



COMPASS FAQ'S FOR MANAGERS

WHAT IS COMPASS?

SARC has been funded at a cost-recovery basis by Community Living Service Delivery (CLSD) to provide training to front-line staff, management and Boards in order to increase the capacity of community-based organizations (CBOs) and improve recruitment and retention in the sector. Thanks to this funding, SARC is able to offer the following five programs at no cost to all Regular and Associate SARC Members as well as Affiliate Members with CLSD funding:

- 1) **Med Assist**
- 2) **PART**
- 3) **TLR**
- 4) **Leap**
- 5) **ELEVATE**

SARC has bundled all of our “no cost to you” training programs together into a package that you and your employees can refer to as COMPASS. To learn more about COMPASS, visit: www.sarclearningcentral.ca/compass.

The quickest and easiest way to know which training programs are part of COMPASS is to look for the COMPASS logo by the training program name (for example, Med Assist) on SARC's Learning Central website.

DOES MY ORGANIZATION QUALIFY FOR THIS TRAINING?

The following CBOs are eligible to access this “no cost to you” training:

- Regular Members
- Associate Members
- Affiliate Members with CLSD funding

Affiliate Members that do not have CLSD funding are not eligible for COMPASS; however, they are still welcome to purchase all SARC training programs at the discounted Member rate.

MY CBO HAS EMPLOYEES WORKING AT OTHER LOCATIONS OUTSIDE OF SASKATCHEWAN. ARE THEY ELIGIBLE?

Only those employees that are located and working in Saskatchewan are eligible for this training as the funding is provided by the Government of Saskatchewan. Any employees working outside of the province of Saskatchewan are not eligible.

WHEN DOES COMPASS START?

For the first year of COMPASS, we will have a staggered start. The online programs (Med Assist and ELEVATE) will start on September 4, 2018, as SARC requires time to transition to a new online learning management system to better serve COMPASS requirements. However, eligible CBOs will be able to register for summer and fall in-person training (PART, TLR, Leap) now with the use of a promotional code.

HOW DO MY EMPLOYEES ACCESS A COMPASS TRAINING PROGRAM?

You, as Executive Director/Manager of your organization, will be sent a promo/coupon code via email the week of June 11. This code is specific to your organization and is only for your organization's use. It can be used for any of the programs associated with Compass. It is up to you to monitor who has access to this code when registering for programs. On the registration page for the program, there will be a space to enter a "promo code" or "coupon code"; upon entering the code, a 100% discount will be applied.

I HAVE ALREADY REGISTERED MYSELF/EMPLOYEES FOR A SARC PART OR TLR SESSION IN JUNE. WILL I BE REIMBURSED?

Absolutely! If you have already paid for any PART or TLR sessions that will take place after May 30, 2018, you will automatically be reimbursed – you do not need to do anything. You should receive your reimbursement by June 30; if not, please contact Mindy Bonderoff at mbonderoff@sarc.sk.ca.

I AM A CURRENT MED ASSIST/ELEVATE CUSTOMER. WILL I BE REIMBURSED?

Unfortunately, the online training programs will only be available at no cost to organizations starting on September 4, 2018. No reimbursements will be given for registrations received prior to COMPASS being announced on May 30, 2018 or prior to the official start date of September 4, 2018. However, current ELEVATE customers that are eligible for COMPASS will not have to pay to renew the program at the end of their one-year subscription.

I WANT TO REGISTER FOR MED ASSIST/ELEVATE NOW, BUT IT SAYS THAT THE PROGRAM WILL BE AVAILABLE AT NO COST STARTING ON SEPTEMBER 4. WILL I GET REIMBURSED IF I REGISTER NOW?

Unfortunately, the online training programs will only be available at no cost to organizations starting on September 4, 2018. No reimbursements will be given for registrations received prior to that date.

WHEN WILL LEAP REGISTRATION OPEN?

Leap registration will open the week of June 11 after you have received your promo code. This year, we are able to offer Leap in three locations – Saskatoon, Regina, and a new location in Melfort.

WILL YOU BE OFFERING MORE PART AND TLR SESSIONS?

Yes. With this funding support, we are now able to offer more sessions throughout the year and more regionally based to hopefully reduce your associated travel costs. More sessions are planned for this fall, and we will send you the dates and locations as they become available.

ARE THERE ANY LIMITS TO HOW MANY ELIGIBLE EMPLOYEES/BOARD DIRECTORS I CAN TRAIN THROUGH THE COMPASS PROGRAMS?

Each program has varying limits on the number of people that can take the program. They are as follows:

- **Med Assist** – unlimited employees.
- **PART and TLR** – limited employees. These programs follow the Train-the-Trainer model, so organizations will not need to send all of their staff, just those who will be designated as Trainers. The number of spaces per session are limited due to Saskatchewan Association for Safe Workplaces in Health licensing requirements, so registration will be based on a first come, first served basis.
- **Leap** – limited employees. With this funding, we are able to extend to three locations, but space is limited. Organizations are only able to register 1 employee through COMPASS per year, and registrations will be accepted on a first come, first served basis. Register quickly, as these spots will fill up!
- **ELEVATE** – unlimited Board Directors.

DO I CHOOSE THE EXTENT TO WHICH MY ORGANIZATION PARTICIPATES IN COMPASS?

Yes, the extent to which you participate in COMPASS is completely up to you. As the employer, it is up to you to determine what your employees' training needs are and how they will be met. SARC recognizes that CBOs are currently accessing training from a variety of sources (including internal trainers), but we hope that you will take advantage of COMPASS at no cost to you as part of your overall approach.

WILL SARC CONTINUE TO OFFER OTHER TRAINING PROGRAMS AND SESSIONS OUTSIDE OF COMPASS?

Yes, SARC will continue to offer training outside of COMPASS, whether it be conferences, workshops, or online/other training programs, and our Members can still access these at the discounted Member rate. To see our current offerings, please visit SARC Learning Central at www.sarclearningcentral.ca.