

Bursary Application Process

1. Introduction

The Grande Prairie Regional Safety Committee is pleased to offer bursaries to support community individuals in advancing their education in health and safety by taking ACSA courses. This program aims to provide financial assistance to eligible candidates pursuing their NCSO (National Construction Safety Officer) or HSA (Health and Safety Administrator) certification.

2. Eligibility Criteria

To be considered for the bursary, applicants must meet the following qualifications:

- a) **Minimum Experience:** Applicants must express interest in pursuing a safety specific position, or currently be employed in related position or field of work.
- b) **Course Completion:** Applicants should have completed at least one ACSA course within the past 24 months.
- c) **Location:** Work and/or Live in the Northwestern Region of Alberta.

3. Application Submission

Interested candidates should follow these steps to apply for the bursary:

- a) **Application Form:** Complete the official Grande Prairie Regional Safety Committee Bursary Application Form, which can be requested via email (gprsc@youracsa.ca).
- b) **Documentation:** Along with the application form, applicants must submit the following documentation:
 - A current resume highlighting relevant work experience and education.
 - Proof of completion of at least one ACSA course within the past 24 months.
 - Two professional references (e.g., supervisors, colleagues, or industry professionals) who can attest to the applicant's dedication to pursuing health and safety education.
- c) **Personal Statement:** Include a personal statement (not exceeding 500 words) explaining your commitment to the field of health and safety, your career goals, and how the bursary would benefit your professional development.

4. Submission Deadline

All application materials, including the completed application form and required documentation, must be submitted by the specified deadline of **May 31, 2024**.

5. Review and Selection Process

The selection committee, comprised of members of the Grande Prairie Regional Safety Committee, will review all eligible applications. The committee will assess candidates based on the eligibility criteria, the quality of the personal statement, and the strength of the references.

6. Award Notification

Successful applicants will be notified of their bursary award by email or mail. The notification will include instructions on how to claim the bursary.

7. Bursary Amount

The bursary will provide financial support of \$1,000 per recipient, which can be used towards the cost of ACSA courses to pursue NCSO or HSA certification.

8. Usage of Bursary Funds

Recipients can use the bursary funds for tuition fees, course materials, and related expenses associated with ACSA courses. The bursary funds are not transferable to another individual or organization.

9. Reporting Requirements

Recipients may be required to provide periodic progress reports on their coursework and career development to the Grande Prairie Regional Safety Committee.

10. Contact Information

For any inquiries or to submit the application, please contact the committee at gprsc@youracsa.ca.

This bursary application process will help support community individuals in their pursuit of NCSO or HSA certification through ACSA coursework while ensuring that the eligibility criteria are clear, and the selection process is fair and transparent.

Grande Prairie Regional Safety Committee Bursary Application Form

Personal Information:

Name: _____

Address: _____

City/Province: _____ Postal Code: _____

Email Address: _____ Phone Number: _____

Academic Information:

Current Position (if applicable): _____

Years of Experience in current position (if applicable): _____

Have you completed at least one ACSA course within the past 24 months?
(Please circle one)

Yes / No

Do you currently live in Northwestern Alberta? (Please circle one)

Yes / No

Bursary Details:

Which ACSA designation are you pursuing with this bursary? (Please circle one)

NCSO / HSA

Have you received a bursary from the Grande Prairie Regional Safety Committee in the past? (Please circle one)

Yes / No

Financial Information:

Please provide an estimated budget of how you plan to use the bursary funds for your ACSA coursework. Include details of expenses such as tuition fees, course materials, travel expenses and any other related costs. (Use additional sheets if necessary)

Do you have access to any other sources of funding or financial assistance for your ACSA coursework, such as your employer? If yes, please specify.

Personal Statement:

Please attach a personal statement (not exceeding 500 words) explaining your commitment to the field of health and safety, your career goals, and how receiving this bursary would benefit your professional development.

References:

Please provide the names and contact information of two professional references who can attest to your dedication to pursue continued health and safety education. References may include supervisors, colleagues, or industry professionals.

Reference 1:

Name: _____

Position: _____

Email: _____

Phone: _____

Reference 2:

Name: _____

Position: _____

Email: _____

Phone: _____

Declaration:

I hereby declare that all the information provided in this application is true and accurate to the best of my knowledge. I understand that any misrepresentation may result in disqualification from the bursary program.

Signature: _____ **Date:** _____

Please submit completed application form and any supporting documentation to gprsc@youracsa.ca by May 31, 2024.