INDIGENOUS SKILLS AND EMPLOYMENT TRAINING (ISET) PROGRAM POLICY
IMPLEMENTED APRIL 1, 2022

Table of Contents

1. Ɂimash Ɂimash (Welcome)

1.1 tsut-iwan (Intention)

The shíshálh Nation Employment, Training and Post-Secondary (ETAPS) Department provides employment-related and career development assistance and outreach to shíshálh Nation members and other Indigenous youth and adults. shíshálh Nation receives funding through the Indigenous Skills and Employment Training (ISET) Program via the Government of Canada. As such, we are responsible for developing and administering programs which address the labour market needs of shíshálh Nation members and other Indigenous peoples living within the swiya. Programming is aligned with the requirements as set by Canada and with the shíshálh Nation Strategic Plan.

Through community-based decision making and client-centered programming, we are working to support the growth of shíshálh Nation and foster lifelong learning, skills development, and training. We provide Nation members with education, skills and support they need to compete equally and effectively in today's job market. We work alongside our colleagues within the Education Department and Community Member Services Division to ensure Nation members are empowered through culture, wellness, achievement, and self-sufficiency.

Through the design and implementation of the ISET program, the ETAPS team is focused on supporting clients to gain greater and transferrable skills that will support their employment path and long-term career success. We are also committed to ensuring clients have access to comprehensive wrap-around services that help to address barriers to employment and increase employability.

1.1.1 ETAPS Department vision

To achieve a sustainable self-sufficient Nation, educated and healthy in mind, body and spirit.

1.1.2 ETAPS Department mission

To provide the highest quality of programs and services to our shíshálh people in the most equitable and efficient manner, while supporting them along their education and/or employment path to long-term career success.

1.1.3 ETAPS Department core values

- To respect the diversity of our members and their varied educational and employment needs
- To foster and promote the shíshálh people ways of knowing, being and doing
- To uphold and apply all policies in a consistent, equitable manner to all clients

1.2 Program Description and Goals

Under the ISET Program (established in 2019), shíshálh Nation has a fiscal financing agreement with the Government of Canada to design and deliver programs, services and other activities designed to increase the participation of Indigenous peoples in the Canadian Labour Market. shíshálh Nation is bound to provisions set out by the ISET Program Agreement with Canada, including eligibility requirements and eligible expenditures.

The goals of the ISET Program are to:

1. Close the employment and earning gaps between Indigenous and non-Indigenous people
2. Build stronger focus on training for higher quality, better paying jobs instead of rapid re-employment
3. Develop greater skills for clients that will support long-term career success

1.3   Purpose & Scope

1. The purpose of this Policy Manual is to be a publicly available resource for shíshálh Nation members accessing the Nation's ISET Program. The Manual strives to provide a clear, written course of action for the planning and implementation of the Program.
2. The policies included within this manual apply to the ISET program only. Individuals accessing other ETAPS programs and services should refer to the **Adult Education Policy Manual** or the **Post-Secondary Education Policy.**
3. In the event of a conflict between the policies in this Manual and the applicable legislation, the shíshálh Nation Constitution, the shíshálh Nation Human Resource Manual or individual employment contracts, then those documents will take precedence over this Manual.
4. No Policy and Procedure Manual can anticipate every circumstance or question about policy. Questions about anything contained in this manual, or about any aspect of the ISET Program, should be directed to the ETAPS Manager and/or Director of Education.

1.4   Commitment Statement

shíshálh Nation and the ETAPS team are committed to:

- A transparent and fair process for determining eligibility for programs and services
- Clear and consistent procedures for applying for funding, decision-making, reporting, dispute resolution and appeal process for staff and clients
- Supporting clients throughout their skills development and employment path
- Collaborating with clients to co-create individualized, client-centred action plans that respect their needs and preferences
- Facilitating access and connection to holistic, wrap-around services and community support to address barriers to education, employment and career success
- Ensuring culturally safe and responsive interactions between ETAPS staff and clients

1.5   Organization

The ETAPS team is part of the Education Department within the Community Member Services Division of the shíshálh Nation. ETAPS programs and services are overseen by the Education Director and ETAPS Manager. The ETAPS team works in close alignment with the rest of the Education Division and Community Member Services Division to ensure clients have access to all the services and support they need.

shíshálh Nation
STRATEGIC FRAMEWORK

shíshálh Vision

The shíshálh Nation is committed to innovation in program and service delivery designed to assist our members and community to achieve greater interdependence, wellness and self-sufficiency. Foundational to our shared work is the protection, promotion and practice of shíshálh culture, language and laws within our swiya.
We proudly advance the work of those that have gone before us.

shíshálh Guiding Principles

In pursuit of our Vision we will role model the following values:

Integrity – We act with integrity and honesty in the work that we do, the people we interact with, and in the decisions that we make. We are accountable to one another and to those whom we serve.

Community – We appreciate the value and diversity of the shíshálh team – members, staff and leadership. We respect, trust and support one another.

Open-Mindedness – We strive to continually learn, adapt, evolve and innovate in our program and service offerings. We have a positive and proactive attitude.

Balance – We value a holistic and balanced work environment and community. We strive for excellence and also take time for fun and celebration recognizing that happy individuals are productive individuals.

Open Communication – We encourage directness, candor and honesty so that people and ideas thrive. We respect ideas that are different from our own, practicing compassion from a strong ethical foundation.

Collaboration – We will work together to use all resources efficiently and effectively in order to further the organization's mission to serve our community and members.

Service – We want all members to have meaningful and positive interactions with the shíshálh Nation.

shíshálh Nation Mission

The Mission of the shíshálh Nation is to promote, maintain and protect our inherent and constitutional rights and title. This is accomplished by:

. Recognizing, honouring and promoting shíshálh cultural systems, traditions and practices;
. Providing programs and services that are proactive and support healing and healthy individuals and families through the promotion and practice of our language, culture and identity;
. Upholding our traditional systems and processes alongside of contemporary organizational systems and processes for the effective and efficient conduct of our government; and,
. Developing and maintaining relationships that advance the shíshálh worldview and acknowledging and addressing current financial, administrative, capacity and infrastructure challenges.

shíshálh Nation Goals

PROFESSIONAL SERVICES	COMMUNITY SERVICES	INFRASTRUCTURE & GOVERNMENT SERVICES	STEWARDSHIP & TERRITORIAL LAND MANAGEMENT
To create operational excellence and a positive organizational culture to drive the success of our Nation	To be healthy in mind, body and spirit	To manage and deliver coordinated government and infrastructure services	To assert our collective right to live as a distinct people
Constitution Renewal

Communications

Federal Transfer Agreement (FTA)

Housing Policy

Intergovernmental Relations

Policy: HR, C&C, Finance | Data Collection & Compilation – In Conjunction with CCP

Develop Operational Manuals

Education & Employability Training

Health & Wellness Promotion Plan

Mem7iman Business Plan | Comprehensive Community Plan

Housing Strategy

Restructuring SIGD/PW | Government-to-Government Implementation

Day Scholar Class Action

Litigation

Resource Enhancement

Cultural and Recreation Plan |

2. Policy Administration

1. This Manual will come into force and effect on the day after it is approved by the Chief and Council.
2. The Nation may revise, supplement, or rescind any policies or portion of the Manual, as the Nation deems appropriate, in the sole and absolute discretion of Chief and Council. These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval from senior management.

2.1 Review

1. The Director of Education will ensure that this Manual is reviewed every two years, whenever there is a significant change in the organization or relevant legislation, or as need arises due to program challenges and/or emerging issues and amended as necessary.
2. All amendments shall be approved by Chief and Council.

2.2 Record of Amendments

DATE	CHANGES	PAGE #	APPROVED BY
March 2, 2022	Full revision	All	Chief and Council

3. Responsibilities

3.1 Responsibilities of clients

1. Clients who receive services or funding through the ISET Program have the following responsibilities:
    a. Conduct themselves in a prompt, courteous and respectful manner
    b. Provide all necessary information to the Employment & Training Coordinators and sign all necessary forms
    c. Pursue any other financial resources they may be entitled to, for example: Affordable Child Care Benefit, scholarships, and bursaries, AYA (Agreements with Young Adults), Jordan's Principle funding
    d. Take personal responsibility for implementing Action Plans and working towards goals
    e. Be involved in the process for establishing eligibility for programs and services
    f. Provide documentation to support applications. All documentation is subject to verification
    g. Maintain communication with Employment & Training Coordinators
    h. Where applicable, commit to completing funded training and education programs, including attend all program sessions and letting program instructors know if they are not able to attend
2. Clients who receive services or funding through the ISET Program may:
    a. Apply for programs and services they believe they may qualify for
    b. Have information and assistance available to them to complete the application process
    c. Know what personal information is collected and have the opportunity to correct information if they believe it is inaccurate
    d. Have eligibility determined on the basis of verified information
    e. Have their personal information be treated as private and confidential
    f. Appeal decisions

g. Receive courteous, respectful, efficient, and fair treatment
h. Have complaints addressed appropriately and in a timely manner

3.2 ETAPS leadership and staff responsibilities

1. shíshálh Nation's ETAPS Program staff are responsible for:
   a. Assessing and recommending funding requests for individual training and employment supports
      - ETAPS Coordinators have the overall responsibility of interviewing clients, assessing needs and when appropriate, recommending individual funding
      - The ETAPS Manager is the designated authority to approve funding applications
   b. Ensuring programs and services are administered and managed in a professional, efficient, fair and culturally responsive manner
   c. Supporting clients to develop self-advocacy and self-sufficiency skills
   d. Implementing the policies within, as approved by Chief and Council, through practices that honour and affirm shíshálh knowledge and teachings
   e. Completing reporting requirements

3.3 shíshálh Nation Chief and Council responsibilities

1. Chief and Council of shíshálh Nation hold the following responsibilities
   a. Liability for the overall management of the Education Division, including the ISET Program
   b. Authority for final approval of policies for ETAPS programs and services

4. Definitions

"Academic term" means a part of the academic year, as defined by a post-secondary education or training institution.

"Academic year" is defined by the post-secondary institution but will not be less than eight months duration during a calendar year.

"Active EI Claimant" means an individual for whom an employment insurance benefit period is established under the Employment Insurance Act.

"Apprenticeship" means a combination of on-the-job training and classroom learning that leads to a trade credential – or "ticket".

"Basic Services" means a set of employment-related services that are offered to all self-identified Indigenous clientele who come to the Nation for assistance. These basic services include:

- Preliminary interviews
- Referrals to other agencies, Service Canada centres, or Indigenous service providers
- Use of information and materials
- Access to computers and internet to research additional materials

"Client" means any individual accessing services or supports through the shíshálh Nation's Employment, Training and Post-Secondary (ETAPS) Department.

"Client contract" means an agreement that a client signs to receive financial support in accordance with The Policy.

"College/Trade Certificate" means certification for completion of a college or trade school program of study.

"Common Law" means a marriage-like relationship where the common-law spouses have been living together for one year or more.

"Degree" means certification for completion of a university program of study.

"Dependent Child" means a child under the age of 18 (with the exception of a child 18 or older with Persons with Disabilities designation) who resides with the student at least 50% of each month and whom relies on the student for necessities of life. Students may claim a dependent child for whom they are not the legal parent or guardian if:

- The child lives with the student at least 50% of each month, and
- The student holds responsibility for day-to-day decisions affecting the child, including day-to-day care and supervision, or
- The student is the parent of a parenting dependent.

"Dependent Spouse" means a person who is married to the student or a person who has lived with the in a marriage-like relationship for a period of at least one year prior to the student's application for financial support. The person is dependent upon the student and does not receive income in excess of the level of income allowed for a dependent spouse by Revenue Canada.

"Diploma" means certification for completion of a college diploma program.

"EI Client" means an unemployed person who is:

1. An active EI claimant
2. A former EI claimant whose benefit period under the Employment Insurance Act has ended within the previous 36 months, OR,
3. A former EI claimant for whom a benefit period has been established in the previous 60 months and who:
    a. Was paid special benefits under the Employment Insurance Act during the benefit period;
    b. Subsequently withdrew from active participation in the labour force to care for one or more of their new-born children or one or more children placed with them for the purpose of adoption; and,
    c. Is seeking to re-enter the labour force.
    Note: shíshálh Nation defers to the EI definitions used by Canada. Staff and clients should understand that this definition is subject to change in the event of amendments made by Canada.

"Full-time employee" refers to a person who works 30 hours or more per week.

"Full-time Student" means a student/client who is enrolled in a minimum of 3 courses or as defined by an accredited post-secondary education or training institution.

"Full-time Studies" refers to a program of studies that has a minimum of 3 courses for full time studies or as defined by an accredited post-secondary education or training institution.

"Good standing" refers to a student/client who is successfully completing their program of studies. (as per institution definition).

"Immediate family member" means, in relation to a ETAPS staff member or client:

1. Spouse
2. Parent (including in-law and stepparents)
3. Son or daughter, stepson or stepdaughter, or the spouse of any of them
4. Adopted or foster parent or child
5. Sister or brother, stepsister or stepbrother, or the spouse of any of them
6. Grandparent or grandchild

"Non-Funded intervention" means employment counselling services that do not involve individual funding or direct financial support for the client.

"Part-time student" means a student/client who is enrolled in less than 3 courses of a program of study at an accredited post-secondary education or accredited training institution.

"Part time studies" means less than 3 courses or as defined by an accredited post-secondary education or training institution.

"Precariously employed" means a person who:

1. is working in unstable or unsustainable employment (employment unlikely to continue long term), including self-employment; or
2. is working, but their total employment/self-employment income is below the poverty threshold for their community; or
3. is working in an industry or occupation that is likely to be replaced by technology or automation in the near future; or
4. is working in an occupation or profession that is clearly lower than their qualifications or skills and that provides no imminent prospects for advancement; or
5. working, but could have just cause for leaving their employment.

"Program of study" means a program offered by an accredited post-secondary education to training institution leading to a certificate, diploma, degree or other formal credential.

"Self-identified Indigenous clientele" means any client of Indigenous descent, status or non-status, who resides in the shíshálh Nation swiya and the surrounding Sunshine Coast area (Port Mellon to Egmont). Within Canada's Constitution Act, 1982, Indigenous means an individual who is recognized as First Nations, Inuit, or Métis. Proof of ancestry is not required.

"shíshálh Nation Member" means a person who is registered on the Membership List maintained by shíshálh Nation pursuant to the shíshálh Constitution.

"Training Certificate" means a certificate provided at the completion of a training course or program.

"Targeted or Restricted Funding" means funding that cannot be transferred to any other program. The funding is targeted or restricted to the program it is intended for. Unless otherwise indicated, all ETAPS funding is targeted or restricted funding and not to be transferred to any other program(s).

"Unemployed" means a person who:

1. is not working
2. is working an average of fewer than twenty (20) hours per week, and
   a. is actively seeking full-time employment
   b. is unable to work full-time because of a disability, but wants to work more hours
   c. has received a notice that they will be laid off soon
   d. must leave their current job because of a medical reason
      ➢ **Note:** if a client is receiving Medical EI funding, they are not able to attend training or education programs unless approved by a physician.
   e. is at significant risk of losing their employment because of a disability

"Valid identification" means 2 pieces of personal identification that include the client's full legal name. Examples of acceptable identification include: Driver's License, BCID, Status Card, BC Care Card, Birth Certificate.

5. Eligibility

1. The Government of Canada sets the eligibility criteria for the ISET Program. Services are available to all shíshálh Nation members and their children, as well as to status and non-status Indigenous clients including Métis and Inuit individuals living in the Sunshine Coast (Port Mellon to Egmont) service area. Eligibility for specific services and funding streams is dependent on additional factors such as Nation membership, EI status and funding availability.
2. Clients receiving services and/or funding through the ISET program must be:
    a. of Indigenous descent (status, non-status, Metis, or Inuit)
    b. unemployed, underemployed, or precariously employed
    c. legally entitled to work in Canada
    d. no longer required by law to attend school (with the exception of the Summer Student Program)
3. All Nation members and ETAPS clients may access self-serve employment resources (e.g. computer, printer, fax, etc.) at the shíshálh Nation Community Member Services (CMS) building during regular office hours. ETAPS clients are asked sign-in each time they access these resources.
4. For EI Clients, verification of EI Eligibility (done through internal ARO Link process) must be received, documented and on file prior to considering funding approval.
5. Recommendations for funding are made on a first come, first served basis.

5.1.1   ISET Program Basic Services

1. Any person self-identifying Indigenous person (status, non-status, Metis, or Inuit) who lives within the service area may access a set of basic employment-related supports and services including:
    a. Preliminary interviews with an Employment & Training Coordinator
    b. Access to basic employment supports, such as:
        ▪ Resume writing
        ▪ Interview prep
        ▪ Action planning
    c. Referrals to other internal and external agencies, programs, or services
    d. Access to self-serve employment resources, such as:
        ▪ Internet
        ▪ Computer
        ▪ Printers
        ▪ Job Board
        ▪ Fax machine
    b. Access to additional information and resources

5.1.2   ISET Employment Support/Training Funding

1. Additional supports beyond those basic services listed above – including access to training programs, training/education funding, wage subsidy and/or living costs – may be available to eligible clients.
2. Clients are generally required to be unemployed or precariously employed and may need to meet additional eligibility requirements as outlined below.
3. Section 25 of the Employment Insurance Act allows individuals who receive EI regular benefits to take part in training programs and other employment activities that will facilitate their return to the labour force by exempting them from their obligation to look and be available for work. shíshálh Nation has the authority to issue a "Section 25 Approval Request" for clients participating in ISET-sponsored training and/or education programs.

4. Priority for funding is given to shíshálh Nation members and their children. Other Indigenous clientele may be eligible subject to funding availability.

Related documents and forms

❖ [Appendix A: ETAPS Services Pathway & Program Eligibility](#)

5.2 Intake

1. ISET clients must meet with an ETAPS Coordinator for a preliminary intake interview prior to applying for services and/or funding. Clients can expect to receive an appointment for an intake interview within one to two weeks of requesting services via phone, email, or in-person at the CMS building.
2. During the Intake Interview, ISET clients complete a **Personal Information Form (PIF)** and participate in needs assessment counseling with the ETAPS Coordinator. Information obtained through the intake process contributes to the preparation of an **Action Plan** and a recommendation for funding, if applicable.
3. All clients must submit
   a. two (2) pieces of valid identification
   b. a current resume

Related documents and forms

❖ [Appendix A: ETAPS Service Pathway & Program Eligibility](#)
❖ [Appendix B: Intake Questionnaire](#)
❖ Form: Personal Identification Form (ISET Clients)
❖ Form: Action Plan

5.3 ISET Client File Requirements

1. The ETAPS Coordinator must attached case notes to all ISET files, as well as inserting these notes into the comment section of ARMS. Case notes must provide:
   a. employment activities done by the client
   b. meetings and telephone conversations
   c. follow-up and monitoring results
   d. completion results at the conclusion of the intervention
2. ISET Client files and case notes are managed with utmost respect for the confidentiality the client's right to privacy

Related documents and forms

❖ [Appendix C: ISET Client File Checklist](#)

5.4 ISET Client Tracking, Monitoring and Reporting Requirements

1. ARMS data must be recorded for all ISET clients (paper file copy kept in client file) and entered into the ARMS computer database system.
2. A regular system of monitoring each ISET client's progress and attendance in training must be implemented and documented.
3. ISET Client follow-up for the purposes of obtaining results and closing the file must be conducted by the ETAPS Coordinator within twelve (12) weeks of the completion of the intervention. Results and outcomes must be documented in the file and in ARMS and any outstanding documentation collected.

6. ISET Basic Services

1. Any person who self-identifies as Indigenous and lives within the service area may access a set of basic employment-related supports and services including:
   a. Preliminary interviews with an ETAPS Coordinator
   b. Access to basic employment supports, such as:
      - Resume writing
      - Interview prep
      - Job preparation search strategies
      - Career research & exploration
      - Pre-career development
      - Referrals to other internal and external agencies, programs, or services
   c. Access to self-serve employment resources, such as:
      - Internet
      - Computer
      - Printers
      - Job Board
      - Fax machine
   d. Access to additional information and resources

FIGURE 1: ISET BASIC SERVICES

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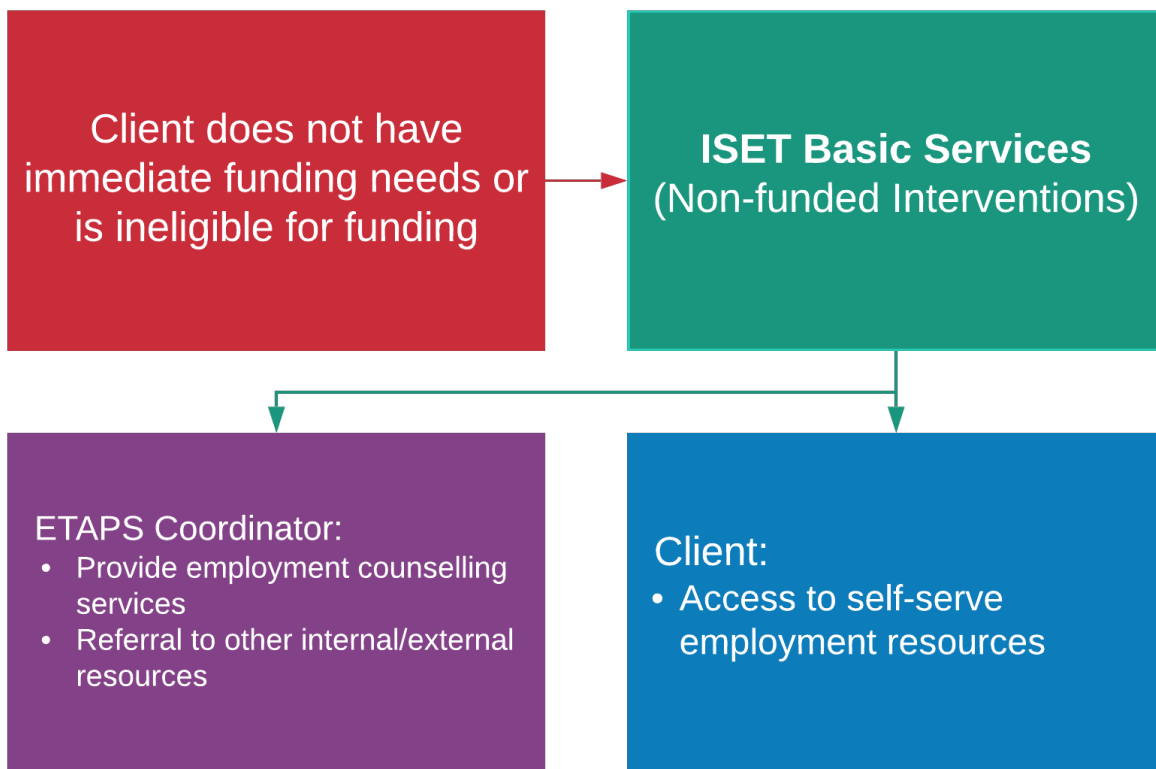
7. ISET Job Start & Retention Funding

7.1   Funding description

Under the ISET Program, shíshálh Nation provides funding to purchase safety gear, tools, or work clothing they need to be properly equipped for employment. Eligible clients can seek funding assistance from the ETAPS program for qualified offers of employment in any industry requiring special clothing, equipment, or gear. Funds may also be used to support clients to complete required Criminal Record Checks and/or pay fees for drivers' licensing, renewals, and exams.

Clients may apply for Job Start and Retention funding once every 24 months and funding amounts shall not exceed those indicated in Appendix E: Maximum Eligible Funding Amounts (ISET). Any exceptions will be decided on a case-by-case basis by the ETAPS Manager.
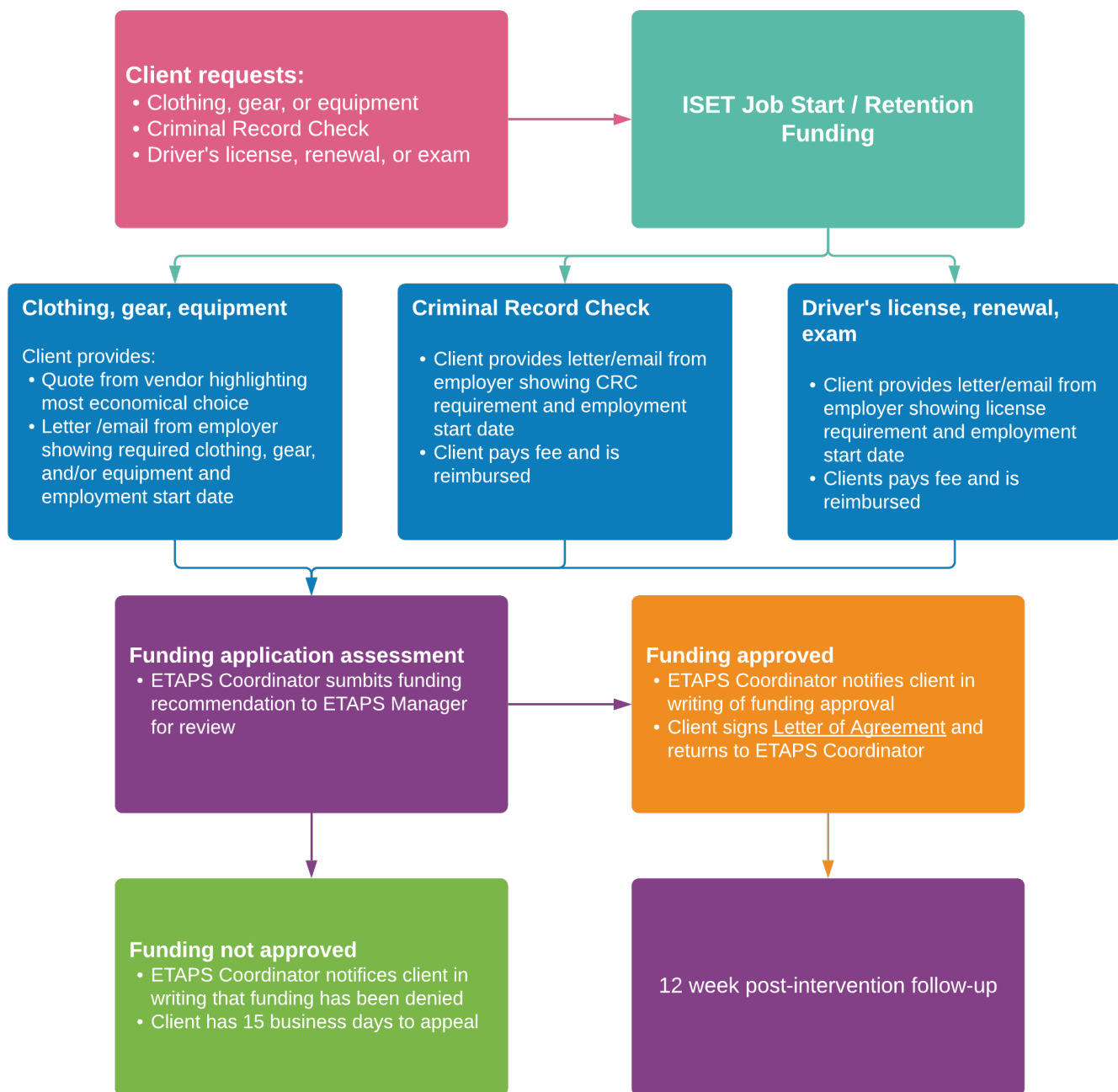
7.2   General guidelines

1. Applications for Job Start & Retention funding will be accepted for consideration from clients eligible for funding. Priority is given to shíshálh Nation members and children of shíshálh parents.
2. To be eligible for funding:
   a. A client must have a confirmed job offer from an employer or documentation detailing need for specific clothing, equipment, or gear for continued employment. Documents must be on company letterhead or sent from a recognized company email account.
   b. Safety gear and clothing must be commonly recognized as necessary for the industry in which the client is/will be working.
   c. Clients are expected to make economical choices when choosing clothing, gear, and equipment. Overpriced items will not be eligible for funding.
3. Funding will not be approved if requested to replenish clothing, equipment or gear clothing, equipment or gear that is worn out or has been damaged, lost, or stolen.
4. No cash shall be given directly to the client. All purchases shall be made through purchase orders (POs) issued by the shíshálh Nation ETAPS Department. When purchases cannot be made locally, the ETAPS Department will work with the client to find the best solution.
5. Clients will not be reimbursed for clothing, equipment or gear that has already been purchased. Only pre-approved purchases are eligible for funding. Exceptions may be made on a case-by-case basis.
6. Original receipts must be submitted.
7. Funding is allocated on a first come, first served basis.
8. Funding availability may also be dependent on the client's EI status.

7.3   Criminal record checks, drivers' license fees/exams

1. Clients requiring a criminal record check for employment are expected to pay the fee directly and submit receipts for reimbursement. Vulnerable sector checks, finger printing and any additional checks required by the employer may also be covered.
2. Requirements for a criminal record check must be listed on the letter of employment.
3. Fees for driver's licensing, renewals and exams will be covered for any client who identifies the lack of a driver's license as a barrier to employment.
4. Clients are required to pay licensing, renewal, and exam fees directly and submit receipts for reimbursement.
5. In the case of a failed road test, clients may be reimbursed for one failed attempt per level. Subsequent failures shall be covered by the client and not eligible for reimbursement.
6. Fines are not eligible for funding.

Client requests:
- Clothing, gear, or equipment
- Criminal Record Check
- Driver's license, renewal, or exam

ISET Job Start / Retention Funding

Clothing, gear, equipment

Client provides:
- Quote from vendor highlighting most economical choice
- Letter /email from employer showing required clothing, gear, and/or equipment and employment start date

Criminal Record Check

- Client provides letter/email from employer showing CRC requirement and employment start date
- Client pays fee and is reimbursed

Driver's license, renewal, exam

- Client provides letter/email from employer showing license requirement and employment start date
- Clients pays fee and is reimbursed

Funding application assessment
- ETAPS Coordinator sumbits funding recommendation to ETAPS Manager for review

Funding approved
- ETAPS Coordinator notifies client in writing of funding approval
- Client signs Letter of Agreement and returns to ETAPS Coordinator

Funding not approved
- ETAPS Coordinator notifices client in writing that funding has been denied
- Client has 15 business days to appeal

12 week post-intervention follow-up

7.4   Application Process

1. Clients must complete an intake interview with an ETAPS Coordinator prior to applying for funding. Clients are expected to plan ahead and allow enough time for making the appointment (typically one or two weeks from the initial request for services).
2. To support their application for funding, clients must provide:
    a. a letter from the employer on company letterhead stating that the clothing, gear, and/or Criminal Record Check is required. Job start funding requests must include the start date of employment

      b.   a written quote for the clothing / gear from recognized merchants noting the most economical option.

3. Once all required and supporting documentation is received, it will take up to five (5) business days for review and approval or denial.
4. Clients should direct any questions about the application process and/or required documentation to the ETAPS Coordinator.

Related documents and forms

- ❖ [Appendix E: Maximum Eligible Funding Amounts (ISET)](#)
- ❖ Form: Application for Funding: Job Start/Retention Funding
- ❖ Notification of Sponsorship Job Start template
- ❖ Notification of Service Not Approved template

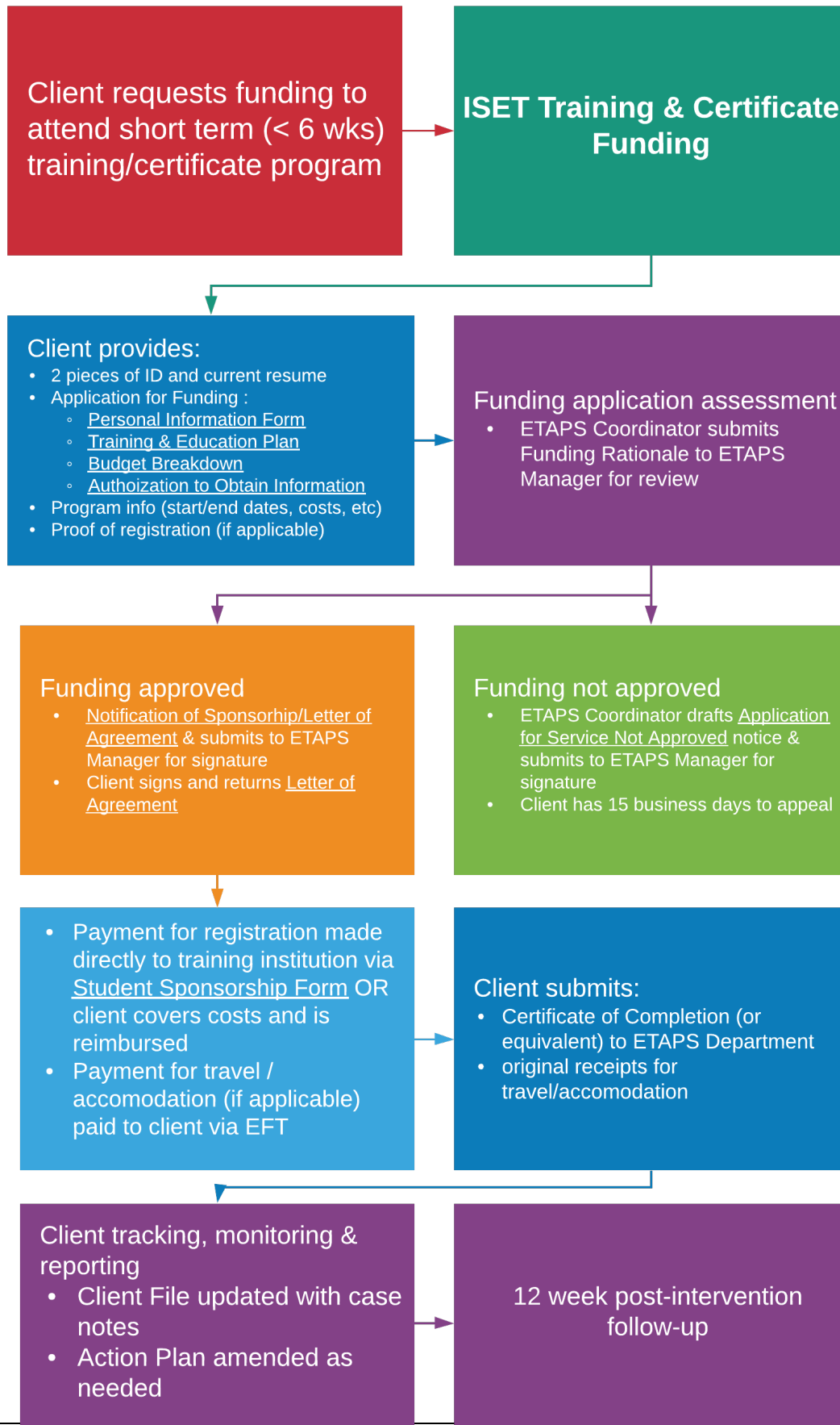# 8. ISET Training & Certificate Funding

8.1 Funding description

Under the ISET Program, the shíshálh Nation ETAPS Department provides funding for industry-preferred/required short-term (generally less than one month) training courses and programs (including, but not limited to: WHMIS, First Aid, Serving It Right, Food Safe, Fall Protection, H2S, Elevated Platform, etc.) to enhance employability.

8.2 General guidelines

1. Applications for funding will be accepted for consideration from clients who have identified specific short-term training needs as part of their **Action Plan**. Priority is given to shíshálh Nation members and children of shíshálh parents.
2. Funding is allocated on a first come, first served basis. Funding availability may also be impacted by the client's EI status.
3. Until clients are informed, in writing, that funding recommendations are approved, clients assume all financial risk associated with any training program (including registration fees and pre-booked travel costs). Clients may not be reimbursed for any costs associated with the training program if those costs and participation by clients are not approved by the ETAPS Department prior to the start of the training program.
4. Unless offered as part of an employment and training program, individual training programs/courses should be separated by periods of related work experience. Exceptions will be reviewed on a case-by-case basis.
5. Clients who require multiple consecutive trainings in order to achieve specific employment goals as identified in their Action Plan must be prepared to provide a job description or letter from an employer demonstrating the training/certificate requirements.
6. In general, clients who completed a training intervention and then decide for reason unrelated to the labour market that they prefer a different occupation will not be considered for a second referral. Exceptions may be made on a case-by-case basis.

Client requests funding to attend short term (< 6 wks) training/certificate program

ISET Training & Certificate Funding

Client provides:
- 2 pieces of ID and current resume
- Application for Funding :
  - Personal Information Form
  - Training & Education Plan
  - Budget Breakdown
  - Authoization to Obtain Information
- Program info (start/end dates, costs, etc)
- Proof of registration (if applicable)

Funding application assessment
- ETAPS Coordinator submits Funding Rationale to ETAPS Manager for review

Funding approved
- Notification of Sponsorhip/Letter of Agreement & submits to ETAPS Manager for signature
- Client signs and returns Letter of Agreement

Funding not approved
- ETAPS Coordinator drafts Application for Service Not Approved notice & submits to ETAPS Manager for signature
- Client has 15 business days to appeal

- Payment for registration made directly to training institution via Student Sponsorship Form OR client covers costs and is reimbursed
- Payment for travel / accomodation (if applicable) paid to client via EFT

Client submits:
- Certificate of Completion (or equivalent) to ETAPS Department
- original receipts for travel/accomodation

Client tracking, monitoring & reporting
- Client File updated with case notes
- Action Plan amended as needed

12 week post-intervention follow-up

8.3 Criteria for funding

1. Clients can apply for funding for trainings, courses, and programs when the following criteria are met:
   a. The training provides employable/transferable skills
   b. The training and certification are required/preferred by employers (demand driven) OR leads to essential skill development
   c. The client has a high probability of achieving or advancing employment once these skills are acquired
   d. The training results in a certificate accepted as credential by the industry
   e. Training programs without certification can be considered if they meet the expressed needs of employers.
   f. The training leads to the client's self-sufficiency and reflects the client's Action Plan and own career aspirations.
   g. The training is not otherwise funded by another agency.
   h. The training represents the most economical option in terms of location, tuition fees and additional expenses.
2. For training programs or providers unfamiliar to ETAPS staff, the ETAPS Coordinator may verify the requirement/preference by employers for the training/course in question.

8.4 Eligible costs

8.4.1 Course tuition and materials

1. Eligible costs include the actual cost of tuition/registration, course materials, professional certification, and exam fees.
2. Tuition costs will normally be paid directly to the service provider/training institution. If payment of tuition is required to register, tuition cost will be reimbursed to the client.

8.4.2 Living allowance

1. Clients enrolled in training programs of at least one week in duration may be eligible to receive a prorated living allowance (see Appendix E: Maximum Eligible Funding Amounts (ISET)).
2. Clients who are being paid by an employer for the time they are attending the training program are not eligible for a Living Allowance.
3. Clients receiving EI will only be eligible for a living allowance if their EI benefits are less than the living allowance they are eligible for. In these cases, the living allowance amount will be the difference between the EI benefit rate and the eligible living allowance rate.
4. The payment of the Living Allowance is paid to the client in advance of the training program.
5. Living Allowance payments are generally made via cheque or Electronic Funds Transfer (EFT) upon confirmation of registration.

8.4.3 Travel & accommodation

1. Travel and accommodation costs are covered for training programs held off the Sunshine Coast. Travel will be reimbursed in alignment with current shíshálh Nation rates. Eligible costs are detailed in Appendix E: Maximum Eligible Funding Amounts (ISET) and include:
   a. bus fare, mileage, ferry fare and parking
   b. hotel (most economical option) or daily rate for private accommodation
   c. A per diem for trips involving a full day of travel or an overnight stay (to cover meals not provided at the training). The full allowance cannot be claimed if meals are provided and/or there is only a partial day's travel

> ➢ **Note:** Clients are generally expected to reserve and pay for hotel accommodation and then submit receipts for reimbursement. In some cases, the ETAPS Department may be able to complete a 3rd Party Authorization form or Purchase Order and complete the booking and payment on behalf of the client. Clients requiring this accommodation are expected to consult the ETAPS Coordinator prior to booking accommodation as the Nation is unable to make payment if the room has already been booked using the client's credit card. If the Nation guarantees a room and the client does not show up and does not cancel the room, they are responsible for any charges incurred.

2. Clients who are receiving a living allowance are not eligible for a per diem for meals.
3. All travel/accommodation arrangements must result in the most economical use of Nation resources.
4. Original receipts must be submitted.

8.4.4   Childcare

1. Childcare costs that are required to attend a training program can be considered in addition to the Living Allowance, based upon demonstrated need.
2. Maximum eligible amounts for childcare are listed in Appendix E: Maximum Eligible Funding Amounts (ISET)

8.5   Application process

1. Clients should apply for funding in a timely manner, at least four to six weeks prior to the training/program start.
2. Clients are expected to meet with an ETAPS Coordinator to discuss career planning goals and develop an Action Plan prior to applying for funding. At this time, Clients must provide two (2) pieces of ID and a current resume and complete a **Personal Information Form**.
3. To support their application for funding, clients must provide:
   a. a completed **Application for Funding**, including a signed **Personal Information Form**, **Training & Education Plan** and **Budget Breakdown**
   b. a signed **Authorization to Obtain Information** form
   c. proof of registration
   d. documentation from the training provider indicating the start/end dates of the program, the cost of tuition, textbooks, and mandatory materials and supplies (including proof of registration if applicable)
   e. if applicable: a copy of the client's Employment Plan from the Ministry of Social Development and Poverty Reduction, prepared by the Employment Assistance Worker
4. Clients must present all required documentation and information in order to have their funding request reviewed.
5. Clients should direct any questions about the application process and/or required documentation to the ETAPS Coordinator.

Related documents and forms

❖ Form: Application for Funding - ISET Training & Certificate Funding
   ▪ Funding Checklist
   ▪ Personal Information Form
   ▪ Training & Education Plan
   ▪ Budget Breakdown
   ▪ Authorization to Obtain Information

8.6   Assessment process & time frame

1. Once all required and supporting documentation is received, recommendations for funding are forwarded to the ETAPS Manager for approval with priority given to shíshálh Nation members and children of shíshálh parents.
2. For EI Clients, verification of eligibility must be completed and documented prior to the approval of funding.
3. The ETAPS Coordinator will let the client know the outcome of their application within two to three weeks after receiving all required and supporting documentation.
4. When a recommendation has been approved, the client will receive written confirmation detailing what has been approved and the process for receiving funding. Clients must sign and return the funding agreement portion of the letter before funds will be released. Exemptions may be made on a case-by-case basis.
5. In cases where tuition funding has been approved, a **Student Sponsorship Form** will be sent directly to the training institute, unless payments of tuition happened at the time of registration (see 8.4.1).
6. When a recommendation has not been approved, the ETAPS Coordinator will inform the client in writing of the reasons for decline and will provide the applicant with information concerning the appeal process.

Related documents and forms

- ❖ Form: Funding Rationale
- ❖ Form: Student Sponsorship Form
- ❖ Notification of Sponsorship/Letter of Agreement template
- ❖ Application for Service Not Approved template

8.7   Training participation/completion

1. Clients are expected to provide a copy of the Certificate of Completion (or equivalent documentation) to the ETAPS Coordinator after completing the training program.
2. If a client fails to attend/complete a funded training program or course, they must follow up with an ETAPS Coordinator.
3. As a general rule, if a client wishes to attempt a failed or incomplete course/exam again, they will have the option of funding for repeating the course **one time only**. If the client is not successful in the second attempt, it will be their responsibility to cover the tuition and/or exam fees. ETAPS staff will work with clients facing challenges with courses/exams to ensure success. Tutoring supports may be available upon discussion with the ETAPS Coordinator.
4. Clients should be aware that repeated failure to attend or complete a funded training or course may negatively affect future eligibility for funding.

9. ISET Education Sponsorship

9.1   Funding description

Under the ISET Program shíshálh Nation provides funding for eligible clients to attend recognized post-secondary (college and university) certificate and diploma programs for up to two years to enhance employability. Post-secondary degree programs longer than two years are not eligible for ISET Educational Sponsorship. Clients interested in pursuing a longer degree program may consult with the ETAPS Coordinator about eligibility for the shíshálh Nation Post-Secondary Education Program.

9.2   General guidelines

1. Maximum length of support for an individual client must not exceed two years. However, commitment for funding must be reviewed annually through the standard procedures.

a. There may be some circumstances where support is required for longer (e.g., 1 year of ABE required before entry to a two-year program, co-op programs, apprenticeship training) which would be negotiable based on the clients' Action Plan, cost-effectiveness, and relation to labour market conditions.

2. Training must be completed by the contracted end date.
   a. A client's participation in a program may be extended upon advance approval by the ETAPS Manager for up to eight additional weeks when an extension is required and will be sufficient for the trainee to successfully complete the course.

3. The amounts listed in Appendix E: Maximum Eligible Funding Amounts (ISET) represent the maximum allowable payments per client for each eligible expense. No client is entitled to these amounts. The maximum amounts were established to ensure that the most extreme circumstances could be funded as necessary.

4. Client support will not exceed the limits set out in Appendix E: Maximum Eligible Funding Amounts (ISET). The actual amount of funding available to a client will depend on the overall amount of funding available in the program and for each recipient

5. In general, clients who completed a training intervention and then decide for reason unrelated to the labour market that they prefer a different occupation will not be considered for a second referral. Exceptions may be made on a case-by-case basis.
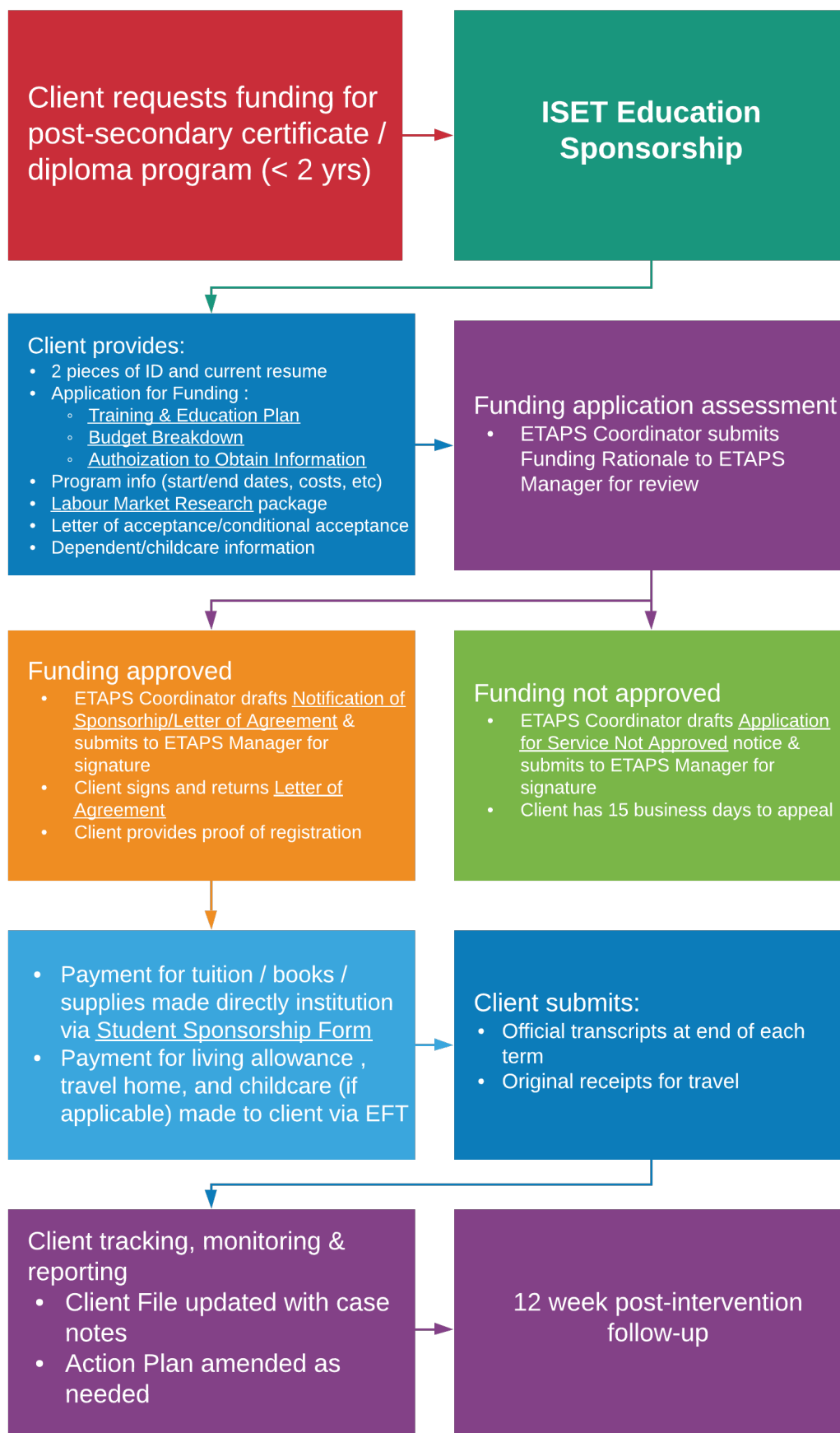
9.3 Eligible Programs of Study

1. In order to be eligible for Education Sponsorship, programs of study should meet the following criteria:
   a. The program(s) reflects the client's career objectives as documented within their individualized Action Plan and Client Letter of Intention.
   b. The program(s) results in an industry-recognized certificate/diploma that will enhance the client's ability to gain meaningful employment as stated in the Client Letter of Intention.
   c. Clients meet the pre-requisites of the training program and institution. (ETAPS staff can support the client to meet the pre-requisite criteria.)

2. The following programs of study may also be eligible for consideration:
   a. Self-paced distance education/correspondence courses must demonstrate access to classroom, instructor, tutor and must have the ability to be completed in a reasonable time frame, not exceeding one year.
   b. Part-time education sponsorship is reviewed on a case by case basis and must be approved by the ETAPS Manager.
   c. Requests for trades foundation or apprenticeship training may be considered and may involve partnership with government, business/employers, and/or unions. They are reviewed and approved annually for the length of the apprenticeship. Apprenticeship training must be accredited by the Industry Training Authority (ITA).
   d. Adult Basic Education assistance must be accompanied by a return to work action plan and must be used only to supplement existing government sources. Upgrading secondary school courses as a pre-requisite to further post-secondary education will be considered but must have the ability to be completed in a reasonable time frame.

9.4 Eligible Institutions

1. Public post-secondary training institutions such as Colleges, Institutes of Technology, and Universities.
2. Private post-secondary training institutions registered with the Private Training Institute Branch (PTIB) in BC. A list of registered institutions can be found at https://www.privatetraininginstitutions.gov.bc.ca/students/pti-directory

3. Trades program must be accredited by the Industry Training Authority (ITA)
4. Recommendations for training outside of the province will only be considered if equivalent training is not offered within British Columbia. Out of province training may be considered based on the following:
    a. thorough search of within province similar training
    b. cost effectiveness
    c. demonstrated link to employment, and credibility of institute
    d. program duration
5. Special considerations can be made for clients who require upgrading for Essential Skills, Adult Basic Education, pre-requisites or other similar circumstances
6. Special considerations can be made for programs of study that include a co-op or practicum component.
7. Trades programs involving multi-year apprenticeships and technical training are eligible with regular reviews.

Client requests funding for post-secondary certificate / diploma program (< 2 yrs)

ISET Education Sponsorship

Client provides:
- 2 pieces of ID and current resume
- Application for Funding :
  - Training & Education Plan
  - Budget Breakdown
  - Authoization to Obtain Information
- Program info (start/end dates, costs, etc)
- Labour Market Research package
- Letter of acceptance/conditional acceptance
- Dependent/childcare information

Funding application assessment
- ETAPS Coordinator submits Funding Rationale to ETAPS Manager for review

Funding approved
- ETAPS Coordinator drafts Notification of Sponsorhip/Letter of Agreement & submits to ETAPS Manager for signature
- Client signs and returns Letter of Agreement
- Client provides proof of registration

Funding not approved
- ETAPS Coordinator drafts Application for Service Not Approved notice & submits to ETAPS Manager for signature
- Client has 15 business days to appeal

- Payment for tuition / books / supplies made directly institution via Student Sponsorship Form
- Payment for living allowance , travel home, and childcare (if applicable) made to client via EFT

Client submits:
- Official transcripts at end of each term
- Original receipts for travel

Client tracking, monitoring & reporting
- Client File updated with case notes
- Action Plan amended as needed

12 week post-intervention follow-up

9.5   Eligible Costs

9.5.1   Tuition, fees and exams

1. Eligible costs include
   a. Regular tuition fees (i.e., tuition fees normally charged by the institution to Canadian students)
   b. Mandatory registration fees as indicated in the institution's calendar, including student activity fees and special testing fees.
      ➢ **Note:** Health and Dental fees are not eligible and clients are required to opt out at their institute, with the exception of non-status shíshálh Nation members. See 9.5.6 – Medical and Dental Plan Fees
   c. Registration for other program activities (e.g., practicums, tutorials)
2. Initial professional certification and examination fees are also eligible.
3. Cost of tuition is paid directly to the training institution via a **Sponsorship Form**

9.5.2   Books and supplies

1. Support for books and supplies will cover textbooks and supplies (including special equipment) officially listed as required by the training institution for a program of study.
2. Additional costs required by the training institution (e.g., personal protective equipment, uniforms, etc.) may be considered with appropriate documentation.
3. Clients will have an account set up at the school's bookstore. If a client prefers to purchase their own textbooks and be reimbursed, they must submit their receipts to the ETAPS Coordinator by the end of the program/term.
4. Required textbooks and supplies are covered to the maximum eligible amounts per term and year as listed in Appendix E: Maximum Eligible Funding Amounts (ISET)
5. Additional textbooks and supplies over the eligible per term amount will be considered on a case-by-case basis. The client must provide written confirmation that their required textbooks and supplies is over that amount and only granted if there is funding in the budget.
6. Clients will be eligible for to apply for a technology grant to support the purchase of required devices and/or software. See Technology Grant

9.5.3   Living allowance

1. Sponsored clients, including those completing practicums, are eligible to receive financial support in the form of a living allowance to be used toward living costs such as food, shelter, clothing, daily transportation, utilities, child-care, and other personal items.
2. Living Allowances are provided at a standard rate based for full-time students based on the number of dependents. See Appendix E: Maximum Eligible Funding Amounts (ISET)
   a. Rates are set per fiscal year by Chief and Council.
   b. Rates are subject to change each year depending on budget.
3. Living allowances will be paid in Canadian dollars regardless of the location of the institution.
4. In general, living allowances are direct deposited each month on the 25th of the month. If the 25th falls on a weekend, it will be deposited on the Friday before the 25th
5. Full-time students who are employed and work more than 30 hours per week are not entitled to receive a living allowance.
6. Living allowances are paid for Christmas and study breaks.
7. Additional time may be allowed for clients to settle into accommodation at the place of study at the beginning of the academic year and to move out at the end of the academic year.

Clients receiving Employment Insurance Benefits (EI)

1. If a client is receiving EI, they will only be eligible for a living allowance if their monthly EI benefits are less than the living allowance amount they are eligible for. In these cases, the living allowance amount will be the difference between the EI benefit rate and the eligible living allowance rate.

Advances

2. The ETAPS department may provide clients an advance of the living allowance (e.g., rent advances). Advances are allocated on a case-by-case basis at the discrimination of the ETAPS Manager.
3. Where a client is provided an advance, the Nation may spread the adjustment over the payment periods of the academic year/program of study and make the appropriate deductions from the living allowance for each payment period.

Dependent Children and Spouses

1. Clients may claim a child as a dependent when they are the legal parent of guardian of the child, and the child:
   a. is under the age of 18 (with the exception of a child 18 or older with Persons with Disabilities designation)
   b. resides with the client at least 50% of each month
   c. relies on the client for necessities of life.
2. Clients may claim a dependent child for whom they are not the legal parent or guardian if:
   a. The child lives with the client at least 50% of each month, and
   b. The client holds responsibility for day-to-day decisions affecting the child, including day-to-day care and supervision, or
   c. The client is the parent of a parenting dependent
3. Clients applying for the dependent living allowance rate for a dependent child must provide:
   a. A copy of each dependent's birth certificate and status card (if applicable)
   b. A copy of the most recent Notice of Assessment listing the eligible children as dependents OR a signed declaration stating that the child is a dependent of the client as per the criteria listed above
   c. Copy of active parenting agreements/orders detailing the amount of time the child spends with each parent (for separated or divorced individuals claiming dependents)
   d. Proof of child maintenance payments, if applicable
4. Only one client receiving funding via ISET Educational Sponsorship may claim an individual child as a dependent
5. Married clients requesting their unemployed spouses as a dependent will be required to take a financial needs assessment based on verification of all income and a copy of the most recent tax return.
6. A maximum of 3 eligible dependents will be considered.

Childcare

1. Clients receiving ISET Educational Sponsorship may apply for a childcare supplement for eligible dependents.
2. Clients must submit a proof of application for the BC Affordable Child Care Benefit (ACCB) and a copy of the completed Child Care Arrangement Form submitted with the application. Any changes to the Child Care Arrangement or eligibility for ACCB must be reported to the ETAPS Coordinator as soon as possible. See Changes to Personal Information.
3. Childcare expenses will not exceed the amounts listed in Appendix E: Maximum Eligible Funding Amounts (ISET).

9.5.4　Travel and transportation

1. Day-to-day transportation costs shall generally be covered by the provided living allowance. Clients may be eligible for a monthly bus pass.
2. Clients studying away from home may be eligible for up to a maximum of $1000/per term for travel between the training institute and the client's normal place of residence. For programs of study lasting less than 4 months (e.g. technical trade programs), clients are eligible for one trip home per month.
   ➢ Note: Travel support is normally restricted to the travel costs to the Canadian training institution that offers the selected program of study nearest the client's home.
3. Clients taking classes through distance education or e-learning who are required to travel to another location to complete their required exams can be eligible for travel support. However, requests for accommodations (such as taking the exam in the local school under the supervision of a teacher or school principal) should be first examined to minimize travel costs.
4. Clients will submit their travel receipts for ferry, gas, plane, bus, for reimbursement by the end of the term. Meals and hotel accommodations will not be covered.
5. Any receipts received after the end of the program/term will not be considered for reimbursement.
6. Travel is calculated using the most cost-effective mode of public transportation, in accordance with rates set out by shíshálh Nation for travel. All travel arrangements must result in the most economical use of Nation resources.

9.6　Ineligible Expenses

1. The following fees are ineligible for ISET Educational Sponsorship
   a. Student parking, including monthly/term parking passes and daily parking rates.
   b. Daily transportation costs (e.g., bus passes/tickets, gas, mileage)
   c. Medical and dental plan (with the exception of non-status shíshálh Nation Members as per Section 9.6.1)
   d. Deferred examinations or rewrites
   e. Costly equipment such as computers, printers, etc. Clients who require specific technology as part of their program of study may apply for a technology grant. See Technology Grant.
   f. Entrance exams (e.g. GRE, GMAT, LSAT, etc.). Eligible shíshálh Nation members may apply for these costs via the Adult Education Program.
   g. Clothing, backpacks, etc.

9.6.1　Medical and dental plan fees

1. Most post-secondary institutions automatically charge students medical and dental plan fees. Clients registered as status Indians are already covered for medical and dental by INAC and have the option of "Opting Out" of the fees. Medical and dental fees are not covered by the ISET Educational Sponsorship program for individuals with status.
   ➢ **Note:** When opting out clients may be required to provide their Indian Status card or other type of medical coverage, for example medical and dental coverage from a parent's plan at work. The onus is on the client to ensure this procedure is taken care of or the client will be responsible for any outstanding medical and dental fees. Clients must Opt Out each year.
2. Self-identifying Indigenous clients without status and not eligible for coverage through other means may have medical and dental plan fees covered by the program at the discretion of the ETAPS Manager.

9.7   Technology Grant

1. Clients requiring a laptop or other mobile device to complete their studies may apply for a one-time technology grant.
2. Eligible amounts are detailed in [Appendix E: Maximum Eligible Funding Amounts (ISET)](#)
3. Eligible costs include devices, peripherals (e.g., mouse, headset, webcam, keyboard, protective case), extended warranties and/or essential software (e.g., Office 365) up to the eligible amount.
4. The Nation will not cover costs for damaged or lost devices or accept more than one application per client.
5. Clients may be enrolled in part-time, full-time or online studies.
6. A Technology Grant Form must be submitted to the ETAPS Department for approval prior to reimbursement. Grant applications must be accompanied by:
    a. A letter, email, or course outline from the institution or instructor confirming that device/software is required for the registered course/program.
    b. A store quote for the device, peripherals and/or software they intend to purchase.
7. Technology grants are paid directly to the client via Electronic Funds Transfer. Receipts of purchases must be submitted to the ETAPS Coordinator within one week of purchase.

Related documents and forms

❖ Form: Technology Grant Form

9.8   Application process

1. Clients should apply for funding in a timely manner, at least 4 – 6 weeks prior to the training/program start.
2. Clients are expected to meet with an ETAPS Coordinator to discuss career planning goals and develop an Action Plan prior to applying for funding. At this time, Clients must provide two (2) pieces of ID and a current resume and complete a **Personal Information Form**.
3. Clients are expected to research a minimum of three institutions offering the program of study, comparing costs, length of program, reputation in the industry and job prospects upon completion.
4. Clients should also be prepared to conduct labour market research to assist them in making informed career choices that will suit their personality and lifestyle. In general, if the ETAPS Coordinator assesses a need for labour market research as part of the application process, clients will be expected to contact a minimum of three employers and/or employees in the field or occupation they would like to train for and complete a **Labour Market Research Form** for each employer/employee.
5. To support their application for funding, clients must provide:
    a. a completed **Application for Funding**, including a signed **Personal Information Form**, **Training & Education Plan** and **Budget Breakdown**
    b. a signed **Authorization to Obtain Information** form
    c. a completed **Labour Market Research Package**, as applicable
    d. letter of acceptance/conditional acceptance from the training institution indicating program start/end dates and the cost of tuition, fees, textbooks, and mandatory materials and supplies
    e. if applicable: a copy of the client's Employment Plan from the Ministry of Social Development and Poverty Reduction, prepared by the Employment Assistance Worker
6. Clients must present all required documentation and information in order to have their funding request reviewed.
7. For EI Clients, verification of eligibility must be completed and documented prior to the approval of funding.
8. Clients should direct any questions about the application process and/or required documentation to the ETAPS Coordinator.

Related documents and forms

- ❖ Form: Application for Funding – ISET Education Sponsorship
  - ▪ Funding Checklist
  - ▪ Personal Information Form
  - ▪ Training & Education Plan
  - ▪ Budget Breakdown
  - ▪ Authorization to Obtain Information
- ❖ Form: Labour Market Research Package

9.9   Assessment process & time frame

1. Clients will be informed, via letter/email, that their request for funding has been received, including the status of the application (i.e. how it will be reviewed) and any missing information that must be submitted to continue processing.
2. Once all required and supporting documentation is received, recommendations for funding are forwarded to the ETAPS Manager for approval with priority given to shíshálh Nation members and children of shíshálh parents.
3. For EI Clients, verification of eligibility must be completed and documented prior to the approval of funding.
4. The ETAPS Coordinator will let the client know the outcome of their request within two to three weeks from the date of receipt of all required and supporting documentation.
5. When a recommendation has been approved, the client will receive written confirmation detailing what has been approved and the process for receiving funding. Clients must sign and return the funding agreement portion of the letter before funds will be released.
6. In cases where tuition funding has been approved, a **Student Sponsorship Form** will be sent directly to the training institute.
7. When a recommendation has not been approved, the ETAPS Coordinator will inform the client in writing of the reasons for decline and will provide the applicant with information concerning the appeal process.

Related documents and forms

- ❖ Form: Funding Rationale
- ❖ Form: Student Sponsorship Form
- ❖ Notification of Sponsorship/Letter of Agreement template
- ❖ Application for Service Not Approved template

9.10   Client Expectations

1. The maximum time limit for financial support for Education Sponsorship will be two academic years (as defined by the institution offering the program) or in the case of part-time students, the equivalent of two academic years.
2. At the end of the first term (or part of the academic year, as defined by the institution offering the program), continued financial support for the term will be subject to receipt of a statement from the institution confirming the successful completion of the first term.
3. Regular check-ins with the ETAPS Coordinator are required throughout the period of study

9.10.1   Academic Probation

1. All clients receiving Education Sponsorship are required to maintain satisfactory academic standing as defined by their institution to ensure continued funding eligibility. If a client fails to meet the criteria for satisfactory academic standing for the institution, they will be placed on academic probation by the shíshálh Nation.

2. Clients are required to let the ETAPS Coordinator know as soon as the client becomes aware that they may be falling below academic standing. The ETAPS Coordinator will work with the client to access available supports, either via the institution or shíshálh Nation.

3. If a client is placed on academic probation, they will be funded for one semester to bring their grades back up to "satisfactory academic standing" by the institution/school. During the probation period, clients may be required to complete regular check-ins with the ETAPS Coordinator. Clients on academic probation must seek assistance from a tutor of their choice to ensure success (see Tutoring Support).

4. Clients who fail to achieve "satisfactory academic standing" within one semester of being placed on academic probation are no longer considered eligible for ISET Education Sponsorship.

9.10.2   Dropping / Withdrawal from Courses

1. Dropping a course refers to officially discontinuing registration from a course prior to the institution's add/drop course deadline. Dropped courses normally do not appear on a student's transcript and do not impact the student's GPA.

2. Withdrawal refers to a student officially discontinuing registration in a course after the institution's add/drop course deadline has passed. This is normally reflected on the student transcript as a withdrawal (W) and is not calculated in GPA. Institutions may distinguish between a complete withdrawal (when all courses in a semester are withdrawn) and a partial withdrawal (when a selection of courses in a semester are withdrawn).

3. Clients must request written pre-approval from the ETAPS Coordinator before dropping/withdrawing from any course. **Clients should discuss their concerns with the ETAPS coordinator as soon as they begin considering dropping/withdrawing from a course, especially if it will put the client below a full-time course load and/or change their eligibility for funding.**

4. Once a drop/withdrawal has been approved, clients must provide the ETAPS Coordinator with an updated copy of their registration list, including all active courses.

5. Where possible, clients are requested to drop a course(s) before the add/drop deadline dictated by the institute to avoid unnecessary tuition charges. If a client withdraws after the add/drop deadline, even with a medical withdrawal, the Nation is still charged tuition.

6. Clients are responsible for remaining aware of their institution's regulations, rules and deadlines regarding for dropping courses, withdrawals, late withdrawals, and academic concessions due to withdrawal for medical or compassionate reasons.

7. Clients who drop/withdraw completely from a term of studies will be considered to be on leave and are not eligible for living allowance, travel expenses, or other reimbursements for the remainder of the term.

8. Clients who fail to inform the ETAPS Coordinator in a timely manner about dropped/withdrawn courses and/or those who collect living allowance, travel expenses, or other reimbursements to which they are not entitled (e.g. not attending full-time or at all) may be required to wait one year for reapplying for funding.

9. Clients will not be required to pay back tuition for their withdrawn courses/terms, regardless of the reason for withdrawal.

9.10.3   Complete Withdrawal (Medical or Compassionate Reasons)

1. If a client is requesting a drop/withdrawal for an entire term due to medical or compassionate reasons, they must notify the ETAPS Coordinator in writing. Clients must provide a doctor or counsellor's note supporting the withdrawal to maintain funding and return to the program.

2. Before being approved for funding to return after a complete withdrawal for medical or compassionate reasons, clients must provide a doctor/counsellor note to confirm they are able to return to their studies. The client may also be asked to work with the ETAPS Coordinator and/or institution's accessibility department to develop a back to studies plan.

3. After a second consecutive withdrawn semester course load, clients will be expected to complete one term at their own expense and demonstrate 'satisfactory academic standing' before being considered for funding.

9.10.4   Failed Courses

1. Clients are expected to make their best efforts to be successful in their studies. Clients have signed a Sponsorship Agreement outlining expectations for accepting ISET Education Sponsorship. ETAPS Coordinators are there to support clients in achieving their education goals and will work with clients to ensure appropriate supports are in place
2. If the client fails a course (as defined by the institution) and wishes to attempt the course again, they will only be funded for one additional attempt.
3. During the second attempt at a course, clients must seek assistance from a tutor of their choice to ensure success (see Section 9.11). If the client is not successful in the second attempt, it will be their responsibility to cover the tuition on their own.
4. Clients are not required to pay back tuition for failed courses.

9.11 Tutoring Support

1. In some instances, clients may require tutoring support to successfully complete a specific course. The ETAPS Department may provide funding but only if a client has exhausted all available institutional resources first.
2. To receive tutoring support, clients must complete a **Tutoring Support Request Form** and submit to the ETAPS Coordinator.
3. Prior to requesting tutoring support, clients are encouraged to seek assistance from the institute and instructors.
4. Eligible clients may receive up to a maximum of $1,000 per term for tutoring support. Tutor fees will be paid to a maximum of $50 per hour. Any amounts over these limits are the responsibility of the client.

Related documents and forms

❖ Form: Tutoring Support Request Form

10.   ISET Targeted Wage Subsidy

10.1 Funding description

Under the ISET Program shíshálh Nation provides temporary wage subsidies to encourage local employers to provide on-the-job work experience for unemployed eligible clients who require assistance to overcome existing or anticipated labour market barriers. The goal is to create opportunities to enhance skills on the job and improve long-term employability. Employers gain an employee with support resources and a wage subsidy to bridge the training period. Realizing a savings on training costs, employers acquire an asset in the form of a productive employee supported by ETAPS employment services (as needed).

10.2 General Guidelines

1. In general, wage subsidies will be provided for the first three months of employment and shall not extend past 52 weeks.
2. The individual needs of the participant, the quality of the work experience and other factors will be considered in determining the duration of the wage subsidy.

10.3 Client Eligibility

1. Eligible clients are those experiencing long-term unemployment or at risk of becoming long-term unemployed (3 months or more). Clients must not have quit previous employment in order to access the program.
2. In general, eligible clients will be:
    a. those who may have marketable skills but lack work experience in the area in which the work experience and/or training will occur, or
    b. those requiring new skills or an upgrade of existing skills to be able to access employment in the current labour market
3. Priority is given to shíshálh Nation members and children of shíshálh parents.
4. Clients must be of working age and no longer required by law to attend school.

10.4 Eligible Employers

1. The following organizations are eligible to provide work experience and receive funding as sponsors through this program:
    a. Local municipal and regional governments
    b. Public health and educational institutions
    c. Non-profit organizations
    d. Crown corporations
    e. Private businesses
2. To be eligible, a business or organization must:
    a. Be in operation for at least one year
    b. Have a position to fill that is a normal part ongoing business/organizational operation
    c. Confirm that no workers will be laid off as a result of the new placement
    d. Must offer at least minimum wage
    e. Have a Business Number, and be compliant with Employment Standards, Workers Compensation, the Income Tax Act and Employment Insurance.
3. Upon placement of an ETAPS client through the wage subsidy program, employers must:
    a. Complete and sign (by authorized signatory) the Targeted Wage Subsidy Agreement
    b. Agree to provide financial and activity reports to the shíshálh Nation ETAPS Department as they relate to the position
    c. Agree to provide a safe, respectful working environment for the client
    d. Agree to provide meaningful, productive employment (for term or full-time employment)

10.5 Eligible Costs

1. The following are eligible costs, subject to negotiations:
    a. Wages:
        i. Not-for Profit Client wages: subject to job description and skill set
        ii. For-Profit Employers: Capped at minimum wage and applicable MERCS, with the employer topping up salary and MERCS to job value rate.
    b. Mandatory Employment Related Costs (MERCs), including Canada Pension Plan (CPP), Employment Insurance (EI), Worksafe BC rate and holiday pay, are covered up to 100% of wage subsidy costs.
2. Additional costs related to training, special equipment/gear and/or support to assist worker with disabilities will be considered on a case-by-case basis.
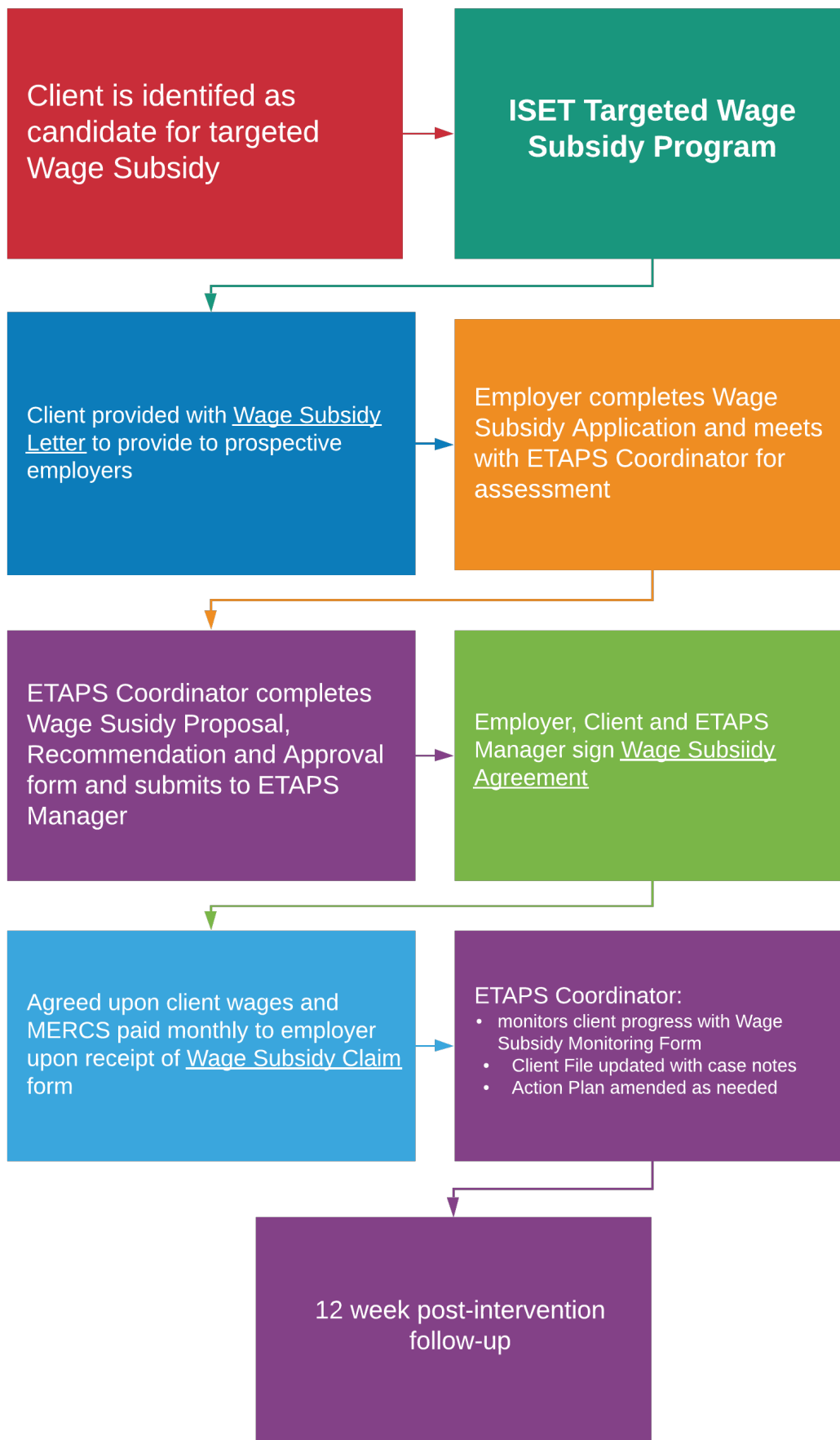
10.6 Application process

1. Clients who may be good candidates for a wage subsidy agreement shall be identified through the ETAPS intake process and/or subsequent employment counselling.
2. Identified clients will be provided with a letter [see **Wage Subsidy Letter Template**] informing prospective employers that they are eligible for a Wage Subsidy Work Experience Placement
3. Employers wishing to hire a client through the Wage Subsidy program are expected to complete a **Wage Subsidy Application** and follow up with the ETAPS Coordinator.
4. The ETAPS Coordinator will review the Wage Subsidy Application and pose assessment questions to the employer (see **Wage Subsidy Proposal Assessment, Recommendation and Approval**)
5. Upon approval by the ETAPS manager, the employer, client and ETAPS Manager will sign a **Wage Subsidy Agreemen**t
6. Employers shall complete a **Wage Subsidy Claim** form on a monthly basis and the ETAPS Coordinator will monitor the clients progress on a regular basis using the **Wage Subsidy Monitoring Form**.

Related documents and forms

❖ Wage Subsidy Letter template
❖ Form: Wage Subsidy Application
❖ Form: Wage Subsidy Agreement
❖ Form: Wage Subsidy Proposal Assessment, Recommendation and Approval
❖ Form: Wage Subsidy Claim Form
❖ Form: Wage Subsidy Monitoring Report

Client is identifed as candidate for targeted Wage Subsidy

ISET Targeted Wage Subsidy Program

Client provided with Wage Subsidy Letter to provide to prospective employers

Employer completes Wage Subsidy Application and meets with ETAPS Coordinator for assessment

ETAPS Coordinator completes Wage Susidy Proposal, Recommendation and Approval form and submits to ETAPS Manager

Employer, Client and ETAPS Manager sign Wage Subsiidy Agreement

Agreed upon client wages and MERCS paid monthly to employer upon receipt of Wage Subsidy Claim form

ETAPS Coordinator:
- monitors client progress with Wage Subsidy Monitoring Form
- Client File updated with case notes
- Action Plan amended as needed

12 week post-intervention follow-up

11.   ISET Self-Employment Support Program

11.1   Program description

1. The shíshálh Nation ETAPS Department is committed to supporting the economic development of the Nation by supporting clients who want to start or expand their business. Services may include, but are not limited to:
    a. providing referrals to existing community programs/supports for self-employment (e.g. Work BC, Community Futures LEAP, YMCA Self-Employment Program, etc.)
    b. support with completing business start-up applications (business/GST number, business license, Worksafe BC, etc.)
    c. financial assistance for hiring a consultant to support business start-up, including:
        - business plan creation
        - one-to-one coaching/mentoring
        - business feasibility studies
        - financial planning
        - proposal writing
    d. sponsorship for self-employment readiness and training workshop, courses or programs
    ➢ Note: business set-up costs such as legal fees, incorporation fees, licensing, branding, website development, retail improvements, equipment, etc. are **not** eligible for ISET self-employment support funding
2. Clients who have completed all necessary steps in business start-up preparation and who are able to demonstrate readiness for self-employment program may be eligible to apply for a shíshálh Nation Economic Development Grant.

11.2   Client eligibility and Application Process

1. Clients who may benefit for self-employment supports shall be identified through the ETAPS intake process and/or subsequent employment counselling.
2. Application requirements may vary from client-to-client and depending on the nature of the programs/services being accessed.

12.   ISET Summer Student Program

12.1   Program description

1. The shíshálh Nation Summer Student Program provides students the opportunity to gain career related skills and practical on-the-job work experience during their summer break. The program focuses on providing work experience and developmental learning for in school youth through the provision of a wage subsidy to employers
2. Students hired within the Summer Student Program become employees of the shíshálh Nation, with the Nation covering the wages and mandatory employment related costs (MERCS) associated with their placement.
3. Placements are generally with shíshálh Nation but students may also be placed with outside businesses and organizations.

12.2   Eligible Participants:

1. To be eligible for the Summer Student Program, students:
    a. Must be a minimum of 15 years of age by May 1st of the current year and returning to school

b. Must be registered full-time students during previous academic year and intend to return to school full time in the following academic year
c. Must not have another full time summer job
d. Must have a valid Social Insurance Number at the start of the program

12.3 General guidelines

1. Employers are expected to avoid hiring the same students for the same positions in consecutive years
2. Employment terms generally run from the beginning of July to the end of August but may vary on a case-by-case basis.
3. Hiring must be done in a fair and equitable manner providing equal opportunity to those interested in the position.
4. Students cannot be supervised by their immediate family members.

12.4 Application Process

1. The Summer Student Program application timeline varies on a year-to-year basis. Interested students must submit a **Summer Student Program Application** form with resume and cover letter to the shíshálh Nation Human Resources Department.
2. Interviews and selection process are conducted by the ETAPS Coordinator

Related documents and forms

❖ Form: Summer Student Program Application
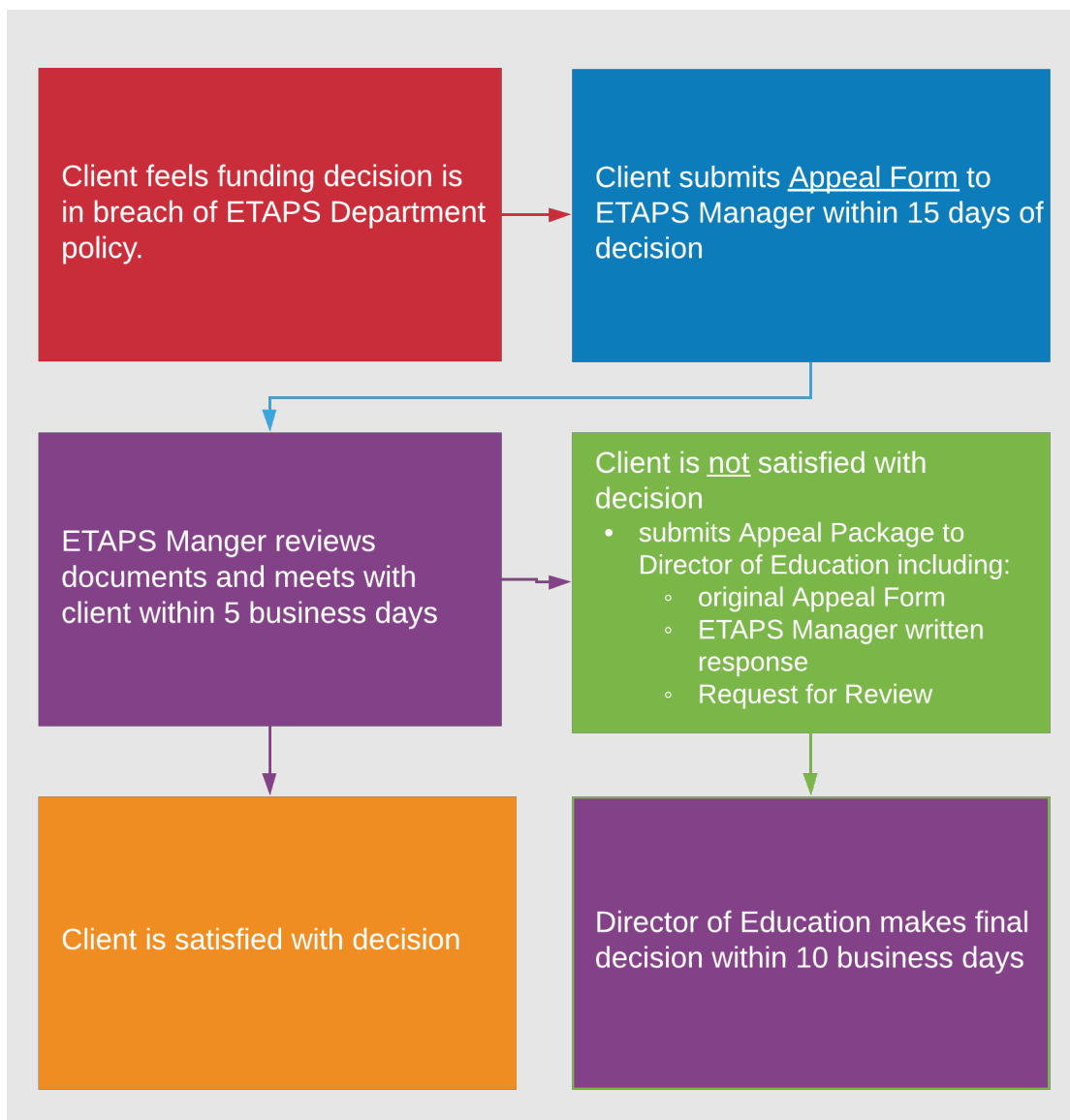❖ Additional forms will be provided by HR

13. Appeals Process

1. To ensure fairness and equitable treatment within our services, the ETAPS Department has established an appeal process.
2. Clients may appeal a service and/or funding decision if they feel that the ISET Program policy and procedures has not been applied.
3. The procedure for appeals is as follows:
   a. Stage one: The client must submit a written grievance using the **Appeal Form** and submit all supporting documentation to the ETAPS Manager within fifteen (15) business days of the initial decision.
   b. Once the ETAPS Manager has reviewed the documents, a discussion will be coordinated with the client to verify the decision within a five (5) business days period. The appellant will be notified of the decision in writing.
   c. Stage two: If the client is not satisfied with the decision of the Manger, an appeal package including the original **Appeal Form**, written ETAPS Manager response, and a **Request for Review** can be submitted to the Director of Education within five (5) business days of the ETAPS decision; the client may request a meeting with the Director of Education and ETAPS Manager to discuss the grievance
   d. The Director of Education will make a final decision within ten (10) business days. The decision will be consistent with ISET Program policy and procedures and is considered final. The appellant will be notified of the decision in writing.
   e. The Chief and Council will not consider appeals.
   ➢ **Note:** Incomplete grievance packages will not be reviewed; the onus is on the client to ensure all documents are included at the time the package is submitted.

Related documents and forms

❖ Form: Appeal Form
❖ Form: Appeal Form - Request for Review

Client feels funding decision is in breach of ETAPS Department policy.

Client submits Appeal Form to ETAPS Manager within 15 days of decision

ETAPS Manger reviews documents and meets with client within 5 business days

Client is not satisfied with decision
• submits Appeal Package to Director of Education including:
  ◦ original Appeal Form
  ◦ ETAPS Manager written response
  ◦ Request for Review

Client is satisfied with decision

Director of Education makes final decision within 10 business days

14.   Collection and Protection of Personal Information

1. The shíshálh Nation ETAPS Department collects Personal Information from participants as required to effectively provide programs and services within our mandate. Information is collected by fair and lawful means.
2. shíshálh Nation respects clients' rights to privacy and to have any information held about them kept confidential. The principles of 'need to know' will guide all staff in judging who will have access to what information about participants and their families as well as how much information will be shared.
3. shíshálh Nation will not release or disclose client information without the consent of the Participant, unless authorized by law to release or disclose such information
4. In keeping with the Nation's funding agreement with Canada, ISET client information in shared in order to:
    a. measure the results of the agreement and evaluate the agreement's success
    b. evaluate the success of the ISET Program in achieving its objectives
    c. meet the Nation's obligation of accountability by reporting on the results of the ISET Program and its success in achieving its objectives.
5. The shíshálh Nation ETAPS Department takes all reasonable security measures necessary for the protection of confidential information against unauthorized release or disclosure
6. ISET participant information/records will be held for the duration of the funding agreement with Canada (Agreement Period) OR when information is required beyond the Agreement Period in order to provide on-going or future employment assistance.

Related documents and forms

❖ Appendix D: Personal Information Collected

15.   Conflict of Interest

1. shíshálh Nation is responsible for ensuring ETAPS Department staff do not place themselves in a conflict of interest between their work obligations and their private interests.
2. To avoid real or perceived conflict of interests, ETAPS staff members will recuse themselves of financial matters involving immediate family members, including:
    a. funding decisions
    b. signing off on cheque requests
    c. issuing Purchase Orders (PO)
3. Immediate family of ETAPS staff may not benefit or receive special consideration (either positive or negative) by virtue of their relationship with the staff member
4. ETAPS staff may not make decisions or take part in decision-making processes relating to ETAPS Department policy or procedures that will either benefit or disadvantage the staff member or their immediate family.

16.   Appendices/Forms:

❖ Appendices
  ➢ Appendix A: ETAPS Service Pathway & Program Eligibility
  ➢ Appendix B: Intake Questionnaire
  ➢ Appendix C: Client File Checklist
  ➢ Appendix D: Personal Information Collected
  ➢ Appendix E: Maximum Eligible Funding Amounts (ISET)

❖ Templates/Forms (for Coordinator use)
  ➢ Action Plan
  ➢ Funding Rationale
  ➢ Notification of Sponsorship/Letter of Agreement templates
  ➢ Notification for Service Not Approved template
  ➢ Student Sponsorship Form
  ➢ Wage Subsidy Letter template
  ➢ Wage Subsidy Agreement
  ➢ Wage Subsidy Application
  ➢ Wage Subsidy Claim Form
  ➢ Wage Subsidy Monitoring Report
  ➢ Wage Subsidy Proposal Assessment, Recommendation and Approval

❖ Client Forms (on server)
  ➢ Appeal Form
  ➢ Application for Funding: ISET Education Sponsorship
  ➢ Application for Funding: ISET Job Start/Retention Funding
  ➢ Application for Funding: ISET Training & Certificate Funding
  ➢ Authorization to Obtain Information
  ➢ Change of Personal Information
  ➢ Labour Market Research Package
  ➢ Personal Information Form
  ➢ Tutoring Support Request Form
  ➢ Technology Grant Request Form
  ➢ Summer Student Program Application Form

All Client forms can be found online on the shíshálh Nation website or picked up in hard copy from the Community Services Building. To receive forms by email, please contact dtack@shishalh.com
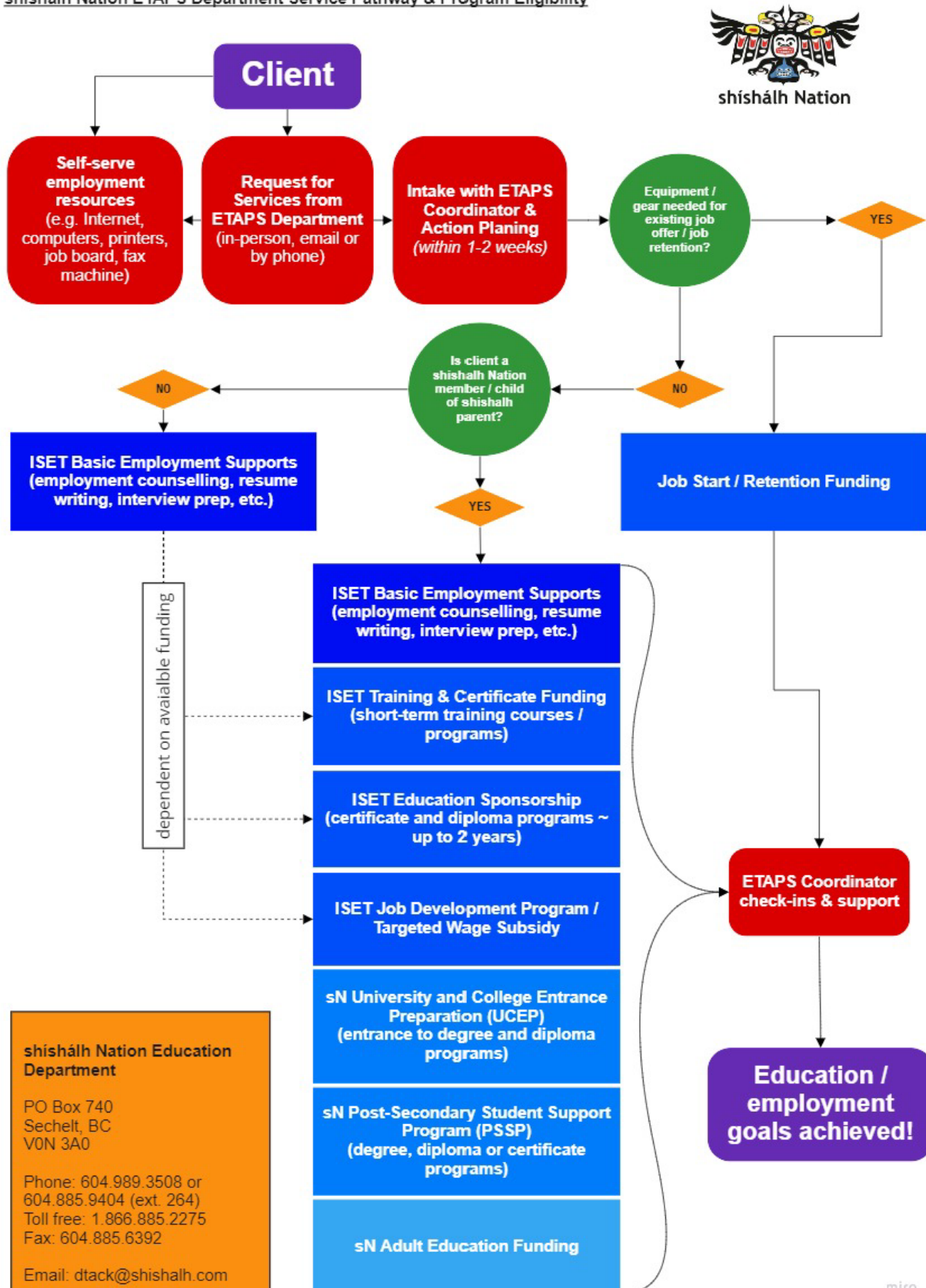
shíshálh Nation ETAPS Department Service Pathway & Program Eligibility

Client

- Self-serve employment resources (e.g. Internet, computers, printers, job board, fax machine)
- Request for Services from ETAPS Department (in-person, email or by phone)
- Intake with ETAPS Coordinator & Action Planing (within 1-2 weeks)
- Equipment / gear needed for existing job offer / job retention? → YES / NO

Is client a shishalh Nation member / child of shishalh parent? → NO / YES

ISET Basic Employment Supports (employment counselling, resume writing, interview prep, etc.)

dependent on avaialble funding

Job Start / Retention Funding

- ISET Basic Employment Supports (employment counselling, resume writing, interview prep, etc.)
- ISET Training & Certificate Funding (short-term training courses / programs)
- ISET Education Sponsorship (certificate and diploma programs ~ up to 2 years)
- ISET Job Development Program / Targeted Wage Subsidy
- sN University and College Entrance Preparation (UCEP) (entrance to degree and diploma programs)
- sN Post-Secondary Student Support Program (PSSP) (degree, diploma or certificate programs)
- sN Adult Education Funding

ETAPS Coordinator check-ins & support

Education / employment goals achieved!

shíshálh Nation Education Department

PO Box 740
Sechelt, BC
V0N 3A0

Phone: 604.989.3508 or
604.885.9404 (ext. 264)
Toll free: 1.866.885.2275
Fax: 604.885.6392

Email: dtack@shishalh.com

shíshálh Nation Employment, Training & Post-Secondary (ETAPS) Department

Appendix B: Intake Questionnaire

ETAPS Coordinators: While reviewing these questions with clients ensure all relevant information is recorded in full on the Personal Information Plan (PIF). The information gathered should be used to develop the client's Action Plan.

- ☐ Reason for visit (e.g. resume/cover letter development, employment/career counselling, schooling information, job start funding)
- ☐ Do they have a SIN? Explain SIN is needed in order to track them.
- ☐ Dependents: ensure number of dependents and birthdates are recorded.
    - ☐ Need for childcare?
    - ☐ Current source of childcare
- ☐ Do they identify as having a physical or mental disability that restricts then from getting and keeping a job? (Prompt: How did you do in school with reading and writing?)
    - ▪ If yes to learning disability – share information about tutoring support (for education/training)
    - ▪ If yes to mental health issue:
        - ☐ Do they have a Dr./Psychiatrist?
        - ☐ Do they have a counsellor?
        - ☐ Are they in a program of recovery?
        - ☐ Are they seeking supports if needed?
        - ☐ Do they need a referral to drug and alcohol supports?
    - ▪ If yes to physical disability
        - ☐ Do they have accommodations?
        - ☐ Is their employer working with them for accommodations?
- ☐ Do they have a driver's license?
    - ▪ If no:
        - ☐ Do they owe fines
        - ☐ Are they interested in taking lessons?
        - ☐ Do they need a license for a job they are applying for/interested in?
- ☐ Current source of income (e.g. social assistance, EI, employment, seasonal employment)
- ☐ Did they finish high-school?
    - ▪ If no:
        - ☐ Why didn't they finish?
        - ☐ What was their experience like?
        - ☐ Are they interested in returning to finish?
- ☐ Interested in post-secondary program?
    - ▪ If yes:
        - ☐ Do they have the prerequisites they need?
        - ☐ Do they know what school/program they want to enter?
- ☐ Key interests/strengths/skills
- ☐ Barriers to employment/achieving employment goals
- ☐ What are they doing to find work?

Initial Required Core Forms

- ☐ Participant Information Form (PIF)
- ☐ Applicant Declaration & Authorization Form
- ☐ Assessments (if applicable)

Training & Education Sponsored Clients

- ☐ Action Plan / Client Letter of Intention (if applicable)
- ☐ Application for Funding
    - o Training & Education Plan
    - o Budget Breakdown
- ☐ Authorization to Obtain Information
- ☐ Funding Rationale
- ☐ Labour Market Research package (if applicable)
- ☐ Letter of Agreement/Notification of Sponsorship (or decline)
- ☐ Student Sponsorship form (if applicable)
- ☐ School acceptance forms (if applicable)
- ☐ Certificate of Completion (if applicable)
- ☐ Official transcripts (if applicable)
- ☐ Invoices, receipts, disbursement records and documentation must also be maintained on file

Wage Subsidy Clients

- ☐ Wage Subsidy Letter
- ☐ Wage Subsidy Application
- ☐ Wage Subsidy Agreement
- ☐ Wage Subsidy Proposal Assessment, Recommendation and Approval
- ☐ Monthly Wage Subsidy Claim forms
- ☐ Wage Subsidy Monitoring Report forms

A completion/final check of file maintenance must be completed and documented before each file is closed.

shíshálh Nation Employment, Training & Post-Secondary (ETAPS) Department

Appendix D: Personal Information Collected

As per the terms set out by the ISET Agreement with Canada, shíshálh Nation is required to collect, compile and keep updated Personal Information on every individual client who receives assistance through the ISET Program. The Nation provides this information to Canada for the purpose of monitoring, assessing and evaluating the effectiveness of the assistance provided by the ISET Program.

- Social insurance number (SIN)
- 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

shíshálh Nation Employment, Training & Post-Secondary (ETAPS) Department

Appendix E: Maximum Eligible Funding Amounts (ISET)

shíshálh Nation

Program	Cost	Maximum eligible amount	Notes / Exceptions
ISET Job Starts	Work gear, clothing, equipment	Max $550	Once per 24 months
	Criminal Record Check	Actual cost	
	Driver's License / renewal	Actual cost	Fines not eligible
ISET Training & Certificate *(programs less than 6 weeks in length)*	Course tuition (including professional certification and exam fees)	Actual cost	
	Mandatory textbooks, materials and supplies	Actual cost	
	Living allowance (programs of at least one week)	$250/week	Clients receiving pay during the training program are not eligible
	Travel and accommodation		
	• Mileage	$.59/km	
	• Ferry	$60 for car/driver; $10 per passenger	
	• Airfare / taxi / bus	Actual cost	Most economical option
	• Hotel	Actual cost	Most economical option
	• Private accommodation	$50 night	
	• Parking	Actual cost	Most economical option
	• Meals	$40/overnight; $20/full day	if meals are not included and client is not receiving living allowance
ISET Education Sponsorship *(programs between 6 weeks and 2 years in length)*	Application fee	Actual cost	One time only
	Registration, course tuition, and mandatory student fees	Actual cost	
	Medical and dental plan fees	n/a	Not covered
	Books	Max $700/term	
	Required supplies	Max $200/term	
	Travel & transportation	Max $1000/term	Max amounts are per client and for each eligible dependent
	• Mileage	$.59/km	
	• Ferry	$60 for car/driver; $10 per passenger	1 trip per month / 4 trips per term
	• Airfare / taxi / bus	Actual cost	Most economical option
	Living allowance	$2020/month	
	• Base rate		sN will pay for a maximum of 3 dependents
	• One dependent	$2320/month	
	• Two dependents	$2620/month	
	• Three or more dependents	$2920/month	
	Childcare	Max $300/month per child	Based on demonstrated need
	Tutoring support	Max $1000 per term	Clients must complete a Tutoring Request Form
	Required technology (device, peripherals, essential software)	Max $1000 every 5 years	Clients must submit a Technology Grant Form

NOTE: The amounts listed are the maximum amounts payable for each specific eligible cost. No client is automatically entitled to the full amount. All expenses must be pre-approved and supporting documentation (e.g.: work gear quotes, program information, receipts, etc.) must be provided as indicated within the relevant policy section and at the request of the ETAPS Department.