

CYJF

Canada-Yukon Job Grant

Training support program to assist employers to provide training for existing or potential staff or job seekers.

Program Guidelines

Advanced Education, Labour Market Programs and Services

For use by employers who wish to apply for funding to provide training for existing, new or potential staff.

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1. Canada-Yukon Job Grant - Program Description

The **Canada-Yukon Job Grant (CJG)** is a program administered by Labour Market Programs and Services, Yukon Education as part of the Canada-Yukon Job Fund. The program is intended to provide employers with funding support to train existing or potential staff for specific, existing or projected positions in the labour market.

This program meets the following goals of the Labour Market Framework:

From the Comprehensive Skills and Trades Training Strategy:

1. To ensure training opportunities are available for all Yukon people to adapt effectively and efficiently to changing skills, knowledge, and abilities.
2. To facilitate and improve learning and employment transitions.

For more information on the Labour Market Framework, visit:

<http://labourmarketframeworkyukon.com>

Key Terms

Training

For the purposes of applying for Canada-Yukon Job Grant funding, employers decide who obtains training, what training is required and which third-party trainer will deliver the training. Training under 52-weeks is preferred.

Training must be provided by an eligible third-party trainer which may include:

- Post-secondary institutions;
- Private vocational institutions;
- Sector councils or industry associations; and
- Union halls.

Yukon government will review the application and determine if the suggested trainer is approved to deliver the training.

Training can be delivered at the workplace, online, in a classroom or a training facility. It is the responsibility of the employer to select and contract the trainer.

Employers must provide confirmation of the training cost details from the third-party trainer, information about the training and who has benefited from the training.

Objective

To support employers to provide third-party training to existing or potential employees in order to prepare for specific and available positions within the employer's business.

Priority Areas

Yukon Education has developed the Workfutures website which highlights the top 100 in-demand jobs in Yukon. Applications for Canada-Yukon Job Grant funding that align with the top 100 in-demand Yukon jobs will be given priority. For further information on Workfutures, see: <http://yukonworkfutures.gov.yk.ca/>

Eligible Recipients

Eligible recipients include individual employers and organizations acting on behalf of employers (e.g. employer consortia, union halls, industry associations and training coordinators), in the private and not-for-profit sectors. First Nation Governments and selected crown corporations are also eligible recipients.

Eligible Participants

Eligible participants include all Canadian citizens and permanent residents who are:

1. Unemployed individuals who need training to obtain a job;
2. Employed individuals who need training for a new job, including a promotion
3. Employed individuals who need training to increase capability in current job.

Key Principles

1. The employer decides which Eligible Participants obtain training and what type of training is required;
2. The employer can demonstrate that the training prepares the participant for one of the following:
 - a. A new available job, including a promotion;
 - b. Improved capability in the current job;
3. The employer financially contributes to the training; and
4. Training is provided by an eligible third-party trainer.

2. Developing the Application

A successful Canada-Yukon Job Grant application must identify the following:

1. Employer Information, including:
 - a. Organization legal name;
 - b. Yukon Government vendor ID;
 - c. Economic sector of business;
 - d. Contact information.
2. The employer contribution to training. See section entitled “Budget” for the limits that apply to the employer contribution.
3. A specific participant to be trained, including:
 - a. Name and Social Insurance Number;
 - b. Contact information;
 - c. Employment status (employed, under-employed, unemployed);
 - d. If employed, the participant’s current job title & National Occupational Classification (NOC);
 - e. If unemployed, the participant’s last job title & National Occupational Classification (NOC).
4. Training information, including:
 - a. Name of training;
 - b. Start date and end date;
 - c. Description of proposed training;
 - d. Training method (e.g., in class, on-line, at worksite);
 - e. Name of training institution;
 - f. Location of the third-party trainer/ institution;
 - g. Cost details from the third-party trainer or training institution.
5. Employment Results
 - a. Employment results (new hire, promotion, increased capability for current job);
 - b. Resulting job title & National Occupational Classification (NOC);
 - c. Description of proposed training.

Project Description: Objective

The application must include a single sentence objective statement in the following format:

<<Between [start date] and [end date], the Recipient will arrange for and contribute to training for [number] participants to <<either A or B>>

- A) prepare for employment as a [job title].
- B) increase [work related skill type] skills as a [job title].>>

Project Activities and Expected Results

There is one eligible activity type, described as follows:

Skill Enhancement-Job Specific

A learning experience to gain specialized skills and/or credentials that are needed for a specific job or field.

The expected result of all Canada-Yukon Job Grant activities is increased capacity, new employment/promotion for the participant beyond the training period.

Project Budget/Participant Training Cost Calculation

A Participant Training Costs Calculation sheet must be provided for each participant identified in the Canada-Yukon Job Grant project. The eligible budget categories for a Canada-Yukon Job Grant project are shown in the following table. Note that all travel costs are ineligible expenditures.

Eligible Budget Categories

Tuition	Payments made for the purpose of procuring formal training provided by a certified training institution, paid either to the participant or directly to the institution. This includes mandatory institutional costs such as student fees, exam fees, lab fees, etc.
Required Training Materials	Materials necessary for the project that will be used or consumed by project participants, such as supplies, books and required course materials.

Budget Limits/Required Employer Contribution

- The government-funded Canada-Yukon Job Grant portion for each training participant will be the lesser of:
 - two-thirds of the actual costs of the training,
 - OR
 - \$10,000.
- The employer contribution will be a minimum of one-third of the actual costs of training

- Employers with less than 50 employees may use participant’s wages, or replacement wages, to account for up to 50% of the required one-third employer contribution.
- There is a \$10,000 lifetime maximum per participant for Canada-Yukon Job Grant.
- There are no limits on the number of participants per application, or the number of applications submitted by an employer.

Supporting Documentation

The following documents must be included with your application for funding in order to be complete. There are two forms to be completed: one by the employer and the other by the participant(s). Applications will not be assessed until complete.

Document	Description
Canada-Yukon Job Grant (CJG) – Employer Application	http://www.education.gov.yk.ca/employers/cjf.html
Participant Training Cost Calculation	Provide a “Participant Training Cost Calculation” sheet (p. 2 of the Employer Application) for <u>each participant</u> .
Canada-Yukon Job Grant (CJG) – Participant Information	http://www.education.gov.yk.ca/employers/cjf.html
Training Cost Detail	Attach cost details from third-party trainer for <u>each participant</u> .

3. Submitting the Application

Paper/PDF Applications

E-versions of the necessary documents and all of the tools and templates are available at: <http://www.education.gov.yk.ca/employers/cjf.html> If you prefer, you may contact our office to have hard copy documents mailed to you.

These completed and signed forms must be delivered by hand, mail or fax to Yukon Education. See the section “Contact Information.” Applications will not be accepted by email due to the personal and confidential information contained therein.

Please note: Your application must be approved by Advanced Education before the start of the training activity. Training costs incurred prior to the approval of a Canada-Yukon Job Grant are not eligible for reimbursement.

4. Managing the Agreement

The successful applicant will sign a Transfer Payment Agreement with Yukon Education. The Agreement outlines the project details and activities, the budget as negotiated and agreed upon by both parties, the planned reporting periods and payments, the number of expected beneficiaries and the general terms and conditions.

Reporting Requirements

Activity Report

Employers are required to complete the Activity Report detailing the outcome of the training and the employment results (including, but not limited to, hours worked, hourly wages, National Occupation Classification (NOC) codes pre- and post-training, credentials earned, pre- and post-training status, etc.), plus any narrative you wish to provide. The Activity Report template is available at: <http://www.education.gov.yk.ca/employers/cjf.html>

Financial Report

Please attach proof of payment to the training institution.

Follow-up (12-months) Report

Employers must also provide the results of the training twelve months after completion of the training (including, but not limited to, hours worked, hourly wages, National Occupation Classification (NOC) codes pre- and post-training, etc.) A Follow-up Report template will be provided by Advanced Education.

Payments

Funds will be disbursed in two payments. The first payment (90%) is made on signing. The final 10% is paid on completion of the activity report.

5. Contact Information

Call:	1-800-661-0408, local 5131.
Email	Contact.education@gov.yk.ca
Fax:	(867) 667-8555
Online:	http://www.education.gov.yk.ca/employers/cjf.html
Mail	Advanced Education Yukon Education Government of Yukon Box 2703 Whitehorse, Yukon Y1A 2C6
Visit:	Yukon Education 1000 Lewes Blvd Whitehorse YT

6. Terminology

Employed

Employed persons are those who work at a job or business, that is, who have paid work in the context of an employer-employee relationship (not including self-employment). This includes those who have a job, but are not at work due to factors such as own illness or disability, personal or family responsibilities, vacation, labour dispute or other reasons (excluding persons on layoff, between casual jobs, and those with a job to start at a future date). Employment may be permanent or temporary (temporary employment comprises work under a fixed-term contract, in contrast to permanent work where there is no end-date), full-time or part time.

Full-time (work hours) includes employed persons who usually worked 30 hours or more per week, at their main or only job

Part-time (work hours) includes employed persons who usually worked less than 30 hours per week, at their main or only job

Employer

Either an individual employer or an organization that acts on behalf of individual employers (e.g., employer consortia, union halls, associations training coordinators, Crown corporations and Aboriginal governments as appropriate), who contributes to one or more Grants.

Grant

Funding issued under the Canada-Yukon Job Grant to support the eligible training costs of a participant. A Grant can include one training course or a series of multiple courses providing that the maximum government contribution per grant does not exceed \$10,000.

Immigrant

Persons residing in Canada who were born outside of Canada, excluding temporary foreign workers, Canadian citizens born outside Canada and those with student or working visas.

Participant

An individual who attends training paid for by the Canada-Yukon Job Grant.

Underemployed

For the purposes of Canada-Yukon Job Grant funding, underemployment is defined as a situation wherein an individual is employed but does not believe his or her work hours are sufficient.

Unemployed

This category includes those who (a) are on temporary layoff with an expectation of recall and are available for work, or (b) are without work, have actively looked for work in the past four weeks, and are available for work, or (c) have a new job to start within four weeks from reference week, and are available for work.

Training

For the purposes of Canada-Yukon Job Grant funding, training must be provided by eligible third-party trainer and may be delivered at the workplace, online, in a classroom or a training facility.