7. Appendix

Training Fund Policy for Regional and Sectoral Community Training Fund

The *Training Fund Policy* is the formal communication of your organization’s policies and procedures for the implementation and administration of the Training Fund, including details on how the fund will address or mitigate barriers to employment training in your region or sector.

The *Training Fund Policy* is developed by your Training Fund Committee with support from Yukon Education.

**Training Fund Policy Elements**

All Regional and Sectoral Community Training Funds must develop a *Training Fund Policy*. Specific content will depend on the context of the sector or region and the strategies adopted by each Committee, but it should include most of the following elements.

**Training Fund Committee Terms of Reference (ToR)**

- Official Name of the Committee.
- Purpose/Objective of the Committee.
- Committee membership details including number of members, their respective roles, selection method for appointing a chair and member withdrawal or expulsion procedures.
- Meeting guidelines including calling procedures, schedule and location, voting procedures and quorum limits, (if applicable).
- Details about agendas and minutes, including preparation, distribution, storage and communication procedures outside of meetings.
- Details on processes in place to protect individual information, including where and how personal records are stored. *(Note: CTF agreements are subject to the Access to Information and Protection of Privacy (ATIPP) Act.)*

**Description of the employment training/labour market needs of the region or sector**

- This section may include why the Fund is needed, the types of employment opportunities in the region/sector, the barriers to employment for individuals and training that is needed to access the employment opportunities.
- Other Labour Market Information the Committee may have about the employment training needs of the region or sector.

**Description of the Strategic Directions for the Fund**

- This section may include the particular focus, or strategic direction, that the Fund will take to address the stated issues and/or barriers, and the specific strategies that may be used. For example: Fund eligibility restrictions, marketing activities, employer engagement activities and partnership development.
- Timelines for each specific activity, if applicable.
Application Guidelines

Both individuals and organizations are eligible to benefit from Community Training Fund. However, your committee may create additional, specific eligibility requirements to address the employment training and labour market needs identified in your Training Fund Policy. Each Committee is invited to develop their own Application Guidelines. Some examples:

- Eligibility criteria such as:
  - For individuals: place of residence, employment or training in a specific sector such as trades, demographic targeting such as aboriginal, youth, older worker or person with a disability
  - For organizations: organization type, (private sectors, NGOS, municipal, first nations governments, education providers, etc.), required licenses or certification, type of training offered

- Funding Criteria such as:
  - Required third party funding sources, maximum eligible amount per agreement or year, eligible cost categories such as tuition, travel or living supports, ineligible costs

- Application processes such as:
  - Specific documents/actions required of the applicant
  - Description of the assessment process, including assessment questions
  - Any other information that an applicant may need to apply for funds

- Fund priorities such as:
  - Type of applicants (e.g. individuals or organizations)
  - “Targeted” groups if any (employed, unemployed, older workers, youth or low skilled)
  - Types of training supported or given priority by the Fund (duration, location or type of training)

- Applicant responsibilities upon approval of funding such as:
  - Proof of payment, transcripts, attendance records or other reporting requirements

- Payment procedures or policies such as:
  - Payment on receipt of invoice or receipts
  - Percentage disbursed on approval, remainder at completion of training
  - Timelines for application, such as application due dates or estimated response times

Timelines for submission of Training Fund Policy

New Funds: A Training Fund Policy must be submitted to Advanced Education within six months of the creation of the Fund.

Existing Funds: Existing Community Training Funds shall review and update their Training Fund Policy annually and provide a copy to Advanced Education.