

LMAPD

Individual Training and Supports Program

PROGRAM GUIDELINES

Advanced Education - Labour Market Programs and Services

To provide support for an eligible participant seeking training to enable employment or personal supports in order to accommodate a declared or demonstrated disability which hinders employment.

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1. Individual Training and Supports - Program Description

The **Individual Training and Supports Program (ITSP)** is administered by Yukon Education as part of the *Canada – Yukon Labour Market Agreement for Persons with Disabilities (LMAPD)*. The program is intended to improve labour market engagement for persons with disabilities in order to better meet the employment needs of Canadian businesses.

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

From the Comprehensive Skills and Trades Training Strategy:

- *Ensure training opportunities are available for all Yukon people to adapt effectively and efficiently to changing skills, knowledge and abilities;*
- *To facilitate and improve learning and employment transitions.*

From the Recruitment and Retention Strategy:

- *To increase the recruitment of under-represented groups, such as...persons with disabilities;*
- *To increase employers' awareness of the barriers to employee retention.*

The Labour Market Framework is a strategic framework for addressing labour market issues in Yukon. For more information on the Labour Market Framework, visit the website at <http://labourmarketframeworkyukon.com>

Key Terms

Disability

For the purpose of applying for funding under the LMAPD, disability is defined as a physical condition, a mental condition or a health problem that restricts the performance of one or more of a person's significant life activities for an extended period.

Objective

To provide support for an eligible participant seeking training to enable employment or personal supports in order to accommodate a declared or demonstrated disability which hinders employment.

Eligible Participants

Individuals legally entitled to work in Canada who seek to gain, maintain or return to employment. Participants may be employed, self-employed or unemployed and demonstrate or declare a disability as defined above. A priority is given to those who cannot qualify for other funding sources.

Participants must be case managed, either by a case management service or Yukon Education, and have an Action Plan demonstrating the need for services offered under this program. For more information, please refer to the section entitled “Participant Case Management”.

Key Principles

- Eligible participants engaged under this program must provide informed consent to address an identified or suspected disability.
- Participants will not be charged a fee for services or activities provided under this program.
- The program is centred on employment-related supports provided to participants with a strong focus on case management and participant follow up.

2. Participant Case Management

Case management is a collaborative process between a participant and her/his case manager to assess, plan, and facilitate activities and services that will meet the employment needs of the participant. Each step in the case management process is important in developing an Action Plan that accurately reflects the participant’s circumstances, existing skills, employment barriers and the related interventions. An Action Plan must be developed with the active input and agreement of both the participant and the case manager.

Applications for the Individual Training and Supports Program must be submitted or supported by a case management service sanctioned by Yukon Education, including:

1. Case managers funded by Yukon Education under Employment Assistance Services:
 - a. Employment Central;
 - b. Yukon Council on Disability (YCOD) [Whitehorse and Dawson City];
 - c. AFY Emploi;
 - d. Klondike Outreach (Dawson City); and
 - e. Watson Lake Outreach.

Additional information regarding Employment Assistant Service providers can be found at: http://www.education.gov.yk.ca/continued/employment_assistance_services.html

2. Organizations that employ a model of case management, such as:
 - a. Organizations providing employment services to persons with disabilities;
 - b. First Nation Employment Training Officers, social service officers, education officers or equivalent;
 - c. Yukon Department of Health and Social Services;
 - d. Yukon Department of Justice; and
 - e. Yukon Workers' Compensation Health and Safety Board.

Such organizations must employ a model that is compatible with the purpose and practice of Yukon Education's case management model.

3. Where no case management service is available, interested participants should contact Yukon Education directly. See below.

3. Developing the Application

A successful Individual Training and Supports Program application must demonstrate the following:

1. that the participant has or suspects the presence of a disability that impairs her/his ability to gain, maintain or return to employment;
2. the participant is supported by a Case Manager;
3. that a lack of training is a barrier to employment;
4. that the proposed training will contribute to enhanced employability;
5. a documented development plan (if applicable) with goals and milestones to implement the required training.

Please note: Your application must be approved by Advanced Education before the start of the intervention.

Intervention Description: Objective

The intervention description must begin with a single sentence objective that uses S.M.A.R.T. criteria (**S**pecific, **M**easurable, **A**ttainable, **R**elevant and **T**ime limited) in the following format:

<<Between [start date] and [end date], [Participant's name] will receive [name support or training intervention] in order to gain, maintain or return to employment.>>

Interventions and Expected Results

The Action Plan must clearly identify all supports and training contributing to the participant's employment goal. For each interventions (training course or service), you must include a detailed description, including:

- the name and goal of the intervention;
- the start date and expected duration;
- specific timelines, deadlines or milestones associated with the intervention, (e.g., assignment due dates, scheduled tests or tutoring sessions);
- the related costs; and
- expected results, certificates or reports associated with the intervention.

Intervention Types

For Genie users, the following intervention types are offered access to Individual Training and Supports Program funding:

Skill Enhancement – Essential Skills – College Prep

A learning experience to prepare participants for the GED exam

Skill Enhancement – Essential Skills - Communication

A learning experience to enhance the Essential Skills of Communication

Skill Enhancement – Essential Skills - Computer Use

A learning experience to enhance the Essential Skills of Computer Use

Skill Enhancement – Essential Skills – Customized Curriculum – Classroom

A Classroom-based group learning experience, with a customized curriculum, to enhance one or more of the Essential Skills – Reading Text; Document Use; Numeracy; Writing; Oral Communication; Working with Others; Continuous Learning; Thinking Skills; Computer Use

Skill Enhancement – Essential Skills - Numeracy

A learning experience to enhance the Essential Skills of Numeracy

Skill Enhancement – Essential Skills – Reading/Writing

A learning experience to enhance the Essential Skills of Reading and Writing

Skill Enhancement – Job Specific – Formal Education

Formal education program to obtain skills and credentials needed for a specific job or field

Skill Enhancement – Job Specific - Workshops

Short term workshops to obtain certifications for a specific job, such as First Aid, CPR, WHIMIS, etc.

Skill Enhancement – Post-Secondary - College

A Post-Secondary program at an accredited college program to obtain skills and credentials in a specific field

Skill Enhancement – Post-Secondary – Training

A program at an accredited institution to obtain skills and credentials in a specific field

Skill Enhancement – Post-Secondary - University

Formal education program in a university to obtain skills and credentials needed for a specific job or field

Skill Enhancement – Pre-Employment

A learning experience to enhance Pre-Employment skills – the self-management and interpersonal abilities needed for an individual to function effectively within society and the workplace

Skill Enhancement – Pre-Employment – Service Learning

A project that delivers a useful service to the community in order to enhance Pre-Employment skills – the self-management and interpersonal abilities needed for an individual to function effectively within society and the workplace

Skill Enhancement – Skilled Trades

Skill enhancement for apprentices OR certified tradespeople in one of the designated Skilled Trades

Skill Enhancement – Skilled Trades – Practical Upgrading

Upgrading and refreshers for certified tradespeople in one of the designated Skilled Trades

Work Experience

Work Experience

Work Experience - Paid

Paid Work Experience

Financial Assistance and Participant Contribution

Participants may be eligible to receive financial assistance from Advanced Education to cover all, or a portion of, the following costs:

- tuition, course fees or mandatory student fees;
- training course materials;
- required course-related equipment, such as safety footwear;
- disability-related supports, including fees for professional services;
- childcare and dependent care;
- travel;
- accommodations;
- living allowance; and
- transportation (local commuting).

The amount of financial assistance provided to approved participants is negotiated. Factors to be included in funding negotiation include budget availability, individual circumstances and demonstrated financial need. Where possible, participants are asked to contribute to the cost of the service or training undertaken.

Supporting Documentation

The necessary information to document your request for funding is detailed below. This will allow your agreement manager to assess, negotiate and determine whether or not a recommendation can be made to support your application for funding.

Mandatory

The following documents are mandatory. Note that the application will be returned to the applicant if any are missing.

Document	Description
ITSP Application Form	Found at: http://www.education.gov.yk.ca/continued/lmapd.html
Action Plan	An Action Plan is a tool used in the Case Management process. Action Plan is a collection of activities, known as interventions, which are generally focused on addressing one or more of the participant's identified barriers to employment. The Case Managing organization must provide the Action Plan of the participant identified in the Application Form.
Personal Budget Information	Found at: http://www.education.gov.yk.ca/pdf/individual_budget_calculation.pdf
Training Cost List	Please provide cost details from training institution or other cost related with training (equipment, travel, etc.)

Conditional

If you are requesting financial assistance for child or dependent care, or have specific medical limitations that should be taken into account when assessing your disability-related supports, the following documents are required:

Document	Description
Childcare Letter	A letter from your childcare provider detailing the days, hours, and costs that childcare is required
Medical Documentation	Documentation detailing the nature and scope of the disability

4. Submitting the Application

There are a number of case management/employment assistance services available to assist the participant in developing the required Action Plan and forwarding the application on behalf of the participant to Yukon Education. Case Managers should also assist the participant in applying to the Individual Training and Supports Program. See the section entitled “Participant Case Management”.

Genie

Genie is a secure, web-based application system used by Yukon Government and stakeholders for the delivery of labour market programs. Many case management service providers are Genie users able to manage your application completely on-line. This speeds up assessment and approval times considerably.

If the participant case manager is not on the Genie system, he/she will still be able to assist by providing the required forms and aiding in completing the application for funding.

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/continued/lmapd.html>

If you prefer, you may contact our office to have hard copy documents mailed to you.

Completed and signed forms must be delivered by mail or by fax to Yukon Education. Departmental contact information is provided below.

5. Managing the Agreement

Approved participants sign an Individual Funding Agreement with Yukon Education. Financial assistance is provided directly to the participant. Eligible costs are those that occur within the start and end dates of this agreement.

Reporting Requirements

Activity Report

Individuals are required to complete an Activity Report detailing the outcome of the project and the employment results plus any narrative you wish to provide, three months after the completion of the project. An Activity Report template will be provided by Advanced Education.

Follow-up (12-months) Report

Individuals must also provide the results of the project twelve months after completion of the project. A Follow-up Report template will be provided by Advanced Education.

6. 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/continued/lmapd.html>

Mail: Advanced Education
Yukon Education
Government of Yukon
Box 2703
Whitehorse, Yukon Y1A 2C6

Visit: Yukon Education
1000 Lewes Blvd
Whitehorse YT

7. Terminology

Accommodation

For the purpose of the Capability Assessment and Accommodation program, accommodation for employment is defined as those services and supports provided by the recipient organization to the participant and/or his/her employer that enable the participant to gain, maintain or return to employment, such as job coaches or mediators.

Active EI Claimant

An Active EI Claimant is an individual who, at the time of application for assistance, has an established Employment Insurance Benefit Period. The Employment Insurance Benefit Period is the time an individual may receive Employment Insurance Benefits; normally 52 weeks. The benefit period is determined by Service Canada.

Action Plan

Action plan is a tool used in the Case Management process. Action plan is a collection of activities known as interventions that are generally focused on addressing one or more of the participant's identified barriers to employment. The interventions are agreed to by both Case Manager and Participant but often involve a third party for completion, i.e. occupational training, life skills, job finding club, etc. The Case Manager role is that of a mentor, broker and evaluator.

Activity

Activities are actions taken or work performed through which input, such as funds, are mobilized to achieve a particular result. Each program has its own set of activities that may qualify for funding.

Case Management

A well-defined process that consists of:

- 1) Assessing the circumstances of the Participant;
- 2) Developing an Action Plan and managing activities, and;
- 3) Measuring and evaluating results.

Case Management is a collaborative process of assessment, planning, facilitation and services to meet Participants' needs.

Case Manager

Case Managers provide an array of services to assist participants coping with complicated situations in the most effective way possible. They assist the participant in the Case Management process.

The Case Manager identifies the needs and the goals of the participant through the assessment of an individual's circumstances. The Case Manager and participant identify the resources required, and together, formulate an action plan to meet the goals identified. The Case Manager will also help the participant to find the resources, facilitate connections with services, and sometimes advocate on its behalf. The Case Manager maintains communication with the participant in order to evaluate whether the action plan is effective in meeting the participant's goals.

Criteria of Eligibility

Factors used to determine whether an individual or an organization is eligible to participate in a program or activity.

Disability

A physical condition, a mental condition or a health problem that restricts the performance of one or more of a person's significant life activities for an extended period of time.

Eligible

Eligible means meeting the essential criteria **to be considered** under a program. 'Eligible' does not mean 'approved' or 'entitled', only that the individual, organization, activity or expense may legally apply and be considered.

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

Employment Training

Training, whether formally or informally, one-time or on-going, that contributes to an individual's skill set, with the intention of finding, obtaining or maintaining employment.

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.

Intervention

Interventions are actions taken by a participant and defined in an Action Plan for which input, such as funds, are mobilized to achieve a particular result. Each program has its own set of interventions that may qualify for funding.

Occupational Skills Training

Training that is employment or occupation specific and that will enhance skills to find, maintain or obtain employment in a specific occupation. Includes both vocational education which is designed to provide individuals with the technical skills and information required to perform a specific job or group of jobs, and on-the-job training.

Older Worker

Yukoners legally entitled to work in Canada who, at the time of application, are 55 years of age or older.

Participant

Any individual who is taking part, i.e. is engaged in an activity/intervention for which funding is requested under this program, (also known as: client, consumer, student or apprentice).

Professional Development

Refers to skills and knowledge attained for both personal development and career advancement. Professional development encompasses all types of facilitated learning opportunities, ranging from college degrees to formal coursework, conferences and informal learning opportunities situated in the workplace.

Recipient

An Individual or Organization that has been, or is being, provided financial assistance from the Government of Yukon as per the terms and conditions of an *Individual Financial Agreement (IFA)* or a *Transfer Payment Agreement (TPA)*.

Self Employed

A worker who works independent of the payer, sets their own hours of work with no overseer, normally provides their own tools, equipment and facility and determines independently which jobs or tasks to undertake. There is no employer/employee relationship between the worker and the payer.

NOTE: This status is determined by Canada Revenue Agency when applied to Employment Programming.

Support

See above definition of “accommodation”.

Transfer Payment Agreement (TPA) and Individual Financial Agreement (IFA)

Funding agreement made between the Government of Yukon and the Recipient based on mutual promises and specific conditions contained in the Agreement. These are the legal instruments that will govern an organization’s approved project or an individual’s funded activity.

Underemployed

A situation in which a person is employed, but is not in the desired capacity, be it in terms of compensation, hours (under 20 hours per week), skill level, and/or experience.

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.

Youth

A Youth is an individual who, at the time of application for assistance, is between the ages of 16 and 29 inclusive.