



Qalipu
FIRST NATION

Local Guidelines:

Aboriginal Skills Employment Training Program

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1.0 Education & Training

Overview

The Qalipu First Nation (QFN), through Education & Training (EDUCATION & TRAINING) administers a number of education, training and employment initiatives from different funding sources. While education applications are the same, each funding source has eligibility and reporting requirements which may vary slightly. When an application is received, Qalipu assesses eligibility under each funding initiative to determine best fit. **Qalipu's ultimate goal is to fund the maximum students possible with the funds available.**

The following guidelines have been created for the Aboriginal Skills Employment and Training Program (ASETS).

Aboriginal Skills Employment and Training Program

The ASETS Program links an individual's training needs to labour market demands and provides individuals with training, skills upgrading and assistance in finding employment. ASETS is a successor program to the AHRDA Program delivered successfully by the Federation of Newfoundland Indians for many years, and it is funded by Human Resources Skills Development Canada (HRSDC). The Education & Training Policy Manual sets out the QFN guidelines for ASETS.

1.1 Education & Training Vision Statement

To enhance the training level of our people and secure employment opportunities to ensure our people are self-sufficient.

1.2 Mandate

To improve the employability of individuals and help ensure they enter the labour market with adequate jobs. In particular to:

- Support the creation of local opportunities in the labour market;
- Help communities develop and implement measures likely to solve their labour market problems; and
- Encourage employers to assume responsibility for satisfying the labour market's changing needs for skills.

1.3 Program Delivery Principles

Clients are the focus. Clients, including those facing special challenges, can access and follow clear and consistently organized pathways through an entire network of services to get what they need quickly and easily using any delivery channel. All policies, criteria, programs and services must allow equal access for all Aboriginal

people regardless of status or location. All cases will be evaluated on individual merit, free of political interference and in accordance with established rules.

Staffs are well trained and have the responsibility and the information they need to serve clients.

Integrated Service Delivery: Education & Training commits to bringing together related employment and training services so that clients can access them in a seamless experience based on their needs.

Technology: Coordination among all parties involved in service delivery is backed by shared systems and standard architecture that ensure privacy and confidentiality of client records. Appropriate case-management technology ensures efficiency across the system, improving client service and lowering costs.

Market Demand: Local labour market needs are served and adjustments and responses take place as necessary based on labour market data

Respect must be reflected in what is said, what is done and how relationships are conducted and built with clients and partners.

Cultural Values: As Education & Training develops and is implemented - cultural values and practices must be integrated into programs and services.

Monitoring and Evaluation: Continuous improvement and innovation measures are embedded in the culture of all parties delivering services, thereby improving the efficiency and effectiveness of the system. There will be accountability for financial management and personal conduct within and outside Education & Training.

1.4 Organization

Education & Training Organization Chart



1.5 Approval Authority

Education & Training Standing Committee

The Education & Training Standing Committee (ETSC) is comprised of the Director of Education & Training, the Team Lead, two ward councilors, and a member of the community.

Roles and Responsibilities

- To address issues that may arise that are not covered by policies and procedures;
- To provide direction to QFN on Education, Training and Employment Programs;
- To receive Quarterly Reports on Education & Training activities and results; and
- To participate in Annual Review and Planning Session with Education & Training staff.
- Appeals committee

Director

The Director oversees all programs and services within the Education & Training division. The Director approves all Client files in Education, Training and Employment as well as all spending within Education & Training.

Team Lead, Education and Training

The Team Lead works in cooperation with the Director to approve Client files in Education and Training programs and provide oversight and direction to staff of Education & Training.

Client Service Officers

Individual Client Service Officers are the front-line staff who receive, review and recommend funding approval for Applicants to the ASETS Support Program. Client Service Officers are available for Applicants and Students throughout the Application process and the time in which the students receive financial assistance.

1.6 Eligible Training

ASETS will pay private institutions the equivalent cost of tuition as the public institution if the public institution in the region offers the course that the client is applying for. If the program is offered at a private institution which is more than 80 km one-way from the clients permanent address private rates may be considered.

Adult Basic Education (ABE) programs will be provided to level two and three students. The student is responsible for completing a least 1 credit every 2 weeks. All ABE students must have an action plan to sustain future employment.

2.0 Aboriginal Skills, Employment and Training Program (ASETS)

Education & Training (ET) will contract with individual students for training. Education & Training does not contract with Institutions for individual training. Duration of individual contracts is not to exceed three years. The only cases to be considered for more than 3 years are cases where Adult Basic Education (ABE) is a prerequisite for skills training. ABE will not be considered as part of the maximum of 3 years.

- Education & Training may reimburse 100% up to a maximum of \$18,000.00 per client for course cost, with the exception of ABE.

2.1 Definitions

- “Academic Year”** means an interval of time, usually consisting of 2 semesters. These semesters are defined as 15 weeks intervals therefore making an academic year the equivalent of at least 30 weeks of training.
- “Agreement”** means the Agreement found at Appendix “B” of the Education & Training Policy Manual.
- “Appellant”** means an Applicant or Client who is not satisfied with a decision of Education & Training and who has the right to Appeal the decision pursuant to the Appeal Process set out in the Policy Manual.

- (d) **“Applicant”** means an individual who has applied to the PSSSP Support Program.
 - (e) **“Blended Student”** means a student who is taking a mixture of distance and classroom courses.
 - (f) **“Client”** means an approved Applicant.
 - (g) **“Dependent”** means any child under the age of sixteen (16).
 - (h) **“Distance Education Courses”** means courses taken where the Student is not physically in a classroom setting.
 - (i) **“Distance Education Student”** means a Student who is enrolled at an Eligible Institution taking distance courses.
 - (j) **“Eligible Institution”** means a degree, diploma or certificate granting institution,
 - (i) Recognized by a provincial or territorial Minister of Education, or
 - (ii) An educational institution recognized to deliver post-secondary programs by arrangement within an eligible post-secondary institution.
 - (k) **“Full-Time Student”** is defined by the educational institution where the student is registered. Note: For contracts signed before September 2014, the definition of full-time student is different. Please contact for CSO for further details.
 - (l) **“Full-Time employment”** means employment that exceeds 20 hours a week
 - (m) **“Part-Time Student”** means a student completing less than three (3) courses in any given semester.
 - (n) **“Probation”** means the process engaged where a student fails to achieve Satisfactory Academic Standing.
 - (o) **“Registered Indian”** means a person who registered and recognized as an Indian pursuant to the *Indian Act RSC, 1985, c I-5*.
 - (p) **“Returning Student”** means a Student returning to the Eligible Institution and Eligible Program in which they were enrolled the previous year and who is receiving financial support from Education & Training under the ASETS Support Program.
 - (q) **“Satisfactory Academic Standing”** means the level of academic standing required and defined by the Eligible Institution in which the Student is enrolled.
- “Semester”** means an interval of time in which an academic program is offered, typically 15 weeks but can be as low as 12 weeks.

3.0 Eligibility

3.1 Eligible students

Status and Non-Status Indians are eligible to apply for funding under ASETS. The following priority categories are identified in determining priority categories of applicants.

Priority 1

Clients which are members of the Qalipu First Nation

Priority 2

Clients which are self-identified but are applicants of the Qalipu First Nation. These clients may be asked to provide supporting documentation including but not limited to;

- Letter of Eligibility for membership in the Qalipu First Nation
- Confirmation of Application to QFN

Priority 3

Clients which are self-identified but are not members or applicants of the Qalipu First Nation.

EDUCATION & TRAINING will not fund individuals that are working full time; the applicant must be unemployed or underemployed (meaning the applicant is not working regular or full time hours).

If an Active EI client applies for training they may be approved as a fee payer.

Clients must meet the entrance requirements of the post-secondary institution.

3.2 Residency

To be eligible for funding an Applicant must have been a Canadian resident for the twelve months prior to the date of Application, e.g. an Application dated May 5th requires the Applicant to have been resident in Canada for the twelve (12) months prior to the application date.

The following Applicants are deemed to satisfy the residency requirement:

- Applicants who are normally resident in Canada but for reasons of education or student exchange programs have been living outside of Canada for all or part of the previous year prior to the Application;
- Applicants who are serving outside Canada as part of Canada's Armed Services;

- Applicants who are employees of the Federal, Provincial or Band Government appointed to foreign posts; or
- Individuals, who under the authority of provincial or territorial child welfare legislation were placed outside Canada in an alternative care arrangement and have returned to Canada.

4.0 Student Applications

4.1 Application Guidelines

- Applicants must notify EDUCATION & TRAINING if they receive post-secondary funding from another First Nation or through any government source. Failure to disclose any such funding may result in a termination of the ASETS Student Support Agreement. Scholarships, Bursaries, and Student Loans are not considered funding for the purposes of the Local Guidelines. Applicants are encouraged to take advantage of any and all supports that may exist to reach their academic goals. Any component of an applicant’s education that is not funded through ASETS may be covered using another funding opportunity (i.e., living allowances and travel costs may be covered through another program or agency, even when EDUCATION & TRAINING is funding a student’s books and tuition).
- New applications must have been received by the deadline date set out in this Policy Manual; late applications will not be considered for funding in that semester but rather deferred to the next semester. The application will not be considered complete until all required documentation has been received. Applications shall be considered in order of priority based upon the date of receipt by Education & Training.
- When late requests are made for assistance for training for specific courses EDUCATION & TRAINING will make no commitment to the client for requests of this nature. The client will be advised that no immediate decision will be made and that a decision will have to be made by the entire committee. Considering the usual timing of these requests and the normal impact on our budgets, we will consider using fee payer funding for requests of this nature only.

4.2 Required Documents

4.2.1 New Applicants

Applications for financial support received by the administering offices must include, at a minimum:

- For Qalipu members: A copy of the letter or card from the AANDC Registrar, confirming the Applicants QFN status. Expired SCIS cards will not be accepted. If a card has been sent for renewal, a receipt of the new card application, or a temporary confirmation of registration document can be submitted. To request a temporary document, you can call 1-800-567-9604;
- A copy of the applicant’s grade 12 transcript or equivalency through Adult Basic Education (ABE). The Graduate Equivalency Diploma (GED) is not considered high school equivalency and is therefore not recognized.

- A copy of an acceptance letter or conditional acceptance letter from an Eligible Institution that confirms the Applicant is accepted for studies. For students in the 2nd year or higher of their program, verification of enrolment will be accepted;
- Semester breakdown of tuitions including start and end dates through to the end of the program.
- A completed and signed Student Support Application (Appendix “A”);
- Transcripts for **all** previous post-secondary education (programs both completed and not completed)
- A written summary of why the field of study has been chosen and a detailed outline of career goals after completion of the Course of Study.
- Part-time and distance education students need to provide a detailed action plan indicating the designation being sought, the length of training and a planned timeline for completion.
- Applicants attending a private institute must provide documentation identifying the most comparable program (see section 5.2.2 for criteria for comparable programs), and its related tuition fees, in the nearest Canadian public institution to his/her place of residence at the time of application. If the region only has one public institution which is more than 80 km one way from the applicant’s permanent residence, then the eligible private rates can be considered.

4.2.2 Returning Students

Returning Students must provide, at a minimum:

- An Application Renewal Form, to be submitted no later than April 30th for each year in which the Client receives ASETS Support Funding;
- Academic transcripts within fifteen (15) business days of the completion of each semester in which the Client is receiving funding; and
- Any other such information or documentation requested by Education & Training that Education & Training decides, in its absolute discretion, to be necessary to monitor, assess or otherwise evaluate any Client.

Education & Training reserves the right to withhold or reduce all funding, or take any other action it deems appropriate including terminating the Agreement, if transcripts or any other such information or documentation requested by Education & Training is not provided.

4.3 Application Deadlines

All students seeking funding must apply annually by the deadline dates established below.

<u>Semester</u>	<u>Date</u>
Fall	June 30 th
Winter	October 31 st
Intersession / Summer	February 28 th

New applications must be received by the deadline date set out in this Policy Manual. **Late applications may not be considered for funding in that semester but may be deferred to the next semester.** *Please note: the application must be received in the office before these dates. For example, if June 30th is on a Sunday, the applications are due in the office no later than the end of business on Friday, June 28th.*

4.4 Processing Applications

Upon receipt of an Application the Client Intake Officer will review the application for eligibility. At the pre-screen stage, applications for programs that do not qualify should be screened out. The CIO will notify all screened out applicants of the reasons why their application has been denied funding. Notification is to happen via e-mail as soon as possible after a decision has been made.

- The Client Intake Officer must verify the ASETS applicant's status number against client information entered into the GINU database.
- The CIO will review all applications and supporting documentation to ensure all acceptance criteria established above have been satisfied.
- Applications lacking supporting documentation will not be processed until all documentation is received.
- Completed applications must be date stamped upon receipt of all required documents into the office.
- The CIO will scan all applications in the Education & Training File Management System.
- Case Files using Applicant's last name, first name and Social Insurance Number as identifying information are created for each scanned application and supporting documentation.
- These files will be assigned a Client Services Officers (CSO) based on sequence and isolating applications that represent a Conflict of Interest for the associated CSO.
- After applications have been processed, all applicants will be notified in writing (this includes via e-mail) about the status of their funding. Unapproved and applications placed on hold will be informed as to the reasons why. Approved Applications will be sent a copy of their sponsorship letter as well as a Post-Secondary Student Support Program Agreement (Appendix B) outlining our responsibilities, financial schedule and student responsibilities and commitment. **The Applicant must return a completed and signed Agreement to Education & Training within ten (10) business days.**

Please note: funding through EDUCATION & TRAINING is highly subscribed to and very limited. Therefore, all funding will be limited by the resources we have in any given fiscal year.

4.5 Registration with Labour Force Database (ginu)

All existing students and new applicants will be required to register with ginu as a condition of receiving assistance from Education & Training.

4.6 Deferred Applications

- A deferred application is one where an eligible applicant is denied support as funds are fully committed in a given funding period.
 - ASETS is a support program and as such is not meant to cover all educational costs. Once a client has been added to the deferred list, the client must demonstrate their commitment to completing this program using other financial means if necessary. If the client delays their start date or wishes to change their program, their file will be deemed to be closed and a new application required.
 - The CIO will follow up each semester via email with those on the deferred list to ensure they are attending post-secondary and update their information. If a request for information is not replied to within 15 business days, the CIO shall deem the application as closed and instruct the client in writing or e-mail that the file is closed and a new application required.
- A letter will be provided to the applicant with the following:
 - Confirmation of receipt of the application
 - Date the application was deferred
 - Explanation for deferment
- Education & Training shall put the application on file and must review the deferment file on the dates of application deadlines. Students on the deferment list in excess of one year will be asked to reapply.

5.0 Funding

5.1 Eligible Expenditures

Eligible expenditures for ASETS Post-Secondary funding are:

- Tuition;
- Books required by the student for their program of study, if applicable.
- Allowances if eligible
- Mandatory compulsory fees

5.2 Eligible Tuition

Tuition support may be provided under the following conditions:

5.2.1 Public Canadian Institutions:

- Students attending Canadian public institutions at the actual tuition rate charged by the institute for a Canadian student.

5.2.2 Private Institutions:

- Students attending private post-secondary institutions at the same tuition rate, or the tuition rate that is the least amount, charged by a public or private Canadian institution nearest to the student's place of residence at the time of application which offers the least expensive comparable program. If the region only has one public institution which is more than 80 km one way from the applicant's permanent residence, then the eligible private rates may be considered.

A program of studies is considered comparable to another when:

1. The minimum academic prerequisites are equivalent;
2. The number of credit hours are equivalent to within 10%;
3. The course content generally covers the same subject matter

Applicants attending a private institute must provide documentation identifying the most comparable program, and its related tuition fees, in the Canadian public institution nearest to his/her place of residence at the time of application if the public institution is within 80 km of their permanent residence.

5.2.3 Tuition Procedure

The student must pay for their tuition and submit to Education & Training an official receipt issued by the Eligible Institution. Education & Training will reimburse the student for the eligible amount. EDUCATION & TRAINING will also accept Credit Memos or Account Statements if those supports are available at the client's institution.

5.3 Books

Applicants who have a funding contract that was established prior to April 1, 2014, or are not eligible for living allowances (i.e., part time students) may receive funding towards the cost of purchasing books necessary for the Eligible Programs in which they are enrolled. Applicants must provide documentary evidence indicating that books purchased are required by the Eligible Program (an official book list or syllabus).

Used books are an eligible expenditure, with a maximum allowable reimbursement of 50% of the new/original cost. Receipts for used books must be submitted.

Eligible books are only those deemed required by an institute, on an official syllabus or book list. Optional books and texts are not eligible.

Applicants are not eligible for funding for any school supplies or equipment necessary for the training programs.

The Education & Training Local Guidelines maximum allowable limit for Books is \$2000 per year.

5.3.1 Books Procedure

Clients are required to submit all requests for reimbursement for books to their CSO for approval. If approved, the CSO will then create a requisite form complete with requisite number and forward to Finance for payment to the student. The CSO may request the student provide additional information prior to approval.

5.4 Allowance

Living Allowance

Applicants who have a funding contract that was established prior to April 1, 2014, or are not eligible for living allowances (i.e., part time students) may receive funding towards the cost of purchasing books necessary for the Eligible Programs in which they are enrolled. Applicants must provide documentary evidence indicating that books purchased are required by the Eligible Program (an official book list or syllabus).

Effective April 1, 2017 applicants who are eligible for allowances will receive a maximum of \$2,000.00 per year in allowances. Those applicants who are not eligible for allowances will receive book allowances upon proof of receipts. At year end if a surplus is available, eligible applicants could receive additional allowances based on maximum rates as per Canada Student Loan guidelines.

o **Active Employment Insurance (EI) students** may continue to receive their full benefits for the duration of their approved claim by Service Canada. If Active claim is less than the allowances indicated above, the Client will be financially treated as a CRF client. Once their claim expires they will then be categorized as an Employment Insurance Reach back student.

o **Advanced Education & Skills (AES) students** without dependents (Single Bodied person) or Advanced Education & Skills (AES) student without dependents that have a residence to maintain that are registered in ABE are entitled to allowances through AES.

5.5 Part-Time Students

Regardless of funding availability, part-time students are not eligible for Living Allowances.

5.6 Ineligible Expenditures

The following expenditures are not eligible for support:

- Medical Insurance;
- Miscellaneous Fees, which includes but is not limited to residence fees, parking, bus passes etc.

Education & Training reserves the right to exercise discretion with respect to what constitutes an ineligible expenditure.

5.7 Other Conditions

EDUCATION & TRAINING will assist a skilled client if they are not successful in securing employment after five years.

5.8 Taxable Income

Please note that any financial support provided to clients through the ASETS program (i.e., funds for books, living allowance or tuition) are taxable to the student. Therefore, Qalipu will issue a T2202A to clients for any funds received under the ASETS program, and this income must be included on the client's tax return.

6.0 Limit of Support

6.1 Fields of Training Supported

College Programs

Post-Secondary Programs will be supported which are delivered by a publicly funded institution or a provincially licensed private training institution. The program must presently be requested through the broader labor market; as well as recognize the Labor Market needs in aboriginal communities. Exception may apply if the student has a written commitment from an employer; stating future employment after the training is completed.

- EDUCATION & TRAINING will pay private institutions the equivalent cost of tuition as the public institution if the public institution nearest to the client's permanent residence offers the course that the client is applying for at the time of registration. If the program is not offered at the public institution in the region defined above, the contribution to the student will be at the discretion of the committee. If the region only has one public institution which is more than 80 km one way from the applicant's permanent residence, then the eligible private rates may be considered.

Adult Basic Education (ABE)

ABE programs will be provided to level two and three students. The student is responsible for completing a least 1 credit every 2 weeks. All ABE students must have an action plan to sustain future employment. All individuals must be at least 20 years of age.

University Students

Support for University students will be considered only when the program is *“occupation specific and will lead to employment, re-employment and/or savings to the EI account”*. This means that the client will have to be registered for a specific faculty at a training institution.

Support for University Training should also be considered in light of budgets, demands and general labor market conditions.

Only university undergraduate degrees are eligible for support through ASETS. Graduate programs (i.e., Masters, PHD programs, etc.) will not be considered for funding through this program.

University students will only be eligible for support if they have successfully completed a minimum of 50% of the required courses (credits) for graduation from the degree program and additional university education is required to create a permanent and meaningful attachment to the labour force.

Please Note

The client must be able to **complete** the program at the end of the EDUCATION & TRAINING intervention (as per client contract).

6.2 Budget Allocation Limitation

Budget allocations are based on a number of factors. A proportionate amount of the budget is allocated for those living out of province. For example, if currently 32% of eligible Applicants live outside the province, then 32% of the budget allocation will be for eligible Applicants living outside the province. Once all applications have been reviewed and approved, any residual monies may be moved from one region to the other as the demand warrants for that intake period.

6.3 Duration of Studies Limitation

College programs may be considered for support for up to three academic years. Only the last two years of an undergraduate degree may be funded (4 academic semesters + one work term)

Full-Time students must complete the program within the timeframe set by the Post-Secondary Institution they are attending. Individual success and personal issues vary from person to person and in recognition of this, a grace period of one year will also be permitted to allow students to complete their training in the event they were unsuccessful in graduating in the normal timeframe.

EDUCATION & TRAINING will only provide one extension to any program. This extension cannot be an entire program with a different certificate.

6.3.1 Work Terms

Many fields of training include work terms in the curriculum of the program. For contracts signed before April 1, 2014, EDUCATION & TRAINING will maintain a maximum of 10 weeks living allowance while the student is participating in the required on the job training if the work term is unpaid. If a student is participating in a paid work term, they are not eligible to receive living allowances. Work terms may be done outside the province, if employment chances are greater.

No transportation costs will be paid to clients that chose to complete their Work Term outside the province.

- College Co-Op Program:

EDUCATION & TRAINING will pay the entire work term up to a maximum of three years combining education and work terms.

- University Co-Op Program:

EDUCATION & TRAINING will pay the entire work term up to a maximum of 5 semesters combining education and work terms.

6.3.2 Distance Education

- College:

Applicants applying to EDUCATION & TRAINING to compete a certificate or diploma through a publicly funded community college must obtain the necessary credits. The EDUCATION & TRAINING will fund distance education courses that are administered by a publicly funded institution or university. The program must be one that is presently being requested through the broader labour market, as well as recognize the labour market needs in aboriginal communities.

- University:

Applicants applying for distance education for university will only be funded for the last 20 courses prior to graduation. The client must indicate the number of courses needed to graduate; EDUCATION & TRAINING insist the client has to complete the 20 courses in a maximum of 7 semesters. EDUCATION & TRAINING will reimburse the individual 100% for books and tuition paid (receipt, credit memos or account summaries are required from institution) upon receiving a transcript outlining grades. If the client does not graduate by the date that is agreed to in the clients training contract the client will be case managed by the Client Service Officer until completion

of program (Client may be responsible for completion of program without assistance, however clients may be eligible for a one- year extension to complete any courses necessary for graduation). If the client quits their program of study during a semester, then the client will repay Education & Training the cost of that current semester.

6.4 Maximum Allowable Support

The maximum allowable tuition and books to be paid toward any client is \$18,000 under ASETS, with the exception of ABE.

Books cannot exceed \$2,000 per academic year

6.5 Satisfactory Academic Standing

All Clients must maintain Satisfactory Academic Standing, as per the institute's definition. Failure to do so will result in Probation or termination of funding.

6.6 Probation

Probation is intended to help students succeed. Students on Probation remain eligible for support.

If a Client fails to maintain Satisfactory Academic Standing in a semester they may be placed on Probation for the following semester. During Probation, Education & Training may request updates on progress, or require any other monitoring as may be necessary.

6.6.1 Failing to achieve Satisfactory Academic Standing

If a Client fails to maintain Satisfactory Academic Standing for a period of two consecutive semesters, resulting in the failure of the student to achieve Satisfactory Academic Standing for the Academic Year, that student will be removed from Probation and all funding support will be terminated.

6.6.2 Reinstatement

If a Client, having had support terminated for failing to achieve Satisfactory Academic Standing, demonstrates improvement, they may be considered for readmission to the ASETS Support Program and have their support reinstated.

6.6.3 Multiple Probations

If a Client is placed on Probation more than once, the Director and CSO shall review the continuation of support and may terminate funding, or require the student to take any such actions as the Director and CSO deem necessary to assist the student.

6.7 Reclaiming of Funds

When a Client must repeat a course, having failed to achieve the required passing mark, the Client must repeat the course at his/her own expense.

When a Client receives funding for which they know they are not entitled, the Client must return the funding to Education & Training. Education & Training reserves the right to take any such action as is legally necessary to reclaim the funds plus costs and interest.

Applicants who drop out of a program without completing the current semester may be required to return all funds previously allocated for that semester.

If, after dropping out of a program and terminating their contract with EDUCATION & TRAINING, a client returns to finish a program at their own expense, they will not be required to pay back the portion of the program that has previously been funded.

6.8 Emergency Contingency Funding

Education & Training does not provide emergency contingency funding or maintain an emergency contingency fund. All ASETS Support funding is used to support Clients as per the Local Policy Guidelines.

Education & Training reserves the right to establish an Emergency Contingency Fund at a later date.

6.9 Right to Terminate or Adjust Support

Education & Training reserves its absolute right and discretion to terminate, reduce or increase support, including but not limited to the support set out in Agreements, at any time for any reason, as Education & Training determines is reasonably necessary.

7.0 Responsibility of Students

- Each student must provide EDUCATION & TRAINING with academic records at the end of each semester. The records submitted must clearly outline the student's name, the name of the institution and the dates of the semester completed. If the record is not satisfactory to Education & Training the student's funding agreement could be terminated. Education & Training will accept scanned copies of transcripts to allow tuition payment to be released.
- Each student must provide EDUCATION & TRAINING with official receipts, credit memos or account summaries for books and tuition. Any unsupported expenses will have to be repaid by the student.

- If the student is having any problems regarding training or EDUCATION & TRAINING administration they are to contact the EDUCATION & TRAINING office. Students are to contact their respective CSO for any and all inquiries pertaining to their file.
- Students will be responsible for ensuring that they register for the correct courses in their specified programs and that they register on time. Education & Training will not be responsible for any late fees associated with a student's late filing.
- Students must maintain clear academic standing as determined by their post-secondary institution. If a student falls below this minimum standard they are immediately placed on probation for the period of one semester after which continuation of funding will be reviewed by the CSO and Director, Education & Training.
- If a student fails a subject and can retake the subject during the semester, they will be given the opportunity. However, the student will have to pay for the tuition and required books for that subject.
- If a student quits a program without just cause or is terminated by the school or Education & Training during the semester, then the student will repay Education & Training the total amount paid out to the student for that semester that was not completed.

8.0 Responsibility of Personnel

Client Intake Officer:

- Will verify that applications are complete prior to committee meeting;
- Take minutes during ASETS Education and Training committee meetings

Client Service Officer:

- Will review client files in ARMS at least once a month to ensure that client caseloads are up to date, CSOs are aware of the current status of clients and that all data is properly entered into ARMS in a timely fashion. This update will include all contacts and communications documented in ARMS as well.
- Ensure policies of the EDUCATION & TRAINING program are strictly enforced and communicated at all times.

Education & Training Committee:

- The committee will consist of the Director of Education & Training, Team Lead of Education and Training and a Client Service Officer.

- The committee will meet at a maximum of 3-6 weeks following deadline dates of February 28th, June 30th, and October 31st. If no funds available, meetings will be dismissed.
- Committee members must attend the meetings prepared to discuss each application. Will not participate in any decision making of individuals that are related to them personally.

9.0 Appeal Process

An Appellant shall have the right to Appeal any Education & Training decision with the notable exception of those declined funding due to budgetary restraints.

9.1 Internal Review

An Applicant or Client who is not satisfied with a decision of Education & Training shall request an Internal Review within thirty (30) days of an Education & Training decision. Notice shall be in writing and addressed to the ET committee.

The Team Lead and Director of EDUCATION & TRAINING shall review the initial decision with input from the CSO and provide a written decision to the Appellant within fifteen (15) working days of the next scheduled ET committee meeting.

The Internal Review decision shall provide reasons and shall state whether or not an agreement has been made to reverse, change or modify its decision. The internal review findings and decision shall be clearly communicated to the appellant via correspondence.

9.2 Appeal

An Appellant may appeal the Internal Review Decision to the ET Standing Committee. The Appellant must provide the Appeal Board with notice and reasons for the appeal within thirty (30) days of receiving the Internal Review decision.

9.2.1 Written Arguments

The ET standing committee will provide the Appellant thirty (30) days to submit written arguments. The Parties will provide the ET Standing committee with all documents and materials that are relevant to the Appeal. The ET standing committee will then distribute the written arguments and relevant materials and documents to all Parties.

9.2.2 Determining if a Hearing is Warranted

An Appellant or Education & Training may request an oral hearing at the same time Written Submissions are provided.

If an Appellant or Education & Training submits a written request for an oral hearing, then the committee must consider the merits and value of the oral hearing in determining if one is to be held. Where the ET standing committee decides against an oral hearing, reasons shall be given to the Parties.

Alternatively, the ET standing committee may convene an oral hearing even if neither Party requests one.

9.2.3 Hearing Procedure

The ET standing committee shall abide by and apply the principles of procedural fairness in exercising its authority throughout the Hearing.

A Hearing shall be held within thirty (30) days of the close of written arguments. The ET standing committee will notify the Parties of the date, time, location and process to be followed at the Hearing. There will be no right of cross-examination. Each Party is entitled to be represented by legal counsel.

9.2.4 Final Decision

The ET standing committee shall render a final written decision within thirty (30) days of the Hearing. A decision of the ET standing committee is not appealable.

The ET standing committee shall have the authority to confirm, reverse or amend any previous decision.

10.0 Employment Programs & Services

10.1 Wage Subsidy Program

The Wage Subsidy Program can assist aboriginal people to prepare for, obtain and maintain full time new employment. The purpose is to provide employers with an incentive to hire aboriginal employees whom they would not normally be able to hire in the absence of a subsidy.

- Employment application must be submitted to EDUCATION & TRAINING along with a résumé and consent to release information form from the employee.
- EDUCATION & TRAINING will provide subsidies to a participant's wages to help defray the cost associated with an individual's orientation to the work site and the job.

- Wages shall be an agreed upon negotiated amount with the employer prior to the approval process, EDUCATION & TRAINING will pay a maximum of \$13.00 per hr.
- Generally, EDUCATION & TRAINING will only subsidize 75% of the negotiated employment duration. Twenty- six (26) weeks is the maximum employment duration and EDUCATION & TRAINING will not pay the 26 weeks consecutively. Employer and EDUCATION & TRAINING will agree upon a payment schedule.
- Aboriginal and Non-Aboriginal business or organizations are eligible applicants of the wage subsidy program. The employee however, must be an aboriginal person and this employment will assist the member to prepare for, obtain, and maintain new full-time employment, resulting in savings to the EI Part II or CRF account.
- Employer remains responsible for supervising participants for the duration of the activity.
- Employer is responsible for the overall financial management of the placement.
- The employer must maintain employment of the subsidized individuals for ten weeks immediately (no lapse in employment weeks) following the Wage Subsidy contract or the employer will be responsible for paying back 50% the entire agreement.
- Employer must submit quarterly reports including a summary of employment activities, payroll records for the period, and a letter of good standing from The Workplace Health, Safety and Compensation Commission.

The employer applying for the wage subsidy cannot hire immediate family.

10.2 Seasonal Wage Subsidy Program

The Seasonal Wage Subsidy Program can assist aboriginal people to prepare for, obtain and maintain full-time new employment. The purpose is to provide employers with an incentive to hire aboriginal employees whom they would not normally be able to hire for a period of time not consistent with the Wage Subsidy Program.

- Employment application must be submitted to EDUCATION & TRAINING, along with a résumé and consent to release information form from the employee.
- Employer must submit quarterly reports including a summary of employment activities, payroll records for the period, and a letter of good standing from The Workplace Health, Safety and Compensation Commission.
- EDUCATION & TRAINING will provide subsidies to a participant's wages to help defray the cost associated with an individual's orientation to the work site and the job.
- Wages shall be an agreed negotiated amount with the employer prior to the approval process; EDUCATION & TRAINING will pay a maximum of \$13.00 per hr.

- Generally, EDUCATION & TRAINING will only subsidize 75% of the negotiated employment duration. Twelve (12) weeks is the maximum employment duration allowed and EDUCATION & TRAINING will not pay the 12 weeks consecutively. Employer and EDUCATION & TRAINING will agree upon a payment schedule.
- Aboriginal and Non-Aboriginal business or organizations are eligible applicants of the Seasonal Wage Subsidy Program. The employee however, must be an Aboriginal Person and this employment will assist the member to prepare for, obtain, and maintain new seasonal or lead to full-time employment, resulting in savings to the EI account.
- Employer remains responsible for supervising participants for the duration of the activity.
- Employer is responsible for the overall financial management of the placement.
- The employer applying for the Seasonal wage subsidy cannot hire immediate family.

10.3 Self-Employment Assistance Program

This program will be provided by EDUCATION & TRAINING to help provide financial assistance to a client to help them to start their own business. EDUCATION & TRAINING will provide a maximum of \$ 10,000.00 to a client under this program; this assistance is intended to cover personal living expenses and other expenses during the initial stages of their business, not for investment into the business. EDUCATION & TRAINING may, in addition to the above SEA, make a financial contribution to a client to hire a consultant or technical expert to assess their business opportunities and/or prepare a business plan. Recipients of seasonal SEA may receive a maximum of \$5,000.

Note: SEA can be offered to a person that is externally employed for less than 20 hrs per week at minimum wage. If EDUCATION & TRAINING enters into an arrangement the individual must keep the part-time position and report earnings to EDUCATION & TRAINING weekly and it will be deducted for the regular week wage paid to an individual under a EDUCATION & TRAINING SEA program.

- SEA must complete the employment program application plus provide a business plan
- The Director of Education and Training and the Administrative Assistant will meet to review and approve proposals whenever possible. If no meeting is planned, the Director can approve proposals.
- Priorities will be given to the proposals that indicate a high chance of employment success after the SEA program is complete;

10.4 Graduate Incentive Program

The Graduate Incentive Program may financially support status and non-status aboriginal people further their employability skills by offering the following services:

- Employment Counseling/Job Finding (Client Service Officer)

- Income support for Job Shadowing
- Bonus (lump sum payment to be paid to an aboriginal person for activities related to seeking employment)
- Wage Subsidy Program
- Training

10.4.1 Objectives of Graduate Incentive Program

By providing funds to eligible employers and aboriginal graduates, the Graduate Incentive Program is intended to:

- Successfully integrate post-secondary graduates into the labour market.
- To help gain full time employment for EDUCATION & TRAINING graduates during the program.
- To improve post-secondary graduates' employability and skills and improve their chances of full time employment in the future.
- Foster partnerships between employers and aboriginal graduates.

Please note: this funding is open to any Qalipu members regardless of whether they have been funded for Post-Secondary Education programs, in or out of the province.

10.4.2 Eligibility criteria for Graduate Incentive Program

Eligible Employers

- Preference will be given to aboriginal employers
- Non-aboriginal employers are eligible
- Non-profit organizations, public or private sector are eligible
- Only one Graduate Incentive Program per client per position

Eligible Applicants

- Graduated no longer than two years prior to application date
- Graduate has not worked in the field of study for more than four consecutive weeks since graduation

10.4.3 Application for Graduate Program Lump Sum Bonus

For services other than the wage subsidy program the graduate will submit an employment application to EDUCATION & TRAINING. Maximum payable is \$500.00 for a client to relocate to obtain full time employment. To be eligible a client must include:

- Employee information section and declaration of the Employment Assistance Program Application form.
- Recent pay stub
- Resume
- Photocopy of Certificate/Diploma/Degree
- A brief summary, not more than 250 words, of how this bonus would be of benefit to you
- A photocopy of your SCIS card or Confirmation of Membership into an Aboriginal Organization or Band

Application to the wage subsidy part of the Graduate Incentive Program, the employer will submit an employment application to EDUCATION & TRAINING. To be eligible an employer must include:

- Employment Assistance Program Application form
- Certificate of Clearance from Workplace NL
- Detailed job description
- Proposed Employee's resume
- A photocopy of your SCIS card or Confirmation of Membership into an Aboriginal Organization or Band

10.5 Skills Parachute Program

The Skills Parachute Program is offered through Education & Training to increase the skills of a client and improve their chances of maintaining or gaining employment. The Skills Parachute Program will cover the cost of short-term courses, up to a maximum of five days in length. The maximum cost covered by this program is \$1500.

For short-term courses longer than 5 days but less than 12 weeks in duration, applicants must apply through the Short-Term Courses Funding Program to be eligible for support.

Recertification of expired courses may be eligible for support under these programs in circumstances where a client is not currently attached to the labour force, and requires recertification to increase employability. The Skills Parachute Program will not cover the cost of driver education or hunter education courses.

Please note that a student being funded under any of Education & Training educational programs are not simultaneously eligible for Short-Term Course consideration.

Applicants who are interested in applying for the Skills Parachute Program must fill out an application form. Applications are available on our website. All applications must include, at minimum, the following documentation:

- Proof of membership in the Qalipu First Nation. Include a photocopy of your Secure Certificate of Indian Status (status card). If you are non-status and you have self-identified as an Aboriginal person, please indicate on the application.
- A written summary (not more than 250 words) of why you have chosen this short-term course of study and what your career goals are after completion of the Course of Study.
- A document demonstrating that this new course would be beneficial in helping you find and maintain employment. This documentation could be a letter from an employer, job ad, trade union application or some other document demonstrating labour market demand.
- A detailed course cost from the institution, acceptance into course, and start and end dates from the school.
- Once completed, Qalipu requires a copy of the certificate or letter of completion of the course supported.

Please Note: Funding under this program is not guaranteed and as this is a reimbursement program, you cannot begin this course without our prior approval. If you have taken this course on your own, before applying to us, we cannot reimburse you.

10.6 Short Term Courses Funding Program

The Short Term Courses Funding Program is offered through EDUCATION & TRAINING to increase the skills of a client or group of clients, helping to maintain their employment, or to gain an attachment to the labour force. This program covers courses that are shorter than 12 weeks in duration.

The Short Term Courses Funding Program may be used by employers as a form of group based training support, when it is required that a group of employees, or potential employees, receive the training to be eligible to keep or gain employment with that employer.

10.7 Youth Programs

RCMP/Qalipu First Nation Summer Student Program

The RCMP/Qalipu First Nation Summer Student Program provides Aboriginal Youth with an opportunity to work with the RCMP. It is a nine-week paid program from June to August, which includes a one-week training session at the RCMP headquarters in St. John's. Because Cultural Awareness is a priority with both the RCMP and QFN, students are exposed to Cultural Awareness in their training, and spend part of their summer employment working with Elders in their community.

To be eligible for the program, applicants must:

- Have completed high school;
- Be a Status or Non-Status Aboriginal (students are asked to indicate on their cover letter which Band or organization they are a member of. QFN members are asked to submit a photocopy of a non-expired SCIS card, or temporary proof of registration documentation);
- Be between the ages of 19-29 in the year in which you are applying;
- Have no criminal record;
- Be currently registered as a full-time student;
- Be planning to attend full-time studies in September
- Submit a completed application form and cover letter.
- Hold a valid Drivers License

Youth Summer Employment Program (YSEP)

The Youth Summer Employment Program is a partnership between the Government of Canada and QFN that provides Aboriginal Youth with an opportunity to gain employment with local employers during the summer months. QFN accepts proposals from community organizations who are interested in providing meaningful summer employment to Aboriginal Youth. The aim of this program is to improve employability skills and provide tools that will help youth advance their education.

Interested employers must submit a completed YSEP application and attach any requested supporting documentation by the March 31st deadline. Notification will be sent from Education & Training during the second week of April.

Employers who successfully obtain a summer student through the YSEP program are responsible for recruiting and hiring an eligible Aboriginal Youth to fill the position. The successful candidate must be approved by Education & Training prior to being offered the position.

Eligible students must be:

- Registered as a current full-time student;
- Planning on returning to full time studies in the fall;
- Between the ages of 15 and 29 (inclusive); and
- An Aboriginal person. Both status and non-status Aboriginals may apply; however, priority will be given to registered members of QFN.

11.0 Conflict of Interest Guidelines for Staff

As per section 18.4 of the QFN HR Policy: Conflict of Interest Guidelines. These members may include; the father, mother, step-father, step-mother, foster parent, brother, sister, spouse (including common law spouse), child (including child of common law spouse), step-child, ward, father-in-law, mother-in-law.

10.8 Privacy of Records

On January 1, 2004 the federal government enacted the *Personal Information Protection and Electronic Documents Act* (PIPEDA). The PIPEDA establishes new rules to recognize the privacy rights of individuals with respect to the collection, use, disclosure and retention of their personal information. The rules also recognize the organization's obligations to protect personal information in a manner that a reasonable person would consider appropriate under the circumstances.

Collecting Personal Information

The organization needs to identify the reasons for obtaining personal information before it is collected and to document the purposes for which it will be used; this must be on all applications, client consent form, etc.

Obtaining consent

Staff must obtain the consent of its clients prior to collecting, using or disclosing their information.

Limiting the Use, Disclosure and Retention of Personal Information

Personal information on file must only be used or disclosed for the purpose for which it was collected, unless the individual consents, or the use or disclosure is authorized by the Act.

Protected Personal Information

Sensitive personal information must be protected against loss, theft or unauthorized access. All client files must be held in a locked filing cabinet at all times, under no circumstances will client files be disclosed while other unauthorized people are in your office. All documents that contain personal information that are to be destroyed must be shredded immediately. When mailing applications or documents with personal information it must be in a registered or courier envelope.