

**Career Training Programs ..... 2**  
Specific Career Training ..... 2  
Skills Improvement of Employees..... 3  
Apprenticeship Training ..... 4  
Specific Career Orientation ..... 4  
Pre Employment Preparation ..... 5  
**Academic Preparation Programs ..... 6**  
Basic Academic Preparation ..... 6  
Career Academic Preparation ..... 7  
**Employment Programs..... 7**  
Job Placement Assistance..... 8  
Self Employment Assistance ..... 8  
Summer Student Employment Partnerships..... 9  
Transition to Employment Partnerships ..... 9  
Work Experience Partnerships..... 10  
Apprenticeship Partnerships..... 11  
**Mobility Programs..... 12**  
Mobility Assistance..... 12  
**Employment Service Programs..... 13**  
Employment Counselling ..... 13  
Administration and Coordination..... 13  
**Disabilities Programs ..... 14**

## **Career Training Programs**

Career Training Programs, in general, involve increasing an individual's skill level so that he or she will have the qualifications to obtain employment in a given occupation. All of these activities are available to all AHRDA clients, including youth and people living with disabilities.

Training programs need to meet the National Training Standards as communicated in the National Framework Agreement that was signed between the Assembly of First Nations and Human Resources & Skills Development Canada. They are a set of standards that need to be adhered to when providing training to clients and are as follows:

*"First Nations approved training initiatives will have:*

- i. Clear statements of training outcomes stated in terms of skills/competencies, attitudes and attributes of persons completing the program successfully.*
- ii. Qualified resource staff for the field of work or study.*
- iii. Formal monitoring and evaluation of participant progress towards training outcomes.*
- iv. Formal statements of achievement, which are, preferably, recognized by employers, institutions and accrediting agencies."*

### **Specific Career Training**

(LMA #250)

Description: Technical and/or skills-oriented training, which is delivered by a training institute; training provides clients with the credentials to enter employment in a specific occupation; Examples - Licensed Practical Nursing, Information Technology, Office Education

Anticipated Result: Client will have the skills to obtain employment in a selected occupation

Eligible Costs for Clients Attending on a Full-time Basis:

- a) Income support
- b) Tuition/training purchase
- c) Travel – within National Treasury Board rates
- d) Books, materials, supplies, uniforms, tools, CPIC as specified as a mandatory requirement by the institute of delivery
- e) Occupational licensing fees required during training
- f) Tutoring – qualified tutors will be recommended by the local employment counsellor, in consultation with the institute of delivery and will be paid fair market value rates, not exceeding \$25.00 per hour
- g) Completion incentives
- h) Relocation costs – one way travel, within National Treasury Board rates

**Eligible Costs for Clients Attending on a Part-time Basis:**

- a) Tuition/training purchase
- b) Books
- c) Tutoring – qualified tutors will be recommended by the local employment counsellor, in consultation with the institute of delivery and will be paid fair market value rates, not exceeding \$25.00 per hour
- d) Occupational licensing fees required during training

**Eligible Clients:** Under skilled, unemployed individuals

**Other Criteria:**

- a) The definition of a part-time student is one who is taking less than a full-time work load for that particular program, as specified by the institute and/or the local employment counsellor
- b) Maximum duration that a client may participate in skills training – 30 months
- c) Competency based programming – program durations, as recommended by the delivery institute, shall be adhered to unless extenuating circumstances prevent completion; moderate extensions can be provided at the discretion of the Contribution Area
- d) It is recommended that Contribution Areas research training programs, cost and content to ensure the most efficient use of AHRDA funds
- e) Part-time training does not count towards the maximum number of months a client may participate in skills training. Clients attending on a part-time basis will not qualify for income support.
- f) Other local policies shall provide additional guidelines at the discretion of the Contribution Area

**Skills Improvement of Employees**

(LMA #600)

**Description:** Training activities directed at employed individuals who need to upgrade their skill level in order to keep his/her current job; Examples – computer training, accounting, certification and safety tickets

**Anticipated Result:** The employee will remain employed in his/her current job

**Eligible Costs:**

- a) Tuition/training purchase
- b) Travel – within National Treasury Board rates
- c) Books, materials, supplies as specified as a mandatory requirement by the institute of delivery
- d) Tutoring – qualified tutors will be recommended by the local employment counsellor, in consultation with the institute of delivery and will be paid fair market value rates, not exceeding \$25.00 per hour

**Eligible Clients:** Under skilled employees who will lose their job in the absence of skills training

**Other Criteria:**

- a) Needed skills will be directly related to client's job position
- b) Professional development activities are not eligible such as workshops, seminars or training that is recommended but not essential for the individual to keep his/her job
- c) In-house training is not eligible – when an individual is trained by an internal staff member
- d) Income support will not be paid if as the client remains employed while participating in training
- e) The employer will provide correspondence to the Contribution Area confirming the individual needs to take training in order to keep his/her job and that, upon successful completion of the training, the individual will keep his/her job
- f) There will be agreement and commitment from the employee to participate in the training

**Apprenticeship Training**

(LMA #260)

Description: In-class training of an apprenticeship program; clients are indentured into the trade and participate in the formal training component; Example – carpentry, cooking, plumbing, electrician

Anticipated Result: The client achieves journeyman status in the chosen trade and becomes employed in that occupation

**Eligible Costs:**

- a) Income support
- b) Tuition/training purchase
- c) Travel – within National Treasury Board rates
- d) Books, materials, supplies, uniform, tools as specified as a mandatory requirement by the institute of delivery
- e) License fees, CPIC
- f) Tutoring – qualified tutors will be recommended by the local employment counsellor, in consultation with the institute of delivery and will be paid fair market value rates, not exceeding \$25.00 per hour
- g) Completion incentive

Eligible Clients: Unemployed individuals or individuals who are employed in the field of their trade. Clients must be indentured into their trade.

**Other Criteria:**

- a) The client should possess a grade 12 level of education or, at minimum, a grade 10 or GED 12, as specified by that trade
- b) This type of activity does not include the work experience component of the apprenticeship program

**Specific Career Orientation**

(LMA #240)

Description: Initiatives that expose clients to the information and tools that will help them to decide whether or not to enter into a specific occupation; Examples – Career Fairs and recruitment events

Anticipated Result: The client will decide whether or not to enter into a specific career; client entry into specific career training

Eligible Costs:

- a) Facility overhead
- b) Refreshments
- c) Presenter fees
- d) Travel to transport clients to the event, not exceeding National Treasury Board rates

Eligible Clients: Unemployed individuals

Other Criteria:

- a) Costs under this type of activity need to be directly related to supporting the career fair and/or recruitment event

### **Pre Employment Preparation**

(LMA #230)

Description: Basic employment preparation initiatives that provide clients with fundamental employment readiness skills; Examples – lifeskills training, basic employment readiness training, safety ticket training

Anticipated Result: Client enters into further training or employment

Eligible Costs:

- a) Personnel – contractual costs for individual trainers/service providers
- b) Income support
- c) Tuition/training purchase
- d) Travel – within National Treasury Board rates
- e) Books, materials, supplies as specified as a mandatory requirement by the institute of delivery
- f) Completion incentives

Eligible Clients: Unemployed individuals

Other Criteria:

- a) Short work experience modules are eligible if they are part of the training program
- b) Involves training delivered by a qualified institute or individual

## ***Academic Preparation Programs***

Academic Preparation Programs involve increasing an individual's basic literacy to grade 12 education levels so that he or she will have the qualifications to either obtain employment or enter into further training. All of these activities are available to all AHRDA clients, including youth and people living with disabilities.

### **Basic Academic Preparation**

(LMA #210)

Description: Adult academic upgrading programs; Examples – Literacy, ABE 8-10, Adult 12, GED Preparation

Anticipated Result: Client enters employment or further training

Eligible Costs:

- a) Income support
- b) Tuition/training purchase
- c) Travel – within National Treasury Board rates
- d) Books, materials, supplies as specified as a mandatory requirement by the institute of delivery
- e) Tutoring – qualified tutors will be recommended by the local employment counsellor, in consultation with the institute of delivery and will be paid fair market value rates, not exceeding \$25.00 per hour
- f) Completion incentives
- g) Personnel
- h) Facility & overhead

Eligible Clients: Unemployed adults who lack secondary academic levels of education

Other Criteria:

- a) Maximum duration that a client may participate in basic education —~~20 months~~ is as follows:
  - GED Preparation: 3 months
  - Literacy programming: 10 months
  - Adult 8-10: 10 months
  - Adult 12: 15 months
- b) The education must be recognized by Saskatchewan Learning
- c) Minimum client age prerequisites are at the discretion of the Contribution Area; however, clients should be encouraged to attend the normal K-12 school system whenever possible

## **Career Academic Preparation**

(LMA #220)

Description: Initiatives that allow clients to obtain the academic prerequisites that are required to enter employment or further training in a specific occupation; Examples – RCMP Preparation, Pre-Apprenticeship Training, Nursing Preparation

Anticipated Result: Client enters employment or training in a specific occupation

Eligible Costs for Clients Attending on a Full-time Basis:

- a) Income support
- b) Tuition/training purchase
- c) Travel – within National Treasury Board rates
- d) Books, materials, supplies, uniforms, tools, CPIC as specified as a mandatory requirement by the institute of delivery
- e) Occupational licensing fees
- f) Tutoring – qualified tutors will be recommended by the local employment counsellor, in consultation with the institute of delivery and will be paid fair market value rates, not exceeding \$25.00 per hour
- g) Completion incentives
- h) Relocation costs – one way travel, within National Treasury Board rates

Eligible Costs for Clients Attending on a Part-time Basis:

- e) Tuition/training purchase
- f) Books
- g) Tutoring – qualified tutors will be recommended by the local employment counsellor, in consultation with the institute of delivery and will be paid fair market value rates, not exceeding \$25.00 per hour
- h) Occupational licensing fees

Eligible Clients: Unemployed people who lack career-specific academic prerequisites

Other Criteria:

- a) Programming will be directly related to and required of specific occupational training and/or employment

## ***Employment Programs***

Employment Programs involve increasing an individual's prospects of obtaining permanent employment through the provision of essentials to begin employment and work experience. All of these activities are available to all AHRDA clients, including youth and people living with disabilities.

## **Job Placement Assistance**

(LMA #420)

Description: Programs to assist clients with the basic essentials that are required to begin a new employment position; Examples – Purchase of tools, uniform, business attire, licensing/association fees

Anticipated Results: Client employed

Eligible Costs:

- a) Uniform
- b) Tools
- c) Materials/supplies
- d) Work boots
- e) Business attire
- f) Licensing/association fees
- g) Travel – within National Treasury Board rates

Eligible Clients: People are beginning a new job and do not have the essentials to begin the job

Other Criteria:

- a) Assistance cannot be provided to people who are already employed
- b) Assistance is eligible to people within one month of beginning new employment
- c) Contribution Areas should either reimburse costs to the client based on the submission of receipts or make arrangement with specific vendors for payment by purchase order (flat-rate payments cannot be made to clients)
- d) Documentation from the employer is required to confirm the date that the client is beginning new employment and confirm the materials/supplies that the client requires (at his/her own expense) to begin employment
- e) Clients are eligible to receive this type of assistance one time only

## **Self Employment Assistance**

(LMA #440)

Description: Assisting clients to start a new business or become self-employed; Examples – provision of income support to the client for a defined period until the business generates revenue to sustain the client; travel to cities in attempt of securing start-up funding

Anticipated Results: Client is self-employed

Eligible Costs:

- a) Income Support
- b) Travel – within National Treasury Board rates
- c) Training Purchase
- d) Business License

Eligible Clients: Clients who are in the process of starting his/her own business and have secured the business license

Other Criteria:

- a) Starting capital is not eligible
- b) Maximum period that a client can receive income support – 6 months
- c) Clients are not eligible if his/her business is already in operation
- d) If a client is receiving wages from employment (outside of the starting business) he/she is not eligible
- e) Other costs such as materials, supplies, equipment and facility are not eligible costs
- f) Contribution Areas will make every attempt to confirm the legitimacy of the business that will be started

### **Summer Student Employment Partnerships**

(LMA #510)

Description: Providing funds to an employer to hire summer students.

Anticipated Results: Client resumes education and gains work experience.

Eligible Costs: Direct wage costs

Eligible Clients: Students who participated in education directly prior to the summer student job and will return to school in the fall.

Other Criteria:

- a) All other costs involved with employment, other than direct wage costs, are not eligible
- b) Direct wage costs include employer CPP contributions, employer premiums for EI, vacation pay, worker's compensation
- c) Funds will be paid to the employer, who will pay the client
- d) The client will be the full responsibility of the employer
- e) 100% of the wage cost is reimbursable
- f) A client may participate in summer student employment for a maximum of 26 weeks (approximately 3 summers)
- g) Wages need to be comparable to the fair market rate for the job the client is doing

### **Transition to Employment Partnerships**

(LMA #520)

Description: Client-focussed partnership with an employer that means to permanently hire an unemployed individual; employer receives funds to cover a portion of initial wage costs involved with hiring an unemployed client – orientation and training phase

Anticipated Results: Client remains employed with the employer that participated in the partnership

Eligible Costs: Direct wage costs

Eligible Clients: Unemployed client who will be permanently hired by an employer

Other Criteria:

- a) A Contribution Area can contribute a maximum of 50% of the cost of the client's wages (and employer share of benefits), at rates comparable to those of the general labour market for that occupation
- b) Maximum duration – 16 weeks (whether full-time or part-time employment)
- c) Payment of direct wage costs is made to the employer
- d) Other costs such as travel, materials, supplies, equipment, workshops, seminars and training costs are the responsibility of the employer
- e) Eligible employers – non-profit organizations in the public sector and revenue-generating businesses; organizations/businesses that would permanently hire an unemployed client if the costs (and risks) of hiring were reduced
- f) Employer commitments – retain the client in the employment position upon successful completion of a standard probationary period
- g) Employer reporting to the Contribution Area – attendance and payroll records and confirmation that the client was/was not permanently hired
- h) Qualifying for subsequent partnership arrangements – the employer must retain the client in his/her position (“no fault” circumstances may negate)

### **Work Experience Partnerships**

(LMA #530)

Description: Client-focussed partnership with an employer that does not mean to permanently hire the client; employer receives funds to cover a portion of wage costs in return for providing work experience to an unemployed client

Anticipated Results: Client employed with an employer outside of the partnership arrangement

Eligible Costs: Direct wage costs

Eligible Clients: Unemployed clients that have limited to no work experience and lack basic employment skills

Other Criteria:

- a) A Contribution Area can contribute a maximum of 80% of the cost of the client's wages (and employer share of benefits), at rates comparable to those of the general labour market for that occupation
- b) Maximum duration – 26 weeks (whether full-time or part-time employment)
- c) Payment of direct wage costs is made to the employer
- d) Other costs such as travel, materials, supplies, equipment, workshops, seminars and training costs are the responsibility of the employer
- e) Eligible employers – non-profit organizations in the public sector and revenue-generating businesses

- f) The participating employer will possess the human resources and capacity to provide meaningful on-the-job training to the client
- g) Employer commitments – administer an agreed upon employment preparation strategy with the client for the term of the employment
- h) Employer reporting to the Contribution Area – attendance and payroll records; periodic reporting regarding the client’s progress in their employment preparation strategy
- i) Qualifying for subsequent partnership arrangements – the employer participated in the program and successfully fulfilled the client’s employment preparation strategy

## **Apprenticeship Partnerships**

(LMA #540)

Description: Client-focussed partnership where the employer receives funds to cover a portion of wage, gear and equipment costs when hiring a client to participate in Apprenticeship training/employment

Anticipated Results: Client attains journeyman status in a selected trade and obtains employment with the employer that participated in the partnership

Eligible Costs:

- a) Direct wage costs
- b) Required gear and/or equipment

Eligible Clients: Unemployed individuals who aspire to become a journeyman in a designated trade; clients that commit to the indenturing, formal in-class training and employment work experience processes that are involved with Apprenticeship training

Other Criteria:

- a) A Contribution Area can contribute a maximum of 50% of the cost of the client’s wages (and employer share of benefits), at rates comparable to those of the general labour market and up to 50% of gear and equipment costs
- b) Maximum duration – 5 years and is required by that specific trade
- c) Sponsorship and formal contracting of the Apprenticeship initiative must occur yearly and be contingent on the client’s successful and timely progression in the process
- d) Payment of direct wage costs is made to the employer
- e) Eligible employers – Businesses in designated trade areas that have Journeyman (s) on staff to supervise an apprenticeship trainee
- f) Employer commitments – Indenture the unemployed individual under his/her business through the Saskatchewan Apprenticeship Commission, SIIT Joint Training Committee or other similar indenturing committees; administer Apprenticeship training/employment to the individual under the direct supervision of a Journeyman; possess the capacity to devote the required Journeyman per Apprenticeship Trainee; retain the individual in the employment position once the client achieves Journeyman status

- g) Employer reporting to the Contribution Area – attendance and payroll records; confirmation that the client was/was not hired after receiving Journeyperson status
- h) Qualifying for subsequent partnership arrangements – the employer must have demonstrated successful support to the client in the client's training; the employer must retain the client after Journeyperson status is achieved

## **Mobility Programs**

Mobility Programs involve providing assistance to individuals who need to travel and/or relocate to a new residence for the purpose of participating in new employment or attend a job interview. All of these activities are available to all AHRDA clients, including youth and people living with disabilities.

### **Mobility Assistance**

(LMA #410)

Description: Assist unemployed clients to relocate their place of residency to participate in either training or new employment; assist unemployed clients to travel to/from job interviews. Examples – relocate from on-reserve to off-reserve locations or vice versa

Anticipated Results: Client obtains employment or participates in a labour market activity

Eligible Costs:

- a) Mileage – mileage from the client's current residence to the location of new employment or job interview, within National Treasury Board Rates
- b) Bus ticket
- c) Meals – one day's meal allowance, within National Treasury Board Rates

Eligible Clients: Unemployed individuals who need to relocate in order to participate in new employment or a labour market activity

Other Criteria:

- a) Relocation to new residence involve payment of one-way travel expenses
- b) Travel to/from job interviews involve payment of round trip/return travel expenses
- c) Flat-rate travel per diems that exceed National Treasury Board rates are not to be used
- d) A client qualifies for relocation assistance one time only
- e) Assistance is not provided to individuals to relocate in order to search for a job
- f) The client must provide written documentation from the employer or training institute confirming the start date and location of the new job or training
- g) The client must provide written documentation from the employer confirming the date/time of the job interview and the job the client is applying for
- h) A client is eligible to receive assistance to travel to a job interview two times
- i) Relocation for university training is not eligible
- j) Employment Insurance funds cannot be used for this type of activity

## ***Employment Service Programs***

Employment Service Programs pertain the overall delivery of services to clients under the Aboriginal Human Resource Development Strategy. They involve the provision of “un-funded” services to clients, or services that do not involve paying funding to or on behalf of clients. These activities are available to all AHRDA clients, including youth and people living with disabilities.

### **Employment Counselling**

(LMA #310)

Description: Providing employment-related services to clients that does not involve providing funding to or on behalf of the client; Examples – employment counselling, resume writing, referrals

Anticipated Results: Client enters employment or training

Eligible Costs:

- a) Personnel (employment/training counsellors)
- b) Personnel travel – within National Treasury Board rates
- c) Facility
- d) Materials and supplies
- e) Equipment rental
- f) Insurance
- g) Capital Assets

Eligible Clients: All AHRDA clients

Other Criteria:

- a) Un-funded services can be provided to anyone, regardless of ancestry
- b) Contribution Areas will deliver a package of services to clients depending on community and client needs
- c) Employment Counselling is an Employment Insurance eligible activity

### **Administration and Coordination**

(LMA #900)

Description: Local administrative and management services provided to support AHRDS delivery; represents the functions that are necessary to regionally and locally administer the AHRDS including administrative, financial and management services

Anticipated Results: Local administration of initiatives that help people to prepare for, obtain and maintain employment

#### Eligible Costs:

Overhead costs related to planning, organizing, operating, delivering and evaluating labour market activities including wages for administrative staff and related employer costs required by statute (such as employer CPP contributions, employer premiums for EI, vacation pay, worker's compensation assessment), licenses, permits, fees for professional services, disbursements for research or technical studies, costs related to bank fees, utilities, materials, supplies, travel, insurance, rental of premises, leasing or purchase of equipment and the costs of accounting and audits and legal services.

#### Examples of costs that are not allowable include the following:

- a) Entertainment costs
- b) Club memberships not directly related to labour market programming
- c) Fines or penalties
- d) Depreciation on fixed assets
- e) Elected officials/directors' fees
- f) The cost of the purchase of land or buildings
- g) Building renovation costs, other than the cost of renovations to buildings to support the participation of persons with disabilities or, where the MANAGER is providing child care programs, for the creation of child care facilities
- h) Building construction costs, except for the construction of child care facilities where the MANAGER is providing child care programs

#### Other Criteria:

- a) If uncertainty exists regarding the eligibility of expenses, the Contribution Area will contact SITAG for clarification
- b) Contribution Areas will budget administrative and coordination budgets to maximize the availability of funds towards client programming
- c) This activity budget will utilize a maximum of 15% of the local Employment Insurance (EI) allocation and Consolidated Revenue Funds (CRF/Regular) for the balance
- d) Costs are eligible if they are based on actual expenditures or a part thereof
- e) Flat rate administration fees are not eligible

### ***Disabilities Programs***

(LMA #100)

Description: Providing for the extra needs that a disabled client has while participating in a labour market activity

Anticipated Results: Client enters employment and/or training

#### Eligible Costs:

Accommodation of Extra Needs (not limited to)

- a) Transportation (travel) – relocation from a rural to an urban community at \$0.75 per kilometre or disability bus passes at \$45.00 per month
- b) Hand controls for vehicles

- c) Attendant services – health care rate for both physically and mentally handicapped
- d) Accessibility to labour force development programming facilities (building renovations)
- e) Assistive Listening Devices (ALD) – example, Classroom FM System – instructor wears a microphone, student wears a receiving unit
- f) Document conversion devices – alternative print formats (Braille, large print, tape, electronic raised lettering)
- g) Auxiliary aides and services – note takers, lab or library assistants, readers, interpreters
- h) Assessment costs

Labour Market Activity Costs

- a) See description of labour market activity that the client is participating in

Eligible Clients: First Nations/Inuit people living with disabilities

Other Criteria:

- a) Subsidy for an individual while participating in university (degree) studies is not eligible
- b) The client must be participating in an eligible labour market activity among those described in this document
- c) SITAG pools the disabilities funds regionally and distributes funding on a first-come-first-serve basis, as requested by Contribution Areas
- d) Medical verification/assessment of the client's disability is needed in order to process the submission at the SITAG level