

Implementing the Canada Job Grant

A cross-country round-up

Prepared by Brigid Hayes, Brigid Hayes Consulting

For the Canadian Union of Public Employees (CUPE)

January 2015

The logo for the Canadian Union of Public Employees (CUPE) is displayed in a bold, italicized, magenta font.

CONTENTS

Introduction 4

Key Highlights..... 5

The Canada Job Grant 9

The Structure of this Paper 10

Implementing the Canada Job Grant 12

- 1. Purpose 12
- 2. Who Can Apply?..... 12
- 3. Small Business Provisions 13
- 4. Who Can Be Trained? 14
- 5. Who Can Provide Training? 15
- 6. Delivery Methods..... 17
- 7. Types of Training..... 17
- 8. Duration of Training..... 18
- 9. Eligible Costs 18
- 10. Post Training Outcomes..... 19
- 11. Displacement Provisions..... 20
- 12. Credentials 20
- 13. Number of Grants per Employer 20
- 14. Number of Grants per Participant 21
- 15. Reporting Requirements..... 21
- 16. Information Collected on Individual Trainees 22
- 17. Payment Process..... 23
- 18. What Happens If Trainee Does Not Complete Training?..... 24
- 19. Supports to Assist Employers..... 24
- 20. Application Requirements – (A) Applicant Information (i.e. Employers) 25
- 21. Application Requirements – (B) Training Program Information..... 26
- 22. Application Requirements – (C) Training Participant Information 27
- 23. How to Apply..... 27

24. Additional Information	28
25. Forms	28
26. Available Documents	28
27. Canada Job Grant Websites	28

INTRODUCTION

In September 2014, the Canadian Union of Public Employees, in collaboration with the Employment and Training Alliance, released a report, “The Canada Job Fund: An overview of the federal transfer to provinces and territories.”¹

That paper outlined the provisions of the Canada Job Fund, a six-year federal-provincial-territorial agreement which replaced the Labour Market Agreements as of April 1, 2014. The paper provided an overview of the Fund itself along with the three elements that make up the fund – the Canada Job Grant, Employer Sponsored Training, and Employment Supports and Services.

Under the LMAs, the federal government provided provinces and territories with funding to address training and labour market issues facing those who are not eligible for Employment Insurance. The most significant element of the Canada Job Fund is the decision to place control of training decisions in the hands of employers. The Canada Job Grant is the centrepiece of this policy change made by the federal government.

This paper goes into detail about the processes being developed and implemented across the country to launch the Canada Job Grant. Provinces and territories are responsible for delivering the Canada Job Grant and are at different stages of doing so. While the Canada Job Fund agreements outline the objectives and spending targets for the Canada Job Grant, a myriad of elements need to be considered when implementing the program. Almost on a daily basis, more information is made available, so caution must be taken when reading this document as it is based on the information publically available as of January 21, 2014. [This version now contains information from New Brunswick].

¹ The original report may be accessed at: <https://bridgethayes.wordpress.com/my-reports-and-publications/> where you will also find a French language summary, [CUPE – Sommaire Le fonds canadien pour l’emploi](#) – RESDAC octobre 2014, translated courtesy of RESDAC.

KEY HIGHLIGHTS

All provinces and territories, except Quebec, began implementation of the Canada Job Grant with a start date of July 1, 2014. This paper outlines the implementation processes in each jurisdiction based on information publicly available as of December 15, 2014, with particular attention paid to deviations from the signed agreements with the federal government and variations among the provinces and territories.

Most jurisdictions have followed the Canada Job Fund Agreement (of which the Canada Job Grant is one component) where it provides direction.

- *Eligible recipients* have been restricted to employers located or based in the province/territory in many cases. Nunavut limits eligible recipients to small businesses while BC gives priority to the Liquefied Natural Gas sector.
- The list of *Eligible trainees* has been given more precision in many jurisdictions with reference to citizenship, eligibility to work in Canada, and the exclusion of temporary foreign workers. Only BC permits the self-employed to be trained using a Job Grant. Yukon gives priority to jobs that meet its top 100 in-demand jobs. Nunavut restricts trainees to the employed.
- *Eligible delivery methods* have been enhanced in a few cases with the inclusion of distance and blended learning, and learning that takes place in a training facility.
- A few additions have been made to the list of *eligible costs* (fees and materials) including Ontario's provision of audit fees for the employer in the case of large grants. Alberta, in particular, has included a long list of ineligible costs.
- All jurisdictions have some requirement that the *training lead to a job* (new or better) as outlined in the agreement.

The Canada Job Grant is based on encouraging employers to take the lead on training. Some provincial and territorial implementation plans however may cause employers and their employees to think twice about the grant.

- Application processes range from simple to onerous. Employers submit application forms ranging from 2 to 14 pages depending on the jurisdictions. At the time of application, the training provider, type of training, training hours, and costs are the most common elements requested. In three cases, quotes for the cost of training (three quotes in the case of Ontario) are requested. Four jurisdictions require the trainee to provide their name and, in three of those jurisdictions, sign the application form.

- The *payment process* in four of five jurisdictions requires the employer to pay the trainer and be reimbursed by the government with most requiring some form of holdback on the final payment until completion of training.
- Only three provinces indicate they have *supports to assist employers* with identifying training needs and developing an application.
- Ontario has the most complex and onerous application, monitoring and reporting requirements.

Reporting requirements may be onerous to provide and possibly seen as intrusive. Employers will also need to consider the consequences of receiving government funds.

- The Canada Job Fund agreement requires *basic reporting* on numbers, pre- and post-outcomes, and satisfaction. Most jurisdictions have added requirements including trainee personal information, activity reports, provisions for maintaining financial records and in the case of Ontario, a site visit, review of financial activities, and individual training plans.
- Ontario indicates employers must declare the Job Grant as revenue.
- Employers must attest, in most cases, that the training will *not displace existing training* or spending on training. They are also required to sign an agreement with the province/territory.

The participation of *small business* was an important aspect of the negotiations around the Canada Job Grant with provisions made to ease the cash contribution required to participate.

- Four jurisdictions appear to make no mention of special provision for small businesses.
- One potential issue was identified by Ontario, that is, not requiring all of the small employer's contribution in cash may result in insufficient funds to pay the training provider. Ontario will contribute to making up the shortfall.

Applying for a Job Grant has consequences for the individual. The amount of personal information required is, in some cases, extensive and may be seen as intrusive. The requested information is not required by the Canada Job Fund agreement.

- In terms of *personal information*, all jurisdictions have requirements for collecting personal information on trainees such as name, Social Insurance Number, date of birth, gender, employment status, and level of education. In some jurisdictions, this information is required with the employer's application, while in others it is a condition of the agreement. The Nunavut form collects the most extensive personal information.

- Alberta considers the Job Grant a *taxable benefit* for the individual. Ontario states it is not taxable if the employer pays the tuition but if a third party pays the tuition it is.

The Canada Job Fund agreement is silent regarding types of training, duration, the number of grants per employer, and the number of grants per employee.

- Most provinces and territories have stipulated the *duration of training* as taking place within one year.
- Eight jurisdictions do not specify the *type of training* permitted or allow whatever training the employer determines. The first grant announced in Manitoba was for skills training and certification, while the first announced in Ontario was for human resources training for managers. Where the type of training is specified, more often technical or job specific training is allowed. Only BC and Ontario mention Essential Skills training. Several provinces list ineligible types of training including apprenticeship, personal interest training, training where no-cost programs already exist, and training to maintain an existing professional designation.
- In most cases, there is no limit on the *number of grants an employer* can receive, although there could be in the future. Where limits exist, they are at \$250,000 to \$300,000 per year per employer.
- How provinces and territories deal with the question of the *number of individual grants* is interesting. Most limit it to one per trainee, although Saskatchewan sets it at one per year. Only Manitoba limits the grant to one per individual. Presumably, if an employee changes employers, they could still be eligible to receive another grant except in the case of Manitoba.

Third party trainers as determined by the province/territory are required by the Canada Job Fund. Many jurisdictions have specified eligible trainers, typically post-secondary institutions, private trainers, and labour trainers.

- NWT and PEI leave the decision of the training provider up to the employer.
- In some jurisdiction, private vendors, sector councils, and industry associates are eligible.
- For the most part, non-profit organizations such as literacy groups or employability agencies, are not eligible trainers.
- A few jurisdictions have dealt with one potential problem area by not allowing in-house trainers or those associated with the employer.
- Although a *credential* is not a requirement of the agreement rather it is a performance indicator, six jurisdictions require a credential or certification and two more will use the credential earned as a performance measure.

As the saying goes, “the devil is in the details.” The implementation of the Canada Job Grant will have twelve variations, giving the grant a different look and feel throughout the country.

THE CANADA JOB GRANT

The Canada Job Fund replaces the Labour Market Agreement (LMA). This six-year agreement with the provinces and territories is for the same annual amount as the LMAs, \$500 million/year with distribution of the funds based on population.

The Canada Job Grant is based on the following:

- The employer decides who is trained, what the content of the training is, and who delivers the training.
- The grant goes to the employer, not the individual.
- Training is provided by third party institutions. A credential or certification is a performance indicator, but does not appear to be mandated. Press releases refer to training of “short duration” but this reference is contained not in available agreements.
- Employers contribute one-third of the training costs – tuition fees or training provider fees, mandatory student fees, textbooks, software and required materials, and/or examination fees. Costs of creating a program or developing curriculum are not mentioned specifically.
- Only employers with less than 50 employees can use wage reimbursements or wages for up to 50 per cent their contribution.

Not only does the Canada Job Grant alter who decides what training is provided and to whom, it establishes spending targets that limit or restrict provincial and territorial government spending. Included in the agreements are provisions that state:

- Should a jurisdiction not meet the required target for employer contributions, the funds would be returned to (or withheld by) the federal government.
- Federal funding will depend on meeting employer take-up targets.
- In order to meet these targets, funds will need to be drawn either from the Employment Supports and Services stream of the Canada Job Fund or from the province’s/territory’s own funds or both.

THE STRUCTURE OF THIS PAPER

This paper is intended to achieve three objectives:

1. Compare and contrast the ways in which provinces and territories are implementing the Canada Job Grant
2. Provide an overview by Canada Job Grant element and by province and territory on implementation processes
3. Offer a commentary on the differences, similarities, and areas for concern.

The paper is based on a number of sources²:

- A review of official Canada Job Fund/Grant websites in every province and territory as well as the federal website.
- A document review including all available Canada Job Fund agreements.
- Daily scans of news media for articles and commentaries.
- Presentations and speeches made by ministers and officials at the federal, provincial and territorial levels about the Canada Job Grant.

The level of detail for each province and territory ranges from a one-page website to hundreds of pages of detailed administrative procedures. Applications forms provided a good deal of information. These were available for Alberta, BC, New Brunswick, Newfoundland and Labrador, Nunavut, Ontario, PEI, and Yukon. Provinces and territories may well have guidelines pertaining to all elements of this review. However only those that were publicly accessible were reviewed for this paper.

The province of Nova Scotia announced its existing Workplace Innovation and Productivity Skills Incentive (WIPSI) would be funded under the Canada Job Grant. The NS webpage provides some general information about the Canada Job Grant itself but at this point in time, the WIPSI appears to be the only activity under the grant. For this paper, only information directly pertaining to the Canada-Nova Scotia Job Grant is referenced; however, information about WIPSI is contained in the annexes.

The province of Quebec is not included in this review. Quebec's programs were determined to be in line with the principles of the Canada Job Fund and so the agreement signed with Quebec continues the provisions under the former Labour Market Agreement.

² Documentation has been placed in a Dropbox folder:
<https://www.dropbox.com/sh/g75m1d5udfvuhem/AACRDlijytd1CvFBZO4GzBUNVa?dl=0>.

Each province and territory named its own Job Grant, e.g. the Canada-Alberta Job Grant. In this paper, the term Canada Job Grant will be used to cover all provincial and territorial grants.

Generally, whenever the Canada Job Fund Agreement is referenced, the Ontario agreement was used as the standard (this was the first publicly available agreement). Individual provincial and territorial agreements were also reviewed to determine differences, exceptions, or exclusions. At the time of writing this report, no publicly available agreements could be found for North West Territories, Nunavut, Saskatchewan, or Yukon.

The 27 elements chosen for review in this paper are:

1. Purpose	2. Who Can Apply?
3. Small Business Provisions	4. Who Can Be Trained?
5. Who Can Provide Training?	6. Delivery Methods
7. Types of Training	8. Duration of Training
9. Eligible Costs	10. Post-Training Outcomes
11. Displacement Provisions	12. Credentials
13. Number of Grants per Employer	14. Number of Grants per Participant
15. Reporting Requirements	16. Information Collected on Individual Trainees
17. Payment Process	18. What Happens If Trainee Does Not Complete The Training?
19. Supports to Assist Employers	20. Application Requirements – (A) Applicant Information (i.e. Employers)
21. Application Requirements – (B) Training Program Information	22. Application Requirements – (C) Training Participant Information
23. How to Apply	24. Additional Information
25. Forms	26. Available Documents
27. Canada Job Grant Websites	

Two annexes provide the consolidated information. Annex A organizes information on the Canada Job Grant according to the above 27 elements while Annex B organizes the information by province and territory for each of the 27 elements.

IMPLEMENTING THE CANADA JOB GRANT

1. Purpose

The Canada Job Fund agreement states, “The Canada Job Grant provides financial assistance to employers on a cost-shared basis to support the training of Canadians for available jobs.”

For the most part, the provinces and territories echo the national purpose of the Canada Job Grant in their public documents. All provinces and territories stress the involvement of the employer. That involvement ranges from providing financial support to the employer, encouraging employer involvement to placing total decision making in the hands of the employer.

Most provinces and territories link the purpose of the Canada Job Grant to available jobs. New Brunswick, North West Territories, Nunavut, and Ontario focus on employers and their employees while the others speak about available jobs.

British Columbia links the Canada Job Grant to business success, Manitoba and NB to skills development and employment needs, and Nunavut to skill development aligned with job opportunities.

2. Who Can Apply?

The Canada Job Fund agreements have two categories of eligible recipients:

- 1) *individual employers* in the private and not-for-profit sectors
- 2) *organizations acting on behalf of employers* (e.g. employer consortia, union halls, industry associations and training coordinators) in the private and not-for-profit sectors.

All provinces and territories have the same basic eligible recipients. Nunavut however limits eligibility to employers with less than 50 employees.

Additional eligible recipients are:

- First Nations band councils (BC, ON), Inuit Organizations (NU), First Nations governments (YK)
- Unions (NB, NL)
- Crown Corporations (NU, YK)

A few jurisdictions specify ineligible recipients, these include:

- Federal, provincial or municipal government and/or agency (ON) (SK)
- Designated broader public sector organization, a school board, university, college or hospital (ON, SK), health regions (SK), district social services administration boards (ON)
- A Canada-Ontario Job Grant service provider or an Employment Service provider (ON)
- Those currently in receipt of other government funds related to the same skills training for the same individual (e.g., Employment Service or Youth Employment Fund Job Placements) (ON)

Several provinces and territories require the business be based in or have employees in that jurisdiction (AB, BC, NL, NU, PEI, SK).

3. Small Business Provisions

The Canada Job Fund agreement provides for a different level of financial commitment for small businesses. For large organizations, the employer contribution must always be in cash. For smaller organizations, the contribution may be made as follows:

- 50 employees or fewer
 - contribute a minimum of 15 per cent of the Eligible Training Costs for any individual's Job Grant, ***or***
 - make up to 50 per cent of their required contribution in wages or wage replacement if their total contribution for a Grant (including the wages or wage replacement) is at least 1/3 of the Eligible training costs

No mention is made of special small business provisions in AB, BC, NB, or PEI.

Where small business provisions are mentioned, they all follow the basic formula of the Canada Job Fund agreement. Notable differences include:

- Nunavut appears to have targeted its Canada Job Grant activity solely at small businesses – they are the only eligible recipient.
- The NWT permits a 'wage subsidy' as an eligible employer contribution in lieu of cash.
- Ontario and Saskatchewan do not include 'wage replacement' as an eligible employer contribution, only 'wages' are mentioned.
- Newfoundland and Labrador distinguish funding arrangements between existing employees and new employees. For existing employees the employer may contribute up to 50 per cent via wages or wage replacement while for new

employees, they must contribute a minimum of 15 per cent of the eligible training costs.

Ontario includes an interesting provision. Should the in-kind contribution of an employer result in not having enough cash to pay the training provider, the government will contribute to making up the shortfall either through the grant itself or through an additional contribution.

4. Who Can Be Trained?

According to the Canada Job Fund agreements, the following people are the eligible trainees:

- Unemployed individuals who need training to obtain a job
- Under-employed individuals who need training for a better job
- Individuals who are employed but who need training for a better job

In addition, several agreements (AB, MB, NB, NL, ON, PEI) specify additional requirements for trainees as:

- Canadian citizens
- Permanent residents
- Protected persons within the meaning of the *Immigration and Refugee Protection Act* (Canada) entitled to work in Canada

Figure 1 - Eligible Trainees by Type and Jurisdiction

	Unemployed	Employed	Under Employed	Self Employed
AB	✓	✓		x
BC	✓	✓		✓
MB	✓	✓	✓	
NB	✓	✓	✓	
NL	✓	✓		
NWT				
NS	✓	✓	✓	
NU		✓		
ON	✓	✓		x
PE	✓	✓	✓	
SK				
YK	✓	✓	✓	

Most provinces and territories adopted the above categories of eligible trainees. Some additional criteria include:

- BC allows the self-employed to be eligible while Alberta and Ontario explicitly forbids this.
- BC also permits students and interns to be trainees under specific circumstances.
- Nunavut does not include the unemployed.
- The underemployed are mentioned specifically as eligible trainees in Manitoba, New Brunswick, Nova Scotia, PEI, and Yukon.
- Residency in the province is required in Manitoba, New Brunswick, and Ontario.
- New Brunswick specifically prohibits training of full-time students.
- Temporary foreign workers are not eligible trainees in BC, Manitoba, and Saskatchewan while no temporary worker is eligible in Alberta.
- Ontario set four priorities for trainees: supporting unemployed individuals, supporting job creation, increased job quality, and job advancement.

Yukon has developed a website with the top 100 in-demand Yukon jobs; training for these jobs will be given priority.

5. Who Can Provide Training?

The Canada Job Fund agreements provide a simple statement of who can provide training, “a third party trainer as determined by the province/territory.”

Newfoundland and Labrador is the only province that uses only the Canada Job Fund agreement definition of trainer. It refers to a 'third party provincial recognized training provider.' NWT and PEI have not specified any training provider save for whomever the employer identifies.

While other jurisdictions may indicate that the employer decides on the provider, they also list types of acceptable providers. Most common providers are post-secondary Institutions (universities, community colleges), private trainers (private vocation institutions, career colleges, private business, product vendors), and labour training (union, trade union training centres, union halls). None of the guidelines provides definitions for these terms.

Alberta, BC, Manitoba, New Brunswick, and Yukon permit industry associations or sector councils to deliver training.

Ontario makes it clear that literacy organizations and organizations that provide mandatory training can provide training if they are operating in accordance with the *Private Career Colleges Act*, which most literacy organizations do not operate under.

Alberta, BC, and Saskatchewan explicitly state that in-house trainers or trainers associated with the employer are not eligible providers.

Figure 2 - Eligible Training Providers by Type and Jurisdiction

	AB	BC	MB	NB	NL	NT	NS	NU	ON	PE	SK	YK
Employer Decides	✓			✓		✓				✓		
Third Party provincial recognized training provider				✓	✓							
Post-Secondary Institution	✓		✓	✓							✓	✓
University		✓					✓	✓	✓			
Community College		✓					✓	✓	✓			
Private Vocational Institution	✓		✓								✓	✓
Career College		✓					✓		✓			
Private Trainer	✓	✓							✓		✓	
Private Business				✓								
Product Vendors			✓*						✓			
Union	✓			✓							✓	
Trade Union Training Centre		✓					✓	✓	✓			
Union Hall			✓									✓
Industry Associations	✓	✓	✓	✓								✓
Sector Councils			✓									✓
Training Coordinators				✓								
School Board									✓			
Others as approved by province /territory							✓	✓				

*must be approved by province

6. Delivery Methods

The Canada Job Fund agreement suggests three methods of delivery – classroom, workplace and online.

All provinces and territories include these three methods except for NWT and PEI which do not specify a delivery method. Some provinces and territories include additional delivery methods: distance (AB), blended (AB, ON), training facility (BC, MB, SK, YK), combination (NU), and other (NU).

7. Types of Training

The Canada Job Fund agreement does not specify the types of training eligible for the Canada Job Grant.

Alberta, NWT, Nunavut, PEI, and Saskatchewan follow the federal lead by not defining the types of training.

Manitoba and Nova Scotia will support training as determined by the employer, while Yukon supports any learning experience to gain specialized skills and/or credentials that are needed for a specific job or field.

Several provinces and territories specifically name eligible types of training:

- Meet a business need of the business (BC)
- Essential skills training (BC, ON)
- Technical training (BC)
- Business training (BC)
- Management and leadership training (BC)
- Short-term certificate training (BC)
- Skills enhancement short term training (NL)
- Skills enhancement job specific (NL)
- Skills enhancement skilled trades (NL)
- Skills enhancement workplace training (NL)
- Career or development training (ON)
- Maintenance and refresher skills training (ON)

Some provinces and territories have explicitly excluded certain types of training: apprenticeship (AB, ON), training for personal interest (BC), any programs currently available without cost including Adult Basic Education (BC), training that is part of regular business operations (NB), training to maintain a worker's existing professional designation (SK).

8. Duration of Training

The Canada Job Fund agreement does not specify the duration of training eligible for the Canada Job Grant.

The majority of provinces and territories specify that the training must be completed within 12 months (AB, BC, NB, NL, ON, SK, YK). Manitoba, NWT, Nunavut, and PEI do not have limits. Alberta and Saskatchewan also state that training must be a minimum of 25 hours.

9. Eligible Costs

The Canada Job Fund agreement outlines four types of eligible costs for the Canada Job Grant:

1. Tuition fees or fees charged by a training provider

2. Mandatory student fees
3. Textbooks, software and other required materials
4. Examination fees

Almost all provinces and territories have accepted the four national categories of eligible costs. Alberta does not include examination fees.

A number of provinces and territories have included additional types of fees that would be eligible under their grants:

- Course equipment (NL, ON)
- Registration (NL)
- Student Fees (NL, YK)
- Course Clothing (NL, ON)
- Tools (ON)
- Disability supports (ON)
- Audit fees for the employer (ON)
- Lab fees (YK)

Several jurisdictions have outlined non-eligible costs:

- Travel, including bus/transit passes (AB)
- Recreation/fitness fees (AB)
- Health care fees/premiums (AB)
- Child care costs (AB)
- Living allowance (AB)
- Assets the business already has or needs to operate such as computers, phones and office/worksites supplies (AB)
- Income support (AB, ON)
- Operation costs (ON)

Training costs incurred prior to the approval of application (SK)

10. Post Training Outcomes

The Canada Job Fund Agreement indicates that the training funded under the Canada Job Grant should lead to available jobs for Canadians.

Most provinces and territories stipulate that the employer must have a job for the trainee, whether they are existing employees or potential employees. BC requires that there be a “guaranteed” job while New Brunswick requires a letter to that effect.

In the case of hiring and training an unemployed person, Ontario provides that the offer of employment can be conditional upon the individual having completed training and subject to the employer's regular probationary period.

Other outcomes mentioned include a better job (MB, NB, NL, PEI), meet employer's needs (MB), increased pay (NU), and promotion (NU, YK). New Brunswick provides a definition of a "better job."

11. Displacement Provisions

The Canada Job Fund agreement is silent on the question of displacement, that is, the use of Canada Job Grant monies to fund training that would have already occurred without the intervention.

Alberta, BC, Nunavut, Ontario, PEI and Saskatchewan have all included some form of attestation that the Job Grant funds are being used in addition to existing training or spending on training. Ontario and PEI require that employer attest that the training request does not displace existing staff or, in the case of Ontario, replace staff on layoff. New Brunswick stipulates that trainees must not replace or displace permanent employees on lay-off, vacation, parental or sick leave.

12. Credentials

In the Canada Job Fund agreement, a credential or certification earned is not a requirement but is mentioned as a performance indicator.

Alberta requires that training must result in some sort of credential, defined as record of completion, certificate, grade, or industry recognized credential. Saskatchewan has a similar provision. In BC, New Brunswick, Nunavut, and Ontario, the employer must state the credential to be earned on the application form. In Nova Scotia and Yukon, the credential earned is part of the reporting elements or performance indicator.

No mention of a credential was found in documentation from Manitoba, Newfoundland and Labrador, NWT or PEI.

13. Number of Grants per Employer

The Canada Job Fund agreement does not limit the number of grants per employer.

There are no limits on the number of grants in BC, Manitoba, New Brunswick, Newfoundland and Labrador, Ontario, PEI or Yukon. Alberta placed a cap of \$300,000 per year per employer

while Saskatchewan placed a limit of \$250,000. Most have added a proviso that there could be caps or limits imposed in the future.

14. Number of Grants per Participant

The Canada Job Fund agreement does not limit the number of grants per individual.

There is some variation in how each jurisdiction addressed the number of grants. Alberta, Nunavut, and Yukon limit the grant to one per trainee, while Saskatchewan sets it at one per trainee per year. Newfoundland and Labrador limits it to one grant per employee. BC allows for one grant in a single application. Manitoba allows for one grant per individual. New Brunswick does not mention a limit on the number of grants.

These appear to be quite different definitions. Manitoba would seem to be the only jurisdiction that limits a grant to one per person ('unique individual'). Others limit the grant by status, i.e., trainee, employee. It is not clear what happens should an employee move to another company.

15. Reporting Requirements

The Canada Job Fund agreement outlines some reporting elements. These are:

- Number of employers by size and sector
- Number of participants employed after participation by pre-intervention status – immediately after and 12 months following intervention
- Income and hours worked per week pre- and post-participation by pre-intervention status – immediately after and 12 months following intervention
- Client satisfaction
- Employer satisfaction

Alberta, BC, Newfoundland and Labrador, Nova Scotia, Ontario, Saskatchewan and Yukon have all outlined various reporting requirements. Of these, Alberta, Ontario, and Yukon are quite extensive. Those jurisdictions require employers to complete forms with details including trainee personal information, training outcomes, income, credentials, and satisfaction. Yukon employers report on the National Occupational Classification (NOC) of the trainees' jobs. Employers in Newfoundland and Labrador and Nova Scotia are required to input activity reports via the provinces' LaMPSS online system.

Alberta and BC set out time limits for employers to maintain financial records, two years and seven years respectively.

Ontario employers will receive at least one site visit and review of their financial activities.

16. Information Collected on Individual Trainees

According to the Canada Job Fund agreement, provinces and territories are to collect information on the number of clients, their pre-intervention status, and demographic characteristics.

The information collected by the provinces and territories is far more extensive (information was not available for New Brunswick, NWT, NS, PEI, and Saskatchewan). Information may be collected upon either application, once training has commenced, or when payment is requested.

Figure 3 – Personal Information Collected by Jurisdiction (except NB, NWT, NS, PEI, SK)

	AB	BC	MB	NL	NU	ON	YK
Name	✓	✓		✓	✓	✓	✓
Social Insurance Number	✓		✓	✓	✓	✓	✓
Date of birth/Age	✓		✓	✓	✓	✓	
Gender	✓	✓	✓		✓	✓	
Employment status	✓	✓	✓		✓	✓	✓
Highest level of education	✓	✓	✓			✓	
Designated group (optional)	✓	✓			✓	✓	
Address				✓	✓		✓
Phone number				✓			✓
Email				✓			✓
Marital status					✓	✓	
Health card number					✓		
Entitlement to work in Canada	✓	✓				✓	
Immigrant status		✓					
Citizenship					✓		
Aboriginal status					✓		
Inuit land claims beneficiary					✓		
Do you have children or custody of children?					✓		
EI claim (yes/no)	✓	✓					
Trainee occupation	✓						✓

	AB	BC	MB	NL	NU	ON	YK
Apprentice (yes/no)					✓		
Hours worked prior to training	✓						
Annual income prior to training	✓				✓		
Position in company							✓
Did the trainee complete	✓						
Reasons if not completed	✓						
Trainee status after training	✓						
Hours worked after training	✓						
Annual income after training	✓						
Language					✓		
Employment history						✓	
Internationally Trained Professional (yes/no)						✓	
Source of income (if unemployed)						✓	
How long unemployed or out of school						✓	

All provinces and territories except for BC for which information was found require individuals to provide their Social Insurance Number. Other personal data collected by most jurisdictions are name, gender, employment status, and highest level of education.

Nunavut requires a large amount of personal data. However, it appears the form is a generic one used for other social assistance programs run by the territory.

BC, Nunavut, and Yukon require personal data on participants at the time of application. Newfoundland and Labrador and Ontario require the information once the grant is approved, while Alberta requires it in order to process payment.

17. Payment Process

Five jurisdictions outline a payment process; the employer pays the training provider and is reimbursed by the government.

Alberta reimburses one-third of the costs once the grant is approved and detailed information is provided about the participants, and the final one-third at the end of training. Receipts are required.

Ontario will provide 85 per cent of the grant upon receipt of the signed training agreement, valid certificate of insurance, training provider agreement, proof of payment by employer to training provider. The final 15 per cent will be paid after satisfactory acceptance of training outcomes report, proof of cash contribution and attestation of employer's in-kind contribution if application. There is provision for the first payment to be split into smaller payments.

Yukon divides its payments into 90 per cent upon signing of agreement and 10 per cent upon completion of activity report.

In BC, employers are reimbursed once training starts, with the caveat that the payments are conditional on the employer meeting all the obligations in the grant agreement. There does not appear to be a holdback in these cases.

Ontario has a detail process in the case of consortiums whereby the lead organization is required to collect the cash contributions of all the consortium members and provide payment to the training provider.

No information was found for when the employer will be reimbursed in Manitoba.

18. What Happens If Trainee Does Not Complete Training?

The Canada Job Fund agreement is silent on the question of what happens if the participant does not complete the training.

Alberta provides for the employer to still be reimbursed but must submit the reasons for the non-completion. If the employer was given a refund by the training provider, it must be returned to the government. BC indicates that the employer will not be eligible for reimbursement in the case of non-completion and required to repay any funds already provided. Ontario guidelines require verification during a site visit that the training provider reimbursed the employer, but no requirement to repay the government was found in the documents reviewed.

19. Supports to Assist Employers

Three provinces provide for support to employers to access the Job Grant.

BC is in the midst of a Request for Proposal process to identify organizations to help employers assess skills needs and develop training plans.

The Manitoba government will provide direct support to employers to identify training needs, connect with job seekers, completing the grant application, and provide information about possible training providers and link employers to other government programs.

Ontario will be using its network of Employment Ontario service providers to support employers. These providers will receive operating funds to hire and train staff, market and cover operational costs. Employment Ontario Service providers will make the funding decisions and monitor grants where there are less than 25 participants. They will also be expected to assist with training participant service plans, employer service plans, needs determinations, and service referrals.

20. Application Requirements – (A) Applicant Information (i.e. Employers)

Application forms were found for seven jurisdictions. Manitoba and Saskatchewan request employers contact government offices directly in order to apply.

The forms range in size. Yukon has the shortest form at 2 pages. Nunavut and PEI have 3 page forms, BC has a 4 page form, Alberta a 5 page form, Ontario a 6 page form and New Brunswick has a 7 page form. The largest, Newfoundland and Labrador, is 14 pages.

Alberta, BC, Nunavut, Ontario, PEI, and Yukon appear to have application forms customized either to the Job Grant or to employer applications. Newfoundland and Labrador's application form appears to be more generic.

The most common corporate information required includes:

- Business number – provincial/territorial and/or CRA (AB, NB, ON, PEI, YK)
- Number of Employees (AB, BC, NB, NU, ON, PEI)
- Sector (AB, BC, NB, NU, ON, YK) – BC also asks if there is a connection to the Liquefied Natural Gas Sector

Additional information requested on the various application forms includes:

- Average training budget per employee last year (BC)
- Past agreements with government (NB, NL, PEI)
- Environmental assessment (if applicable) (NL)
- Evaluation (NL)
- Audited Financial Statement (NL)
- Itemized Budget Breakdown (NL)
- Letters from Partners confirming financial or in-kind contribution (NL)

- Organization Structure (NL)
- Training Schedule (NB, NL)
- Business Plan (if the employing organization has been in business less than a year) (NL)
- Year Business Registered (NB, ON)
- GST, HST or rebate number (PEI)
- Major Product/ Service (PEI)
- Number of signatures required to bind the organization; number required to sign a payment reimbursement form (PEI)
- Liability Insurance Policy Number (PEI)
- Workers Compensation Number (PEI)
- Amounts Owing Government (PEI)
- Presence of labour stoppage or dispute (PEI)
- Union concurrence (if subsidy requested) (PEI)

In Ontario, consortiums must also submit the Employer Registration for Consortiums form.

21. Application Requirements – (B) Training Program Information

Employers must submit information about the training program and provider with their application. Based on the seven available application forms, the following information is required:

- Provider name (AB, BC, NB, NU, ON, PEI, YK)
- Provider type (AB, NB, NU, ON)
- Provider CRA Number (ON)
- Title and description of training program (BC, NB, NL, ON, PEI, YK)
- Type of training (NB, NU, ON, PEI, YK)
- Training location (BC, NB, PEI, YK)
- Training purpose (BC)
- Total training hours (AB, BC, NL, NU, ON)
- Training start and end dates (NB, NU, ON, YK)
- Expected certificates/qualifications/credentials (AB, BC, NB, NU, ON)
- Has employer previously offered this training (BC)
- Delivery method (AB, BC, NB)
- Type of skills learned/expected results (BC, NB, NL, NU, ON)
- Costs of the training program (BC, NB, NU, ON, YK)

While Manitoba's application form was not available, a fact sheet indicates that employers will need to confirm their direct training costs and provide information about results.

Ontario, PEI and Yukon require quotes for the cost of training. In the case of Ontario, if the training request is greater than \$25,000, employers must include information on three training institutions that offer the training being requested. Under circumstances where there are not three viable institutions (e.g., a very specific training that only the product vendor delivers, etc.), the employer must provide a clear rationale on the application form for why they have not provided three options.

Ontario has a number of additional questions about participants:

- Will incumbent staff be working during training?
- Will new hires be paid during training?
- Will incumbent staff be paid during training?
- Will employer support the completion of training through flexible work arrangements for existing workers?

22. Application Requirements – (C) Training Participant Information

At the time of application, BC, NU, PEI, and Yukon require the trainee to provide their name and, except for BC, sign an application form. Other personal information such as Social Insurance Number is also collected at this point.

In Alberta, New Brunswick, Newfoundland and Labrador, and Ontario, information on the number but not the names of trainees is required (note however, Alberta requires the name and personal information of trainees who are on EI).

Jurisdictions gather information in the application on the current and anticipated employment status of the trainees – their current position, hourly wage, expected employment outcome. Yukon requests information about the trainees' current and/or resulting position using the NOC.

23. How to Apply

In seven cases, provinces and territories have made the employer application available online. In the case of Manitoba, NB, NWT, and Saskatchewan, employers are requested to contact the appropriate government office directly.

While the application is available online, only Newfoundland and Labrador allows the employer to complete the entire process online. In the other jurisdictions, the online application form, once completed, is submitted via mail.

In Ontario, employers who have fewer than 25 trainees will submit their forms to their local Employment Service Provider and those with 25 trainees or more will submit directly to the responsibility ministry.

24. Additional Information

Alberta provides that trainees not yet employed will be considered government of Alberta workers for the purpose of workers compensation.

Alberta considers the Job Grant a taxable benefit for the individual. Ontario states it is not taxable if the employer pays the tuition but if a third party pays the tuition it is. Ontario indicates employers must declare the Job Grant as revenue and advises consulting with an accountant for tax advice.

Ontario is using the Canada Job Grant to support the concurrent launch of two pilot programs, Customized Training and UpSkill. These pilot programs will allow the ministry to test different design features and different ways of delivering training to better meet the needs of employers. The results of the pilots will be used to inform the future development of employment and training services.

25. Forms

A variety of forms have been developed and are available online. These have been listed in Annex A.

26. Available Documents

A number of documents are available on the various websites. These have been listed in Annex A.

27. Canada Job Grant Websites

The Job Grant websites of the provinces and territories are listed in Annex A.