

GTC ISET PROGRAM POLICY 2024

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1. Purpose

The purpose of the Indigenous Skills and Employment Training (ISET) Program is designed to help Indigenous people improve their skills and find employment. The ISET Program provides funding to Indigenous service delivery organizations that recognizes, respects, and reflects Canada's Indigenous peoples, specifically the First Nations, Métis, and Inuit, but also addresses urban/non-affiliated service delivery needs.

2. Policy Statement

The Gwich'in Tribal Council (GTC) Education and Training Department was established after the Gwich'in Comprehensive Land Claim Agreement (GCLCA) was signed in 1992. The full and successful implementation of the GCLCA will depend on having fully trained beneficiaries employed by Gwich'in organizations and other organizations and sectors.

To ensure that Gwich'in Participants (Participants) become more skilled and employable, it is essential that:

- 2.1 Education and training be given a high priority among Participants;
- 2.2 Education and training be given a high priority as reflected in the priorities of the GTC, its subsidiaries, and associated organizations;
- 2.3 Individual training/career plans should be prepared for all Participants requesting assistance.
- 2.4 All training programs must be labour market driven meaning there must be employment at the end of the training.
- 2.5 To ensure that Participants attain the necessary knowledge and skills to fully staff positions in all Gwich'in Organizations and will also ensure that Participants are able to participate in other sectors of the economy, such as in government and the community at large.

3. Source of Funding

Currently, the GTC has three funding sources available to support education and training initiatives:

- 3.1 Gwich'in Education Fund (GEF) allocated through the GTC budgeting process; and
- 3.2 Post-Secondary Student Support Program (PSSSP).
- 3.3 Indigenous Skills and Employment Training Strategy (ISET) Program.

3.4 This document deals only with funding under the ISET Program.

On April 1, 2019, the Government of Canada, represented by the Ministry of Employment and Social Development Canada (ESDC) and the Canada Employment Insurance Commission, signed a ten-year agreement for the ISET Program. This program builds on the success of the Aboriginal Skills and Employment Training Strategy (ASETS) and reflects collaboration between the government and Indigenous partners to allow greater flexibility in programming design to meet the needs of Indigenous peoples and communities.

The ISET Program responds to the Truth and Reconciliation Commission's Call to Action #7, aiming to eliminate educational and employment gaps between Indigenous and non-Indigenous peoples in Canada. It also provides organizations the opportunity to meet the unique needs of First Nations, Métis, and urban/non-affiliated Indigenous peoples.

Administered through the ISET Program are:

- Labor Market programs for the unemployed, employed, current and former Employment Insurance Recipients and organizations. These programs assist with wage subsidies, job creation, mentoring, skill development, and self-employment.
- Youth programs, including work experience, career exploration, community service, summer student jobs, and labor market information.
- Programs for people with disabilities.

4. Eligibility

Under this ten-year (2019-2029) ISET Program funding agreement with ESDC, funding is now available to all registered Participants of the GCLCA across Canada, including status or non-status individuals, as well as First Nations and Métis who reside in the Gwich'in Settlement Area (GSA). However, due to the slight increase in funding and its distinction-based nature, demand for funding is expected to exceed availability. Funding requests will be determined based on the availability of funds to ensure that labour market and demand-driven skill development activities are maintained in the GSA. Funding requests will be determined based on the availability of funds. Eligible individuals who have minimal skills, are unemployed or underemployed and are:

- 4.1. Registered GTC Participants who reside outside of the GSA shall be eligible for the bursary funding should they meet program criteria. Registered GTC Participants who reside outside the GSA may qualify for short course funding.
- 4.2. Registered GTC Participants who reside within the GSA shall be eligible for all types of funding activities should they meet program criteria.

- 4.3. First Nation and Metis Participants who reside within the GSA shall be eligible for all types of funding activities should they meet program criteria.
- 4.4. All organizations applying for funding must be in the GSA and funds must benefit Registered GTC Participants, First Nation and Metis Participants who also reside in the GSA.

5. Funding Ineligibility

The following individuals are ineligible for financial assistance under the GTC's ISET program:

- 5.1 For Individuals who change their career goals to a different, un-related career field, a waiting period of a minimum of one full year may apply before the individual may access training fund programs in support of their new career action plan. The individual will be required to provide rationale for the change in their career goal. The GTC Education and Training Department will not financially support multiple career field development, except in circumstances of demonstrated seasonal employment, or guarantee of employment immediately upon certification in the new field. These individuals may still be eligible for referrals to other external programs for support.
- 5.2 Individuals who are approved for GTC sponsored short training programs or courses, and who fail to report for training, will be placed on a waitlist for a minimum of six months before accessing future funding and training opportunities supported by GTC; and
- 5.3 Individuals who quit full time employment shall not be eligible to access supports for a minimum of 60 days after their last date of employment, except for those who are sponsored by GTC for an Authorization to Quit under S.25 of the Employment Insurance Act.

6. Career and Financial Planning

One of the keys to success, in any endeavor, is proper planning. To be successful in education and training programs, this planning includes several items including career planning and financial planning. Students are required to do this type of planning to receive funding under all the Education and Training Programs.

- 6.1. Each student must engage in career counseling with a staff member from the GTC Education and Training Department, a school counselor, the Department of Education, Culture and Employment, a First Nation Band's Employment Officer, the Aurora College, and other self-identified sources. It is imperative that students receive

counseling, to have clear career objectives and plans on how those objectives can be met. Career action plans must accompany all application forms.

6.2 All students are encouraged to participate in career workshops offered by the GTC Education and Training staff on career planning for Post-secondary and Technical Training programs

6.3 Each student must prepare a financial budget plan outlining what revenue and expenses are expected to be received and incurred. The Financial must include:

6.3.1 additional sources of income.

6.3.2 identify real costs of tuition, books, living expenses before they apply for programs of study to determine expenses that may not be covered by Student Financial Assistance programs.

7. Funding Requests

7.1 Due to a limited budget and the number of applicants seeking financial assistance it may not be possible to fund all students. All funding applications shall be subject to a review by program staff to determine:

7.1.1 A review of an applicant's current level of education.

7.1.2 A review of an applicant's skills, previous work history, learning differences and/or diagnosed learning disabilities), likelihood of employability and current employment status.

7.1.3 A review of an applicant's history of previous education program completion.

7.1.4 A review of an applicant's receipt of prior funding from the GTC.

8. Types of Support: Post Secondary Bursary

To provide financial assistance to help offset living expenses for full time students enrolled in approved post-secondary program for a duration of 12 weeks or more.

8.1 Eligible Applicants

Eligible Applicants for the bursary must meet the following criteria:

8.1.1 Registered GTC Participants

8.1.2 First Nation and Metis Participants who reside within the GSA

- 8.1.3 Be in good standing with the Education Fund of the GTC (including funding provided under ASETS/ISETS). Funding will not be considered until satisfactory repayment arrangements have been made.
- 8.1.4 Have a primary funding source, such as GNWT-SFA, territorial or provincial student assistance programs, registered education savings plans, personal savings, or other funding sources.

8.2 Eligible Projects

Types of interventions supported are limited to students who are:

- 8.2.1 Enrolled at an approved designated educational institution whose education institution type is classified as one of the following:

- 8.2.1.1 University

- 8.2.1.2 Junior College

- 8.2.1.3 Technical/Vocational

- 8.2.1.4 First Nations designated and directed institutions.

A list of Canadian educational institutions currently recognized, authorized, registered, and licensed by competent authorities in the provinces and territories of Canada is available through the Canadian Information Centre for International Credentials.

- 8.2.2 Students enrolled at an [approved designated educational institution](#) whose education institution type is classified as private and can provide written confirmation from the educational institution that full credit courses are recognized by and transferable to publicly funded educational institutions identified in clause 9.2.1 (University, Junior College or Technical/Vocational).

- 8.2.2.1 Applicants must meet with the GTC Education and Training staff to confirm full understanding of potential implications attending private institutions.

- 8.2.3 Deemed as a full-time student by the educational institution:

- 8.2.4 Enrolled with a minimum of 9 full-credit courses that is at least 12 continuous weeks in length and leads to a certificate, diploma, or degree.

- 8.2.5 Enrolled in a university college access program (UCEP, UCAP, OCAP) up to a maximum of one academic year only;

8.3 Eligible Funding Supports

Eligible bursary rates shall be outlined in Appendix A.

- 8.3.1 GTC reserves the right to adjust amounts pending availability of funding sources.

8.4 Application Requirements

The application submission and approval process is outlined below and may be amended from time to time by the GTC Education and Training Department.

To be considered, each applicant must submit:

- 8.4.1 A completed application for funding (each year).
- 8.4.2 Proof of acceptance/continuance from the approved post-secondary educational institution.
- 8.4.3 Students who have previously completed post secondary studies must provide official transcripts indicating successful completion of the academic semester with a required overall 60% grade point average.
- 8.4.4 Students must arrange for transcripts to be sent into the office after each academic year for a review of academic performance. Further funding under any education and training foundation program will not be provided until a transcript is received.
- 8.4.5 Unofficial documentation will not be accepted.
- 8.4.6 Proof of primary funding source: a letter from SFA, territorial, or provincial student grant.
- 8.4.7 Cost of tuition fees;
- 8.4.8 A copy of applicant resume;
- 8.4.9 Documentation from a financial institution to confirm personal banking information for direct deposit.
- 8.4.10 The application and required documents set out in the policy must be submitted to the GTC Education and Training Department by the following dates:
 - 8.4.10.1 July 15th for post-secondary programs starting between August or September.

- 8.4.10.2 November 15 for post-secondary programs starting in January.
- 8.4.10.3 March 15 for post-secondary programs starting in May; and
- 8.4.10.4 Thirty (30) days prior to the start date for all other approved programs.

Please Note: GTC Education and Training staff may consider special circumstances outside of the traditional dates above depending on funding availability and departmental capacity.

8.5 Priority Consideration Clause – Post Secondary Bursary

Due to a limited budget and the number of students returning to school it may not be possible to fund all students in Full Time Post-Secondary Programs. Prioritization of applications ensures continued support to current or existing students so that they may complete their program of study.

- 8.5.1 Student applications will be reviewed based on submission of fully completed applications that are received at GTC by stated program deadlines.
- 8.5.2 Student applications will be considered in the following order:
 - 8.5.2.1 Returning applicants registered in a Degree or Diploma Program (4th year, 3rd year, 2nd year).
 - 8.5.2.2 New applicants to certificate, diploma, and first-degree programs.
 - 8.5.2.3 UCAP, OCAP or UCEP Program.
- 8.5.3 Application approval is subject to availability of funds.

8.6 Bursary Approval Process

- 8.6.1 A completed application meeting all the eligibility criteria set out in the policy.
- 8.6.2 Application is subject to priority consideration clause.
- 8.6.3 The applicant's grades in the last semester (if applicable).
- 8.6.4 Applicant standing with the Education Fund of the GTC (including funding provided under ASETS/ISETS). The Applicant must be in good standing. Funding will not be considered until satisfactory repayment arrangements have been made.
- 8.6.5 Availability of funding for the period requested.
- 8.6.6 Each application will be evaluated on an approval/denial form.

- 8.6.7 Applicants who have met the deadlines as outlined will receive written notice of conditional approval or denial within three weeks of the published deadline. Final approval will be granted once the GTC receives an applicant's fully completed application.

8.7 Bursary Payment

The bursary amounts available shall be outlined in Appendix A.

- 8.7.1 Students are required to provide the following before any payment will be processed:

8.7.1.1 Proof of their continued attendance at school as determined by GTC program staff through communication or written confirmation from the educational institution.

8.7.1.2 Official transcripts for the academic year indicating an overall grade point average of 60% to be eligible for continued funding for the next consecutive year.

- 8.7.2 Payment timeline and terms:

8.7.2.1.1 Assuming all required documentation has been received, payments will be made during the first week of each month for the duration of sponsorship period.

8.7.2.1.2 A student who attends ten days or more of school and whose program ends on or near the 15th day of the month will receive payment for the full month.

8.7.2.1.3 A student who attends less than ten days of school and whose program ends on or before the 10th day of the month will receive a prorated amount for the month.

8.7.2.1.4 A student who attends school 5 days or less and whose program ends on or before the 7th day of the month will not receive a payment: and

8.7.2.1.5 Payment will be in the form of a direct deposit to the student's financial institution.

8.8 Limitations of Funding

Due to a limited budget and the number of students returning to school it may not be possible to fund all students.

- 8.8.1 An applicant may be eligible to receive up a bursary based on the following:

- 8.8.1.1 A review of an applicant's current level of education.
- 8.8.1.2 A review of an applicant's skills, previous work history, learning differences and/or diagnosed learning disabilities, likelihood of employability and current employment status.
- 8.8.1.3 A review of an applicant's history of previous education program completion; and
- 8.8.1.4 A review of an applicant's receipt of prior funding from the GTC.
- 8.8.2 Applicant can only be provided the bursary while enrolled for one of either UCAP, OCAP or UCEP type programs for one academic year.
- 8.8.3 Funding will be assessed on an individual basis to consider the appropriateness of the intervention and is not to be intended to support multiple career changes for individuals who already possess a diploma, degree, or certificate, for which they should be employable. Considerations may be given to accommodate seasonal workers.
- 8.8.4 If a student fails to meet the required 60% grade point average, funding is discontinued until the student shows proof of grades meeting the 60% grade point average after completion of the following semester.
- 8.8.5 Students enrolled in Adult Basic Education programs are not eligible for scholarship funding. The GTC Education and Training staff can provide guidance on alternative funding.
- 8.8.6 The GTC reserves the right to review and amend the bursary amounts when it is feasible to do so.

9. Types of Support – Post Secondary Course Reimbursement

Post Secondary Course reimbursement may be available to provide eligible individuals with financial assistance to achieve certification through part time studies at a recognized educational institution.

Eligible part-time students may be eligible to receive funding allocations before their start date OR receive reimbursement for course expenses, as determined by the GTC Education and Training Staff. A maximum amount not to exceed One Thousand Dollars (\$1000.00) per course for the duration of the program.

9.1 Eligible Applicants

Eligible Applicants for the bursary must meet the following criteria:

- 9.1.1 Be a Registered GTC Participant.
- 9.1.2 First Nation and Metis Participants who reside within the GSA.
- 9.1.3 Provide written confirmation from the approved educational institution identifying their student status as part-time.
- 9.1.4 Not be in receipt of financial assistance from another source that duplicates or is intended for reimbursement of the same courses.
- 9.1.5 Be in good standing with the Education Fund of the GTC (including funding provided under ASETS/ISETS). Funding will not be considered until satisfactory repayment arrangements have been made.
- 9.1.6 Be in good standing with the GTC (including funding provided under ASETS/ISETS, Gwich'in Education Fund and Northwest Territories Student Financial Assistance Program). Funding will not be considered until satisfactory repayment arrangements have been made.
- 9.1.7 Submit a fully completed application for course reimbursement with prior approval.

9.2 Eligible Projects

Types of interventions supported are limited to students who are:

- 9.2.1 Enrolled at an approved designated educational institution whose education institution type is classified as one of the following:
 - 9.2.1.1 University
 - 9.2.1.2 Junior College
 - 9.2.1.3 Technical/Vocational
 - 9.2.1.4 First Nations designated and directed institutions

A list of Canadian educational institutions currently recognized, authorized, registered, and licensed by competent authorities in the provinces and territories of Canada is available through the Canadian Information Centre for International Credentials.
- 9.2.2 Deemed as a part-time student by the educational institution:

- 9.2.3 Enrolled in a post secondary program that leads to a certificate, diploma, or degree.

9.3 Application Requirements

- 9.3.1 Eligible students must receive prior approval from program staff to ensure funding is available and projects are eligible.
- 9.3.2 Once approved, eligible students must provide within 90 days of course completion:
 - 9.3.2.1 A fully completed application for course reimbursement;
 - 9.3.2.2 Official transcripts indicating achievement of 60% grade point average for course completed;
 - 9.3.2.3 Applicable receipts to support cost of expenses.
- 9.3.3 Total cost of course reimbursement will include cost of tuition, fees and books up to a maximum of \$1000.00.

10. Types of Support – Short Course/Program Training

To provide eligible individuals with the necessary skills and qualifications that are required to obtain or maintain employment.

10.1 Eligible Applicants

Eligible Applicants for the bursary must meet the following criteria:

- 10.1.1 Be a Registered GTC Participant.
- 10.1.2 First Nation and Métis Participants who reside within the GSA.
- 10.1.3 Participants residing outside the GSA may be considered if they can provide proof of rejection from an ISET program in their region. Funding is subject to availability.
- 10.1.4 Be in good standing with the Education Fund of the GTC (including funding provided under ASETS/ISETS). Funding will not be considered until satisfactory repayment arrangements have been made.

10.2 Eligible Projects

Types of interventions supported may include, but are not limited to the following types:

- 10.2.1 Essential skills development:
 - 10.2.1.1 Life skills;
 - 10.2.1.2 Employability Skills;
 - 10.2.1.3 Labour market and career decision making; and
 - 10.2.1.4 Industry recognized (safety training etc.)
- 10.2.2 Apprenticeship or occupational skills training with full-credit courses at an approved educational institution program that is:
 - 10.2.2.1 recognized and accredited
 - 10.2.2.2 at least 8 to 12 continuous weeks in length and
 - 10.2.2.3 leads to a license, certification, or journeyperson status upon completion; and
 - 10.2.2.4 designated as a full-time program by the educational institution.
- 10.2.3 Professional designation fees may be considered for one-time registration. Maintenance of this registration will be reviewed on a case-by- case basis and in circumstances where there is no other resource available to the applicant; and
- 10.2.4 Professional license and occupation specific ticket fees may be considered for the first time of licensing. Maintenance of professional licenses and occupation specific tickets will be reviewed on a case-by-case basis and in circumstances where there is no other resource available to the applicant.

10.3 Application Requirements

To be considered, the applicant must submit:

- 10.3.1 A completed application for funding.
- 10.3.2 Proof of acceptance/continuance from the approved post-secondary educational institution or service provider.
- 10.3.3 Copy of applicant's resume.
- 10.3.4 Program information from the institution or service provider verifying acceptance and all costs and timeframes
- 10.3.5 Documentation from a financial institution to confirm personal banking information for direct deposit.
- 10.3.6 Apprentice must submit proof of apprenticeship status

10.3.7 Apprentice to submit confirmation of primary funding source from Education Culture and Employment (Skill Development Program for Apprentices)

10.3.8 Application deadline is thirty (30) days prior to the start date for approved short courses training.

10.4 Priority Consideration Clause – Short Course/Program Training

Due to a limited budget and the number of students returning to school it may not be possible to fund all students. Prioritization of applications ensures continued support to current or existing students so that they may complete their program of study.

10.4.1 Student applications will be reviewed based on submission of fully completed applications that are received by the GTC by stated program deadlines.

10.4.2 Student applications will be considered in the following order:

10.4.2.1 Returning applicants registered in an apprenticeship program (4th year, 3rd year, 2nd year).

10.4.2.2 New Applicants.

10.4.2.3 Previously funded applicants; and

10.4.2.4 Application approval is subject to availability of funds.

10.5 Short Course/ Program Approval Process

The approval shall be based on:

10.5.1 A completed application meeting all the eligibility criteria set out in the policy.

10.5.2 Application is subject to Priority Consideration Clause.

10.5.3 Applicant history of previous education program completion and funding accessed.

10.5.4 Applicant standing with the Education Fund of the GTC (including funding provided under ASETS/ISSETS). The Applicant must be in good standing. Funding will not be considered until satisfactory repayment arrangements have been made; and

10.5.5 Availability of funding for the period requested.

10.6 Short Course/Program Payments

10.6.1 Students are required to provide the following before any payment will be processed:

- 10.6.1.1 Proof of their continued attendance at the course/program.
- 10.6.1.2 Submission of proof of program completion, safety tickets, licences, apprenticeship status cards, journey person completion certification upon completion.
- 10.6.1.3 Receipts for approved expenses where applicable; and
- 10.6.1.4 Payment date release is at the discretion of the Education and Training Department.

10.7 Eligible Funding Supports

Financial assistance available under the short course/program training activity may include:

10.7.1 **Tuition and Registration Fees** may be covered for a student who is required to pay tuition and/or mandatory registration fees to enroll in the program.

10.7.1.1 Tuition and fees may be covered for a student enrolled in a full-time short course who is required to pay registration fees at the actual cost or up to a maximum based on assessment of needs and funding availability.

10.7.2 **Training Allowance** may be available to short course/program trainees who are attending a training program on a full-time basis (25 hours or more per week), to assist with covering miscellaneous expenses (i.e., meals, incidentals).

10.7.2.1 The training allowance will not exceed one hundred dollars per day and will be prorated based on current NWT minimum wage for each hour of training attended.

10.7.2.2 Training allowance will only be paid for students who submit verified attendance from the training providers.

10.7.2.3 Attendance must be sent directly from the training provider's representative on established submission dates. Submission of late attendance sheets will be processed for the following week – with no exceptions.

10.7.2.4 For training programs that are less than one week, the training program must be a minimum of five hours or more, per day, to qualify for a daily training allowance rate. Daily training allowance

rates will be calculated at the applicable weekly training allowance rate divided by five.

10.7.3 **Accommodation Allowance** may be paid to trainees who are attending a full-time short course at a training centre that is located at such a distance that the trainee cannot reasonably travel from home to the training location daily.

10.7.3.1 Private Accommodations may be paid at a maximum rate per night as determined in the GTC established travel expense rates.

10.7.3.2 Commercial Accommodations may be paid as per the rate negotiated with the accommodations provider, and must reflect due diligence in obtaining the best value for money without compromising the success of the trainee; and

10.7.3.3 Support will be determined and provided at the most economical rate of service.

10.7.4 **Away from Home Living Allowance** may be paid to trainees who are attending a full-time short course at a training centre that is located at such a distance from the trainee's place of primary residence that the trainee needs to maintain both a primary and a temporary second residence near the training site.

Away from home living allowance may be provided:

10.7.4.1 If the training program is a minimum of 4 weeks in duration but not longer than 12 weeks.

10.7.4.2 To eligible trainees upon demonstrated need at a negotiated daily rate; and

10.7.4.3 To eligible trainees who provide a copy of their rental receipts and/or mortgage agreement as proof of primary residency.

10.7.5 **Transportation Allowance** may be available for trainees who must be transported over 50 kilometers one way, from their place of primary residence to the location of the training.

10.7.5.1 Support will be determined and provided at the most economical rate of service offered by public transportation (taxi) as per the rate negotiated with the transportation provider.

- 10.7.5.2 Mileage will be reimbursed based on the GTC established travel expense rates with the following expenses being ineligible:
 - 10.7.5.2.1 Accommodation and food.
 - 10.7.5.2.2 Repairs to vehicle.
 - 10.7.5.2.3 Towing charges.
 - 10.7.5.2.4 Moving expenses.
 - 10.7.5.2.5 Expenses beyond those approved by the program
- 10.7.5.3 Travel may be completed by air at the most economical rate with the following expenses being ineligible:
 - 10.7.5.3.1 Charges to change ticket dates, which includes emergencies.
 - 10.7.5.3.2 Reimbursement for travel on airline points, tickets paid for by another agency, company or gift or prize.
 - 10.7.5.3.3 Fees associated with pre-selecting seats.
 - 10.7.5.3.4 Baggage fees.
 - 10.7.5.3.5 Expenses beyond those approved by the program.
- 10.7.6 **Tutoring Assistance** may be available to trainees who ordinarily reside in the GSA, while attending a full- time short course or apprenticeship training.
 - 10.7.6.1 Tutoring fees will be covered at actual cost up to the maximum amount of \$50.00 per hour based the submission of receipts from the tutor to a maximum of 3 hours per week.
 - 10.7.6.2 Local transportation to attend tutoring may be available to apprentices who attend fulltime apprenticeship programs outside of the GSA.
 - 10.7.6.2.1 Reimbursement for local transportation fees will be subject to most economical rates offered by local transit such as bus, taxi, or mileage.
- 10.7.7 **Mandatory Books, Supplies and Personal Protective Equipment Allowance** may be available for trainees who must purchase mandatory books for the

course or program for which they are enrolled in if not already covered by the GTC through training delivery contracts.

10.7.7.1 Students must provide a verified list of mandatory books, supplies, and/or equipment, along with actual quotes for the costs of those books, supplies, and/or equipment directly from the institution or sponsoring employer to verify costs and that the books are mandatory.

10.7.7.2 Examples of mandatory books may include textbooks, manuals, or other related published books.

10.7.7.3 Examples of mandatory supplies include uniforms, specialized safety coveralls, specialized dress code clothing, or other related supplies.

10.7.7.4 Examples of mandatory equipment may include CSA approved work boots, hardhats, safety goggles, specialized kits that are mandatory for training, or other related equipment. This is not intended to support the acquisition of tools that should otherwise be acquired throughout a work career and is only intended to provide mandatory preliminary equipment requirements; and

10.7.7.5 Mandatory books, supplies, and equipment will be covered at actual costs as required under the applicable program.

10.7.8 **Completion Bonus** may be available for trainees upon successful completion of a funded intervention and must only be used as an incentive for trainees with:

10.7.8.1 Multiple barriers to employment, and/or.

10.7.8.2 The likelihood of the trainee to complete the project (incentive).

10.7.8.3 The duration and intensity of the project.

10.7.8.4 Awarding of a completion bonus is at the discretion of the Manager of Education; and

10.7.8.5 Maximum payable for a completion bonus is subject to funding availability.

10.7.9 **Negotiated Special Needs Costs:** to assist students with learning differences and/or diagnosed learning disabilities.

10.8 Limitations of Funding

Due to a limited budget and the number of students returning to school it may not be possible to fund all students.

10.8.1 An applicant may be eligible to receive training supports where an application approval is based on the following:

10.8.1.1 Applicant prior funding received.

10.8.1.2 Applicant history of previous education program completion; and

10.8.1.3 Applicant education progress and career goals

10.8.2 Training offered in the GSA and or the NWT, must be accessed as a first resort unless the total cost of training is offered at a lesser rate by another training provider outside of these areas. Applicants choosing to access more costly programs outside of the NWT may receive funding at the rate provided to those attending courses in the NWT.

10.8.3 If an applicant pursues a training program that is fundable by the NWTSA, or other territorial program, applicants must apply to such programs.

10.8.4 Funding will be assessed on an individual basis to consider the appropriateness of the intervention and is not to be intended to support multiple career changes for individuals who already possess a diploma, degree, or certificate, for which they should be employable. Considerations may be made given to accommodate seasonal workers.

10.8.5 The duration of project shall be for a maximum of 12 weeks but may be negotiated up to 16 weeks in special circumstances. The whole training program must be completed within this duration.

10.8.6 If a student fails to complete their approved training, the full amount provided to the student for the intervention will be deemed repayable by the student to GTC. The file will be sent to the GTC Finance office for collection and the student will be placed on the default list.

10.8.7 The following projects shall not be considered eligible under this program:

10.8.7.1 Workshops and conferences, unless the trainee receives a recognized certification in a skill that contributes to their career action plan;

10.8.7.2 Tuition and compulsory fees for courses that have already started for which an individual has not received prior approval for funding assistance;

- 10.8.7.3 Training programs that a trainee has already taken, including those funded by the GTC, or that has already been covered by any other source;
 - 10.8.7.4 Purchase of capital equipment;
 - 10.8.7.5 Re-registration or renewal of tickets, or re-certifications that have already been financially supported by GTC programs. However, this may be reviewed on a case- by-case basis and in circumstances where there is no other resource available to the applicant;
 - 10.8.7.6 Re-registration with Professional Associations that have already been supported by GTC programs – unless the applicant can demonstrate a guarantee of full-time employment immediately following the intervention.
- 10.8.8 Supports for cost shared community-based training projects will provide supports consistent with partnership(s) determined rates for trainees. Applicable supports will be assessed on a case-by-case basis and will not replace supports provided through other eligible funding sources.

11. Types of Activities – Wage Subsidy

Wage subsidies may be available to eligible employers to provide a trainee work experience and training for up to 52 weeks to better enable the trainee to develop employability skills or enhance skills to obtain or maintain meaningful long-term employment.

11.1 Eligible Applicants

Eligible Applicants for the wage subsidy must meet the following criteria:

- 11.1.1 Employing organization must be in the GSA and have been in operation for a minimum of 6 months.
- 11.1.2 Eligible trainees must be GTC participants, First Nation or Metis individuals who reside in the GSA.

11.2 Eligible Projects

Types of interventions supported are limited to trainees to obtain up to 52 weeks of a wage subsidy for:

- 11.2.1 Trainees who lack work experience and require training to obtain and maintain employment.

- 11.2.2 Trainees are under-employed or employed and in need of training to maintain or move to a different or better job.

11.3 Application Requirements

The approval shall be based on:

- 11.3.1 A completed application meeting all the eligibility criteria set out in the policy.

- 11.3.1.1 Completion of employer application to:

- 11.3.1.1.1 Clearly demonstrate how the training provided to the employee will benefit the organization and how the employee will benefit from the training. Training must be consistent with the goals of the organization and the career goals of the employee.

- 11.3.1.1.2 Include complete financial/budget information, which includes other sources of funding accessed (approved and denied) and an itemized budget for the project.

- 11.3.1.1.3 A training plan for the training which includes how skills will be acquired and a timetable for the trainee to move out of the training position.

- 11.3.1.2 Completion of trainee application

- 11.3.2 Employer must contribute a minimum of 20% of wages and are encouraged to seek additional third-party funding as offered through the GNWT Department of Education Culture and Employment regional service center.

- 11.3.3 Application is subject to Priority Consideration Clause.

- 11.3.4 Applicant history of previous wage subsidy accessed and employment outcomes for previous trainees.

- 11.3.5 Applications are accepted throughout the year.

- 11.3.6 Availability of funding for the period requested.

11.4 Priority Consideration Clause – Wage Subsidy

Due to a limited budget, it may not be possible to approve all applications. Prioritization of applications ensures equitable access to funds to eligible employers within the GSA.

- 11.4.1 Applications will be reviewed based on submission of fully completed applications that are received at GTC by stated program deadlines.
- 11.4.2 Applications will be considered in the following order:
 - 11.4.2.1 Registered Gwich'in organizations operating in the GSA.
 - 11.4.2.2 Organizations operating in the GSA.
 - 11.4.2.3 New applicants who have not accessed the wage subsidy.
 - 11.4.2.4 Previously funded applicants.
 - 11.4.2.5 Proposed trainee who is.
 - 11.4.2.5.1 Unemployed
 - 11.4.2.5.2 Underemployed
 - 11.4.2.6 Application approval is subject to availability of funds.

11.5 Program Approval Process

- 11.5.1 The Applicant will receive written notice of application approval or denial within two weeks of GTC receiving an applicant's fully completed application.
- 11.5.2 If approved, the applicant will be required to sign a contribution agreement.

11.6 Program Payments

- 11.6.1 The employer will sign a Service Provider Agreement as issued by GTC. Such documentation will confirm wage contributions (GTC ISETS and the employer), term of the training period and the employer's agreement to offer employment after successful completion of training. (Notwithstanding the employer's rights to manage and assess the employee's suitability for the position).
- 11.6.2 The employer will provide the trainee with the GTC issued forms and forward completed forms to the GTC program staff.
- 11.6.3 The employer is fully responsible for the trainee's wages during the training.
- 11.6.4 The employer to submit invoices with supporting documentation which may include such as payroll reports on at least a monthly or quarterly basis.

11.7 Eligible Funding Supports

Financial assistance available under the wage subsidy program activity may include:

- 11.7.1 Hourly wage subsidy for hours worked at the straight time rate:

- 11.7.1.1 Up to a maximum of the current minimum wage per hour which will include the cost of mandatory employer related costs.
- 11.7.2 Course fees to cover short course training such as:
 - 11.7.2.1 Essential skills training
 - 11.7.2.2 Technical training courses (excluding apprenticeship technical training)
 - 11.7.2.3 Business training
 - 11.7.2.4 Management and leadership training
 - 11.7.2.5 Short term certificate training including required safety training courses

11.8 Limitations of Funding

Due to a limited budget, it may not be possible to fund all applications.

- 11.8.1 Funding will be assessed on an individual basis to consider the appropriateness of the intervention for the trainee.
- 11.8.2 Funding shall not be provided to an employer as a source of revenue to continue daily operations.
- 11.8.3 Funding shall not be provided to registered apprentices as external funding sources are available from other territorial programs.
- 11.8.4 Wage subsidy will be calculated at the straight time rate for all hours worked.
- 11.8.5 Wage subsidy will be up to a maximum of fifty-two weeks.
- 11.8.6 The employer shall provide long term employment upon completion of the training period.
- 11.8.7 Funds are not intended for trainees to maintain professional status, certification or designation or assist with personal development skills, such as self-awareness, self-esteem, emotional intelligence, or similar.
- 11.8.8 To ensure equitable access to funds within the GSA, an employer may submit only one application on an annual basis.
- 11.8.9 Trainees are encouraged to attend training that is available in their community.
- 11.8.10 Travel expenses to attend training courses within the GSA maybe considered on a case-by-case basis.

- 11.8.11 The following training related expenses shall not be considered eligible under this program:
- 11.8.11.1 Workshops and conferences.
 - 11.8.11.2 Training course fees for courses that have already started for which the training has not received prior approval for funding assistance.
 - 11.8.11.3 Training courses that are unrelated to the trainee's position.
 - 11.8.11.4 Purchase of capital equipment.
- 11.8.12 Training should develop employability skills or enhance skills to maintain employment.
- 11.8.13 The employer must seek additional sources of wage subsidy from other third-party funders where possible. This may include GNWT wage subsidy programs.

12. Default List

The GTC endeavors to ensure all students succeed with their post-secondary pursuits. Subsequently, the GTC must ensure that education funds are maximized to fund as many eligible applicants as possible. It is the responsibility of any student to inform the GTC if they are unable to complete their education program and the reason for not completing in a timely manner. Additionally, students must advise the department of any changes made to their semester schedule.

In accordance with the guidelines and criteria set forth in the foregoing policy and at the discretion of the GTC and/or its staff, funds provided to students will become repayable and ineligibility for further funding will result from but is not limited to the following circumstances.

12.1 Circumstances Outside of Student Control

Circumstances beyond a student's control include reasons such as medical/health reasons, death in immediate family or serious illness in the immediate family.

- 12.1.1 An immediate family member is defined as mother, father, sister, brother, spouse, children, and foster children.
- 12.1.2 Students in this category must submit documentation prior to leaving their studies.

- 12.1.2.1 A letter to the Education and Training Manager asking for their situation to be considered for exemption prior to discontinuing the educational program; and
 - 12.1.2.2 A letter from the student's healthcare provider confirming that the student is not able to continue studies for medical reasons; and/or
 - 12.1.2.3 A letter from the student's counselor confirming that the student is not able to continue studies due to psychological/mental wellness reasons
- 12.1.3 If a student is unable to complete their education or training program due to circumstances beyond their control, repayment of funding received by a student may be waived by the GTC as determined on a case-by-case basis.

12.2 Circumstances Within Student Control

Circumstances within a student's control include reasons such as low marks, poor attendance, program withdrawal, dropping from full time student to part-time and/or not meeting minimum program/course requirements.

- 12.2.1 Students in this category, will have their names placed on a default list, where the amount of funding received by the student for the fundable period, becomes due and payable to the GTC.

13. Student Debt Repayment Plan

- 13.1 Students who are indebted to the GTC, because of not completing their program of studies, due to circumstances within their control, will be placed on the default list and not be eligible for funding until the funding has been repaid in full.

13.1.1 Students Not Returning to Education

Students on the Default List may become re-eligible to apply for funding once efforts have been made to repay debt. A student has the option of repaying the funding amount in full or to set up an agreement to make partial payments. A student shall arrange for a repayment of debt by:

- 13.1.1.1 Contacting GTC Finance Department to arrange a full payment by cheque or money order; or
- 13.1.1.2 Contacting GTC Education staff to set up a repayment plan

13.1.2 Students Returning to Education

A student wishing to resume their education but who are on the Default List can make partial payments towards the debt. A student may reapply for funding and if approved, must agree to have a portion of their funding amount deducted from their payment. A student must:

- 13.1.2.1 Contact GTC Education staff to reapply for funding.
- 13.1.2.2 Meet with GTC Education staff to set up a repayment plan.
- 13.1.2.3 This plan shall set out a monthly repayment fee that allows the debt to be repaid while minimizing financial hardship for the student.

14. Student Debt Recovery Process

To recover funds from students who do not complete their education due to circumstances within their control, GTC program staff will take make reasonable effort to collect student debt.

14.1 Program staff will:

- 14.1.1 Request a student payment report from GTC Finance to confirm payment amounts issued to the student.
 - 14.1.2 Request an invoice for amount owed from GTC Finance.
 - 14.1.3 Issue a letter requesting repayment, accompanied by a copy of the student's application for funding and payments received to date to be sent to the student; and
 - 14.1.4 Provide copies of documentation to GTC Finance.
- 14.2** Should funds not be paid back, the student's name will be placed on the Default List.
- 14.3** GTC Finance will make reasonable effort to collect the debt from any or all amounts from payments such as wages, expense claims or other benefits issued by GTC to the student.
- 14.4** The student will be ineligible for future funding or until repayment arrangements have been made to clear the debt.

15. Appeals

If the applicant is not satisfied with the decision, they can appeal the decision to the GTC Chief Executive Officer (CEO), who hears appeals for all programs. The appeal process is as follows:

- 15.1 The appeal must be made in writing to the CEO within 30 days of the date the appellant was denied funding.
- 15.2 The CEO will acknowledge written receipt of the appeal and provide the appellant with a date that the appeal decision will be made.
- 15.3 All supporting documentation will be provided by the Education and Training Department staff and by the appellant to the CEO, who will make the final decision.
- 15.4 The CEO will advise the appellant of the decision within 15 business days from the date of the appeal. This decision will be delivered in written format and shall be final.

16. Student Request for Funding Denial Letter

If an applicant or student formally requests a funding denial letter from the GTC to pursue funding from another funding source, the student relinquishes funding opportunities from GTC ISETs for the academic year.

17. Personal Information

The GTC shall collect, secure, and keep confidential all student information.

- 17.1 Each file shall contain the applicant's name, Indian registry number, GTC enrolment number, social insurance number, address and contact information, marital status, dependent information, education history, transcripts, proof of program admission, eligible post secondary institution, eligible program of studies, program length, required books and supplies list, academic standing, receipts for tuition fees, books, and supplies and copies of Employment Insurance entitlement verification. Files will also contain a statement of financial payments made to the applicant and student correspondence.
- 17.2 Each student file shall be stored electronically for program reporting, payment, and historical purposes.

18. Program Reporting

The GTC shall provide annual reports to the funder to ensure that the program outcomes and objectives are being met and opportunities for continuous improvement with a goal to improve results for ISETS recipients are being identified, activities including audits, evaluations, and targeted program reviews.

Appendix A

1. Purpose

This document shall be used and maintained by the GTC Education and Training Department to outline the rates and provide up-to-date applications and forms.

It may be amended from time to time by the GTC.

All funding is subject to availability.

2. Schedule of Rates

Category	Single Student	Student with Dependents
Post-Secondary Bursary	\$400.00	\$600.00
Course Reimbursement (Part time)	\$1000.00	
Short Course Training Allowance	Current NWT hourly minimum wage to maximum of \$100 per day	
Tutoring	Up to \$50 per hour for a maximum of 3 hours per week.	
Transportation, Accommodation, Living Away from Home Allowances	Based on needs assessment and at the most economical rate.	
Mandatory Books and Equipment	As negotiated – most economical option	

FORMS

ISET Application Forms A, B, C, and D
Private Institution Agreement Form
Workforce Development Coordinator Checklist Form
Wage Subsidy Applications