

# Workplace Based Training Program Description

#### **OBJECTIVE**

To encourage employers to train designated group members who are at risk of layoff or to improve their employability by enabling them to access a broader range of occupations or workers who require language, literacy, or numeracy training through contributions for training costs. The type of training must meet current or future skill needs. To re-train employees whose skills are redundant due to technological, market, or regulatory change.

### **DESCRIPTION**

Activities include off-the-job or in class training and instruction in occupational skills as well as, language, literacy, and numeracy.

Duration of training is negotiable. It may be part time or full time.

#### **ELIGIBLE EMPLOYERS**

Aboriginal Bands/Band Councils

Not for Profit Employers (less than 100 employees)

Aboriginal and Non Aboriginal companies (sole proprietors, partnerships)

Aboriginal and non-aboriginal corporations without share capital

Churches and religious organizations

Community groups, charitable and voluntary organizations

Public health and public educational institutions

## For profit employers

Aboriginal and Non Aboriginal companies (sole proprietors, partnerships)

Aboriginal and non-aboriginal corporations with share capital

Self-employed aboriginal persons

Federal corporation

Provincial corporations

Cooperatives

Private health and private educational institutions

#### PARTICIPANT ELIGIBILITY

Must be First Nations/Inuit

Must be working age

Must be out of school for at least a year and no longer required by law to attend school

Legally entitled to work in Canada Employed by the employer or self-employed The trainees must be designated group members who are at risk of layoff or for whom skill training would enable them to access a broader range of occupations

# **ELIGIBLE COSTS**

Training costsonly
Trainers must have recognized credentials
Training may occur off-site, depending on cost efficiency and sponsor needs

# **Application Review Process**

Assessment time frame is six weeks.

Program officer reviews the proposal/application content for eligibility and content.

Proposals/applications are reviewed internally by Board of Director representatives.

The following documents are required:

Cover letter

Completed and signed, and dated, original Application Form

Course outlines and locations and if necessary a copy off instructor/trainer's resume

Detailed training plan (include dates, time frames, number of hours, activities, and objectives)

Specify sponsor/partner contribution