

Management and business skills: includes strategic planning, leading and motivating, allocating and controlling resources, evaluating, coordinating and organizing, recruiting and hiring, supervising.

New Hire: an unemployed individual, including an unemployed person with a Disability, hired by the Recipient who is a new hire (as of the program launch date) on an ongoing, full-time basis, who has not been employed by the Recipient for at least 90 days prior to being hired for the purposes of the Alberta Jobs Now Program, meeting eligibility criteria as outlined in the Guidelines and who has been approved by the Minister for the purposes of the Alberta Jobs Now Program Grant.

No credential/certification: a trainee who completed the training but did not receive formal documentation (i.e. did not earn a record of completion, credential or certificate).

Person with a disability: Persons who have a physical, mental, sensory, intellectual, or learning impairment, which, in interaction with various barriers, may hinder their labour market participation.

Proprietary (firm issued) credential or certificate: designation from a third-party training curriculum that is specific to a company and/or workplace.

Recent immigrant: an individual who self-identifies as a recent immigrant (Permanent Resident, landed immigrant and Protected Person under the *Immigration and Refugee Protection Act*) and has been residing in Canada for five years or less.

Salary: includes wages, vacation pay and general holiday pay, but does not include (i) overtime pay and termination pay, (ii) a payment made as a gift or bonus that is dependent on the discretion of an employer and that is not related to hours of work, production or efficiency, (iii) expenses or an allowance provided instead of expenses, or (iv) tips, commission or other gratuities;

Self-employed: an individual that operates their own business and generates revenue through selling products or services instead of working for an employer that pays a salary or a wage. A self-employed individual earns income through conducting profitable operations from a trade or business they operate directly. Self-employed individuals are not eligible to apply to the Alberta Jobs Now Program.

Soft skills: includes job readiness skills, personal management skills (e.g. personal goal setting, time management, etc.), working as a team, etc.

Sole Proprietor: sole proprietorship exists when an individual is the sole owner of a business and assumes all debts and obligations incurred by the enterprise. A sole proprietorship is an unincorporated business and has unlimited liability. Sole Proprietors may be eligible for the Alberta Jobs Now Program, please see details in the Eligible Employers section of the Guide

Some post-secondary: describes the education level of an individual who has attended post-secondary education, vocational or technical training but did not achieve a certificate, diploma or degree. (This category includes apprentices who have not achieved Journeyman status.)

Specialized or technical skills: skills required to operate a particular machine or use a particular technology.

Trades certificate or diploma: describes the education level of an individual who has achieved journeyman status in one or more trades.

Training costs: the costs directly incurred by the employer to train the new hire.

Training subsidy: partial payment of training costs for the New Hire as subsidized by the Grant.

University degree: describes the education level of an individual who has achieved one or more of the following: bachelors, master or post-graduate degree.

Upskilling or upgrading: training required to advance, progress or move to a different and/or better job.