



## **NISICHAWAYASHIK CREE NATION TRAINING POLICIES AND PROCEDURES**

### **POLICY:**

**NCN will provide sponsorship to training to as many NCN Band Members each year, as funds allow. The program is designed to provide financial assistance to help unemployed NCN Band members obtain a range of skills training for a timely return to sustainable employment.**

### **PROCEDURES:**

**A committee comprised of a representative of all the educators in the community will be set up with a mandate to meet at least once per quarter and more often just prior to regular school entry dates.**

**They will meet in June, August and September as necessary in addition to the quarterly meetings.**

**The committee will consist of NCN Human resources, ATEC, Education Authority, Housing (as required for apprentice ship training), and social assistance.**

**The representative from each department will be responsible to ensure that they report on current activity regarding clients requesting training. The purpose of the committee will be to ensure that all client needs are being met in the most efficient and cost effective way. This will ensure that service to the client is seamless and they are not being shuffled back and forth between departments. Others such as Treatment Centre, Life Skills coordinator, Wellness Centre, Education and Training and Apprenticeship may be included in the committee at specific times when their input is necessary.**

**A group seminar will be held in early March, June, August and November, to which all NCN residents who are interested in taking training will be invited. This group seminar (which needs to be developed) would include information such as; information from Sponsorship Guidelines and Policies and Procedures, how and when to make counselling appointments, employment insurance and social assistance information which relates to income while being sponsored, the importance of having a social insurance number and help with applying for one if they don't have it. How and where to apply for courses, etc. Each client attending the seminar will be requested to complete an employment Registration. Clients must be advised that funding must be approved before they start and no funding will be picked up once they are in the course. At the end of the seminar, those who still express an interest in training will be given a Training Information and Research form with instructions on how to complete it.**

**These clients will be given an appointment for a one-on-one counselling interview in about six weeks time. This is in order to give them time to complete the form, which they must bring, completed to the interview. Clients will be advised that they should begin the process of planning to take course at least one year before they expect to be accepted and sponsored. NCN Human Resources will provide career counselling to clients to assist them in establishing achievable and appropriate career goals that suite the interest and ability of each individual client.**

**Clients who have not attended the group seminar but who drop in to talk to the career counsellor will be required to bring their Social Insurance Number and transcripts of their last High School marks to their interview. If the client has no SIN, the counsellor will assist the client in getting the card. The SIN is essential before the client can be sponsored into training. If the client has not been able to get a transcript of marks then they will be given assistance in obtaining it.**

**They will be asked to complete an Employment Registration Form, an application for training and a release of information form. Which will allow the training agencies to share the client's information for training and employment purpose only. The counsellor will discuss with the client what training they are interested in taking. The client will be given a Training and Employment Research form to complete on their own. This form will be explained to them at the interview. In research form the client will supply information about the training they are planning to take and past training they already have, along with labour market information showing that this type of training will make your action plan a success. A budget worksheet will be attached and must be completed. It will be used to calculate the amount of financial assistance the client will require.**

**The client will be given a second appointment for about six weeks time so that they have sufficient time in which to complete the research. (Most of it can be done by phone.) The client will be expected to bring the research form, completed to the best of their ability, along with any other documents that were missing at the first interview (SIN or transcript) to the next interview.**

**At the second interview, if the client has still not been able to obtain a transcript of marks, arrangements will be made for them to do a CAAT test as soon as possible to determine whether or not the client has the education level required by the college for acceptance into the course. The career counsellor will help the client to determine from the information gathered on the research form and from the interview if the career goal they have chosen is realistic and achievable. At that time it will be determined from the information the client provides whether they can be considered for sponsorship with NCN or with other agency. If the occupation chosen, for instance, is on occupational list for Hydro related jobs, then the client might be referred to ATEC for sponsorship. At the time of referral the appropriate paperwork will be sent to the agency to which the client has been referred. The client could also be referred to the Education Authority.**

**If it is determined that the client has other issues in their lives at this time they will be encouraged to deal with them before entering training. They will be assisted to make arrangements for whatever it is they need to deal with these issues. For example, if a person has alcoholic problem they will be referred to the treatment centre, the treatment centre will be advised that the client is being considered for sponsored training once the issue is dealt with and will, with permission of the client, keep the career councillor informed of their progress. If a person has child care issues it will be mandatory that they have child care arranged before starting training. Students who do exceptionally well in their course may be given extra privileges at the Director's discretion.**

If all attempts to obtain a transcript of marks are unsuccessful or if the client indicates a very low education level then a CAAT test will be administered. Once the results of CAAT test are calculated, they will be released to the client. If the client requires upgrading, as evidenced by the results of the CAAT test, before applying to or being accepted at a college or university, then their name will be placed on the list for the next semester at the High School and a plan will be worked out with the High school counsellor to see how much time it should take for the client to complete the credits they need. It will be mandatory that the clients attend the upgrading before being sponsored into the skill-training course. The clients name will remain on the wait list for the skill training they want to take as long as they are continuing to attend high school classes and are in good standing. If the CAAT test result indicates that the client has the entry requirements for the course they are interested in, then they will be assisted to complete a college admission application and it will be forwarded to appropriate institution. They are advised to bring in a copy of any letters received from the college as soon as they are received.

The client will NOT actually be placed on a wait list for training until the acceptance letter has been received from a college or institution.

A client attending any classes whether it is upgrading or a skill course will have sponsorship continued in order to repeat a course ONLY if that course was failed through no fault of their own. For example if a person fails a course because they are having trouble keeping up and it is stated by the instructor that they can be helped by a tutor or by extra help from the instructor they can continue to be sponsored. But if a person fails a course due to unexpected absences or any other reason of their own doing, then they will not be sponsored to repeat the course. A client will be sponsored to repeat the course only once.

Once the career counsellor has determined eligibility, will sit with the client and determine the amount of funding required by the client in order to have a successful experience and together they will prepare an action plan which both of them will sign. This action plan must be completed both in contact IV and paper file. And must be signed by both the client and the career counsellor. The counsellor will review the file and complete a checklist ensuring that all pertinent documents are on file. Counsellor will then make recommendations to the Manager of Human Resources regarding sponsorship. An in-house committee of three Human Resource staff will review the applications will make recommendations to Manager for final decision.

Once the client's action plan and funding has been approved by the Committee, then the counsellor will call them in one at a time for a follow-up interview. They will review the amount of funding approved and the action plan again. The counsellor will ensure that the client knows the total amount of funding being provided, the amount they will receive weekly and when they can expect to receive their allowance. If the client is in receipt of EI, they will remain on EI and instructions will be given on how to complete the EI cards each week. If the client is on Social Assistance, then an agreement will be reached with the worker so that they can remain on Social Assistance. The counsellor will ensure that the client has a copy of the signed Action Plan and also has her phone number in case of problems. A copy of the signed Action Plan will be placed on the client's file.

A letter of congratulations confirming the sponsorship will be mailed to the client. The counsellor will then fax a letter to the college, letting them know that the client will be attending and will be sponsored by NCN. She will make arrangements (purchase order), as necessary, for purchase of textbooks and residence. She will send a letter to the Social Assistance worker advising them of the sponsorship and what additional funding, if any, the client is to receive.

Copies of all correspondence will be kept on the clients file. Only one file per client will be maintained. If others are working with that client, they should sign out the file and add to it and then return it. This will ensure that there is a complete record of each client all in one place.

## **HUMAN RESOURCE DEVELOPMENT AUTHORITY SPONSORSHIP GUIDELINES**

The objective of the Nisichawayasihk Cree Nation HRDA is to provide to Nisichawayasihk Cree Nation HRDA members development, administration and delivery of employability improvement measures, access characteristics of all employability improvement measures and decision-making regarding programming and service delivery (career-counselling). The program is designed to provide financial assistance to help unemployed NCN members obtain a range of skills training for a timely return to sustainable employment.

### **CRITERIA FOR SPONSORSHIP:**

To be eligible for sponsorship from Nisichawayasihk Cree Nation HRDA, applicants must

1. be a member of the Nisichawayasihk Cree Nation “Nisichawayasihk Cree Nation people residing in the geographical area regardless of whether they reside on or off reserve or in an urban community and regardless of their place of origin and status under the Indian Act and to local Aboriginal controlled organizations located in that area.”
2. be at least sixteen (16) years of age
3. complete and sign an application form
4. provide proof of acceptance by an accredited educational institution.
5. provide transcripts of marks
6. equitable access to disabled clients

### **CONDITIONS OF SPONSORSHIP**

To be considered for sponsorship/continuation of funding, the following conditions must be met

1. all new clients **MUST** attend the Life Skills course provided in the community
2. all new clients are encouraged to take advantage of orientation sessions put on by the educational institution
3. all clients must meet institutional requirements and provide an acceptance letter from the college
4. clients who were previously sponsored by NCN and were required to discontinue attending an institution/trades course will not be sponsored. Applicants may be reconsidered pending acceptance by the school.
5. clients enrolled in educational institutions outside of Canada who have been approved for sponsorship will be given the appropriate rates/currency.

### **INFORMATION TO APPLICANTS**

Applications for sponsorship will be considered complete when the following has been received:

1. letter of Acceptance
2. latest transcript of marks
3. information on application must be complete
4. estimated course cost for tuition and books received from the institution
5. medical information; as required
6. other information specific to the course must be received (e.g. Driver’s abstract for a driving course)

**NOTE:** Nisichawayasihk Cree Nation HRDA may terminate sponsorship at any time if the client does not abide by the rules. If a sponsored student has withdrawn or was required to discontinue, the contract will be terminated.

There is no appeal against refusal of assistance because funds are limited.

## **ASSISTANCE FOR TRAINEES WHO MUST LEAVE THE COMMUNITY FOR TRAINING**

The following may be provided

### **COURSE COSTS**

1. Tuition will be pre-arranged between the institution and Nisichawayasihk Cree Nation HRDA
2. Application fees will be paid only for the clients who have been accepted and who will attend the educational/vocational institution
3. Registration fees will be paid only for the clients who have been accepted and who will attend the educational/vocational institution
4. Books will be paid directly to the institution bookstore
5. Supplies that are required to take the course will be paid. This includes special equipment that is required by the institution.

### **TRAVEL ASSISTANCE**

Provided to clients who are required to live away from their normal place of residence

1. one-way transportation from home community to the institution at the beginning of the course.
2. one-way transportation from institution to home community when course is completed
3. emergency travel will be provided from immediate family due to accident or bereavement

### **ALLOWANCE FOR LIVING EXPENSES**

The support for living expenses is expected to cover such costs as food, rent daily transportation, day care, recreation and so forth, the bi-weekly rates are up to the following:

**NOTE:** When determining the amount of allowances the following will be taken into account in order to utilize all resources to maximize training dollars; E.I. Part 1, E.I. Part 2, CRF regular, Youth, Social Assistance and partnerships

Single person	\$403.50
Single parent	
With 1 dependent	\$624.50
2 dependents	\$670.00
3 dependents	\$770.00

An extra \$50.00 monthly will be paid for each additional dependent.

Married student with dependent spouse	\$565.50
With 1 dependent	\$624.50
2 dependents	\$670.00
3 dependents	\$770.00

An extra \$50.00 monthly will be paid for each additional dependent.

Married student with employed spouse	\$403.50
With 1 dependent	\$525.00
2 dependents	\$637.00
3 dependents	\$746.50

An extra \$50.00 monthly will be paid for each additional dependent.

4. Advances are not considered. Clients are expected to budget their allowances and to spend wisely.

### **CHILD CARE**

Childcare payments will be negotiated individually and if approved will be paid directly to the Service Provider.

### **SPECIAL EQUIPMENT**

Is provided based on the need of the program and institution. This includes special clothing for work experience of Trades participants.

**RELOCATION COST**

Provided to clients who require the removal of household effects who will live in apartment/houses in their new location as opposed to living in residence. This is issued one time only, when the client leaves the community and when the course is completed and the client returns home to the community.

**Single or Married NORTH SOUTH**

With 1 dependent	\$800.00	\$700.00
2 dependents additional	\$100.00	\$100.00
3 dependents additional	\$100.00	\$100.00
4 dependents additional	\$100.00	\$100.00

**LOCAL STUDENTS**

Students who attend courses in the community will have their tuition and books and supplies paid for.

**REGULATIONS**

All students/clients must abide by the following conditions for sponsorship by Nisichawayasihk Cree Nation HRDA

to attend classes regularly

2. to consult with the coordinator if any problem arises, academically, emotionally, physically or financially
3. to meet the standards required by the college or trades/technology school in their program of studies
4. to provide marks and reports to Nisichawayasihk Cree Nation HRDA upon the coordinator/board's request
5. to provide any changes in family status to the coordinator such as new address, telephone number, birth of a child, spouse because employed etc.
6. to accept responsibility of satisfying the academic or training requirements of the institution.

**AWARDS**

An award MAY be granted to students upon confirmation of successful completion of their course.