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# Workplace Training Program

Program guidelines

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## Introduction

The purpose of this guideline is to outline program requirements and eligibility criteria for interested participants, employers and providers for the Workplace Training Program.

Labour and Immigration's Training and Employment Services are established and operated pursuant to section 8 of the *Government Organization Act*.

This program is administered by Alberta Labour and Immigration. Providers of this program are selected through a competitive procurement process through a Request for Proposal, when available, at [Alberta Purchasing Connection](#). Labour and Immigration will determine additional program elements that may be included in the procurement of this program.

## About Workplace Training

Workplace Training is a participant-centred training program that provides employer-delivered incremental training, work-site training and paid work experience for participants to obtain and maintain a job that would not otherwise occur.

Participating employers agree to on-the-job training and/or provide work experience, with the expectation that participants are able to engage and maintain employment with the employer.

## Objectives

The Workplace Training Program assists participants who are unemployed to:

- acquire workplace and occupation-related skills required in the local labour market
- obtain and maintain sustainable employment

## Expected Outcomes

Once participants have completed their training they are expected to be employed full-time (a minimum of 30 hours per week) in a related occupation. Providers are required to report participant information and outcomes, participants are surveyed approximately 90 days after completing the program.

Additional program outcomes for Workplace Training may be included in the Request for Proposal and outlined in the contract.

## Program Requirements

Workplace Training is led by providers and has two program options: On-the-Job Training and Paid Work Experience. These are differentiated by length of time and the method in which participants are supported when placed with the employer. Participants should not transition back and forth from one program option to another. Supplemental training is available to all participants, as required, regardless of which option is selected.

Providers are expected to facilitate suitable Workplace Training placements based on the participant's skills assessment and job target that aligns with the employer's job requirements. Workplace Training is **not** intended to provide ongoing recruitment support for employers to meet their hiring needs.

Prior to the employer hiring the participant, providers must have a signed contract agreement with the employer. **Labour and Immigration must approve these activities before they commence.**

## On-the-Job Training

On-the-Job Training acknowledges that the prospective participant does not possess the skills and competencies typically required for the desired position and with the support of a provider, an employer will hire and train a participant for a specified duration. The provider is responsible for finding a suitable employer who will train the participant.

The participant becomes an employee from the beginning of the Workplace Training placement. The skills and abilities that employers would normally expect from new employees are compared to the skills and abilities of the participant; the difference becomes the basis of the participant's training plan.

Providers are expected to have regular and meaningful contact with the participant and employer during the placement.

## **Training Plan**

The provider, employer and participant collaboratively develop the training requirements and outline the formal training goals. Training can include basic employability, workplace and occupation-related skills training.

This training is not intended to replace regular orientation, on-boarding or basic training that would be provided by the employer to new hires outside the program.

## **Government Financial Contribution**

Contribution for On-the-Job Training is up to a maximum of \$390 per week. Employees who work and are trained on General Holidays, are paid in accordance with Employment Standards Code Legislation. Employers are only reimbursed for the training and hours worked.

Employers are expected to pay the prevailing wage rates to participants in the program based on the skill demands of the position and the skill level of the participant.

Non-profit employers may be considered for 100% reimbursement for minimum wage plus mandatory payroll deductions to a maximum of 26 weeks.

## **Paid Work Experience**

The option of short-term Paid Work Experience helps participants gain employment quickly and maintain it. It is intended to support participants to demonstrate their competencies and skills as they perform specific work tasks, and become familiar with the job, employer worksite standards and safe work practices. With the support of a provider, an employer will hire a participant for 3 weeks of full-time work.

Providers are expected to have regular and meaningful contact with the participant and employer, typically twice per week. Providers will provide ongoing support to participants during this time to help them transition to long-term employment. This will allow employers time to confirm that the participant demonstrates essential workplace compatibility and characteristics such as aptitude for the work, positive attitude, work ethic and a willingness to learn.

The provider determines the need for a training plan; a training plan is generally not required for Paid Work Experience.

## **Government Financial Contribution**

Contribution for Paid Work Experience is up to a maximum of 40 work hours per week, at minimum wage for up to 3 weeks.

## **Supplemental Training**

Supplemental Training augments the training that occurs at the workplace and does not replace training/courses that the employer typically funds for employees. Supplemental Training:

- is available to all participants, as required, regardless of which program option is selected
- is included in the participant's service plan and may be supported up to a maximum of \$7000 per participant
- must be provided by an education or training organization independent of the employer
- may be delivered in classroom, through distance delivery, accessed and completed at the worksite, or at an off-site location

## **Employer Participation**

Employers participating in Workplace Training are selected by the service provider, based on their ability to:

- provide or facilitate On-the-Job Training or Paid Work Experience according to the participant's job target
- provide ongoing employment after the Workplace Training contract is complete

The provider should ensure the employer is aware there are no situations in which a conflict of interest or an apparent conflict of interest exists with the trainee and that the placement does not further an employer's private interest or involve personal services.

Employers must meet a number of administrative requirements such as appropriate business registration and coverage for employees as legislated under the *Workers' Compensation Act*. Detailed employer requirements, roles and responsibilities are contained in the Alberta Labour and Immigration [Service Management and Program Administration Guidelines](#).

## Ineligible Employers

Ineligible employers include, but are not limited to:

- Federal, provincial or municipal governments
- Provincial or federal Crown agencies, boards and commissions or corporations

## Position Placement Criteria

- New or vacant positions must be in Alberta. Contract or fixed term positions are ineligible. Some exceptions may apply.
- An employer can receive program contributions for each participant one time only
- The position cannot eliminate, reduce or otherwise impact the security of work hours of any existing employee of the employer
- Employers cannot receive program contributions for participants who are receiving a wage subsidy from other government sources for the same position at the same time
- Employer internships as well as positions funded through existing employment programs and placements are ineligible
- Apprenticeship training opportunities may be utilized through Workplace Training when skills and abilities of the participant are insufficient to meet entry-level requirements of the trades

## Duration

### On-the-Job Training

- On-the-Job Training will be up to 26 weeks of training, not necessarily 26 consecutive weeks. Exceptions for longer training duration is made based on need, up to a maximum of 30 weeks.
- The employment must be full-time, a minimum of 30 hours per week

### Paid Work Experience

- Paid Work Experience is up to a maximum of 3 weeks of training

## Participant Eligibility

To be eligible for Workplace Training a participant must meet the eligibility criteria and participate in the program assessment conducted by the provider.

Eligible participants must meet all of the following:

- be unemployed
- be in Alberta with an Alberta address, or any address in the city of Lloydminster, for the duration of the training
- have valid Social Insurance Number (SIN)
- be a Canadian Citizens, or permanent residents of Canada, or a protected persons under the [Immigration and Refugee Protection Act](#)
  - protected persons with a SIN that begins with 9 must have documentation to support they are a protected person
- have a clear and realistic employment goal, be "[Ready, Willing and Able](#)" to participate in and have a need for this programming to obtain and maintain sustainable employment
- 18 years of age or older
- be suitable for the program as determined through an employability assessment

Further considerations for participant eligibility are contained in Operational Guidelines provided to contracted providers.

## English Language Proficiency

To ensure success of participants whose first language is not English, Workplace Training providers will confirm English language proficiency according to the participant's career target, which may include:

- Language Instruction for Newcomers to Canada (LINC) Certificate issued by Immigration, Refugees, and Citizenship Canada (IRCC) which specifies scores in all four Canadian Language Benchmark (CLB) competency areas, OR
- Language proficiency assessment completed by Language Assessment Centre(s) in Alberta which also specifies scores in each of the CLB competency areas.

The minimum CLB varies based on occupation or sector and individuals who do not meet the minimum CLB (or equivalent English language proficiency measures) will be referred to upgrade their English language skills by attending either LINC program (if appropriate and if they are eligible) or English as a Second Language program

## Ineligible Participants

Participants are ineligible if they:

- do not meet all of the eligibility requirements
- terminated employment that they might reasonably have continued to hold
- have been incarcerated or convicted of an offence and are unable to work because of the conditions of their sentence or their release
- are Refugee Claimants under the *Immigration and Refugee Protection Act* while waiting for the outcome of their status in Canada
- are persons who have arrived in Canada as a visitor, on a work or study permit, or without status under the *Immigration and Refugee Protection Act*
- are self-employed participants or contractors
- are immediate family member of the company owner(s). Immediate family members include, but are not limited to: spouse, common-law partner, adult interdependent partner, child (biological, step, adopted), parent and sibling.

## Assessment

Assessment is a collaborative process between the provider and the participant to determine what steps are required to meet the participant's goal of obtaining employment. Assessment is the initial step in the provider delivering [Service Management](#) to participants. For additional guidance on assessments consult the [Alberta Assessment Factors Handbook](#), [Skills for Success Assessment Tools](#) or contact Labour and Immigration's Training and Employment Program Specialist.

## Employability Assessment

Workplace Training Program participants must participate in an Employability Assessment.

The assessment is done with the most appropriate interview method for the participant; such as in-person, by phone or virtually, additionally the provider may use supplementary assessments as required by the program.

The provider will complete an Employability Assessment to:

- assess whether the employment goal is realistic and this intervention is required for the participant to achieve their employment goal
- record and assess the participant's employment, education and training history and identify skills, knowledge and credentials as it pertains to the employment goal
- confirm the participant's current situation as it pertains to their employment goal:
  - confirm they lack the minimum qualifications employers require; and/or
  - have limited or no experience

- ensure they are labour market destined, and are “Ready, Willing and Able” to participate fully in training to achieve their employment goal
- identify any life factors that may affect their success of achieving the goal (family commitments, health, etc.)
- determine if any further supports are required for the participant to be successful in their employment goal
- set the activities of the [Service Plan](#) based on the results from the Employability Assessment, if the participant is accepted into the program

### **Ready, Willing and Able**

“Ready, Willing and Able” is part of the eligibility criteria for a participant taking part in programming. Factors that affect whether a participant is ready, willing and able include but are not limited to:

- having realistic expectations of themselves and the work they want to pursue
- ensuring they have sufficient stability and adequate skills in their lives to function and participate
- willing and able to commit full time to the program
  - Participants cannot access other education/training or services full time that would compete for a participant’s time and effort, thereby jeopardizing their success. A service or program that complements the training program and supports the participant’s employment goal may be acceptable.

Further considerations for Ready, Willing and Able are contained in Operational Guidelines provided to contracted providers.

## **Financial Assistance**

Living allowance is not provided for participants of Workplace Training.

## **Provider Responsibilities**

Detailed provider responsibilities can be found in the Alberta Labour and Immigration [Service Management and Program Administration Guidelines](#).

Additional processes to support the delivery of this program or service are contained in Operational Guidelines provided to contracted providers.