

1 Program Descriptions

4.1 Individual Training Purchase (ITP)

In order to obtain the skills needed for employment, the **Individual Training Purchase (ITP)** program offers assistance to clients by providing financial assistance to help pay for the cost of skills training courses, programs, or supplies.

Criteria:

- Eligible courses and programs provided by private/public accredited post-secondary institutions, non-profit organizations, businesses or union, or programs recognized by industry. Training must result in a diploma, certificate, or accreditation accepted in the field.
- Funding may be provided for full-time courses, part-time and online courses, adult basic education/upgrading, industry training, apprenticeships, and distance education/correspondence, based on individual client needs assessment.
- Eligible costs include: tuition costs, travel, living allowance and childcare supports, exam fees, special equipment, license or certificate fees, books, materials and supplies.
- Cost may be covered for criminal records checks, CPR and First Aid or similar costs that would assist the client with securing employment or training.
- Training programs up to two years in length may be considered, however, each year must be approved annually. Funding may be provided for only the last 2 years of University. Training must relate directly to employment goals, and must meet the need of both the client and the industry or labour market.

1.2 Job Creation Partnership (JCP)

The **Job Creation Partnership (JCP)** program offers paid work placement experience to improve long-term employment prospects. Funding is provided to employers to employ a client for a work experience tailored specifically to individual client skills set, education, and previous work experience.

Criteria:

- Rate of pay provided to client support is based on the prevailing wage rate the employer offers for similar positions and is comparable to regional rates.
- Clients in receipt of an active EI benefits claim may be considered for a “top up” wage while they continue on their EI claim, if their EI benefits are below the prevailing wage rate for the job that is created.
- Capital costs such as a computer may be eligible under this program, if it is required to support the trainee in the position.
- Employers must demonstrate the capacity to support a paid placement opportunity with confirmed Workers Safety and Insurance Board (WSIB), be registered with the Canada Revenue Agency, and have existing payroll services and the proven financial capacity to complete the project.
- Funding is available for up to 26 weeks depending on a detailed employment plan, including a defined orientation period and job description.

1.3 Self-Employment Benefits (SEB)

The **Self-Employment Benefits (SEB)** program provides financial support to clients pursuing self-employment opportunities. Consideration is made for expenses related to start-up costs, and includes the costs associated with the development of business plans.

Criteria:

- Clients must provide and demonstrate a clear and viable business idea as part of their application process.
- Start-up costs could include capital costs such as computer and equipment that is directly related to the type of business.
- Costs must be associated with a complete business plan. Clients who do not have a business plan may request financial support to assist in the development of their business plan.
- Living allowance available up to 26 weeks during the initial start-up of business including the time period needed to develop a business plan.

1.4 Targeted Wage Subsidy (TWS)

As an incentive to hire individuals who require on-the-job training or have marginal work experience, the **Targeted Wage Subsidy (TWS)** is provided to employers to off-set the cost of wages.

Criteria:

- Employers that are considered as program partners must focus on the needs of the individual clients by providing appropriate orientation and training periods that support employment training and goals.
- Clients and employers must complete an intake and application process.
- Work activities provided by employers through this program should be in positions that have the potential to lead to full time employment.
- Wage rate must reflect the prevailing wage within the organization.
- Subsidy cannot be utilized by employers to replace another permanent existing staff position.
- This program may be used to support Summer Student Work Experience positions.
- Subsidy to employers is up to a maximum of the regional minimum wage per hour, plus MERCs and vacation pay. Non-profit organizations are eligible for maximum subsidy. Private sector employers are eligible for 50% of wages, MERCs and vacation pay.
- Capital costs are not eligible under this program.
- Subsidies are available for employers who demonstrate the potential for continued employment following the paid placement experience.
- Employers must demonstrate the capacity to provide on-the-job training, confirmed Workers Safety and Insurance Board (WSIB), be registered with the Canada Revenue Agency, make payments of Mandatory Employment Related Costs (MERCs), provincial and territorial registered business, and have the financial capacity to complete the project.
- Funding is available for up to 26 weeks depending on a detailed employment plan, including a defined orientation period and job description.

1.5 Group Training/Special Project

Group Training/Special Project is a component of ISET program that provides funding to support training opportunities for employment skills and work experience through community based projects, which are focused on regional priorities. Partnership activities are a main focus of group training and special projects.

Criteria:

- Non-profit organizations and private corporations with a demonstrated capacity to provide the required management, supervision, and coordination, including financial reporting requirements and necessary liability insurances for the project.
- Partners in group training initiatives can include but are not limited to: education providers, PTMA's, employers and regional/band and provincial governments who are all potential beneficiaries of the outcomes of the program delivery.
- Delivery agents must demonstrate community support, or be regionally designed in partnership with PTMA.
- Eligible projects provide a combination of certification skills, life skills, pre-employment skills and practical work experience.
- A detailed project proposal is required for submission which outlines the project's goals and objectives, measurable outcomes, participant recruitment and selection process, detailed training plan of skills to be taught, trainer's experience, timetable, budget, management and supervisory support, and equity into the project.
- A contract agreement and/or Memorandum of Understanding (MOU) should be established for approved projects.
- Depending on the detailed training plan, funding is available for up to 52 weeks.
- A training program is required to confirm participants with recruitment and retention plan, and clearly demonstrate activity is linked to "training to employment" opportunity.

2 Eligible Costs

2.1 Tuition Costs

1. Tuition costs to either public or private education institutions for providing a training or instruction course or program to a participant.
2. Where possible tuition costs will be paid directly to the educational or training institution. If necessary, the client may be reimbursed for approved and eligible costs as indicated in the funding contract with original receipts.

2.2 Completion Incentive

1. Completion incentive is provided to clients who successfully complete a funded program and participate in the required 12 week post-completion follow up.
2. Payment is not automatic. Client must be able to participate in a file close-out after 12 weeks following their funded training in order to receive stipend.
3. Maximum payment is \$500 per participant. Determined regionally.
4. Completion incentives are taxable with a T4A.

2.3 Living Allowance

1. Financial assistance will be provided to a client participating in a training intervention. Please note any client on an active EI claim is not eligible for a Living Allowance until their claim is complete.
2. Living allowance should not exceed the amount that would reasonably be expected as income following the intervention.
3. Contributions are negotiable and based on household income. Documentation and proof of financial situation is required for verification prior to approval.
4. Minimum allowable amount is \$1000.00 per month, maximum allowable amounts, if applicable, are determined at the regional level.
5. PTMAs are responsible for issuing T4As for funds paid directly to the client annually. All clients are to be informed of this fact.

2.4 Disability Related Supports

1. To facilitate the participation of clients with a disability in an ISET intervention, disability supports such as: attendant care, note takers, sign language interpreters, etc. are eligible costs.

2. Additional expenses for assistance are also eligible. For example, should a client need a job coach for the first three months of employment in order to support their integration to the job and workplace these fees are eligible. In addition, costs for an attendant to help a disabled person attend an interview/meeting are also eligible.

2.5 Dependent Costs

1. Financial assistance is available to a client while participating in an ISET intervention for the provision of care for those who are young, ill, elderly, or disabled and dependent on the participant.
2. Childcare costs apply only in cases where increased costs are incurred as a direct result of entry to training, and are negotiated based on demonstrated needs.

2.6 Materials and Supplies

1. Cost of materials and supplies required for an employment or training activity are eligible. Items could include: hard hats, safety boots, safety glasses, work apparel, text books, work books, test fees, etc. Associated costs can be included in any of the funded programs, providing it is a clearly demonstrated necessity.

2.7 Travel and Transportation

1. Transportation costs, normally equivalent to the costs of a bus pass, or negotiable in the case of commuting to on-going training, or for short-term and one-time travel requirements, are eligible. Costs must be directly related to the training program. Reimbursement amount and availability will be determined regionally.

2.8 Upgrading

1. Short-term training courses or programs to help clients access employment opportunities are also eligible costs. These could include: First Aid and CPR training, WHMIS courses, SmartServe, French training as a second language, etc. Upgrading training can be included in any of the funded programs (such as part of a JCP) or can be a stand-alone training purchase.