

Get the workers you need

1 Plan 2 Recruit 3 Retain ✓ Know

Alberta

Canada-Alberta Job Grant

Introduction & Eligibility Criteria

January 2015

Introduction

Overview

- The Canada-Alberta Job Grant funds employer-demanded training.
- Employers determine
 - what training is needed to meet business goals and objectives
 - who will be trained
- The employer-driven program ensures the training reflects skills employers are looking for.

Objective

- The Canada-Alberta Job Grant will help increase:
 - employer investment in training
 - productivity
 - worker skills
 - worker retention

Process at a glance

Before you
apply

1. Identify employee training needs
2. Select a training provider

Application
process

3. Submit application
4. Receive decision and reference #

Training and
reimbursement

5. Pay for and begin training
6. Submit reimbursement form and all training receipts
7. Receive partial reimbursement

Success! You
have a skilled
employee

8. Employee gets training credential
9. Submit completion form
10. Receive remainder of reimbursement

Eligibility Criteria

Eligible Employers

- Open to private and non-profit sector employers in Alberta

Eligible Trainees

- **Eligible trainees**
 - New or existing employees
 - Canadian citizens, permanent residents
- **Ineligible trainees**
 - Temporary Foreign Workers, those with temporary work permits and students here on study visas
 - Immediate family members

Eligible Training Providers

- Third-party, unrelated to the employer
- Cannot be the organization that will employ the trainee

Eligible Costs

- Only direct training costs are eligible
 - Tuition fees or fees charged by training provider
 - Mandatory student fees
 - Textbooks, software and other required materials
 - Examination fees

Eligible Training

- Short-term, incremental training
 - Minimum 25 hours per trainee
 - Courses may be “bundled” for 25 hour minimum
 - Completed within a 52-week period after the training start date
- No restriction on learning type or learning method
 - Part-time, Full-time, On-site, classroom and online learning are all eligible
- Must result in some sort of credential
 - e.g., record of completion, mark, certificate, industry-recognized credential
- Apprenticeship training is NOT eligible

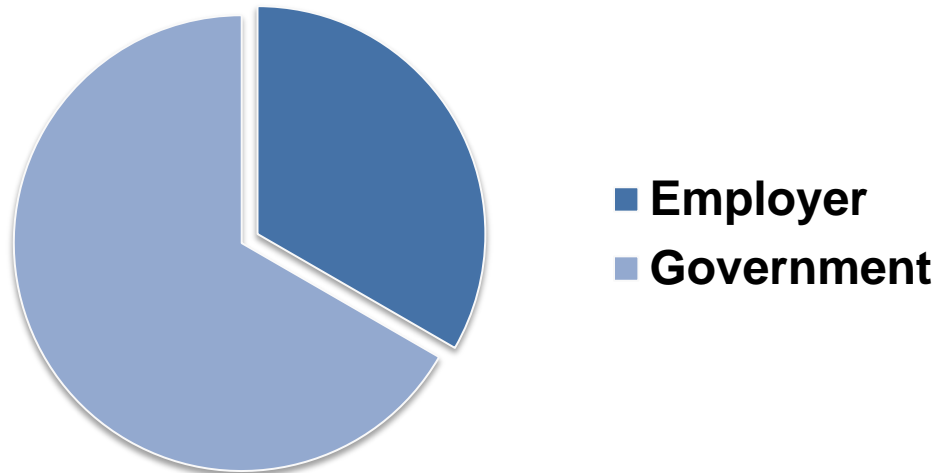
Grant Process

Application Forms

- Employer will access forms on the Canada-Alberta Job Grant Website
 - AlbertaCanada.com/jobgrant
- Forms must be printed, signed, and submitted by mail

Program Funding Model

- The employer will cover a minimum of $\frac{1}{3}$ and the grant will cover $\frac{2}{3}$ of training costs
- Maximum \$10,000 of grant funding per trainee



Caps on Employers

- Individual employers will be capped at \$300,000 of grant funding per fiscal year (Apr-Mar)
- Maximum of \$10,000 per trainee per fiscal year

Reimbursement & Completion

- Employers will pay the entire cost of training after being approved
- Government will reimburse $\frac{2}{3}$ of eligible training costs in two payments
 - $\frac{1}{3}$ of training costs (or 50% of government contribution) when employer submits receipts from training provider
 - $\frac{1}{3}$ of training costs (or 50% of government contribution) after training is complete

Let's Look at an Example

- Pat needs to recruit 5 Warehouse Supervisors.
 - Job applicants will need some skills training (eg. Computer Use, and from an external provider to allow them to get the job.
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- Cost of training = \$1500 per worker
 - Cost of training 5 workers = $\$1500 \times 5 = \$7,500$
 - Grant pays $\frac{2}{3} = \$5,000$
 - Pat pays $\frac{1}{3} = \$2,500$

Another Example

- 1 trainee - \$17,000
- $\frac{2}{3}$ (\$17,000) = \$11,333
 - However, Grant max/trainee = \$10,000
- Employer pays remainder \$7,000

Help for Employers

- Online applicant guide, FAQ's and instructional videos at AlbertaCanada.com/jobgrant
- Workforce Consultants are available to help employers with questions about the applications.
- Email jobgrant@gov.ab.ca

Alberta Workforce Information

- Sign up to receive updates about the Canada-Alberta Job Grant and other workforce information, delivered to your inbox.

www.ABWorkforceinfo.com/subscribeNOW

Thank You!

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