsoft Office – Word, Excel, Power Point, Access
- MicroStation
- Movie Magic
- Modo [www.studioarts.com](http://www.studioarts.com) or at a post-secondary institute
- Mudbox
- Podium
- Poser
- Renderworks
- Revit
- Rhino

**IMPORTANT:** The deadline for submission of 2017 course or software receipts is January 15, 2018. To qualify for reimbursement, all course receipts must be submitted together with proof of course completion, such as a certificate.

- Sculptris
- SketchUp
- SolidWorks
- T-Splines
- Traditional drawing & drafting classes at a recognized post-secondary institute
- VectorWorks
- Video editing software for computer playback
- Viz
- VRay
- Web authoring software
- Z Brush
  
- Software related to any of the above

**100 per cent reimbursement for the following Safety courses:**

Occupational First Aid Level 1, Actsafe: (604) 733-4682, maximum reimbursement of \$57.75

**IMPORTANT: The deadline for submission of 2017 course or software receipts is January 15, 2018. To qualify for reimbursement, all course receipts must be submitted together with proof of course completion, such as a certificate.**

# Construction

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50 per cent reimbursement upon successful completion for members of the Construction Department to a maximum of \$1000 for skills based courses and 50 per cent for software purchases to a maximum of \$500 for the following:

## **British Columbia Institute of Technology (BCIT):**

(604) 434-1610 or [www.bcit.ca](http://www.bcit.ca)

- Aluminum Welding
- Construction Rigging
- TQ Refresher
- Basic Tig
- WELD 0104 Stick
- WELD 0106 Mig
- WELD 0115 GMAW
- MACH 0105 Lathe
- MACH 0110 Milling Machine
- MACH 0125 Introduction to CNC
- AICO 4048 Solidworks 1

## **Emily Carr University [www.ecuad.ca/cs](http://www.ecuad.ca/cs)**

- Laser Cutting Workshop
- Small Scale Modeling
- Intro to Mould Design and Casting
- Intro to Architecture
- Intro to Mac
- Adobe Illustrator Basics
- Intro to AutoCAD LT
- Intro to Architectural Basics

## **International Community College of Canada Cornerstone Academy**

- Computer Fundamentals
- Word Level 1
- Word Level 2
  
- Excel Level 1 and 2: Various Institutions
  
- Intro to Construction Blue Print Reading, Vancouver Regional Construction Association
  
- IRATA Level 1, various providers

**IMPORTANT: The deadline for submission of 2017 course or software receipts is January 15, 2018. To qualify for reimbursement, all course receipts must be submitted together with proof of course completion, such as a certificate.**

### **CCOHS On-Line**

- Ladder Safety
- Electrical Hazards
- Indoor Air Quality
  
- Chainsaw Safety, Arboriculture Canada
- High Angle Rescue Module 1, JIBC

Apprenticeship support

Introduction to Maya Level 1, Van Arts

### **100 per cent reimbursement for the following Safety courses:**

Occupational First Aid Level 1, Actsafe: (604) 733-4682, maximum reimbursement of \$57.75

Occupational First Aid Level 3 - Commonly used training facilities for Occupational First Aid Level III include St. John Ambulance [www.sja.ca](http://www.sja.ca) or Trauma Tech [www.traumatech.com](http://www.traumatech.com)

**IMPORTANT: The deadline for submission of 2017 course or software receipts is January 15, 2018. To qualify for reimbursement, all course receipts must be submitted together with proof of course completion, such as a certificate.**

# Costume

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50 per cent reimbursement upon successful completion for members of the Costume Department to a maximum of \$1000 for skills based courses and 50 per cent for software purchases to a maximum of \$500 for the following:

## Computer Courses

- Adobe Photoshop (any level)
- Adobe Illustrator
- Corel Draw
- MS Office
- MS Excel (any level)
- MS Word (any level)
- Any costume tracking/budgeting/scheduling program
- File maker Pro
- Cplot Pro, Mplot Pro
- Sync On Set
- CAD pattern drafting or similar program
- Digital photograph and editing/presentation
- Maya
- Adobe Creative Suites
- Adobe In Design
- Adobe Flash
- Adobe Dreamweaver
- Adobe Acrobat
- Adobe Photoshop
- All Web Design courses
- Move Magic
- Scriptwriting programs
- Word press or similar programs
- Powerpoint
- Magnetude Media
- Any App building courses

## Costume, Fashion and Textile Courses

- Pattern Drafting/Grading
- Millinery
- Fashion Illustration
- Pattern Making
- Costume History
- On-set Skills & Scheduling

**IMPORTANT: The deadline for submission of 2017 course or software receipts is January 15, 2018. To qualify for reimbursement, all course receipts must be submitted together with proof of course completion, such as a certificate.**

- Pattern Grading
- Laser cutting materials
- Sewing Techniques
- Accounting Procedures
- Shoemaking
- Leatherwork
- Industrial Sewing
- Special Effects Costuming & Armour Building
- Specialty Costume Techniques
- Traditional drawing, painting, sculpture class
- Sew-ed.com
- SMOC Lectures and Fashionshows

### **Dyeing and Textile Arts Courses**

- Dyeing-any methods
- Textile printing
- Textile Manufacturing Techniques
- Screen printing/Silk screening
- Specialty textile process
- Breakdown and ageing techniques
- Airbrushing
- Weaving, knitting, crochet
- Fabric Painting
- Laser cutting materials, CNC cutting, 3D printing, wood cutting
- Joan Lovett Studio

### **Software purchases at 50% to a maximum of \$500 per person per year:**

Adobe Creative Suite

Acrobat, Flash, Dreamweaver, Premiere, After Effects, Elements, 3D Studio Max, AutoCad, C Plot Pro, M Plot Pro, Sync on Set, Movie Magic, Scriptwriting programs, Maya, Marvelous Designer, MS Office, Script E, DH Costume and any costume continuity programs

Occupational First Aid Level 1

Actsafes: (604) 733-4682, 100 per cent reimbursement to a maximum of \$57.75

Occupational First Aid Level 3, 100 per cent reimbursement

**IMPORTANT: The deadline for submission of 2017 course or software receipts is January 15, 2018. To qualify for reimbursement, all course receipts must be submitted together with proof of course completion, such as a certificate.**

## **Costume, design or digital imagery courses offered at but not limited to:**

- Vancouver School Board Continuing Studies, [www.continuinged.ca](http://www.continuinged.ca)
- Emily Carr University of Art & Design, [www.ecuad.ca](http://www.ecuad.ca)
- Capilano University, [www.capilanou.ca/home.html](http://www.capilanou.ca/home.html)
- BCIT [www.bcit.ca](http://www.bcit.ca)
- Burnaby School Board Continuing Education [www.burnabyccce.ca](http://www.burnabyccce.ca)
- Vancouver Community College, [www.vcc.ca](http://www.vcc.ca)
- Kwantlen Polytechnic University, [www.kwantlen.ca/design/fashion.html](http://www.kwantlen.ca/design/fashion.html)
- University of the Fraser Valley, [www.ufv.ca](http://www.ufv.ca)
- Maiwa [www.maiwa.com](http://www.maiwa.com)
- Simon Fraser University
- Helen Lefaux or any other fashion institute to be approved by the department
- Van Arts
- Art Institute
- Vancouver Film School
- New Westminster School Board
- The Dye Department
- Makerlabs
- All UCLA Film Courses
- Personal development courses – Landmark, Executive Success, Robbins
- Any schools not listed to be determined by the Costume Department by motion at a meeting with quorum or a co-chairs decision

In house workshops as needed to be provided and scheduled by the department:

- Welcome to Film Costuming
- Kimono Dressing
- Smoc Lectures and Fashionshows
- Davidson and Sons, Shipping and Customs
- Website design
- Adobe creative suites
- Costume Plot/Sync on Set

Private classes/tutoring from any above listed class/workshop skills upgrade to be covered 50% from an accredited, qualified, professional teacher and with pre-approval from the department.

## **100 per cent reimbursement for the following safety courses:**

Occupational First Aid Level 1 at Actsafe: (604) 733-4682, to a maximum of \$57.75

Occupational First Aid Level 3, 100 per cent reimbursement

**IMPORTANT: The deadline for submission of 2017 course or software receipts is January 15, 2018. To qualify for reimbursement, all course receipts must be submitted together with proof of course completion, such as a certificate.**

# Editing

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50 per cent reimbursement upon successful completion to a maximum of \$1000 for skills based courses and 50 per cent for software purchases to a maximum of \$500 for the following:

Standard Editorial skills upgrading e.g. Avid, Final Cut Pro, Pro Tools

Post Production related courses available from accredited institution or reliable online tutorial sites where proof of payment and completion are provided after approval from the department chairs.

50% software rebate (to a maximum of \$500 per member). This is to facilitate the purchase of editing software for in-home online-based training or personal skills upgrading, and is not intended to cover the purchase of on-the-job "tools" as the employer usually provides this software. Applicable software includes Avid Media Composer, Adobe software, Final Cut Pro, Blackmagic DaVinci Resolve, Lightworks, Filemaker Pro, and other editing-based software as approved by the co-chairs and executive board.

100% reimbursement for courses related to VFX editing. Primary VFX courses are for learning Adobe After Effects, Photoshop, 3D modeling software (e.g. Blender, Shake, etc.), and Filemaker Pro.

50% up to \$500 per calendar year for additional editing-based workshop/seminar/lectures as approved by the chairs.

50% up to \$250 for entrance fees for conferences with approval from the chairs.



**IMPORTANT: The deadline for submission of 2017 course or software receipts is January 15, 2018. To qualify for reimbursement, all course receipts must be submitted together with proof of course completion, such as a certificate.**



# First Aid/Craft Service

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50 per cent reimbursement upon successful completion for members of the First Aid/Craft Service Department to a maximum \$1000 for skills based courses and 50 per cent for software purchases to a maximum of \$500 for the following:

- CPR C for Health Care Providers
- Paramedic In Industry P11
- MS Word/MS Excel/MS Office or Mac Equivalent maximum \$250

100 per cent reimbursement for the following safety courses:

- Occupational First Aid Level 3
- Infant & Child CPR C
- Food Safe Level 1 and 2, Various Providers
- Occupational First Aid Level 3 Practice/Refresher Course, Trauma Tech, group sessions as determined by the department
- Cardiac Arrest Management, Actsafe

**IMPORTANT: The deadline for submission of 2017 course or software receipts is January 15, 2018. To qualify for reimbursement, all course receipts must be submitted together with proof of course completion, such as a certificate.**

# Greens

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50 per cent reimbursement upon successful completion for members of the Greens Department and 50 per cent for software purchases to a maximum of \$500 for the following courses.

## **Arboriculture**

1 (877) 268-8733, [www.arborcanada.com](http://www.arborcanada.com)

- Tree pruning
- Tree Appraisal Qualification
- Tree climbing fall protection and work positioning
- Technical tree falling and cutting
- Hazard and danger tree falling and cutting
- Production tree removal and rigging
- Chainsaw safety and cutting techniques
- Tree dynamics and integrated risk assessment
- Arborist Technical Rigging
- High Angle Rescue
- Tree Rope Access
- Chainsaw Train the Trainer
- Crane Assisted Technical Rigging
- Falling Large Diameter Tree & Backleaners

## **Horticulture Technology Citations, Kwantlen College**

**IMPORTANT:** The deadline for submission of 2017 course or software receipts is January 15, 2018. To qualify for reimbursement, all course receipts must be submitted together with proof of course completion, such as a certificate.

# Grip

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50 per cent reimbursement upon successful completion to a maximum of \$1000 for skills based courses and 50 per cent for software purchases to a maximum of \$500 for the following:

Workshops as determined by the Grip Department:

- Grip rigging class
  - Vector works upgrade
  - Grip Divers safety
- 
- 100% Reimbursement for Occupational First Aid Level 3

**IMPORTANT: The deadline for submission of 2017 course or software receipts is January 15, 2018. To qualify for reimbursement, all course receipts must be submitted together with proof of course completion, such as a certificate.**

# Hair

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50 per cent reimbursement for members of the Hair Department to a maximum of \$500 per member for skills based courses and 50 per cent for software purchases to a maximum of \$500 for the following:

- Classes relating to Hair cutting, colouring and styling – Canada and International
- Wig class – Canada and international
- Hair conventions Entry Fees – Canada or International
- Script E Costume/Department Head app for iPad or any other comparable continuity/script breakdown program such as Sync on set, EverNote, Continuity Pro
- Workshops as determined by the department and to include, Wig Workshop 101, Barbering Class, Orientation Course
  
- Occupational First Aid Level 3, 100 per cent reimbursement

The Hair Department has requested that any Hair member who has been reimbursed from the Departmental training budget will be asked to submit handouts, emails or a presentation on a class in regards to the course or courses they have taken in that calendar year

**IMPORTANT: The deadline for submission of 2017 course or software receipts is January 15, 2018. To qualify for reimbursement, all course receipts must be submitted together with proof of course completion, such as a certificate.**

# Lighting

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50 per cent reimbursement upon successful completion for members of the Lighting Department to a maximum of \$1000 for skills based courses and 50 per cent for software purchases to a maximum of \$500 for the following.

- General Training Fund consisting of course offerings as determined by and approved by the department
- Software upgrades, training and purchases a maximum of \$500, E.g. WYSIWYG, Vector works, Illustrator
- Occupational First Aid Level 3, 100 per cent reimbursement

**IMPORTANT: The deadline for submission of 2017 course or software receipts is January 15, 2018. To qualify for reimbursement, all course receipts must be submitted together with proof of course completion, such as a certificate.**

# Make-Up

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50 per cent reimbursement upon successful completion for members of the Make-Up Department to a maximum of \$1000 for skills based courses and 50 per cent for software purchases to a maximum of \$500 for the following.

Self-Organized by the Department:

- Mud Box
- Silicone Workshop
- Bald Cap
- Photoshop
- Hair - lace pieces/knotting
- Microblading certificate course - Brow Babe tattoo

Miscellaneous workshop and course reimbursement – technological change, new material, new technique and new software

- Occupational First Aid Level 3, 100 per cent for 3 members

**IMPORTANT: The deadline for submission of 2017 course or software receipts is January 15, 2018. To qualify for reimbursement, all course receipts must be submitted together with proof of course completion, such as a certificate.**

# Paint

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50 per cent reimbursement upon successful completion for members of the Paint Department to a maximum of \$1000 for skills based courses and 50 per cent for software purchases to a maximum of \$500 for the following:

## **Emily Carr University Courses, 50 per cent reimbursement**

- Painting Fundamentals 1
- Painting Fundamentals 2
- The Built Surface – Paint & Collage
- Mixed Media Painting Techniques
- Brush Stroke Boot Camp 1
- Brush Stroke Boot Camp 2
- The Portfolio: Process & Principles
- Introducing the E-Portfolio
- The Business of Art Practice: Representing Yourself
- Drawing into Painting: An introduction
- Drawing: Traditional Techniques
- Drawing With Charcoal & Chalk
- Drawing Fundamentals 1
- Acrylic Fundamentals 1
- Acrylic Fundamentals 2
- Oil Fundamentals 1
- Oil Fundamentals 2
- Water Colour 1
- Water Colour 2
- Using Colour 1
- Using Colour 2
- The Art of Fonts
- Mac Intro

## **BCIT Courses, 50 per cent reimbursement**

- Custom Refinishing: Airbrush Graphics & Special Effects

## **Computer Courses – Various Providers, 50 per cent reimbursement**

- Computer Fundamentals
- Word – Level 1
- Word – Level 2
- Excel – Level 1
- Excel – Level 2
- MS Office

**IMPORTANT: The deadline for submission of 2017 course or software receipts is January 15, 2018. To qualify for reimbursement, all course receipts must be submitted together with proof of course completion, such as a certificate.**

## **Finishing Trade Institute of BC, 50 per cent reimbursement**

- Painting & Decorating Level 1, 2 and 3

## **Other Training – 50 per cent reimbursement**

- Food Safe Level 1 and 2 – Various Providers 100% reimbursement
- Motion Picture Set and Scenic Painting Course – Susan Cameron
- Paint Methods for Film Colour Mixing – Joyce Woods Studios
- Paint Methods for Film Ageing Methods – Joyce Woods Studios
- Paint Methods for Film Marbling – Joyce Woods Studios
- Paint Methods for Film Wood Grain – Joyce Woods Studios
- Scenic Paint Skill Boot Camp - Cindy Johnson
- Scenic Painting Wood Graining & Marbling Level 1 and 2 - Susan Cameron
- Scenic Painting Granite/Stones/Bricks/Level 1 & 2 - Susan Cameron
- Scenic Painting Ageing Styles (block, spray, tea, wax) - Susan Cameron
- Scenic Painting Colour Theory and Mixing Level 1 & 2 - Susan Cameron
- Set Painting and Labouring - Susan Cameron
- Intro to Marbling 3 – hr. wed. evening class - Susan Cameron
- Intro to Wood Grain - 3 hr. wed evening class - Susan Cameron
- Intro to Stones - 3 hr. wed evening class - Susan Cameron
- Intro to Granite - 3 hr. wed evening Class - Susan Cameron
- Intro to Concrete - 3 hr. wed evening Class - Susan Cameron

## **Justice Institute Courses in Conflict Resolution – 50 per cent reimbursement**

- CCR200 – Resolving Conflict on the Front Line
- CCR108 – Managing the Hostile Individual
- MGMT134 – Workplace Communications
- IP466 - Effective Workplace Communications
  
- Adobe Illustrator software one year subscription
- Adobe Photoshop Lightroom software one year subscription
  
- Foodsafe 1 and 2, VCC or various providers

## **Occupational First Aid, 100 per cent reimbursement for safety courses:**

- Occupational First Aid Level 1 – Actsafe: (604) 733-4682, maximum reimbursement of \$57.75
- Occupational First Aid Level 3 – Various Providers

**IMPORTANT: The deadline for submission of 2017 course or software receipts is January 15, 2018. To qualify for reimbursement, all course receipts must be submitted together with proof of course completion, such as a certificate.**



# Production Office

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50 per cent reimbursement upon successful completion for members of the Production Office Department to a maximum of \$1000 for skills based courses and 50 per cent for software purchases to a maximum of \$500 for the following.

- Adobe Acrobat
- Managing Your Digital Media
- EP/Movie Magic Budgeting
- EP/Movie Magic Scheduling
- Filemaker Pro
- Final Draft - Script Revisions
- Keyboarding
- Organizing Your Digital World Across Devices
- Access
- Excel
- MS Office (all levels)
- Publisher
- Powerpoint
- Word (all levels)
- Screenwriter – Script Revisions
- Windows any version
- Mac OS any version
- Foodsafe Level 1 – VCC and various providers

## Justice Institute of BC [www.jibc.ca](http://www.jibc.ca)

- CCR200 Resolving Conflict on the Front Line
- CCR108 Managing the Hostile Individual
- MGMT134 Workplace Communications

50 per cent reimbursement to a maximum of \$500 for software to include:

- Adobe Acrobat Professional - full version or upgrade
- EP or Movie Magic Budgeting-full version or upgrade
- EP or Movie Magic Scheduling – full version USD or upgrade
- Filemaker Pro – full version
- Final Draft – Script revisions – full version
- Screenwriter – script revisions – full versions
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**IMPORTANT: The deadline for submission of 2017 course or software receipts is January 15, 2018. To qualify for reimbursement, all course receipts must be submitted together with proof of course completion, such as a certificate.**

- Occupational First Aid Level 1, Actsafe: (604) 733-4682 - 100 per cent reimbursement to a maximum of \$57.75
- Occupational First Aid Level 3 – 100 per cent reimbursement Various Providers

**IMPORTANT: The deadline for submission of 2017 course or software receipts is January 15, 2018. To qualify for reimbursement, all course receipts must be submitted together with proof of course completion, such as a certificate.**

# Props

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50 per cent reimbursement upon successful completion for members of the Props Department to a maximum \$1000 for skills based courses and 50 per cent for software purchases to a maximum of \$500 for the following:

- Adobe Photoshop – Langara Continuing Studies
- Microsoft Office – BCIT
- Solidworks – BCIT
- Introduction to Rhino – Emily Carr
- Foodsafe Level 1 – Advance Continuing Education

Software:

- Adobe Photoshop
- Adobe Illustrator
- Apple Suite
- Film Maker Pro
- Rhino 3D Modeling
- Solid Works

Workshops as determined by the Department:

- Firearms Safety Refresher
- Medical Tech Training
- Food Safe Presentation
- Breakdown, Aging, Prop Build Seminar

**IMPORTANT: The deadline for submission of 2017 course or software receipts is January 15, 2018. To qualify for reimbursement, all course receipts must be submitted together with proof of course completion, such as a certificate.**

# Script Supervisors

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50 per cent reimbursement upon successful completion for members of the Script Supervisors Department to a maximum \$1000 for skills based courses and 50 per cent for software purchases to a maximum of \$500 for the following:

Self-Organized by the Department:

- Script E Seminar for Ipad and computer
- Script E Software
- Peter Skerrit
- Final Draft
- File Maker



**IMPORTANT:** The deadline for submission of 2017 course or software receipts is January 15, 2018. To qualify for reimbursement, all course receipts must be submitted together with proof of course completion, such as a certificate.

# Set Decorating

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50 per cent reimbursement upon successful completion to a maximum of \$1000 per member for skills based courses and 50 per cent for software purchases to a maximum of \$500 for the following:

- Adobe Acrobat
- Adobe Premier
- EP/Movie Magic Budgeting
- EP/Movie Magic Scheduling
- Filemaker Pro
- Final Draft - Script Revisions
- Keyboarding-basic and upgrading
- Mac OSX/Leopard
- MS Access (all levels)
- MS Excel (all levels)
- MS Internet (not exclusive to Internet Explorer)
- MS Office(all levels)
- MS Publisher
- MS Powerpoint
- MS Word (all levels)
- MS Works
- Rhino
- Screenwriter – Script Revisions
- Sketch-Up
- Windows any version
- Mac OS any version
- Vector 101

## **Justice Institute of BC [www.jibc.ca](http://www.jibc.ca)**

- CCR200 Resolving Conflict on the Front Line
- CCR108 Managing the Hostile Individual
- MGMT134 Workplace Communications

## **UBC Continuing Studies, IP466 Effective Workplace Communication**

### **100 per cent reimbursement for the following Safety courses:**

- Occupational First Aid Level 3 and OFA 3 Refresher
- Occupational First Aid Level 1, Actsafe: (604) 733-4682, maximum reimbursement of \$57.75
- Propane Safety Awareness, Actsafe

**IMPORTANT: The deadline for submission of 2017 course or software receipts is January 15, 2018. To qualify for reimbursement, all course receipts must be submitted together with proof of course completion, such as a certificate.**

# Sound

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50 per cent reimbursement upon successful completion to a maximum of \$1000 for skills based courses and 50 per cent for software purchases to a maximum of \$500 for the following:

Harbour Side School

- Pro Tools 101, 110 or 130
- Introductions to Basic Recording Tech

BCIT

- BCST1256 – Sound Design 1
  
- Occupational First Aid Level 1, Actsafe: (604) 733-4682, maximum reimbursement of \$57.75



**IMPORTANT:** The deadline for submission of 2017 course or software receipts is January 15, 2018. To qualify for reimbursement, all course receipts must be submitted together with proof of course completion, such as a certificate.

# Special Effects

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50 per cent reimbursement upon successful completion for members of the Special Effects Department to a maximum of \$1000 for skills based courses and 50 per cent for software purchases to a maximum of \$500 for the following:

## **British Columbia Institute of Technology (BCIT)**

(604) 434-1610, [www.bcit.ca](http://www.bcit.ca) @ **50 per cent reimbursement:**

- WELD 0106 Basic Gas Metal Arc Welding
- WELD 0115 Aluminum Welding
- WELD 0110 Basic Gas Tungsten Arc Welding (TIG)
- MACH 0125 Introduction to CNC
- MACH 0105 Lathe Operator
- MACH 0110 Milling Machine Operator
- AICO 1000 Autocad
- AICO 4048 SolidWorks
- AICO 4148 SolidWorks
- AICO 4248 CAD/CAE with SolidWorks
- MTEC 7040 Applied Finite Element Analysis
- HRMG 2805 Workplace Health and Safety
- OCHS 1410 Fire Extinguisher Service Tech Intro
- WELD 0102 Intro to Welding
- MILL 1130 Basic Hydraulics
- IRATA/SPRAT – various providers
- FS155 Industrial High Angle Rope Rescue – Justice Institute

## • **100 per cent reimbursement for the following safety courses:**

- Display Fireworks Safety & Legal Awareness
- Pyrotechnics Safety & Legal Awareness
- Occupational First Aid Level 3
- Occupational First Aid Level 1, Actsafe: (604) 733-4682, 100 per cent reimbursement to a maximum of \$57.75
- Fire Extinguisher Training/Basic Fire Safety Vancouver Fire and Rescue 1 Day
- Basic Pyrotechnician Course, Mystical Fireworks – 1 Day
- Basic Fireworks Course, Mystical Fireworks – 1 Day

# Visual Effects

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**IMPORTANT: The deadline for submission of 2017 course or software receipts is January 15, 2018. To qualify for reimbursement, all course receipts must be submitted together with proof of course completion, such as a certificate.**

# Visual Effects

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50 per cent reimbursement upon successful completion for members of the Visual Effects Department to a maximum of \$1000 per course and 50 per cent for software purchases to a maximum of \$500:

**Emily Carr University** [www.ecuad.ca/cs](http://www.ecuad.ca/cs) :

- After Effects - The Basics
- After Effects Intermediate
- Digital Photography Open Studio
- Advanced Digital Photography
- Photoshop for Photographers
- Intro to Digital Photography

**Van Art** <http://www.vanarts.com> /

- Introduction to Maya Level 1

**British Columbia Institute of Technology (BCIT)** [www.bcit.ca](http://www.bcit.ca):

- MDIA 1140 Colour Theory for Design
- MDIA 1160 Adobe Illustrator Mac 1
- MDIA 1180 Adobe Photoshop Mac 1
- MDIA 2180 Adobe Photoshop Mac 2
- MDIA 2260 Adobe Illustrator Mac 2
- SURV 1104 Basic Surveying with Total Stations
- SURV 5180 Fundamental of Surveying

Any on line course directly related to VFX or Digital Arts

**IMPORTANT: The deadline for submission of 2017 course or software receipts is January 15, 2018. To qualify for reimbursement, all course receipts must be submitted together with proof of course completion, such as a certificate.**



## Software Purchases:

50 per cent reimbursement to a maximum of \$500 for software purchases:

- Photoshop
- Microsoft Office
- After Effects
- Lightroom
- Nuke
- Shake
- Maya
- Fusion
- Lightwave
- Z-Brush
- Mudbox
- 3D Studio Max
- May Composite
- Final Cut
- Final Draft
- File Maker Pro
- 3D Coat
- Modo
- On line classes and software yearly subscriptions relating to the above
- And any other software related to CG creation, set data digital management or photography

100 per cent reimbursement for the following:

- Occupational First Aid Level 1 at Actsafe, (604) 733-4682, [www.actsafe.ca](http://www.actsafe.ca) , maximum of \$57.75
- Occupational First Aid Level 3, various Worksafe approved providers

**IMPORTANT: The deadline for submission of 2017 course or software receipts is January 15, 2018. To qualify for reimbursement, all course receipts must be submitted together with proof of course completion, such as a certificate.**

# Your Notes

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## Publication Notes

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Comments or questions? Please call the Training Department at (604) 664-8940 or e-mail [training@iatse.com](mailto:training@iatse.com).

[www.iatse.com](http://www.iatse.com)

**IMPORTANT:** The deadline for submission of 2017 course or software receipts is January 15, 2018. To qualify for reimbursement, all course receipts must be submitted together with proof of course completion, such as a certificate.