

Workplace Tutor Program FAQs

Frequently Asked/Answered Questions

1. **What is the purpose of the Workplace Tutor Program?**
 - The Workplace Tutor Program will fund operators to hire tutors to teach and assess students in the HCA workplace program
2. **Who is eligible to access the Workplace Tutor Program?**
 - Applications are open to all AHS contracted operators
 - **Note:** The bursary opportunity is open to Canadian permanent residents and citizens, only.
3. **How can an operator access the funding?**
 - Funding is provided on a first come first serve basis based on the operator meeting the eligibility and submitting the required documents to complete their bursary application.
 - Operators must submit a completed bursary application within 30 days of opening the application
 - Operator's must complete a workplace tutor application form through the [Alberta HCA Bursaries website](#) and
 - must have a contract in place or obtain a contract with one of the two post-secondary institutions (PSIs) approved to offer the HCA workplace program:
 - i. [NorQuest College](#)
 - ii. [Northern Lakes College](#)
 - Funding is provided on a first come, first serve basis as long as the operator meets eligibility requirements and submits the required documents to complete their application.
4. **How much funding will the operator receive?**
 - The operator will receive **\$9,400** per tutor, for the duration for the HCA program
5. **Are there any other conditions Operator's must meet?**
 - Operators must have a *minimum* of **three HCA students per tutor**
 - The students must meet admission requirements and be admitted to NorQuest College or Northern Lakes College HCA program
6. **What happens if an operator only has one or two students?**
 - The operator could work with another operator located nearby and combine their efforts. Students from both sites could be taught by one tutor
7. **What happens if students drop out of the program?**
 - Assuming the student has a bursary, they would have to re-pay the tuition funding back to NorQuest College.
 - The tutor would continue with the remaining students
8. **How many tutor support hours are required in order to receive the bursary funds?**
 - To receive funds, a *minimum* of 192 tutor support hours are required for supervision of HCA students who are enrolled in the HCA Workplace Program