

Indigenous Skills & Employment Training Program (ISETP) Guide



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Acknowledgements

The Indigenous Skills and Employment Training Program (ISETP) is designed to help Indigenous peoples prepare for and find jobs that will help address Canada's labour market challenges. The program is funded through Employment and Social Development Canada and supported by Service Canada.

The Alberta government, through Indigenous Relations and Alberta Labour and Immigration, partners with ISETP agreement holders to deliver customized skills training programs that meet the needs of communities.

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ACRONYMS

<i>AL&I</i>	Alberta Labour & Immigration
<i>ASETS</i>	Aboriginal Skills and Employment Training Strategy
<i>AMT</i>	Agreement Management Tool
<i>AHRDA</i>	Aboriginal Human Resource Development Strategy
<i>ALIS</i>	Alberta careers, learning, and employment information
<i>AOP</i>	Annual Operational Plan
<i>AR</i>	Annual Report
<i>CAP</i>	Capacity Assessment Process
<i>CEO</i>	Chief Executive Officer
Coordinator	ISETP and Post-Secondary Education Coordinator
<i>CPP</i>	Canada Pension Plan
<i>CRF</i>	Consolidated Revenue Fund
<i>EI</i>	Employment Insurance
<i>EIBIS</i>	Employment Insurance Benefit Information System
<i>ESDC</i>	Employment and Social Development Canada
<i>EPP</i>	Employment Partnerships Program
<i>FNMI</i>	First Nations, Métis, and Inuit
<i>FNTEP</i>	First Nations Training to Employment Program
<i>FNLMS</i>	First Nations Labour Market Strategy
<i>FPE</i>	Forecast of Projected Expenditures
<i>GoA</i>	Government of Alberta
<i>IETP</i>	Indigenous Employment to Training Program
<i>ILMP</i>	Indigenous Labour Market Programs
<i>ITEP</i>	Indigenous Training to Employment Program
<i>IR</i>	Indigenous Relations
<i>ISP</i>	Indigenous Service Provider
<i>ISETP</i>	Indigenous Skills and Employment Training Program
<i>LMI</i>	Labour Market Information
<i>LMP</i>	Labour Market Program
<i>MERC</i>	Mandatory Employment Related Costs



<i>NIO</i>	National Indigenous Organizations
<i>NAABA</i>	Northeastern Alberta Aboriginal Business Association
<i>TOJ</i>	Training on the Job
<i>PPE</i>	Premiums Paid Eligible
<i>PIF</i>	Participant Information Form
<i>RBA</i>	Regional Bilateral Agreement
<i>SLFN</i>	Smith's Landing First Nation
<i>SLFNED</i>	Smith's Landing First Nation Education Department
<i>SPDO</i>	Senior Program Development Officer
<i>SPF</i>	Skills and Partnership Fund
<i>TRC</i>	Truth and Reconciliation Commission



1. INTRODUCTION

1.1 Overview

The purpose of this Guide is to provide information about the Indigenous Skills and Employment Training Program (ISETP) as administered through Smith’s Landing First Nation (SLFN).

The SLFN ISETP is an employment focused program that provides Indigenous clients with personalized career and training supports. The program focuses on demand-driven skills development and partnerships with employers, industry, and training providers to advance reconciliation and provide Indigenous people with the skills they need to manage their careers in a rapidly changing economy.

Table 1 provides a history of labour market partnerships between Canada and Indigenous agreement holders. The first ISETP agreements were signed in 2019 and will end in 2028. Akaitcho Territory Government (ATG) was initially responsible for providing programming to SLFN members; however, in 2021, SLFN negotiated and entered into its own agreement. The agreement is effective April 1, 2021 and expires March 31, 2029.

Table 1 – History of Federal and Indigenous Labour Market Partnerships

Pathways to Success 1991-1996	Regional Bilateral Agreements (RBA) 1996-1999	AHRDS I 1999-2004	AHRDS II 2004 - 2010	Aboriginal Skills and Employment Training Strategy (ASETS) 2010-2019	Indigenous Skills and Employment Training Program (ISETP) 2019-2028
				Skills and Partnership Fund (SPF) 2010-2028	

In addition to delivering services and activities to its own clients, Indigenous Service Providers (ISPs) are responsible for providing a minimum level of basic services to all Indigenous people who request employment and skills training assistance. This is to ensure that all Indigenous people can access the ISETP, regardless of where they are located in the country. Basic services include:

- A preliminary interview to discuss the needs of clients.
- If required, a referral to another community agency, Service Canada office or ISP to obtain the service or services needed by the clients, which have been identified through their preliminary interview.
- As appropriate, sharing of relevant information and program materials.
- Access to a computer, to support additional job, training, and career related research.



Additional services available to eligible SLFN members may include:

- Career planning and job assistance.
 - For in-school youth, this includes providing information on building skills, exploring career options and planning for the future.
- Essential skills development.
 - For example, fees associated with literacy skills, financial literacy, and computer skills (Microsoft Word, Excel, Outlook)
- Skills training, including tuition fees or through training on-the-job.
- Self-employment supports, including financial assistance for living expenses, professional advice for marketing, accounting and financial management, business training, purchase of necessary equipment.
- Wrap-around supports, such as dependent care, travel and transportation costs, purchase of materials, supplies, books and testing materials, access to mentoring or job coaching.
- Supports for persons with disabilities, such as adaptive technology set-up.

Clients are encouraged to explore partnership funding options to maximize support available through the ISETP. This may include applying for:

- Employment Insurance (EI).
- Indigenous grant funding programs.
- Employer funding.
- Alberta Student Aid or NWT Student Financial Assistance.
- Child Care Subsidy programs.
- Apprenticeship agency in client's province/territory.

Clients are responsible for ensuring they have sufficient resources to cover all costs during their training. Funding resources for Indigenous students are available on the [ALIS website](#).

The SLFN ISETP is the smallest agreement in Canada, and as a result, does not offer childcare programming. Members can, if required, apply for childcare support for the time they are in training.

All services are dependent on available funding.

1.2 ISETP Priorities

The ISETP has three priorities:

- To reduce employment, earnings, and skills gaps between Indigenous and non-Indigenous Canadians.
- To support and enhance the capacity of Indigenous service delivery organizations to provide culturally appropriate employment supports for their clients.
- To emphasize accountability, results, and outcomes.

[Terms and Conditions for the ISETP](#) provide information on eligible activities (section 4.0). Additional guidance is available in *Guidelines on Eligible Expenditures* (Appendix A).



1.3 Capacity Assessment

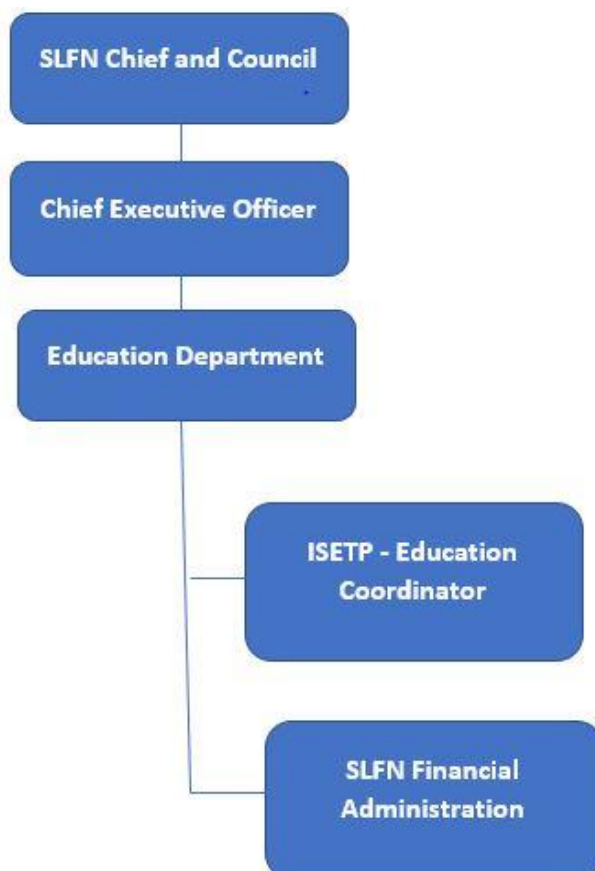
All ISPs complete a Capacity Assessment Process (CAP) with ESDC prior to setting up an ISETP contribution agreement. The outcome of the CAP is used to determine the level of support required from Service Canada to assist the organization in their delivery of programs and services. Four capacity factors are reviewed:

- Governance/Leadership
- Planning/Management
- Financial Management
- Delivering Results

As a new ISETP agreement holder, the SLFN and ESDC have assessed SLFN as being at the “capacity building” level. This means SLFN is working to improve its management and delivery of education and training programs and service.

1.2 Organization

Education Organization Chart





1.4 Approval Authority

SLFN Chief and Council review and approve the ISTEP Guide and any policies related to the Guide. SLFN Chief and Council review and make decisions on appeals.

The Chief Executive Officer:

- Drafts or supports drafting of ISTEP policies for Chief and Council approval.
- Ensures Chief and Council are provided with regular program updates.
- Provides direction to the ISTEP and Post-Secondary Education Coordinator (the Coordinator).
- Addresses any issues not covered by policies and procedures.
- Provides final approval and sign-off on all client files as well as all spending related to the ISTEP.
- Receives and reviews quarterly reports on client and program activities and results.
- Participates in annual review and planning activities.

The ISTEP and Post-Secondary Education Coordinator oversees all Education and Training programs and services. The Coordinator:

- Provides information on programs and services.
- Responds to questions related to education and training.
- Receives, reviews, and processes SLFN ISTEP applications, following policies and procedures reviewed and approved by SLFN Chief and Council.
- Provides individual participants and/or service providers with clear expectations regarding their agreements.
- Forwards appeals for review and decision.
- Takes appropriate measures for ensuring compliance by individuals or service providers with their obligations under an agreement, including:
 - In the case of individual participants:
 - Establishing a funding agreement with the client. The Coordinator explains to the client that he/she/they **MUST BE** available for monthly check-ins. Funds will not be processed until the client makes themselves available.
 - Monitoring client activities through, as appropriate, telephone calls and email.
 - Ensuring communication after completion of training (after 2 months) and providing additional follow up and support if required.
 - In the case of service providers, furnishing them with necessary advice, support, and training to assist them in carrying out the activities being funded and in realizing the objectives of the activities. Monitoring activities and undertaking periodic financial monitors in accordance with the ESDC Monitoring Guide (Appendix 3) to verify that service provider activities are being carried out in accordance with the agreement and that costs claimed were actually incurred and were in accordance with the agreement with them.
 - Where there are breaches of the agreement, taking appropriate measures to resolve the situation, including termination of the agreement or legal action to enforce compliance with the agreements.



- Making all reasonable efforts to recover any overpayments under the agreement.
- Maintains and records service statistics on clients and partnership agreements.
- Provides reporting to the CEO for approval before forwarding to other funding contributors (as required). For example, agreements with AL&I generally require reporting on the number of clients starting a program, in-progress updates, the number who have completed, and progress on to employment and further training.
- Works closely with SLFN financial administration to ensure all spending is within budget and to develop quarterly reports on clients and programs.

SLFN Financial Administration staff work closely with the Coordinator to ensure the SLFN ISETP is within budget and follows Employment and Service Development Canada (ESDC) guidelines.

2. CAREER DECISION AND JOB SEARCH SUPPORTS

2.1 Career Planning and Job Assistance

The ISETP plays an important role in helping individuals reach their long-term career goals. The program offers the following career planning and job assistance supports:

- Career Decision
 - Career research and exploration
 - Diagnostic Assessment
 - Employment Counselling
- Job Search
 - Resume/cover letter writing
 - Job search techniques
 - Job referrals
 - Job interview preparation
 - Access to computers, printing, faxing, copying, job board and online applications
- Employment Maintenance
 - Fees associated with essential skills development
 - Employment retention supports, such as access to mentoring or targeted job coaching.
 - Referrals to agencies.

At times, the SLFN ISETP may offer career planning workshops (for example, True Colors, Myers-Briggs Type Indicator, Strong Interest Inventory, etc.) In addition, clients can access web resources, including the following:

Government of Canada

- [Find a job](#)
- [Career Planning](#)
- [Youth in Canada](#)
- [Jobs for Indigenous people](#)



Government of Alberta

- [Alberta careers, learning and employment information](#) (ALIS)
- [Service Alberta employment supports](#)

2.2 Skills for Success

Employers are increasingly focused on hiring individuals who possess essential skills in addition to occupational skills, so they can adapt to workplace change and support companies in innovating and finding new solutions. Essential skills, or “skills for success,” are the skills everyone needs to participate and thrive in learning, work, and life. These skills are not simply essential for workers; employers, training providers, communities, leaders, and governments also require these skills. They include adaptability, collaboration, communication, creativity, innovation, digital, numeracy, problem solving, reading and writing.

Employment and Social Development Canada (ESDC) provides a [description](#) of the nine skills for success, along with [assessment and training tools](#), many of which are free.

The [Future Skills Centre](#) is an initiative to help individuals prepare for employment in a rapidly changing economy. For example, a key focus right now is looking at how [digital technologies](#) are transforming the workplace, and the implications for workers and employers.

Job market forecasts

The Alberta government provides a number of provincial job market forecasts, including:

- [The Alberta Occupational Outlook](#), which predicts job shortages and surpluses over the next ten years. The Outlook is updated every two years.
- [The Short-Term Employment Forecast](#), which identifies in-demand occupations over a period of three years.
- [Wood Buffalo/Cold Lake Economic Region](#) forecast.



3. ELIGIBILITY AND REFERRAL PROCESS

3.1 ISETP Clients

All clients who request services, whether these are minimum services or enhanced services with funding, must complete a Client Data form providing mandatory personal information before accessing services, and a Consent to Release Information form. This allows the SLFN ISETP to maintain funding levels, by ensuring all clients are counted and reported to Service Canada.

3.1 Funding sources and eligibility criteria

The ISETP has two different funding sources: Employment Insurance (EI) or the Consolidated Revenue Fund (CRF).

Employment Insurance (EI) Clients

There are three types of EI clients:

- Current EI Claimants
- Former EI Part I or Reachback Claimants
- Premium Paid Eligible Clients

Service Canada determines if an individual is eligible for this type of funding and the level of funding.

Individuals receiving EI benefits may be eligible for a top-up through the SLFN ISETP. Clients must contact the ISETP – Education Coordinator to confirm their eligibility for top-up funding.

Consolidated Revenue Fund (CRF) Clients

These are individuals who are not eligible for EI benefits and who meet the following criteria:

1. Must be a registered Smith's Landing First Nation Member and holder of a status card.
2. Possess a valid Social Insurance Number (with the exception of career decision and career search support projects and services).
3. Must be unemployed, under-employed, or require skills training to get ahead in their current job.
4. Ready, willing, and able to commit to successful completion of training.
5. May reside anywhere in Canada. However, if the SLFN ISETP budget has been exhausted and the member resides in an urban area, they may be asked to contact ISETP urban offices in the area in which they are residing.

Appendix 1 provides detailed information on the client needs assessment process and referrals to the appropriate funding source.



Additional eligibility requirements

If funding is available, the following additional eligibility requirements must be met:

1. Training request must be for full time studies (or meet criteria for the Skills Launch Program). Part-time studies are funded through the Part-Time Studies Program.
2. The training program is no longer than 12 months in duration.
3. Individuals have an employment goal and training plan aimed at achieving their employment goal. Note: Training plans must align with labour market information and must reasonably be expected to end in employment for the individual.
4. Individuals have a financial plan and can confirm the financial plan will meet needs while in training.
5. Any additional sponsorship must be verified in writing (along with the financial plan).

Ineligible clients

The following individuals are ineligible for financial assistance under the SLFN ISETP:

1. Individuals who are not registered members in the SLFN Indian Registry system. These individuals are eligible for basic services.
2. Individuals who are employed full-time (with the exception of the Employment Programs).
3. Individuals who are actively self-employed (with the exception of the Self-Employment Assistance Program).
4. Individuals who have outstanding debts to SLFN ISETP that have not been repaid in full.
5. Individuals who received funding in the previous two years and who are requesting funding for a career change. Once the two-year timeframe has passed, individuals must provide a rationale for the career change, and may be referred to alternate funding sources.
6. Individuals who are on academic probation.
7. Individuals who quit full-time employment unless they are authorized to quit under s.25 of the *Employment Insurance Act*.



4. TRAINING PROGRAMS

This section provides information on four SLFN ISETP training programs:

- **Skills Launch Program** - provides funding for individuals in short-term programs.
- **Skills Training Program** - relies on individuals to identify and verify (through a career plan) the skills and qualifications they require for employment.
- **Career Advancement Program** - provides employers with the option of identifying and arranging for skills training for their employees.
- **Apprenticeship Program** – Supports apprentices in their required training.

Funding options for each program are listed under “Eligible Funding Supports.” Additional information on these supports is available in Appendix 2.

4.1 Skills Launch Program (1-14 days)

Program Description

To provide eligible SLFN members with the short-term skills, knowledge and/or experience in a particular area needed to support employment.

Source of Funds

CRF or EI

Application Requirements

- A written summary (not more than 250 words) regarding why the applicant has chosen this short-term course of study and how the training will be beneficial in helping the applicant to fund and maintain employment.
- Interview with ISETP – Education Coordinator *or* completed Application for Training/Certification Funding.
 - For many short-term courses, an interview with the Coordinator will suffice. Applicants must confirm with the ISETP – Education Coordinator whether an application is required.
- Completed Consent to Release Information form.
- Payment of a \$50 fee for short courses (1 to 2 days) coordinated through the Education Department (e.g., First Aid, project management, communication skills, etc.)
 - This fee will be refundable upon completion or with 24 hours’ notice that the client will not be attending (excluding extenuating circumstances on a case-by-case basis).
 - The refund will occur within 1-2 weeks via Direct Deposit or return of cash, if paid in cash.



Eligible funding Supports

Financial assistance under the Skills Launch Program may include:

- Course costs for skills workshops, skills for success (essential skills), driver training, childcare (e.g., babysitting course), licensing, microcredentials, and mental health.
- Materials, supplies, books and testing materials.
- Meal costs (where this contributes to successful completion of training).
- Travel and transportation costs.
- Negotiated special needs costs to support a client with a disability.

Programs under the Skills Launch Program will be funded to a maximum total cost of \$1,500 (regardless of numbers of dependents).

Funding limitations

- Clients must confirm course registration and successful completion.
- Funding does not cover conference costs.
- Clients who are already funded under other SLFN education or training programs are not eligible for the Skills Launch Program.



4.2 Skills Training Program (Individual course purchase: 2 to 52 weeks)

Program Description

To provide eligible SLFN members with the skills and qualifications needed to get and maintain employment in their chosen career.

Types of programs may include, but are not limited to:

- Occupational skills training (up to 52 weeks)
- Professional designation and licensing fees (one-time only)

Source of Funds

CRF or EI

Application Requirements

- Completed Application for Training/Certification Funding form.
- Completed Consent to Release Information form.
- Completed Student Enrollment form or a letter of acceptance from the training institution
- Copy of Health Care cards of dependents listed in the application.
- A current resume.
- Career Plan.
- Budget Plan.
- Detailed course costs, acceptance letter, start and end dates from a recognized educational institute.
- Funding information:
 - If the client is receiving EI benefits: claim dates and amount
 - If the client is receiving income support benefits: claim dates and amount
 - Details of funding that has been confirmed from any other funding partner

Eligible Funding Supports

Financial assistance under the Skills Training Program may include:

- Tuition and registration fees.
- Materials, supplies, books and testing materials.
- Travel and transportation costs.
- Living Allowance.
- Negotiated special needs costs to accommodate a trainee with a disability.
- Childcare.

All funding is in accordance with policies outlined in Appendix 2 and the SLFNED Funding Handbook.



Funding Limitations

- Clients must confirm program registration and successful completion.
- Maximum assistance over the training period cannot exceed \$10,000.
- When similar programs are reasonably available at both public and private educational institutions, tuition and fees equivalent to those required for the public institution will be paid. If the client requests payment for the higher cost option, a rationale must be provided.
- If the client chooses not to complete a program, the client may be required to repay to SLFN ISETP the amounts paid to them or paid on their behalf.
- Support will not be provided for:
 - Academic upgrading (studies must lead to a license or certification).
 - Workshops.
 - Programs that have already commenced.
 - Programs previously funded for the client by SLFN.
 - Re-registration or renewal of tickets.
 - Re-registration with professional associations.



4.3 Career Advancement Program

Program Description

To support employers in growing the skills of their employees, to increase their qualifications and effectiveness on the job. Applications from employers to the Career Advancement Program must demonstrate that training is essential for clients to completely carry out required tasks for their roles, or that training is essential for clients to progress in their career.

Examples of how employers can use this program include support for:

- A mentor or career coach for a staff member (maximum 2 clients/organization).
- A trainer who can provide recognized training in an area (or areas) of need.

Employers must show they have:

- An Alberta Business Registration Number,
- Insurance coverage – Workers Compensation, Liability insurance
- Canada Revenue Agency Business Number
- Been in operation for a minimum of 12 months.

Source of Funds

CRF

Application Requirements

- Completed Career Advancement Program application (employer application).
- Completed Consent to Release Information form.
- Completed ISETP Client Data form, for each employee the employer wishes to train.

Eligible Funding Supports

Financial assistance under the Career Advancement Program may include:

- Mentor or coaching fees.
- Contractor costs to deliver a training program for employees.
- Materials, supplies, books and testing materials.
- Food costs provided to participants in training activities.

Funding is provided in accordance with policies outlined in Appendix 2.

Funding Limitations

- The maximum available under this program is \$3,000 per employee.
- Employer applications cannot exceed \$30,000.



4.4 Apprenticeship Support

Program description

To support apprentices through their school training period.

Source of Funds

EI

Application Requirements

Apprentices receive EI benefits while attending their school programs. The Government of Alberta identifies the steps to [become an apprentice in Alberta](#).

[Loans, grants and tax benefits](#) are available through the province and federal government.

The SLFN ISETP may provide additional funding supports. To apply, apprentices must contact the ISETP – Education Coordinator to confirm individual needs.

Eligible Funding Supports

- Online apprenticeship application (\$35)
- Tuition and registration fees
- Materials, supplies, books and testing materials
- Training for safety tickets
- Relocation allowances
- Negotiated special needs costs to support a client with a disability.

Funding Limitations

- Clients need to apply for and receive EI benefits while they are at school.
- Clients are not eligible for travel costs for family.



5. EMPLOYMENT PROGRAMS

This section provides information on two SLFN ISETP employment programs:

- Training On-the-Job
- Self-Employment

Funding options are described for each program under “Eligible Funding Supports.” Additional information is available in Appendix 2.

5.1 Training On-the-Job (Work Experience/Internships)

Program Description

To support employers in providing training and work experience in the following instances:

- Clients who have little experience in the labour force and would benefit from on-the-job experience to find employment, and
- Clients who would benefit from work experience to enter professional occupations in sectors of high demand (e.g., Information Technology, Healthcare, Trades)

Employers must show they have:

- An Alberta Business Registration Number.
- Proof of Insurance coverage – Workers Compensation, Liability insurance.
- Canada Revenue Agency Business Number.
- Been in operation for a minimum of 12 months.

Source of Funds

CRF or EI

Application Requirements

- Employer proposal for a Training On-the-Job project, including the following information:
 - Job description.
 - A training/wage subsidy candidate recommendation (the candidate must be unemployed or underemployed, as per ISETP funding guidelines).
 - A training plan, including start-end dates.
 - Expected outcomes of the training.
- Completed Consent to Release Information Form and Client Data Form (for proposed employee).
- Updated resume.



Eligible Funding Supports

Financial assistance under the Training On-the-Job program may include:

- Wages and Mandatory Employment Related Costs.
- Negotiated special needs costs to support a client with a disability.

The employer will sign a Service Provider Agreement issued by SLFN ISETP.

Funding Limitations

- If a client is placed with an employer for training, the client is not eligible for funding other than the on-the-job training wage (with the exception of childcare and/or negotiated supports for a client with a disability).
- Preference will be given to Indigenous employers; however, non-Indigenous employers are also eligible. The client for whom the wage subsidy is provided must be Indigenous.
- Employers and clients must agree in advance of the project to wage amounts. The SLFN ISETP may contribute up to 50 percent of the wage and MERC.
- Eligible wages shall be calculated at a wage of no more than 40 hours/week.
- The wage subsidy may normally only last up to 26 weeks. Part-time employment projects may be negotiated for longer time periods.
- Employers must provide an orientation to the client/trainee, including workplace safety and any policies conducted by the employer.

5.3 Self-Employment

Program description

To assist unemployed SLFN members to become self-employed by starting a viable business. The program can provide a living allowance to a member while they are starting their business, providing an income during the preliminary start-up phase. Funding is not intended for investment to the business.

The business must be newly established (in operation for a maximum of 3 months), and the applicant must be the majority owner in the business.

Source of Funds

CRF or EI

Application Requirements

- Written request for support and initial plan for the business.
- Completed Consent to Release Information Form and Client Data Form.
- Updated resume.



Eligible Funding Supports

Financial assistance under the Self-Employment program may include:

- Living allowance supports (through continuation of EI benefits or through a living allowance rate).
- Support for training in business start-up and development from an accredited business school.
- Assistance with business plan development.
- Professional advice and services for marketing, accounting and financial management.

Funding Limitations

- Ineligible costs include payment for rent and ongoing operational costs such as salary or wages.
- Funding supports will be reviewed with the client on a case-by-case basis to determine which supports are required.
- The duration of the project will be a maximum of 24 weeks.
- Members can access this fund once only, to a maximum of \$10,000.
- To maintain financial assistance, clients must submit:
 - A monthly account of business activities (e.g., reaching out to access business support services, develop promotional materials, etc.)
 - Copies of monthly business bank statements, showing business related financial activity.



6. BUSINESS PARTNERSHIPS

The Government of Alberta (GoA), through Indigenous Relations (IR) and Alberta Labour and Immigration (AL&I) is an essential partners that will work with the SLFN ISETP to achieve mutual goals through the Employment Partnerships Program (EPP) and Indigenous Employment Training programs.

6.1 Employment Partnerships Program

Indigenous Relations (IR) offers the [Employment Partnerships Program \(EPP\)](#), reviewing proposals from ISETP Program agreement holders that will support Indigenous workforce development. Applications are assessed on how they contribute to one or more of the following priorities:

- Promote employment opportunities to Indigenous people.
- Develop strategies to employ and retain Indigenous workers.
- Provide labour market and workforce planning activities.

Programs are meant to complement other funding programs and is not intended to replace or duplicate other sources of financing that may be available.

All EPP projects require the following deliverables, at minimum:

- Financial statement.
- Narrative report.
- Participant reports, if applicable, at the end of each employment intervention.

Forms for the EPP are available in Appendix A.

6.2 Indigenous employment training

AL&I has established [two programs](#) that exist to create training and work experience projects that lead to employment for Indigenous members.

- The **First Nations Training to Employment Program (FNTEP)** requires that a minimum of 51 per cent of participating individuals are First Nations members (primarily living on-reserve).
- The **Indigenous Training to Employment Program (ITEP)** is directed at Indigenous Albertans not on-reserve (including First Nations members off-reserve and urban Indigenous persons), or Métis on or off settlement.

Organizations contact Indigenous Partnerships, AL&I, at IPC@gov.ab.ca to apply.

Organizations such as the [Canadian Council for Aboriginal Business](#) work to support Indigenous owned businesses and to connect Indigenous entrepreneurs with the tools and networks they need to strengthen and scale their businesses.

[Business Link](#) offers specialized support to Indigenous communities and entrepreneurs across Alberta.



7. GRIEVANCE/APPEAL PROCEDURE

The SLFNEB Handbook outlines the process for individuals to appeal decisions on their files. Funding refusals due to lack of SLFN ISETP budget cannot be appealed. Chief and Council's decisions are final.

8. ANNUAL OPERATIONAL PLAN

The Annual Operational Plan (AOP) describes the plan for the upcoming fiscal year. It is a summary of the ISP's objectives, priorities, planned, and budgeting for the upcoming fiscal year.

The AOP is a foundational document for discussions between Agreement Holders and Service Canada during mid-year and end-of year discussions.

The AOP is to be submitted 30 days before the beginning of each fiscal year (by March 1). Service Canada has 30 days to review the plan and to determine the planned activities support ISETP priorities and are in accordance with the program's Terms and Conditions. There is no requirement to have the AOP signed by ESDC/SC; however, the plan needs to be signed by the ISP.

If Service Canada requests more information, this restarts the 30-day period which could impact receipt of funding if the plan is not provided well in advance. If no further information is requested, after 30 days the plan is deemed to have been accepted.

Key information that Service Canada and ISPs may discuss collaboratively during the development of the AOP:

- Review the ISP's five-year vision.
- Review the Capacity Assessment.
- Upcoming priorities and objectives.
- Outlook of services and interventions required.
- Review program delivery trends and strategic Labour Market Information (LMI).
- Results from the previous fiscal year.

Information to be included in the AOP:

- Priorities and objectives and how they benefit communities.
- Activities and interventions planned to meet priorities and objectives.
- Budget details and expenditures to deliver the activities and interventions planned (i.e., forecast of project expenditures).
- Measurement of the success of the activities and interventions (milestones).
- The plan to sustain, enhance, and/or strengthen the service delivery continuum.
- Current and new program delivery intervention models and approaches.



- Any other information relevant to meeting the objectives of the programs described in the Schedules of the Service Provider's ISETP contribution agreement such as contracting plan, capital asset plan or sub agreement governance management.

9. MONITORING STRATEGIES

ISETP programs and services are delivered through contribution agreements, which means ESDC is required to monitor how ISPs achieve results. Monitoring is defined as follows:

Monitoring assesses how the controls, practices and resources of a project are being used to effectively meet program objective and achieve results. These assessments inform decision-making, identify items for further action, and support the performance measurement of the specific project.

Annual Agreement Management Cycle

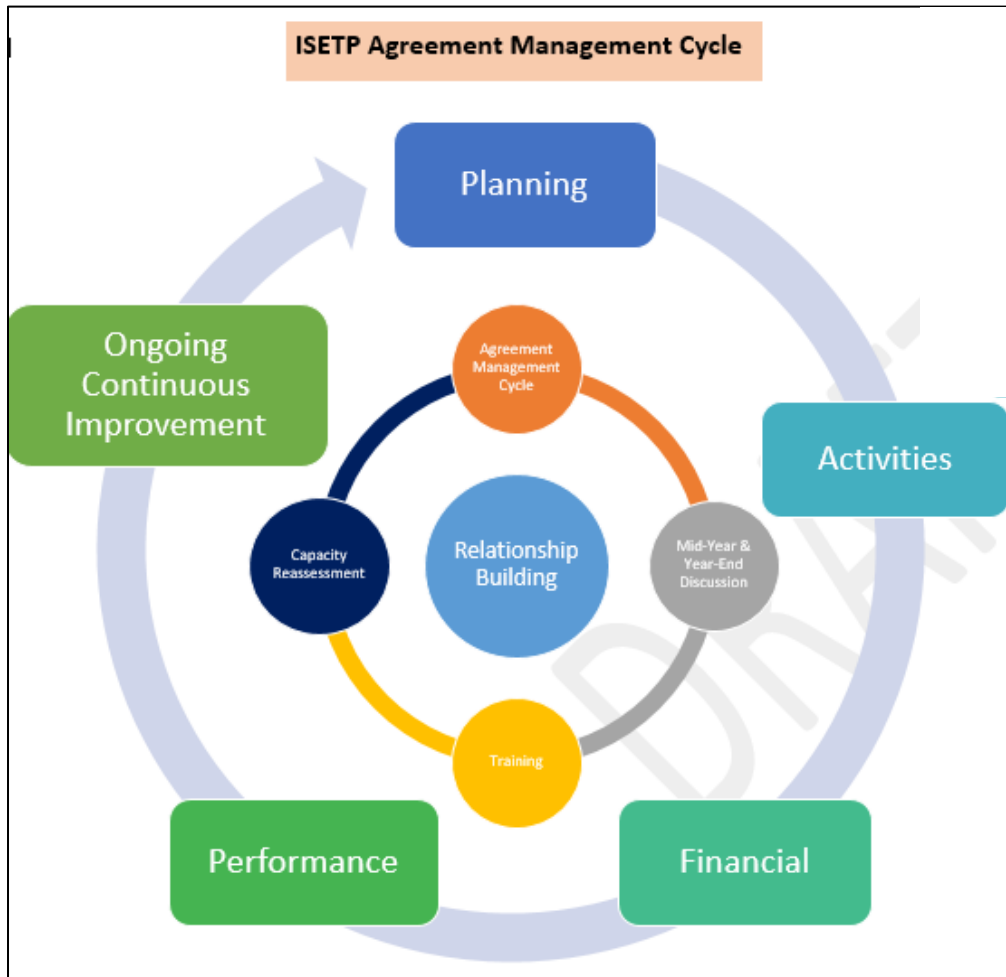
The Annual Agreement Management Cycle consists of the following requirements:

- **Planning Capacity Assessment:** ISP and ESDC/Service Canada considerations are discussed alongside Annual Operational Plans so as to enable the enhancement and growth of capacity and performance by ISPs.
- **Activities:** The AOP is used alongside the Activity Reports to inform Service Canada of the Indigenous Service Provider's progress throughout the fiscal year. This provides an opportunity to discuss any challenges they may have encountered.
- **Financial:** ISPs submit a Forecast of Projected Expenditures (FPE) to date. The document forms the basis of financial discussion and directs the Mid-Year Discussion as well as the Year End Discussion.
- **Performance:** Informal discussion between ISPs and Service Canada provide an opportunity to review key information and reflect on challenges to date. Co-developed performance indicators ensure results delivery and increased effectiveness by Service Providers.
- **Ongoing Continuous Improvement:** This secondary cycle is the result of, and a critical part of the Agreement Management Cycle. The cycles begin simultaneously, and as ISPs move through a fiscal year their effectiveness is reflected upon, allowing for increased growth and outreach.



Figure 1 illustrates the Annual Agreement Management Cycle.

Figure 1





10. REPORTING REQUIREMENTS

10.1 Activity Reporting

As mentioned earlier, SLFN has been determined through the capacity assessment process to be at the Capacity Building level. Service Canada monitoring will take place as follows:

- One onsite financial monitor per year, at a minimum.
- Ongoing discussions (minimum two/year).
- One combined onsite activity and results monitor per year.

Additional site visits may be included as part of the Activity and Results monitors.

10.2 Year-End Discussion and the Annual Report

The Year-End discussion and the Annual Report provide the opportunity for ISPs to report on the past year's activities; lessons learned; successes, and reconciliation of funding provided. More specifically, ISP's will report on the overall success achieved in implementing its AOP; the overall success achieved in meeting its milestones; the challenges, and lessons learned during the year in implementing its activities; and its partnering activities.

If required, the Year-End discussion also provides an opportunity for performing an On-Site Monitor at the same time.

Key information to be discussed during the Year-End Discussion and to be included in the Annual Report:

- The overall success achieved in implementing the Annual Operational Plan, including the activities and expenditures for the Fiscal Year.
- Audited financial statements.
- The overall success achieved in meeting milestones.
- The challenges, and lessons learned during the year in implementing activities.
- Partnering activities.

The Annual Report, including audited financial statements, is due no later than 120 days following the end of each fiscal year during the agreement period.



10.3 Data Collection Requirements

Data Collection System

The federal government is responsible for providing agreement holders with a way to access the systems and services administered by the federal government.

The Data Gateway is a secured exchange of information website, that allows Government of Canada program stakeholders to share their files with the external partners (users and organizations) of their respective program.

Additional information on the ISETP data cycle is available in Appendix 3, *An Overview of the Client Data Management Process*.

Personal Information

The following personal information about each client receiving assistance will be collected for the purposes of assisting Canada in monitoring, assessing, and evaluating the effectiveness of the assistance provided by Canada under the ISETP.

The information will also assist in verifying client eligibility for, or entitlement to, insurance benefits under Part I of the *Employment Insurance Act* that EI clients who are active EI claimants continue to receive the insurance benefits to which they are entitled while participating in the program.

- Social insurance number
- Last Name
- Initial
- First Name
- Date of birth
- Gender
- Indigenous Group
- Marital status
- Number of dependents of the client
- Language(s) spoken
- Disability
- Street Address
- City
- Province
- Postal Code
- Agreement Number
- Highest level of education at intake
- Barriers to employment
- Social assistance recipient
- Employment Insurance claimant
- Client status at intake
- Employed client details at intake



- Action plan start date
- Intervention start date
- Intervention code
- Intervention related National Occupational Classification
- Intervention outcome
- Intervention end date
- Action plan result date
- Action plan result
- Details on employed result
- Details on return to school result
- Highest level of education on exit

Non-Beneficiary Indigenous Data Collection

When a service needs assessment for an Indigenous person who does not have status is performed, the following data will be collected and maintained in a client record that contains:

- The name, address, and phone number of the person.
- The date the assessment was provided.
- A brief description of the outcome of the assessment (i.e., a brief description of the employment service, if any, provided by another organization to which the person was referred for additional assistance).



REFERENCES

Government of Canada. (n.d.). *About the Indigenous Skills and Employment Training Program*.
<https://www.canada.ca/en/employment-social-development/programs/indigenous-skills-employment-training.html>

Truth and Reconciliation Commission of Canada. (2015). *Honouring the Truth, Reconciling for the Future. Summary of the Final Report of the Truth and Reconciliation Commission of Canada*.
https://www.ilo.org/wcmsp5/groups/public/---dgreports/---dcomm/---publ/documents/publication/wcms_795453.pdf



APPENDIX 1: NEEDS ASSESSMENT AND FUNDING

ELIGIBILITY

When a client meets with the ISETP – Education Coordinator for financial assistance to attend a course, training program or employment activity, the Coordinator will discuss the client’s goals with the client, using the *Employability Assessment Worksheet* as an assessment tool. The worksheet provides a number of questions/prompts in four areas: career decision making, skill enhancement, job search and employment maintenance.

The Coordinator will:

- 1. Determine client needs and if training is required, determine eligibility for funding. This needs assessment can be completed in-person, by phone or using Zoom.**

The ISETP – Education Coordinator assesses the client to determine:

- What course/program do they want to take?
- Is the course/program eligible under the SLFN ISETP Annual Operational Plan?
- What is the labour market need for the program? Will the activity lead to employment?
- Is the client ready for this activity? i.e., Is the client in good physical and mental health, able to live within the financial supports available, motivated towards learning and goals, has support from family and friends, can arrange for childcare, accommodation, and transportation (if needed).
- Does the client have realistic expectations of themselves and the workplace?

- 2. Complete a Participant Information Form (PIF) and enter the intervention in the Venn One Planner.**

If the Coordinator assesses that the client qualifies for funding, the Coordinator works with the client to complete a PIF and opens an action plan in the Venn One Planner with the corresponding intervention.

Note: The Venn One Planner is the Service Canada reporting system that provides a secure way to record client information, action plans, and employment skills and certificates, as well as payment history. The Planner also provides information on job search tools. Individuals must go through a personnel security screening process prior to accessing the system. [\(add link to tutorials?\)](#)

- 3. Determine eligibility for Employment Insurance and sources of funding.**

The ISETP includes two major sources of funding: the Consolidated Revenue Fund (CRF) and Employment Insurance (EI) Part II funding. CRF funding is adaptable and can be used to meet all Indigenous clients’ needs in accordance with the Terms and Conditions of the ISETP. EI Part II funding is limited to clients who are EI eligible.



- The ISETP – Education Coordinator who is the identified Designated Section 25 Authority determines whether the client is an EI insured participant. There are two mechanisms to do this: 1. Fax the EI Eligibility form to Service Canada at 1-204-726-7744 or check through the Employment Insurance Benefit Information System (EIBIS).¹

- EI insured participant breakdown:

Client status	Description
Current EI Part I Client	Currently on an EI Claim and receiving EI Part I benefits.
Former EI Part I or “Reachback” Client	EI client who had a claim in the previous 60 months (5 years). The claim could be a Regular Benefits claim, or Special Benefits (Maternity/Parental, Sickness, Compassionate Care).
Premiums Paid Eligible (PPE) Client	An unemployed person who in at least 5 of the past 10 years, paid employee’s premiums that did not entitle the person to a refund under subsection 96(4) of the EI Act.

- SLFN ISETP has **Section 25 referral authority**.
 - This allows designated staff to put EI clients receiving Part 1 funding on **intervention** while attending training. This is important to avoid any disruption in client benefits while participating in a referred intervention.
 - Reachback or PPE clients are eligible for ISETP Part II funding.
- If the client funding source is through CRF, clients are notified of the amount for which they are eligible (paid biweekly, based on attendance).

It is important to determine the correct funding source because this can free up CRF funds to help other clients.

- All applicants must be checked in the EIBIS with backup attached to the application package (whether eligible or not eligible).
- In exceptional circumstances, if a client is working but wants to quit to attend a course, training or employment activity, the Designated Section 25 Authority may recommend that the client leave his/her employment by completing a “Counsel to Leave Employment” form and faxing it to 1-780-495-7717.

¹ Fax service is still available; however, will be phased out at some point.



Definition of Exceptional Circumstances:

1. the client is:
 - a) working less than an average of 20 hours per week; and
 - b) is actively seeking full-time employment or in the case of persons with disabilities who are unable to work full-time, are actively seeking increased employment, or the client is in receipt of a notice of imminent lay-off, or the client must leave their current occupation due to medical reasons.

Or

2. the client has received Authorization to Quit Employment under Section 25 of the EI Act.

Details on the eligibility of clients working part time and, on the Authorization to Quit Employment, are available through the SLFN Senior Program Development Officer (SPDO).

SIN numbers should never be sent/shared by email and should only be shared with the SPDO over the phone.

- If a client is starting an on-the-job training program, an intervention notice must be entered to EIBIS.
- Clients must apply to other funding sources for programs that are longer than one year.
 - Funding may be available through SLFNED for eligible costs such as tuition, books, travel support and living allowances. Information is also available through [Indigenous Services Canada: Post-secondary education](#).
 - Funding for apprenticeship programs, to help with expenses such as technical training fees, tools, equipment, living expenses and family support. Information is available at the [Tradesecrets](#) website, through Advanced [Education's Apprenticeship and Industry website](#), or by calling toll-free at 1-800-248-4823.
 - Scholarships and awards, and other student funding resources, including loans and grants available to Alberta students. Comprehensive information is available on the [ALIS website](#).
- If a client is eligible for funding through another funding source, they are not eligible for full ISETP funding. The client provides a letter stating they have funding approval and the ISETP funding may be used to top-up this funding.
- If the client is denied funding through other sources, he/she/they provides a copy of the denial letter and the Coordinator proceeds with the application process (ensuring all eligibility criteria are met). The denial letter must be included in the application package.



4. Ensure the client completes a Consent to Release Information form.

The Consent to Release Information form confirms that the information that is gathered about the client is used to determine eligibility for the ISETP and is shared with ESDC/Service Canada for program evaluation and accountability purposes.

5. Ensure continuity of services through case management.

It is important that the Coordinator monitors client progress and follows up with the client post-training to determine if they have become employed or require more assistance.

Case management involves:

- A review of the client's action plan (client assessment).
- Confirmation of the client's commitment (signing Consent to Release Information and commitment).
- Coordination of intervention activities (open the Action Plan and manage client progress).
- Follow up on client's progress (monitoring).
- Action plan closure (results completion).
- Follow up of results (after 2 months).

The Coordinator must complete monthly client reports for each of their clients, prior to releasing funding for the month.

6. Ensure data management protocols are followed.

Client data must be collected and kept up to date in the case management system. Data management allows the Coordinator to:

- Track client progress and understand when further assistance is needed.
- Report on the work done to help clients (Chief and Council; Service Canada; funders (AL&I; IR; industry) and/or training providers).
- Manage CRF and EI Part II funding allocations.
- Help build the Annual Operational Plan.
- Help improve the ISETP.

ESDC's Venn One Service Provider is responsible for completing quarterly data uploads. The data is transferred to the Indigenous Labour Market Programs (ILMP) website where general reports are generated. The ILMP website also provides access to different resources that help ISPs in their work.

The Coordinator also ensures information on programs (e.g., youth programs, or any short-term programs held for the community, such as First Aid) is reported in the Venn One Planner.



APPENDIX 2: FUNDING OPTIONS

Financial assistance for training

The different types of financial assistance available to clients are described in the [SLFNED Funding Handbook](#). The SLFN ISETP mirrors SLFNED funding amounts for:

- Tuition and registration fees
- Travel and transportation costs
- Living Allowance (for eligible training 2 to 52 weeks in length).

Short duration programs (1 to 14 days) will be funded at a maximum cost of \$1,500 (regardless of numbers of dependents).

Training 2 to 52 weeks in length will be funded at a maximum cost of \$10,000.

Materials, supplies, books and testing materials

Materials, supplies, books and testing materials will be funded to a maximum of \$2,000/year.

Information must be provided from the institution to confirm these materials are mandatory and required for successful completion of the program.

In addition to books, funding for supplies and/or equipment allowances may be available to trainees. An official letter from the institution must be provided, indicating the supplies and equipment are a requirement for participating in the program.

Examples of mandatory supplies include uniforms, work apparel including business apparel, specialized safety coveralls, and personal protective equipment (PPE).

Examples of mandatory equipment may include CSA (Canadian Standards Association) approved work boots, hard hats, safety goggles, or other equipment that is required for training.

Funding is not intended to support the purchase of supplies or equipment that should be acquired throughout a work career. Purchases must only cover supplies and equipment that are mandatory for training.

Childcare

Childcare must be requested in advance, through a completed application. Families are requested to check first for eligibility through provincial or territorial childcare programs.

Alberta – [Child care subsidy](#)

Northwest Territories – [Finding Quality Child Care](#)



Coaching

Coaching programs may be available to support to management staff, to increase the success of new managers or to help existing managers step up to new leadership opportunities. Note: Individuals supported by a coach are not guaranteed to move to new positions. The primary purpose of working with a coach is to strengthen individual skills, knowledge, and abilities.

Coaching costs can be negotiated to a maximum rate of \$150/hour per client. Timeframes will vary and are dependent on budget availability.

Mentors

Mentor programs may be available to support youth. Mentoring fees can be negotiated to a maximum rate of \$150/hour. Timeframes will vary and are dependent on budget availability.

Professional Fees

Professional fees mean services provided to support clients ISETP interventions (for example, vocational assessments, needs assessments, services provided by Elders who are offered gifts or payments for recognition in the form of honoraria).

Professional fees may not exceed \$150/hour.

Supports for Persons with Disabilities

The Coordinator will work with individuals with disabilities to create action plans that will determine career goals and facilitate access to jobs.

SLFN ISETP supports for clients may include:

- Accommodations for testing.
- Assessment and referral services.
- Purchase and/or set-up of assistive technologies.
- Access to specialty training to get or maintain employment.

Most workplace accommodations for a person with a disability cost \$500 or less, with many accommodations having no cost. Resources include:

- Government of Canada: [Hiring persons with disabilities](#)
- Government of Alberta - [ALIS – Resources for Persons with Disabilities](#)



Wages and Mandatory Employer Related Costs

Employers may apply for wage subsidy and mandatory employer related costs to provide on-the-job training for eligible applicants. All wage related projects will be contracted to indicate terms and conditions.

- Wage subsidy for not-for-profit employers may be negotiated up to 100 per cent of wage reimbursement, up to the provincial minimum wage.
- Wage subsidy for for-profit employers may be negotiated up to 75 per cent of wage reimbursement, up to the provincial minimum wage. In extenuating circumstances, with provision of a clear rationale and documentation, the wage subsidy may be negotiated up to 100 per cent.
- Wage subsidies will include a maximum 4 per cent vacation pay.
- The duration of the wage subsidy is limited by the type of training program (e.g., Training On-the-Job).
- Requests for subsidies greater than the minimum wage may be considered on a case-by-case basis.



APPENDIX 3: ISETP FORMS AND GUIDES

Administration

- Signing Officers Form
- FNLMP/ISETP Terms and Conditions ESDC - Guidelines on Eligible Expenditures
- Guidelines on Eligible Expenditures

ISET Capacity Assessment Guide

- ISET Capacity Assessment Guide
- ISET Capacity Assessment Tool

Training Forms

- Application for Training/Certification Funding
- Employability Assessment Worksheet
- Consent to Release Information
- Student Enrollment Form
- Career Plan (or, Individual Goal Plan)
- Budget Plan
- Participant Information Form (or, Client Data Form)
- Acceptance Letter
- Funding Contract
- Photo Consent

Career Advancement Program

- Career Advancement Program (Employer Application)
 - Consent to Release Information and Client Data Form are included above

Employment Insurance (EI) Eligibility and Section 25 referrals

- EI Eligibility Form
- ISET – EIBS
- Section 25 Referral Authority Form
- Section 25A Request Form
- Request for Authorization to Quit form
- Changes to Approved Training Intervention
- Deck - EI and Section 25 Referral Authority
- Deck – Enhancing ILMP EI and Section 25 Authority Knowledge

Data Management

- ILMP – An Overview of the Client Data Management Process



Annual Operational Plan

- Instructions for Completion of Annual Operational Plans
- Annual Operational Plan – Budget and Activity Template
- Annual Operational Plan – Multiple Funding Streams
- Annual Operational Plan – Budget

Monitoring




- ESDC Monitoring Guide
- ISETP Monthly Client Report
- Claim Form
- ESDC Activity Report

Annual Report



- Annual Reporting (old templates)





Administration

 Signing Officers Form.pdf	Signing Officers Form
 First Nations LMS Ts and Cs.pdf	FNLMP/ISETP Terms and Conditions
 ASETS-GuidelinesOnEligibleExpenditur	Guidelines on Eligible Expenditures



Capacity Assessment

 ISET-Capacity-Assessment-Guide-1.docx	ISET Capacity Assessment Guide
 ISET-Capacity-Assessment-Tool.docx	ISET Capacity Assessment Tool


Training Forms

	Application for Training/Certification Funding
 ISETP - Employability Assess	Employability Assessment Worksheet
	Consent to Release Information
	Student Enrollment Form
 Individual Goal Plan.docx	Career Plan (also known as Individual Goal Plan)





	Budget Plan
 Participant Information Form.doc  SLFN - Client Data Form - Oct 25 2021.	Participant Information Form Client Data Form
	Acceptance Letter
	Funding Contract
	Photo Consent







Career Advancement Program

 Career Advancement Progr:	Career Advancement Program (Employer Application)
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EI Eligibility and Section 25 referrals

 EI Eligibility Information Form.doc	EI Eligibility Form
 SECTION_2_EIBIS2020_FINAL.pptx	ISET - EIBS





 ISET_S25A_Form_EN_Locked_0917.docx	Section 25 Referral Authority Form
 ISET_S25A_Manual_Rqst.docx	Section 25A Request Form
 ISET_ATQ_EMP_FOR_M_112020.docx	Request for Authorization to Quit Form
 Changes to approved training ir	Changes to Approved Training Intervention
 ElandSection25Ref Authority-DECK.ppt	Deck - EI and Section 25 Referral Authority
 day1_21_enhancing_ei_s25a_knowledge	Deck – Enhancing ILMP EI and Section 25 Authority Knowledge



Data Management

 ILMP Client Data Management Proces	ILMP – An Overview of the Client Data Management Process
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Annual Operational Plan

 Instructions for Completion of Annu	Instructions for Completion of Annual Operational Plans
 2020-2021 AOP - working guide.xlsx	Annual Operational Plan – Budget and Activity Template




 AOP with Multiple Funding Streams Te	Annual Operational Plan – Multiple Funding Streams
 ISET-CC-AOP-Template.xlsx	AOP Forecast of Project Expenditures

Monitoring

	ESDC Monitoring Guide
	ISETP Monthly Client Report
 Claim Form.xlsx	Claim Form
 Activity Report-Template.docx	ESDC Activity Report

Annual Report

 Forms for Annual Reporting.docx	Annual Reporting Form (Note – this template was in use for ASETS only; however, may still be helpful.
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