



# EMPLOYMENT & TRAINING UNIT

## Programs &

## Policies

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## **DEFINITIONS**

**“Affiliate”** means person having a family tie to a Nipissing First Nation member, spouse or dependent (non band member).

**“Apprentice”** means a system of training certification in an established trade.

**“Immediate family member”** means father, mother, stepfather, stepmother, foster parent, brother, sister, spouse (including common law spouse), stepchild, ward, father-in-law, mother-in-law, son or daughter.

**“Job-shadowing”** means participate hands on training with trainer.

**“Up Skill”** means assisting a person while they are continuing to be employed, with additional training through a recognized institution, community college, or private institution.

**“Member from another First Nation”** means a First Nation member whose name appears on the band list of another First Nation.

**“Member of Nipissing First Nation”** means a person whose name appears on the band list for Nipissing First Nation.

**“Reach-back”** means a person who is eligible to receive Employment Insurance (EI) Benefits, a person who is presently receiving EI Benefits, a person who has received one week of EI Benefits in the past 5 years, and a person who has contributed to EI program while employed in the past 5 years.

**“Incentive Graduation Award”** means for a person’s hard work, commitment, dedication on completing and passing their training program a payment or concession will be given over and above their initial approved sponsorship.

**“Off-the-job training”** means training that is taken outside the work place.

## **EMPLOYMENT & TRAINING UNIT**

### **OBJECTIVE** (criteria may vary program to program)

Assist “Nipissing First Nation members and Affiliates” to reach their employment potential. To provide them with the education, skills and training that will enable them to secure long term meaningful employment and a better quality of life.

### **ELIGIBILITY**

- Nipissing First Nation member or registered First Nation member from another First Nation or affiliate (spouse or dependent – non band member) who are unemployed or under employed. Affiliate and registered member from another First Nation must provide proof that he/she does not qualify for funding under any other off reserve or their home community in order to qualify for funds through Nipissing First Nation’s Employment & Training Program.
- Minimum age of 18 years and over, out of secondary school for 1 (one) complete year, unemployed or underemployed.
- **Or**
- 15 years to 18 years of age enrolled in the secondary system and whose educational success is in jeopardy. Stay in school measures require special supports.
- On Employment Insurance (EI) or Ontario Works (OW).
- A person at the time of the training request or at the onset of training is in receipt of funding through another department, it is his/her responsibility to work through that department. In the event that a partnership for funding is allowed a letter from the department responsible must be provided.

### **APPROVAL CONSIDERATIONS**

A training request must be supported by the Counselling Process with an “Employment Plan of Action”, Executive Summary.

Continued support will only be provided with satisfactory attendance and progress reports.

Re-application for training for a new career goal should only be considered once the client has proven that his/her past skills are no longer in demand; employment is seasonal or client must change careers for medical reasons.

### **APPEALS PROCESS**

Any training request not approved may be reconsidered by the Employment and Training Appeals Committee if it was denied and new information is received.

Any training request may be challenged if it is deemed more appropriate to be referred to Ontario Works, Education Department, Economic Development or any other program where funding can be accessed.

## **CONFLICT OF INTEREST**

Disclosures must be made by an employee when an immediate family member's employment or training request is being considered. (*See definition section; Immediate family member*)

## **DEBT COLLECTION**

Any person deemed to be in debt to the Employment & Training Unit or the debt will be collected by the Finance Department through the NFN Collection process. No person will be denied program *services* based on a debt owed to the Employment & Training Unit. However, no financial commitment can be made until the debt is cleared.

# **I. INDIGENOUS STAY IN SCHOOL INITIATIVE (SISI)**

The Stay In School Initiative is a program designed to assist youth in completing school. This program may provide support in cases where extreme circumstances would lead a young person to drop out of school.

## **OBJECTIVE**

- To provide support to students so that they are able to remain in school.
- To promote school completion among students.

## **ELIGIBLE PARTICIPANTS**

- Participant must be a full time student in a secondary, post secondary, alternative school *or* enrolled in a vocational or technical program.
- Participant does not have income or insufficient income to successfully continue full time studies.

## **DURATION**

- Program may last up to sixty-two (62) weeks
- Clients can access the Indigenous Stay In School Initiative once per literacy and once per secondary.

## **FINANCIAL ASSISTANCE**

- The school will be required to send an attendance report showing the participant's attendance to the Employment Unit every two weeks.
- The participant will not be funded for any absences from class, and will only be paid for the days that they attend minus "Accrued Sick Leave". The student will be required to sign a sponsorship agreement and an attendance agreement form.

- Assessment of psycho/ education and employment evaluation costs if required
- The student will be required to sign a sponsorship agreement and an attendance agreement form.

## II. APPRENTICESHIP TRAINING

To assist trades-persons and those interested in acquiring skills considered as apprentice through the Education and Training Act and coordinated through said Ministry. Includes two parts – technical in school & on the job training.

### ELIGIBILITY

- Persons who meet entry level examinations or pass any entry requirements for acceptance into a recognized trade.
- Persons must be a minimum of 18 years.
- Meet grade entry requirement for desired trade.

### DURATION

- First year of sponsorship at 50% reimbursement of wages to a maximum of going rate per hour.
- Second and final year of sponsorship 25% of reimbursement to employer to a maximum of the going rate per hour.

***NOTE: Financial contribution is subject to a maximum client allowable of \$18,000. within a one (two) year period as per sponsorship agreement unless client is deemed “Special Needs” or “High Needs”***

### ELIGIBLE EMPLOYER

- Must meet the Ministry of Education and Training standards and be approved by the said department.
- Must pay at least the minimum rate for training occupation per respective year and pay all mandatory related costs.
- Where the employer is a non-profit or First Nation Employer, 100% of wages to a maximum of the going rate per hour is allowable.
- Revenue Canada Taxation number is required to remit an individuals Employment Insurance Benefits, Third Party Liability or Workers Compensation (WSIB) coverage.

### EMPLOYERS RESPONSIBILITIES

- The employer must provide detailed training plans ensuring compliance with apprenticeship standards.
- To submit payment claims to the Employment & Training Unit.

### FINANCIAL ASSISTANCE TO PARTICIPANT

- \$275.00 will be provided for supplies (ie: tools, books, clothing required or medical examination). Additional assistance may be provided with written proof of requirement from the training institute to a maximum of \$1,000. Receipts must be submitted.
- Such assistance will only be provided (one-time only).
- All training costs not covered by the Ministry including exams will be considered; however funding for final exams will only be paid once.

### DURATION

Maximum of two (2) years.

### PARTICIPANT CRITERIA

- Participants must identify qualified employer willing to train the client (direct through an employer, union or local apprenticing committee).
- Participant will be required to have a minimum Grade 12, unless it is not a requirement for desired trade.
- Must be 18 years of age or older.
- Must meet appropriate aptitude screening.
- Must meet appropriate skills that may be required such as Problem Solving Skills, Organizational, Analytical/Communication Skills and/or Literacy/Numerical Skills, or dexterity etc.

## **III. CAREER EXPERIENCE / JOB SHADOWING**

The Career Experience Program is designed to assist participants in assessing their skills and identifying a career goal. The program includes prior leaning assessments.

This program is designed to provide participants with opportunities to access job training experience targeted to their career goal through job shadowing, and to match participant career choice to specific positions in order to gain valuable experience.

### RESULT

- An identified career goal for the participant.
- The employer will evaluate the participant's job skills, strengths and weaknesses.



### ELIGIBLE PARTICIPANTS

- First Nation Members.
- Affiliates.
- Individuals no longer required by law to attend school.
- Unemployed.
- Under-employed, and in need of a career change.

### ELIGIBLE EMPLOYERS

- Businesses
- Non for Profit organizations

### ELIGIBILITY CRITERIA

- Employers who agree to provide job shadowing to a participant will be provided with an in-kind contribution.
- Employers must have a Revenue Canada Taxation number to remit an individual's Employment Insurance Benefits.
- Third Party Liability WSIB insurance must be made available either by the Employer, or through the contract process with Employment & Training

### TRAINING PLAN

Detailed training plans must be submitted, thus ensuring the employers commitment to training the individual that is developed in unison with the client and must identify the following:

1. Supervisor.
2. Career goal.
3. Skills to be acquired.
4. Length of the placement.
5. Evaluation components.

### DURATION

May be considered for up to 8 weeks.

### FINANCIAL ASSISTANCE

- Participants may be entitled to receive Employment Insurance benefits if eligible, or a training allowance while in the Career Experience Program. (see Appendix "A" training allowance).
- The **training allowance** is structured based on a participant's family circumstance (see Appendix "A"). Allowances are paid at a weekly rate based upon 20-25 hours per week or more spent on-the-job.

- While on training, a participant may qualify for **dependent care allowance** to pay for supervised care of children. The amount will depend on the number of children needing care and the number of hours of supervision required. Also, the client should have their child(ren) registered in a First Nation Day Care Centre or comparable where a child subsidy is available.
- Participants are eligible to receive a transit pass or **commuting allowance** or a bus pass whichever is less while in the program. Maximum allowable not to exceed \$125. per week. (See schedule "E")

***NOTE: Individuals may only participate in the Career Experience Program on a one-time-basis.***

#### **IV. COMMUNITY STRATEGIC PLANNING INITIATIVE**

The Community Strategic Planning Initiative program is designed to enable First Nation Members/Organizations/Communities to build the capacity needed to achieve long range human resource development. The program supports holistic, integrated and common solutions to facilitate employment, economic development and organizational growth.

##### **PRINCIPLES**

- ✓ First Nation Members/Organizations/Communities are encourage to utilize the skills and professional resources of community members (ie: consultants, facilitators, etc)
- ✓ First Nation Members/Organizations/Communities are expected to support businesses and services provided by community members (ie: printers, caterers, etc)
- ✓ First Nation Members/Organization/Communities are expected to utilize the facilities within the community (ie: meeting rooms, accommodations, etc)

##### **RANGE OF ACTIVITIES**

The Community Strategic Planning Initiatives Program is available to support a range of activities including, but not limited to:

- Organizational development (restructuring, streamlining)
- Strategic Partnering (common goals, establishing linkages)
- Long Term community planning

##### **ELIGIBLE PARTICIPANTS**

- Organizations
- Employers

##### **DURATION**

To a maximum of one (1) year.

## FINANCIAL PARAMETERS

Negotiated rates for coordinating of initiatives (ie: consultant fees) and limited overhead costs (ie: travel for participants).

## OTHER PRE-REQUISITES

The approval of funds for Community Strategic Planning Initiatives be responsible to community needs and demonstrate accountability to the community.

## CRITERIA

The applicant must develop a proposal that addresses the benefits and costs.

# **V. EMPLOYMENT SUPPORTS**

While funds are extremely limited in this area, the Employment Supports Program is designed to assist individuals to enter or re-enter the labour market.

## GOAL

- ✓ To ensure that the need for Employment Supports is not a barrier to employment.
- ✓ To provide for employment supports deemed necessary and are a safety requirement for employment.
- ✓ Are not subsidized through any other source ie. Min. of Training, Colleges & Universities.

## ELIGIBILITY

- Individuals who do not have access to Employment Supports and assistance through other means.
- Must be towards gainful employment, meaning being able to self-support.
- Must not have received employment support previously through this option or any other related such as “Apprenticeship”.

## FINANCIAL ASSISTANCE

- An employment start up allowance of \$275 or true cost to a maximum of \$1,000. with supporting documents. This may be provided only one time.
- Exceptions may be permitted for individuals with special circumstances, such as individuals with a disability.

## ELIGIBLE COSTS

Employment start up allowance may be used to cover costs associated with:

- Union Initiation Fees (one time only)
- Association Dues (one time only)
- Certification and Testing
- Purchase of work clothes (safety glasses, work boots, hard hat, etc)
- Criminal Police Investigation Check (CPIC)
- Pardons
- Social Insurance Number (SIN)

## APPLICATION PROCESS

1. If an individual has never applied for employment supports, a maximum of \$275. May be granted and receipt(s) and documentation required.

## **VI. INCOME SUPPORT**

**TRAINING ALLOWANCES** based on family circumstances. Allowances are paid bi-weekly based upon thirty (30) hours per week or more spent on the job or training.

- Dependent is defined as per Revenue Canada stipulations.
- When a person is living with a working spouse the person qualifies as a single for allowance.
- When a person is on a pension and they are the participant, they will remain on the pension and no allowance is provided.
- Verification is required to determine whether any funding is allowable, ie. if the person is in receipt of Ontario Disability Pension (ODSP) or Workers Compensation Benefit (WSIB) or Ontario Works.
- A person on other pensions will be considered for an allowance top up if the allowances is more than the pension and does not alter the pension allocation.

**DEPENDENT/CHILD CARE ALLOWANCE** while on training, a participant may qualify for a dependent care allowance to pay for supervised care of dependents. The amount will depend on the number of hours of supervision required and the number of dependents eligible. The dependents must be registered for entry at one of the Nipissing First Nation daycare centre. Once the dependent secures a day care seat, no further dependent care allowance will be provided.

**LIVING AWAY FROM HOME ALLOWANCE** – Participants may qualify for an allowance while away from home. (see Appendix C)

**COMMUTING ALLOWANCE** – To purchase a current transit pass in the city of training for the period while training occurs.

**TRAVEL ASSISTANCE** may be provided when an individual is required to relocate to the training site over a long distance. A travel allowance of bus fare at the going rate is available to and from the training site; this includes far to and from the training site over the Christmas holiday season and winter break.

**PARKING COSTS** at the training site, a participant may receive a full cost refund per month providing supporting documentation is provided. Once established, this fee will be included as part of the training allowance.

**MANDATORY COURSE RELATED COSTS** to purchase items required by the participant that are over and above those covered by course tuition. Costs include financial breakdown in books, supplies, equipment and uniforms. (approval and amount are based on the total allowable budget of \$18,000. in a 1 year period from initial start date of the training. see Note: Financial Contribution unless client is “High Needs”

**CONFERENCES, WORKSHOPS AND SEMINARS** – *Self-Employed persons:*

Where a person is self employed he/she must demonstrate in writing how the conference, workshop and/or seminar will benefit the career or his/her business development. These persons may be eligible to receive a maximum of actual costs to cover the conference, workshop and/or seminar fees. *Funding- one time only.*

*Employed individuals must first approach their place of employment for coverage and a letter must be provided from the Employer stating why the Employer cannot cover the cost, why the conference/workshop is necessary for the employee to maintain his/her employment.*

**ATTENDANCE REQUIREMENTS**

- Participants are expected to attend their courses / projects everyday that their courses are offered. Most courses are not provided on statutory holidays and weekends.
- Participants on short-term training are not eligible for paid leave.
- Participants may be permitted one sick day per month, but sick leave over three consecutive days must be supported by a doctor's certificate. For leave other than sick leave (ie: bereavement leave) please refer to Personnel Policies and Procedures.

***NOTE: As per Nipissing First Nation Personnel Policy; Part-time, Casual and Contract Employees are not entitled to any paid leave including medical appointments, bereavement or sick leave.***

**TRAINING OUTSIDE OF CANADA**

- Participants may be eligible for training assistance to attend training courses outside of Canada, only when no similar or equivalent training course is offered in Canada or, it is close to their residence. This can only be considered if the client has a valid Canadian Social Insurance Number.
- Employer must invest towards the training costs for the Training Outside Canada
- Participant and employer must justify that this training is a requirement for the position.

- Participants may be eligible for course costs (tuition) up to comparable course costs in Canada.
- Allowances and tuition may be provided in Canadian funds and the individual will be responsible for paying the remaining amount of tuition caused by the Canadian/US Currency rate difference.
- Members residing out of Province must approach the nearest agency in their province for funding co-ordination.
- Residency will be considered in determining eligibility (ie: In Ontario, In Canada, In United States)

***NOTE: Financial Contribution is subject to the maximum client allowable of \$18,000 in a 1-year period.***

## **VII. MOBILITY ASSISTANCE**

Mobility assistance is granted to individuals to assist with relocation costs when they have a job offer in a different location. Individuals may also qualify for assistance when they have a job interview in a different location. This intervention is based on the need of the client and is intended to defray the costs incurred. Funds utilized for this intervention can only come out of the CRF.

### **OBJECTIVE**

- To enable unemployed clients who are actively seeking employment with the opportunity to attend an interview to obtain employment.
- To enable unemployed clients who are actively seeking employment with the opportunity to attend an interview at a greater skill level and potentially access a wage increase.
- To enable unemployed clients to relocate when a job has been secured.

### **ELIGIBLE PARTICIPANTS**

- Must be a member of Nipissing First Nation or affiliate.
- Clients actively seeking employment if underemployed or unemployed.
- Mobile individuals who are unemployed or about to become unemployed and who have few or no possibilities of securing employment locally.
- An individual will not be eligible for mobility if the position that he/she is being considered for can be obtained locally (ie: labourer or if position is offering minimum wage).
- Mobility will not be considered for work out of the Province, if the same position is available within the Province.
- Residency will be considered in determining eligibility (ie Ontario, Canada, United States)

### **PARTICIPANT REQUIREMENTS**

- Labour market information must be verified prior to approval.
- Verification of a job interview must be obtained prior to providing financial assistance.

- A written verification must be provided, offering employment that states the position, wages and status of position prior to relocation approval.

#### FINANCIAL ASSISTANCE

- Transportation costs; bus fare from point of departure to destination.
- Overnight accommodation and meal allowance in transit between the locality of residence and new area of employment; up to \$100 per night to a maximum of 3 nights.
- Overnight accommodation and meals on site; up to \$50 per day meal allowance and \$100. per night to a maximum of three (3) nights once the individual has reached the new area of employment.

***NOTE: Mobility assistance to attend a job interview will only be considered until the individual secures his/her first job. Relocation will only be considered once. Should a person choose to leave his/her place of employment and has previously received mobility assistance he/she will not be considered for such assistance in the future.***

### **VIII. ON-THE-JOB TRAINING / Targeted Wage Subsidy (TWS)**

To provide training and work experience to eligible participants or employers by providing on the job training costs and wage subsidies.

#### OBJECTIVES

- To assist unemployed Employment Insurance eligible individuals experiencing difficulty finding work benefit from on the job training.
- To assist unemployed individuals prepare for and maintain employment which results in saving to the Employment Insurance Account.
- To provide participants with access to employers.
- To provide participants with access to job experience.
- To provide training opportunities to participants who are employed to aid in and maintaining employment.

#### ELIGIBLE PARTICIPANTS

- Must be a registered member of Nipissing First Nation and affiliates.
- Unemployed or underemployed persons who are actively seeking full time employment.

#### ELIGIBLE EMPLOYERS

- Businesses, organizations, public health and education institutions, public sector and First Nation offices.
- **Duration \* 6 months.**
- On an exceptional basis, non-profit employers may be provided with a 6-month extension on the following conditions:

- The training for the extension period is for a higher skill level or the client is deemed “High Needs”. This classification requires documentation that shows multiple supports or initiatives with this client.
- Must ensure employment commitment is beyond the extended period.
- Participant has “Special Needs” and is identified as such.

#### EMPLOYER CRITERIA & RESPONSIBILITIES

- Employers must have a Revenue Canada taxation number to remit an individual’s Unemployment Insurance Benefits.
- Employers must maintain proper financial records and have financial procedures and policies – this will include proper accounts and recording including invoices, receipt vouchers, bank statements and cheques of all financial transactions.
- Employers must ensure full time employment upon completion of the training program if the training goes beyond 6 months.
- Detailed training plans must be submitted, ensuring the employer’s commitment to training the individual.
- Employers must have third party liability of WSIB coverage.
- Employers must ensure that the participant does not displace or replace existing employees or volunteers, an employee on lay off, employee absent due to labour management dispute, employees on vacation or interfere with a collective agreement.
- The position is not a position in which another contribution will be received.
- Position will be carried out in accordance with all applicable federal and provincial laws.
- The employer will provide a minimum of 30 hours per week to a maximum of 52 weeks.

#### DURATION

Minimum of 30 hours per week but will not normally exceed 40 hours of work per week and may last up to a maximum of 52 weeks.

#### FINANCIAL ASSISTANCE

- Maximum wages will not exceed the going rate for the occupation in the local labour market.
- For profit sector are eligible for up to 60% of wages / hour. Mandatory Employment related costs are the responsibility of the employer
- Nonprofit sector and FN are eligible for up to 100% cost of the wages / hour.
- Under unusual circumstances the mandatory employment related costs may be considered.

### **IX. SELF EMPLOYMENT ASSISTANCE**

The Self-Employment Assistance Program provides financial assistance for individuals in receipt of Employment Insurance (EI) or those considered EI Reach-back.



## OBJECTIVE

To encourage individual entrepreneurs to work with local resources to ensure that they build viable business plans.

## ELIGIBLE PARTICIPANTS

- Member of Nipissing First Nation or affiliate.
- Be a qualified Employment Insurance claimant.
- Have no previous participation in self employment assistance funded by Nipissing First Nation Employment & Training Unit.
- The participant must be approved for this option through a local Service Canada office.

## ELIGIBILITY REQUIREMENTS

- Agree to work with local resources (ie: NECO, West Nipissing Business Development Board, Waubetek, etc) to develop a business plan.
- Agree to work full time on the business while receiving financial assistance.
- Agree to start a new business or take over an existing business where the individual has no prior ownership.

## FINANCIAL ASSISTANCE

- Service Canada approved participant will receive their Employment Insurance Benefits, and receive verification from Service Canada.
- Participants *may be* eligible to receive a contribution of \$2,000 for the purchase of equipment required for the operation or marketing of the business.

## DURATION

Participant will receive up to their approved weeks of EI Benefits entitlement, i.e. participant's EI weeks of entitlement/or weeks payable is 35 weeks. Participant maybe approved their 35 weeks of EI Benefits.

## CRITERIA

Participants must identify a business opportunity and develop a business plan with the assistance of a local business development organization.

Participants are encouraged to enter a business that offers a product or service that:

- While locally available, must be imported from elsewhere.
- That a company uses on a regular basis.
- For which there is a high or increasing demand.

- That would be a more efficient way to produce or lower the cost of an existing product or service.
- Recycling; using scrap or waste from other businesses to produce a product.
- Inventing, producing and marketing a new product.
- Repackaging an existing product and re-selling it.

There are certain business ventures that would not be considered, and include:

- A business that is controlled by someone else other than the person receiving financial assistance;
- A business where the revenue is mainly from commissions; such as sales commissions.

## **X. STUDENT EMPLOYMENT INITIATIVE**

The Student Career Initiative program is a program for students designed to provide wage subsidies to employers to assist with career related job placements. These placements can be part time employment positions during the academic year and continue into full time employment between academic semesters.

### **OBJECTIVES**

- To provide part time job experience to students that will assist with their career development.
- To provide employers with wage subsidies to assist in training youth.
- To encourage employer to hire students and train them for future positions within their company/business or organization.

### **ELIGIBLE EMPLOYERS**

Businesses, organizations.

### **ELIGIBLE PARTICIPANTS**

- Students must be between 15 to 30 years old.
- Secondary or post secondary students who are attending school on a full-time basis or over the summer months.
- Students who intend to return to school on a full time basis after their vacation period.

### **DURATION**

- Summer employment for students may last for a period of up to eighteen (18) weeks.

- A student may be eligible for assistance under the Student Career Initiative for a maximum of two (2) summers, if 100% funding is through this Local Delivery Mechanism and are limited to a maximum of 6-8 weeks. Depending on funding availability.

### FINANCIAL ASSISTANCE

- Private & Public Sector – wage subsidy may be provided (see Appendix “E”)
- Non-profit Sector – wage subside may be provided at 100% plus the MERC (see: Appendix “E”).

### EMPLOYMENT SUPPORT

- Provided with supporting documentation. Participant can’t request additional support unless three (3) years has elapsed from the date approved.
- Applies if the employment requires special equipment and/or clothing such as work boots, safety work clothes, work gloves, etc.
- The maximum allowable is \$275 per student.

***NOTE: All students should receive an evaluation at the end of the summer employment.***

## **XI. TRAINING PURCHASE**

The Training Purchases Program is designed to assist individuals that require assistance to overcome existing or anticipated labour market barriers by purchasing training courses in public, private institutions or through recognized trainers. The program is also designed to assist businesses, groups and organizations to identify their training needs.

### OBJECTIVE

- To assist individuals, including youth, to enter into a variety of training courses offered at public and private institutions to increase their skills level.
- To purchase training that leads to direct employment.
- To assist individuals to obtain career goals through employment counseling thereby increasing the clients employability.
- To assist clients (employed/unemployed) to overcome existing labour market shortages through skills training. Accessing labour market information and other resources will assist with selecting occupations where future employment exists.

### ELIGIBLE PARTICIPANTS

- First Nation member or affiliate member.
- 18 years of age or over.

- Unemployed and underemployed and in receipt of Employment Insurance Benefits.
- Employed and in need of skills enhancement to maintain employment.
- If the applicant is a client of another program (ie: Education, Ontario Works etc) it is his/her responsibility to work through that department. If a partnership for funding is allowable, the responsibility rests with the department to provide a letter advising of their involvement.

### ELIGIBLE TRAINING

One year of any recognized college training.

### ELIGIBLE TRAINING COORDINATORS

- Businesses
- Educational Institutions including private and public
- Recognized Vocational Trades School
- Qualified Trainers

### DURATION

To a maximum of Fifty-two (52) weeks.

### ATTENDANCE POLICY & REGULATIONS

- ✓ The trainee will be in attendance a minimum of 30 hours per week.
- ✓ The trainee must be on time for classes – lateness will not be tolerated. If the trainee is late, this will result in a deduction from his/her training allowance. (three (3) times late will be considered ½ day absent).
- ✓ The trainee will conduct his/herself in a manner that advances his/her academic progress and does not interfere with the learning of his/her fellow learners.
- ✓ The trainee will inform the Employment & Training Unit and the Instructor if he/she will be absent. If the trainee is not available to attend during the scheduled time, the trainee must contact the Training Institute on a daily basis with an acceptable reason for being absent.
- ✓ Progress reports will be submitted on a regular basis.
- ✓ The trainee agrees to attend all classes and have no absences for the training period. If truancy continues, he/she will be automatically terminated from the training sponsorship with the Employment & Training Service Unit.

### SPONSORSHIP AGREEMENT REGULATIONS

- ✓ The trainee is responsible to successfully complete his/her training or course.
- ✓ If the trainee does not successfully complete the training/course, the Nipissing First Nation Finance Department will be notified to proceed with the collection of any non-refundable tuition paid on the student's behalf.

- ✓ Upon successful completion of a sponsored course, the trainee is responsible to seek employment.
- ✓ The trainee is not eligible to request further training sponsorship for a minimum of three (3) years from date of completion of prior sponsorship and must be able to provide proof that the career that he/she was originally trained in is either redundant or requires additional skills to become employable.

### FINANCIAL ASSISTANCE

- Supplementary allowances including dependent care, living away from home, parking, mandatory course related costs, commuting and travel for qualifying individuals. (See Appendix "D")
- Qualified Training Coordinators normally receive up to a maximum of \$100 per training per participant.
- Mandatory course related costs include the cost of books, supplies, equipment and uniforms.

***NOTE: The total maximum contribution is not to exceed \$18,000. in a 1 year period from initial start date unless deemed "High Needs".***

## **XII. UP-SKILL TRAINING PURCHASES**

The Up-Skill Training Purchases Program is designed to assist the employee to acquire additional education, skills and/or certification while continuing to be employed. The program designed to assist the participant with opportunities to move up within his/her employment and/or organization.

The education, skills and / or certification may be done through long distance learning (on-line) or during business hours with the support and approval from the employer.

### OBJECTIVE

- To assist individuals that are employed to obtain additional education, skills and / or training while they continue to be employed.
- To purchase training that will provide them with education, skills, and / or certifications to meet the qualifications for opportunities to advance within his/her employment or organization.
- To assist the individuals to obtain the required education, skills and certifications through long distance learning with the written support from the employer.
- To assist individuals to obtain the skills, certifications and / or licenses with the support and approval from the employer during business hours.

## ELIGIBLE PARTICIPANTS

- First Nation member or affiliate member.
- Participant must be employed

## ELIGIBLE TRAINING COORDINATORS

- Community Colleges
- University
- Must be a recognized Educational Institutions including private and public
- Must be a recognized Vocational Trades School
- Must be qualified and a certified Trainers
- Webinars, Zoom, Face Time etc... is a must by the College, University, Private Institution, Trainer(s) with the sponsored participant.

## ATTENDANCE POLICY & REGULATIONS

- ✓ The trainee will be in attendance a minimum of 30 hours per week.
- ✓ The trainee must be on time for classes – lateness will not be tolerated. If the trainee is late, this will result in a deduction from his/her training allowance. (three (3) times late will be considered ½ day absent).
- ✓ The trainee will conduct his/herself in a manner that advances his/her academic progress and does not interfere with the learning of his/her fellow learners.
- ✓ The trainee will inform the Employment & Training Unit and the Instructor if he/she will be absent. If the trainee is not available to attend during the scheduled time, the trainee must contact the Training Institute on a daily basis with an acceptable reason for being absent.
- ✓ Progress reports will be submitted on a regular basis.
- ✓ The trainee agrees to attend all classes and have no absences for the training period. If truancy continues, he/she will be automatically terminated from the training sponsorship with the Employment & Training Service Unit.

## SPONSORSHIP AGREEMENT REGULATIONS

- ✓ The trainee is responsible to successfully complete his/her training or course.
- ✓ If the trainee does not successfully complete the training/course, the Nipissing First Nation Finance Department will be notified to proceed with the collection of any non-refundable tuition paid on the student's behalf.
- ✓ Upon successful completion of a sponsored course, the trainee is responsible to seek employment.
- ✓ The trainee is not eligible to request further training sponsorship for a minimum of three (3) years from date of completion of the prior sponsorship and must be able to provide proof that the career that he/she was originally trained in is either redundant or requires additional skills to become employable.

***Note: The total maximum contribution is not to exceed \$12,000 to \$15,000 in a 1- year period unless deemed "High Needs". Every Up-Skill sponsorship request will be assessed on an individual basis. Sponsorship continuation for long distance learning training to be reassessed / re-evaluated December 2021.***

## **APPENDIX “A”**

### **ALLOWANCE RATES / INCENTIVE GRAD AWARD**

Participant without dependents who are single or with a working spouse or spouse with income source	\$275.00 per week
With one dependent	\$325.00 per week
With two dependents	\$350.00 per week
With three or more dependents	\$375.00 per week
Incentive Grad Award (Effective April 2019 )	\$500.00

**DEPENDENT CHILD(REN)** – A person who is dependant upon the participant as defined by Revenue Canada’s income tax regulations and who does not receive more income in excess of the level of income allowed for a dependent spouse by Revenue Canada income tax regulations.

**DEPENDENT SPOUSE**- A person who is married to the participant or a person who has lived with the student as husband or wife for a period of at least once year prior to the application for assistance. The person is dependent upon the participant and does not receive income in excess of the level of income allowed for a dependent spouse by Revenue Canada’s income tax regulations.

## APPENDIX “B”

### CHILD CARE RATES

#### Number of hours of supervision required per day

DEPENDENTS	1 HOUR	2 HOURS	3 HOURS	4 HOURS	5 OR MORE
For the first dependent	\$4.40	\$8.75	\$13.15	\$17.50	\$25.00
For the second dependent	\$4.40	\$8.75	\$14.15	\$17.50	\$25.00
For the Third dependent	\$4.40	\$7.05	\$9.70	\$12.35	\$20.00
For the Fourth dependent	\$4.40	\$5.80	\$7.20	\$8.60	\$15.00
Daily maximum allowable					\$75.00

#### Eligibility for Child Care

1. All children must be registered for entry into a subsidized Child Care program (Nipissing First Nation Ojibway Day Care Centre or Couchie Memorial Day Care Centre or other). Proof must be provided.
2. Persons who reside with a spouse (including common law) or other parent of said child are not eligible unless both are attending school, where attendance is monitored. Should any one of the adults in the home of the child or responsible for the said child, be absent from school, no childcare allowance is paid.
3. Only one person or one parent may request childcare.
4. Childcare is only payable to the provider and only until such time that a subsidized position at a daycare is available.

NOTE: Childcare costs will only be paid for children 5 years of age and under.



# **APPENDIX “C”**

## **LIVING AWAY FROM HOME ALLOWANCE**

Trainee will be considered eligible for the living away from home assistance if:

1. The trainee is scheduled for thirty (30) hours or more per week, and
2. The training centre is located at such a distance from the trainee’s place of residence that the trainee needs to maintain both a primary residence and a temporary second residence near the training site.
  - \$50.00 per day for private accommodations
  - \$250. per week for the first two (2) weeks of training to establish living arrangements
  - \$200.00 per week or rate negotiated with local motel.
3. Arrangements are made directly with the hotel/motel directly.

Where possible the trainee should try to reduce costs or keep costs to a minimum. Receipts are required for accommodations and where possible direct payment to the motel/hotel is negotiated.

## **APPENDIX “D”**

### **COMMUTING ALLOWANCE**

Mobility Allowance Air Fare, Ground Transportation which ever one is the most cost efficient.

Transit / Bus Pass

**\$0.30** cents per km

(Not be exceed \$125.00 per week)