

**DATE:** January 5, 2018

**SUBJECT:** Training Fee Support Program Policy Expansion

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## TRAINING FEE SUPPORT PROGRAM POLICY

Columbia Basin Trust's Training Fee Support Program (Program) is a bursary-style program that promotes access to education or training that helps increase the employability of Columbia Basin residents in order to meet current labour market demands.

The Program provides subsidies to support the short term training needs that will lead to securing immediate employment of Basin residents who are unemployed or underemployed and meet eligibility criteria.

The Program is delivered on behalf of the Trust by the College of the Rockies (COTR). Employment Centres throughout the Columbia Basin Trust region refer clients to the program. If clients are not eligible for services through Employment Centres they may access the program through the Program Administrator (Administrator) via 1-844-427-1798.

Funds are paid directly to the education or training institution by COTR on behalf of the client.

## STANDARD BURSARY - PROGRAM CRITERIA

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Clients can apply for up to \$800 in subsidies. Clients may keep applying until they have used up the full \$800 limit after which, they must wait five years to reapply.

### 1. Client Eligibility

- a. Must be a resident of the [Columbia Basin](#);
- b. Must be a resident of British Columbia for a minimum of six continuous months prior to time of application;
- c. Must be legally entitled to work in Canada;
- d. Must be unemployed or underemployed at the time of application submission (underemployed may refer to working less than 20 hours per week or earning a wage that is not meeting individual's basic financial needs);
- e. Must have exhausted all other fee support programs;
- f. Must demonstrate a commitment to learning by contributing a reasonable portion of the costs associated with training attendance; and

### 2. Course/Training Eligibility

- a. Course or training must demonstrate a direct link to employment, this means the client should be able to find immediate employment after training is completed;
- b. Course or training must assist the client in meeting current labour market demands;
- c. Duration of submitted training plans must be six months or shorter;
- d. If the course or training start date is beyond two months of the application it may be conditionally approved. Further review at two months prior to start date will be conducted to ensure client still meets eligibility requirements;
- e. Training must be offered through a registered training institution, non-profit or business; and
- f. Distance education or on-line courses must meet all other course criteria.

### 3. Ineligible Requests

- a. Training outside of the Basin in order to work and live outside of the Basin;
- b. Professional/Association membership dues;
- c. Self-employment, career planning and career exploration courses;
- d. Business planning and business development courses;
- e. Expenses related to the course fees such as books, supplies or travel;
- f. Hobbies;
- g. Course(s) that are part of an extended education plan such as a diploma or degree, including pre-requisite course(s), unless the course alone will lead to immediate employment;
- h. Training/certificates required for the maintenance of employment including seasonal employment; and
- i. Group funding.

## **SPECIALIZED TRAINING BURSARY - PROGRAM CRITERIA**

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Clients can apply for up to 75% of training costs, up to a maximum of \$7,500, for specialized training where there is an identified skills shortage and high labour demand in the Columbia Basin Trust region.

### 1. Client Eligibility

- a. Must be a resident of the [Columbia Basin](#);
- b. Must be a resident of British Columbia for a minimum of six continuous months prior to time of application;
- c. Must be legally entitled to work in Canada;
- d. Must be unemployed or underemployed at the time of application submission (underemployed may refer to working less than 20 hours per week or earning a wage that is not meeting individual's basic financial needs);
- e. Must have exhausted all other fee support programs;
- f. If clients have accessed or used the maximum limit of \$800 from the Program's Standard Bursary they will be considered with a strong rationale from a Case Manager;
- g. Must demonstrate a commitment to learning by contributing a reasonable portion of the costs of the training;
- h. Depending on the value of the training and as determined by the Administrator, the client must demonstrate a direct link to employment located in the Columbia Basin Trust region through either:
  - a letter of offer from an employer (required for requests of \$2,500 or greater);
  - A conditional letter of offer from an employer;
  - Examples of current job postings; or
  - Other examples that demonstrate a high likelihood of securing immediate employment as a result of the training.
- i. Must have conferred with a Case Manager at their local WorkBC Office and have a Return to Work Action Plan.

### 2. Course/Training Eligibility

- a. Course or training must satisfy the current specialized skill areas deemed as eligible by the Trust identified annually for the Program (Appendix A);
- b. Duration of submitted training plans must be six months or shorter;
- c. Course(s) cannot be part of an extended education plan such as a diploma or degree, including pre-requisite course(s), unless the course alone will lead to immediate employment;
- d. If the course or training start date is beyond two months of the application it may be conditionally approved. Further review at two months prior to start date will be conducted to ensure client still meets eligibility requirements;

- e. Training must be offered through a registered training institution, non-profit or business; and
- f. Distance education or on-line courses must meet all other course criteria.

**3. Ineligible Requests**

- a. Training in order to work and live outside of the Basin;
- b. Partial training unless client has already completed training or potential employer indicates full training is not required;
- c. Training/ certificates required for the maintenance of employment including seasonal employment;
- d. Expenses related to the course fees such as books, supplies or travel;
- e. Training courses or programs that are eligible for Canada Student Loans;
- f. Training courses that are offered by the hiring employer; and
- g. Group Funding.

## APPENDIX A

### Specialized Training Bursary Process

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Applications are completed and submitted by a WorkBC Case Manager using the online portal for the Training Fee Support Program. Applications must include:

1. A request that does not exceed 75% of training cost to maximum of \$7,500;
2. Evidence of a financial contribution from the client;
3. Rationale from both the client and Case Manager;
4. A Return to Work Action Plan;
5. Depending on the value of the training and as determined by the Training Fee Support Program Administrator (Administrator), the client must demonstrate a direct link to employment located in the Columbia Basin Trust region through either:
  - a. a conditional letter of offer from an employer (mandatory for requests of \$2,500 or greater);
  - b. a letter of interest from an employer; or
  - c. Evidence that demonstrates a high likelihood of securing immediate employment as a result of the training such as current job postings, completion of informational interviews, etc.
6. A scanned copy of the signed Application;
7. Until the online Application form is updated, Case Managers must also provide a scanned copy of an additional consent form which provides acknowledge of the new clause which states: "I, [ClientName], acknowledge that if I am unable to attend the approved course offerings I must notify the [ServiceProvider] and the Training Institution prior to the start date of the course(s). I, [ClientName], acknowledge that I will be responsible for any non-refundable costs associated with the course offerings if that notification is not provided".

Case managers are reminded that clients applying for the Training Fee Support Program who are actively collecting Employment Insurance benefits will not have their Employment Insurance payments protected through the Program.

### 2018 Eligible Specialized Skill Areas

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1. Class 1 Driver
2. Heavy Equipment Operator
3. Prep Cook
4. Programming and Coding
5. Office/Business Administration (with specialties in bookkeeping, insurance and financial sales)
6. Forestry Work
7. Health Care Clerk
8. Security Guard/Officer
9. Construction Certification
10. Adventure Tourism Certification