

Lístuguj Mí'gmaq Development Centre

Human Resources Development



09/26/2012

Employment and Training Measures Guide

Our Vision

Foundations for Meaningful Lives

TABLE OF CONTENTS

Introduction.....	2
Definitions	3
Application Criteria	7
Application Procedure	9
Employment and Training Measures	
Support and Guidance	
Labour Market Information.....	11
Professional Resources	11
Research and Development	11
Training and Professional Development	
Professional Training	12
Academic Up-grading	13
Training Allowances.....	15
Participant Allowance.....	15
Child-Care Supplement.....	16
Occasional Transportation	16
Out-of-Home Accommodations Allowance	17
Employee Training & Development	17
Distance Education	18
Employability	
Job Creation Initiatives	19
Self Employment Assistance.....	20
Attendance Policy	23
Withdrawal.....	24
Conflict of Interest	25

Listuguj Mi'gmaq Development Centre

HUMAN RESOURCES DEVELOPMENT

INTRODUCTION

Our Mission: *Identifying and prioritizing employment and training opportunities by managing funds to support Client needs and formatting into relevant programs*

Our Commitments: *Dedication to CLIENT SUCCESS in a professional and confidential environment; EFFECTIVENESS through goal oriented focus and consistency; A positive collaborating TEAM that values opinion and respect; and Fiscal responsibility and STEWARDSHIP of our resources*

These policies and procedures will assist the Listuguj Mi'gmaq Development Centre and staff to regulate the delivery of programs and services, in accordance with the three (3) training and employment measures defined in the AFNQL¹-HRDC² Human Resources Development Agreement referred to as the Aboriginal Skills and Employment Training Strategy Agreement (ASETS). They will provide clear guidelines for staff, Listuguj Mi'gmaq Development Council members and Listuguj Mi'gmaq community members. They will replace past guidelines and will come into effect on the date signed below.

Chairperson

Director

Date

¹ Assembly of First Nations of Quebec and Labrador

² Human Resources and Skills Development Canada

DEFINITIONS

Listuguj Mi'gmaq Development Council

The Listuguj Mi'gmaq Government established the Listuguj Mi'gmaq Development Council on May 6, 1996 to provide the employment and training needs of Listuguj Mi'gmaq in conformity with the Regional Bilateral Agreement (1996-1999); Aboriginal Human Resources Development Agreements (1996-2010) and Aboriginal Skills and Employment Training Strategy (2010-2015).

Listuguj Mi'gmaq Development Centre

The Listuguj Mi'gmaq Development Centre, established on the 29th day of February 1996, serves as the secretariat of the Listuguj Mi'gmaq Development Council. Staff of the Centre include: Receptionist; Administrative Clerk; Career Counsellor; Communications Technician/Instructor; Custodian; Director; Employment Counsellor; Support Counsellor; Data Entry/Research Clerk (LMI); and Workshop/Course Facilitator/Instructor.

Front Line Services

The LMDC delivers employment and training, support and services to Listuguj Mi'gmaq. Front line core services include:

Receptionist - The receptionist of the LMDC is the Client's first contact. The receptionist is responsible for registering and/or updating the Clients profile in the Aboriginal Labour Market Adaptation Support System (ALMASS). The service required is then determined and a referral is made to the appropriate counsellor.

Career Counsellor - The Career Counsellor conducts an initial interview to obtain the Client's employment and education background information after which basic interest, aptitude and personality assessments are conducted. The Career Counsellor guides the Client through Labour Market Information (LMI) research on occupations, training programs and institutes, and requirements. Together with the Client, the Career Counsellor develops a Return-To-Work Action Plan. All information is entered into ALMASS.

Support Counsellor - The Support Counsellor is responsible for monitoring the Clients who are on active employment and training measures. The attendance, academic progress and evaluation of each Client are monitored and interventions are conducted if necessary. The Support Counsellor is also responsible to provide support to all Clients, ensuring continued motivation and encouragement. Referral to appropriate external services is made when necessary. All interventions are entered into ALMASS.

In addition, the Support Counsellor, together with the **Director** is responsible for establishing partnerships with training institutes and coordinating training programs, including recruitment and screening of potential participants.

Employment Counsellor - The Employment Counsellor provides the Client with the skills and knowledge required to obtain and maintain a job, including cover letters, resumes, job search skills,

interview techniques, how to communicate with employers and work ethics. The Employment Counsellor is also responsible for obtaining and maintaining a pool of potential employers for current and up-coming employment opportunities. All interventions are entered into ALMASS.

Aboriginal Labour Market Adaptation Support System (ALMASS)

ALMASS is a management tool that among many of its capabilities is used to track results of Clients who participate in employment and training measures. Additionally, ALMASS is a database that holds valuable LMI, specific to employers, economic events and job offers. These modules are maintained by LMDC's **Data Entry/Research Clerk** and used by all staff of the LMDC, ensuring up-to-date LMI provided to the Client.

Client

Listuguj Mi'gmaq - person of Listuguj Mi'gmaq Ancestry.

Listuguj Community Member - Listuguj Mi'gmaq person living within the community of Listuguj.

Both clients have access to services provided by the Listuguj Mi'gmaq Development Centre. Listuguj Mi'gmaq Clients are *eligible* for financial assistance.

Participant

A participant is a person taking part in a measure.

Active Claimant (Employment Insurance Funds – Part I)

A person currently in receipt of Employment Insurance (EI) benefits from Human Resources and Skills Development Canada.

Clients Eligible for Employment Insurance Funds – Part II

The term EI Client applies to individuals who, at the time they apply for assistance under a measure are:

- Active EI claimants
- Former EI claimants whose benefit periods under the EI Act ended within the last 36 months or
- Former EI claimants for whom benefit periods are established within the last 60 months and who:
 - Received special benefits under the EI Act during the benefit period
 - Subsequently left a full-time job in order to take care of one or more new-born children or of one or more adopted children, and
 - Claimants seeking reintegration into the labour market.

Dependent Child

The Child of a Client, or of whom the Client is the legal or traditional guardian, who is under the age of 18 (proof required), and who does not receive any financial aid (employment-insurance, social assistance, student bursaries from the Band Council or Minister, etc) or a salary.

Dependant Spouse

Spouse without any source of income, excluding government family allowances.

Income

Income: Income security benefits, employment insurance benefits, training allowance, student funding from a Band Council or government department, RRQ, CSST, employment income (salary), widow's or widower's pension, support payments granted to the participant, etc.

Spouse with Income

Spouse with income from any source.

Spouse

The Client's legal husband or wife, or someone with whom the Client has been living with for at least one year and is represented as his/her spouse prior to the Client's participation in the measure.

Promoter

An employer legally recognized under the Provincial and Canadian legislation governing institutions. A recognized training institute, or specialized training consultants.

Sponsor

Employer legally recognized under the Act of the Federal and Provincial Institutions.

Return to Work Action Plan

The Career Counsellor will help a Client in the development of a plan of action. The Counsellor will propose activities; such as options and programs available in the area that may help the Client find a permanent job. The action plan is the assessment of the needs of a person and will help to:

- Gather specific data on the knowledge, experience, potential, motivation, values and objectives of the Client.
- Determine the needs, strengths and weaknesses of the Client, as well as, the skills he or she must acquire to find appropriate employment.
- Decide which actions to take, and identify the means to be used to achieve the Client's career objective.

The plan of action is developed with the Client through the guidance of the Career Counsellor. The Client approves the plan. The Counsellor responsible monitors the action plan and records the results.

Measures

This term applies to any following, which are listed in the Aboriginal Skills and Employment Training Strategy Agreement, which the Local First Nations Commissions may design or carry out in order to support or enhance the development of Clients' employment-related skills, abilities and knowledge in relation to the labour market.

Support and Guidance Measures

Labour Market Information

Help Clients to obtain relevant information on the labour market and educational programs in order to identify the services and means that will allow them to integrate the labour market (documentation center, job bank, Internet, job offers, educational and vocational information, etc.). Enhance the Client's self-sufficiency in searching for a job.

Professional Resources

Provide Clients with professional services to establish strategies for employment integration (Counselling, information session, job search techniques, etc.).

Research and Development

Support and develop approaches intended to adapt or design innovative assistance methods and to improve situations through research, surveys, reports and specific mandates.

Training and Professional Development Measures

Professional Training

Help Clients or groups of Clients acquire work-related vocational skills.

General Academic Up-Grading Training

Intended for adult Clients who wish to:

- Acquire prerequisite skills for vocational training and/or a trade.
- Complete high school in order to acquire post-secondary education.

Employee Training & Development

Intended for Clients who are in employment that require enhanced or upgraded skills to remain competitive in the labour market.

Employability Measures

Job Creation Initiatives

- Provide employers with incentives so that Clients can integrate the labour market and acquire appropriate work experience.
- Give individuals the opportunity to acquire work experience with employers, under the supervision of proficient staff.
- Provide young people experiencing difficulty in finding work with access to programs dealing with professional and personal development and work experience by taking part in projects, workshops, etc.

Self-Employment Assistance

Support Clients who want to start a small business (within the first year of existence).

APPLICATION CRITERIA

Sponsors

Eligibility criteria for measures offered by the Listuguj Mi'gmaq Development Centre:

- Project sponsors must have a physical address at which they conduct operations.
- It is mandatory that the project activities take place at the business workplace.
- The subsidy must not be used for basic funding by the sponsor.
- A project may be transferred for the purposes of continuity to another employer in the same field, with the approval of the LMDC.
- The sponsor must be a profit or non-profit legally recognized entity.
- The sponsor must have the capacity to contribute to the participant's salary, if applicable.
- The sponsor must offer a positive and enriching training and working experience.
- For profit sponsors can benefit from a maximum of two (2) projects per year.
- Salary or compensation paid by the sponsor without approval is not admissible.

Participants

Individuals eligible for employment or training measures delivered by the Listuguj Mi'gmaq Development Centre:

- Must be Listuguj Mi'gmaq.
- Must have a social insurance number.
- Must declare all sources of revenue including the spouse's income, which will be considered when establishing rates for Clients on a measure
- The measure must be in accordance to the participant's action plan and professional goals, and must take place within the established time frame indicated in the Return to Work Action Plan.
- Non-compliance to the established and approved Return to Work Action Plan will result in the same penalties as described for Clients who withdraw voluntarily or involuntarily from a measure.
- Priority will be given to Clients who have not previously received funding.

Admissibility Conditions

Once the Client and the Career Counsellor have completed an action plan satisfactory to both, activities will be carried out according to the following schedule:

- Academic upgrading: 3 academic calendar years (126 weeks)
- Professional training:
 - Vocational Training Programs delivered by a Commission Scolaire in the province of Quebec are eligible for the duration of the program.
 - Vocational Training Programs in excess of 52 weeks in other provinces will be evaluated for eligibility.
- Employment integration: 26 weeks
- Self-Employment Assistance: 52 weeks

Clients who have quit or who are required to withdraw from a measure without valid reasons will have a waiting period of one (1) year starting on the date of withdrawal from the measure.

Clients who have utilized the maximum contribution weeks will have a waiting period of one (1) year for a training measure; two (2) years for an employability measure and five (5) years for the self-employment assistant measure.

For the B1-Professional Measures, the waiting period may be waived for those who seek to acquire skills in a second trade in the construction industry.

A Client or a sponsor who makes a false declaration is not eligible.

A waiting period of one (1) year may also be imposed on a Client or Sponsor who makes false declarations in regards to his/her address, source of revenue or any other information relative to eligibility.

When false declarations have been made, the LMDC may, at its discretion, put an immediate end to a measure.

A Client can participate in a job creation measure for a maximum of fifty-two weeks within a three (3) year period.

APPLICATION PROCEDURE

Processing of Application

Clients

- The Client meets with the Career Counsellor to assess the situation and to identify an action plan designed to facilitate workforce integration or to improve work opportunities.
- The Client submits all appropriate documents required to open a file and to evaluate the application.
- The Career Counsellor ensures the completion of all the forms required to make an application for funding, with the written consent of the Client.
- The Client's application is forwarded to the Administrative Clerk for project entry into ALMASS.
- The Client's application is forwarded to the Director of the Listuguj Mi'gmaq Development Centre for review and formulization of a recommendation.
- The recommendation is presented to the Listuguj Mi'gmaq Development Council for a decision.
- The Director informs the applicant of the decision in writing within five (5) working days of the Board Meeting.
- If approved, a triplicate agreement is drafted, forwarded to the Support Counsellor to ensure endorsement by the Director, Sponsor and Client.

Sponsor

- Upon receipt of the sponsor's request, the Career Counsellor ensures that all forms necessary to make an application are complete, and all supporting documents have been received.
- The sponsor's application is forwarded to the Administrative Clerk for project entry into ALMASS.
- The sponsor's application is forwarded to the Director of the Listuguj Mi'gmaq Development Centre for review and formulization of a recommendation.
- The recommendation is presented to the Listuguj Mi'gmaq Development Council for a decision.
- The Director informs the applicant of the decision in writing within five (5) working days of the Board Meeting.
- If approved:
 - The sponsor selects Listuguj Mi'gmaq Development Centre eligible candidates (within one month of the date approved) by means of job postings or direct hiring (depending on the sponsor's hiring policy).
 - The selected candidate is referred to the Career Counsellor to determine eligibility and completion of a Return to Work Action Plan.
 - A triplicate agreement is drafted, forwarded to the Support Counsellor to ensure endorsement by the Director, Sponsor and Client.

Sponsor's Responsibilities

- Publicly acknowledge the financial assistance of the Listuguj Mi'gmaq Development Council.
- Advise training and/or employment measure participants that they are being provided with an opportunity to acquire new skills and/or work experience.
- Complete all bookkeeping activities related to the project. A final review of the project will be carried out within 12 weeks of the project finish date.
- Allow representatives of the Listuguj Mi'gmaq Development Centre to monitor the training/employment activities. It is understood that failure to comply with the approved training or Return to Work Action Plan will be reported to the Listuguj Mi'gmaq Development Centre.
- Advise the Listuguj Mi'gmaq Development Centre, in writing if, for any reason, one participant or more quits or must leave within the project's period of operation.
- Ensure the participant of the project will not be assigned to activities other than those related to the objectives of the agreement.
- Provide the necessary framework and follow-up essential to attain the project's objectives.

Prior to the project's start date, all potential participants must attend a scheduled appointment with Listuguj Mi'gmaq Development Centre's Career Counsellor to determine suitability and eligibility for the proposed employment/training measure. All candidates seeking financial assistance from the LMDCouncil will be subject to LMDCentre criteria. Non-compliance will result in a project delay or disqualification for funding.

Applications Denied by the Director

If the application does not meet the Eligibility Criteria, the Director may deny the application. The Director will report to the Listuguj Mi'gmaq Development Council the decision at the next duly convened meeting.

Appeal Procedure

If an applicant believes that the said decision or the conduct of the LMDC constituted an unfair application of the foregoing procedures, such applicant may request a copy of the Appeal Procedures to initiate the appeal process.

EMPLOYMENT AND TRAINING MEASURES

A. Support and Guidance

A1 LABOUR MARKET INFORMATION

OBJECTIVES

Provide Clients with relevant information on the labour market and educational institutions in order to identify labour market integration services and methodology.

MEANS

- National job classification system.
- Bulletin board: posting of job offers, employment statistics in the area, and information on available training programs.
- Employment and training documentation centre: Employment Insurance Act, guide to preparing a resume, labour standards, programs and services offered by the Listuguj Mi'gmaq Development Centre, interview techniques, schools, colleges and universities, documents relative to employment and training, etc.
- Internet job bank.

A2 PROFESSIONAL RESOURCES

OBJECTIVES

Provide Clients with services to establish strategies for employment integration.

MEANS

- Counsel Clients to make career choices, choose appropriate training, provide advice on ways of finding and keeping a job, etc.
- Provide assistance in writing a resume and a cover letter, and support Clients in the job search.
- Information sessions dealing with self-awareness, job search techniques and interview techniques.
- Maintain a bank of potential employers and candidates on the ALMASS software program.

A3 RESEARCH AND DEVELOPMENT

OBJECTIVE

Support and develop approaches with the goal of adapting or developing innovative ways to improve a situation through research, surveys, reports and specific mandates.

MEANS

Research and refer to appropriate agency or service.

EMPLOYMENT AND TRAINING MEASURES

B Training and Professional Development

B1 PROFESSIONAL TRAINING

OBJECTIVE

Allow clients to acquire job-related vocational skills necessary to achieve their career goals.

BY MEANS OF

- Diploma of Vocational Studies (DVS) – Quebec
- Attestation of Vocational Studies (AVS) - Quebec
- College Certificate/Diploma of Vocational Studies
- College Attestation of Vocational Studies.
- Vocational Training courses and programs of less than 80 hours.
- Non-accredited training³.

CRITERIA

- The training application must demonstrate that:
 - The Client is to complete training with the intention of reintegrating into the labour market.
 - The Client must be accepted into a post secondary institution.
 - The Client is to improve his/her knowledge, allowing him/her to adapt to labour market changes.
 - The training is a prerequisite to a professional training or employment integration.
 - The training is recommended by a potential employer for an eventual job.
 - Clients are required to participate in How to Be a Successful Student Workshops.
 - Completion of High School or equivalent with the exception of Diploma of Vocational (DVS) in the province of Quebec.

FUNDING

Expenses covered include:

- Tuition and related expenses for public institutes
 - 50% (or a minimum of \$3,000*) of tuition up to a maximum of \$5,000 will be paid.
 - The minimum contribution for tuition will be adjusted on an annual basis. The amount will be equivalent to the rate paid for clients attending New Brunswick Community Colleges.
 - Where certain programs of similar content and duration are not offered within reasonable proximity, the minimum contribution for tuition is \$5,000. Maximum will remain at \$5,000.
 - Where tuition fees for specialty programs are generally higher than regular programs, the minimum contribution for tuition is \$5,000. Maximum will remain at \$5,000.

³ Priority will be given to accredited training. Non-accredited training may be approved in particular cases.

- Related fees (Student fees, library fees, health plan fees, etc.) will be considered on a case by case basis
- Text books.
- Program specific Equipment and/or clothing.

See criteria, rate scales and admissible expenses under training allowances.

NON-ELIGIBLE

- Technical Training Courses and Programs are not eligible⁴
 - Diploma of College Studies (DCS) – Quebec
 - The equivalent of a DCS in other provinces
- University Training Courses and Programs are not eligible
- Training courses and programs delivered by or in conjunction with a Cégep or University are not eligible for funding.

TRAINING IN PRIVATE INSTITUTIONS

- As above; and
- If a program of similar content and duration is offered in a public institute within reasonable proximity, only the amount equivalent to costs in the public institute may be paid for.

B2 ACADEMIC UP-GRADING

OBJECTIVE

Is intended for adult clients who wish to:

- Finish high school so that they can begin post-secondary training or an occupation.
- Acquire the pre-requisites to integrate into professional training and/or obtain employment.

ELIGIBILITY

- Training must be in accordance to the career goals as identified by the plan of action established previously with the Career Counsellor.

MEANS

- General Academic Upgrading – full time and/or part time high school.
- Literacy and academic upgrading.
- Pre-vocational training.
- Pre-employment training.

FUNDING

Expenses covered include:

⁴ Exceptions may be made for Clients in receipt of Employment Insurance (EI) benefits for the approval to initiate EI-Part 1 only to participate in Technical Training.

- Tuition and related expenses at a public institute.
- Textbooks.

See criteria, rate scales and admissible expenses under Training Allowances.

TRAINING ALLOWANCES

ELIGIBILITY

- 1.1 For academic up-grading, Clients must be 18 years of age or older and must have been out of the public school system for at least one year.
- 1.2 For Professional Training, Clients must be accepted into a Professional Training Program
- 2.1 Allowances may be granted to full time students only. Part time students are eligible for financing for training and materials fees only. Part time studies will be accepted only if recommended by the employment counsellor. Full time study is 25 hours per week or more.
- 2.2 Participants' allowances will be reduced for each day of absence. All absences must be justified and validated by the training institution and the Support Counsellor to determine continuance in the program.

Participant Allowance Rates		
Client Family Status	Weekly Allowance	Monthly Allowance
Single client	185.08	802.00
Client with employed spouse	185.08	802.00
Client with dependant spouse	237.92	1,031.00
... with one dependant	326.77	1,416.00
... with two dependants	365.31	1,583.00
... with three dependants	401.31	1,739.00
Single Client with one	273.92	1,187.00
... with two dependants	312.46	1,354.00
... with three dependants	348.46	1,510.00
Each additional dependant	Add \$13.85 per child	Add \$60.00 per child

Participant allowance rates include provisions for daily living expenses, accommodations, local travel and child-care.

A Client whose spouse has a source of income shall be categorized as a “Single Client” or “Single Client with dependants”

In the case where both spouses are participating in a training measure, each will be categorized as “Single client”. Where dependants are included, one parent shall be categorized, as “Single client”; the other shall be categorized as “Single parent with dependant(s)”.

In all cases, funding will be determined following verification of any other funding agencies as to the level of family income.

The LMDC may request a copy of the Client's most recent Income Tax return, which will indicate the trainee's declaration of dependencies.

EMPLOYMENT INSURANCE RECIPIENTS

For employment insurance claimants, the amounts received in his/her benefits will be considered in the calculations of training allowance to which any daily living expenses, accommodations, local travel and childcare expenses are included.

- In the case where the benefit rate is less than the Participant Allowance Rate, a top-up to the allowance rate will be provided.
- In the case where the benefit rate is equal to or higher than the allowance rate, participants in an **Academic Up-grading** measure will receive a \$25 per week incentive.
- In the case where the participant has fully utilized their employment insurance benefits before the end date of the training measure, a participant allowance will be provided based on the Participant Allowance Rates.

Child-Care Supplement

For Clients participating in a training measure requiring a supplement for child-care costs and not receiving child-care funding from any other agency, or LMDC participant allowance (which includes provisions for child-care).

For child-care services provided by a Day Care Centre, the amount available corresponds with the Centre's rate per dependent child [aged 0 to 6 years], to a maximum of \$150 per week per client/family. The amount available will first take into account any subsidy received from the Office des services de garde à l'enfance (OSGE) financial assistance program.

In the case of child-care services provided in a private home during the day, the amount available is \$10 per day per dependent child aged 0 to 4 years (or not yet attending Kindergarten) \$5 per day per dependent child aged 5 to 12, to a maximum of \$150 per week per client/family.

In the case of child-care services provided in a private home during the evening, weekend or summer months, i.e. school break, the amount available is \$10 per day/evening per dependent child [aged 0 to 12 years], to a maximum of \$150 per week per client/family.

Payment can be made to:

- An adult of a single-parent family who participates in a designated measure under an action plan;
- A two-parent family where both spouses participate in such a measure;
- A two-parent family where one adult participates in a measure and the other adult is unable, for health reasons certified by medical certificate, to provide this care and does not have an income

Occasional Transportation

The client who is unable to carry out his/her measure in his/her home surrounding because the training is not available, may be eligible for transportation expenses in travel to an area where the training is provided. The expenses listed below may be paid in such cases:

- Travel to an urban area at the beginning of the training;

- Return trip to the client's permanent residence for the Christmas vacation;
- Travel to the client's permanent residence at the end of the training.

Transportation expenses are not granted for other holidays or school breaks.

The amounts authorized for travel expenses will be based on the actual cost of the most economical form of transportation.

Out-of-home Accommodations Allowance

- In the case where a Client is required to take training away from his or her permanent residence and continue to maintain that residence, the Client may be eligible for an Out-of-home allowance, if participating in a short-program (maximum 15 weeks)
 - To qualify for an out-of-home accommodation allowance, the Client must be able to prove that he or she is responsible for the cost of his or her permanent residence (mortgage payment, rental lease, etc.)
 - A Client who leases out his or her permanent residence while training is not eligible for the out-of-home accommodations allowance.
 - A Client living with his or her parents cannot claim an out-of-home accommodations allowance.

The amount of the out-of-home accommodations allowance is \$18.75 per day, with a maximum of \$93.75 per week.

SOCIAL ASSISTANCE RECIPIENTS

Social Assistance Recipients, participating in local Academic Up-grading measures shall be provided an incentive, equal to the maximum allowable earnings, according the Social Assistance policies.

B3 Employee Training & Development

OBJECTIVES

Intended for clients already in employment who must enhance their skills to remain competitive in the job market and who are not funded under another measure.

MEANS

Provide financial assistance to share the cost of designing or carrying out training programs implemented by employers for their staff in order to:

- Meet their present and future needs for the labour market in terms of qualified human resources.
- Enhance employees' skills affected by technological or job market changes, to enable them to maintain their jobs.
- Promote professional development for their staff.

CRITERIA

Employers must demonstrate that the training:

- is part of the company's overall strategy.
- will enhance the productivity and expertise of the company.
- will benefit the employee.
- will provide additional vocational skills enabling the worker to adapt to new duties or increase their knowledge.

The employer must provide a training plan, which may or may not be based on production and which must be approved by the Career Counsellor.

FUNDING

Contributions of 70% of the total project's training costs up to a maximum of \$2,800 per participant per 12-month period may be provided.

- Conferences and seminars are not funded.
- Training allowances are not provided.
- Courses costing \$120 or less are not covered for participants who are employed on a permanent full-time year round basis, unless total family income is \$25,000 or less.

Contributions of 60% of the total costs for specialty equipment for disabled clients only, up to a maximum of \$2,800 on a one-time basis may be provided.

- The Client and/or Client's employer must provide 40% of the cost.
- The Client must be the owner of the equipment.

Distance Education

Clients wishing to enrol in Distance Education course(s) must have their applications approved prior to starting the course.

If approved, the Client must make payments for the courses. It is the Client's responsibility to make the necessary payment arrangements with the training institute.

Once the Client has successfully completed the course, and provides a copy of his/her certification, as well as, proof of payment, the LMDC will reimburse the client.

Applications for distance education must meet the criteria as stated in measures B1 and B2. In addition, sections under Funding, Non-Eligible and Training in Private Institutes are also applicable.

C Employability

C1 JOB CREATION INITIATIVES

OBJECTIVES

Provide employers with incentives enabling Clients to find employment and to acquire career related work experience.

Offer to individuals the opportunity to acquire working experience with colleagues and at the same time to be monitored by competent staff.

Allow young people having difficulty to secure employment, access to professional and personal development programs; exposure to professional work ethics; and valued mentored work experience.

ELIGIBILITY

- The participant must be unemployed or underemployed.
- Participants must have a minimum of a secondary diploma or it's equivalent except where employment requirements are less than a secondary diploma as identified in the National Occupation Classification (NOC).
- Prepare or update resume

MEANS

- Contribute to the employment of workers in danger of becoming chronically unemployed by providing them with work experience in areas offering the best possibilities of employment.
- Offer work experience programs to unemployed persons to enable them to find a job.

FUNDING

Eligible Expenses	Public/Non-Profit Organization	Private Company/For Profit
Wages ⁵	100% of gross salary up to a maximum equivalent to minimum wage.	60 % of gross salary up to a maximum equivalent to minimum wage.
Hours of Work	<p>Except for people with physical or mental disabilities, a minimum of 30 hours per week to a maximum of 40 hours per week or based on the number of hours recognized by the sponsors in specific economical areas such as: forestry, construction, trucking, etc.</p> <p>Overtime hours are not payable. The payment to the employer will be made according to the information agreed upon during the signing of the agreement (title of position, date, number of work hours, weekly rate). If, during the course of the measure, changes become necessary, the employer must inform the LMDC for approval and modification of the agreement.</p>	

⁵ Contribution amount is calculated after consideration of subsidies from other sources. (ie: Welfare Injection)

Wage subsidy

A wage subsidy is allocated according to the status of the employer and the rates established above.

Income support for employment insurance beneficiaries

- Participants receiving employment insurance benefits under (PART I) are not insurable.
- Participants receiving regular benefits (PART 1) may receive a supplement (under PART 2) until the end of their EI PART 1 benefit. This top-up is not insurable.

Non-eligible costs

Any other related costs that are not recognized or mandatory such as Union subscription charges, pension plan and life insurance subscription are under the employer's and/or the employee's responsibility and will not be funded under this measure.

CONDITIONS

- Jobs that are created must be supplementary to existing jobs or jobs that would normally have been created.
- The new jobs must not replace the dismissal of a current employee, volunteer, or a laid-off employee who is waiting to return to work or is away from work due to a work stoppage, management-union dispute or on vacation.
- The new jobs must not be the subject of duplicate funding.

LENGTH OF PROJECT

The length of a project is for a maximum of 26 weeks. Applications for extension may be considered.

C2 SELF EMPLOYMENT ASSISTANCE**OBJECTIVE:**

To provide financial support for Listuguj Mi'gmaq seeking to become self-employed by creating a small profitable business.

TERMS AND CONDITIONS:**A) Phase 1 – Pre-start-up:**

Pre-start-up assistance helps the Client with the pre-start-up process by providing business start-up training so that the person is able to test his or her business idea and obtain help in developing/reviewing a business plan.

ELIGIBLE CLIENTS**The client must:**

- Submit to the Career/Employment Counsellor a letter of intent explaining the business idea
- Possess experience or skills related to the project

- Show the relevancy of the business project and entrepreneurial profile
- Show that he/she has carried out research or steps prior to applying for self employment assistance
- Show that the business will meet a need of the community
- Show that the business project is not in a situation of market saturation in the economic sector
- Agrees that his/her main activity consists of working on the start-up of business
- Submit resume
- Submit an application form.

FINANCIAL SUPPORT

A contribution of 100% may be granted for training-related expenses for the development of the business plan up and proof of viability, to a maximum of \$1,550.

Clients in receipt of Employment Insurance benefits will have their EI initiated for a maximum of 10 weeks.

Results to be obtained from Phase 1:

The client must have the completed business plan examined by a professional economic development resource to verify its compliance and also the viability of the business itself.

The business plan must minimally contain the basic elements of any valid business plan and/or information according to the type of business. For example: an outline and description of the business, the supply and demand, the market validation (feasibility study, market study, competition study), marketing tool, operating plan, price list of goods and services, suppliers and distributors, business location and advantages, equipment and personnel, development and evolution of the business, financial plan, required financing, projected financial statements for three years, expenditures, etc.

B) Part 2 – Start-up:

Start-up support helps the person to implement the business plan.

ELIGIBLE CLIENTS

The client must

- Submit a copy of the business plan along with a letter confirming the validity and compliance of the business plan
- Be ready to start up his/her business

When identified in the business plan, the client must show that he or she has sought and obtained funding from a small business development organization, a bank or a credit union.

The client must prove that an accounting system has been set up for the company.

Promoters who have previously received funding under this measure may not reapply for the same business project.

FINANCIAL SUPPORT

- If the client is eligible for employment insurance benefits, regular benefits are maintained until the end of the benefit period, and if they are lower than the allowance for the measure, they are increased up to that level.

Or

- If the client does not receive employment insurance benefits, an uninsurable weekly allowance equivalent to the current minimum wage is allocated for a minimum of 30 hours a week and a maximum of 40 hours a week. Allocations for childcare and transportation are not admissible.

A maximum of fifty-two (52) weeks will be granted.

A contribution of 100% up to a maximum of \$1,680 for profession services required for follow-up and support in the maintenance of the business.

ATTENDANCE POLICY

It is the LMDC's policy that attendance is a requirement of all participants enrolled in any ongoing program.

Interpretation

While attendance is a definite requirement, the participant needs to be aware that significant non-attendance will seriously jeopardize his/her chances of completing the program, which will result in termination from the program and/or cessation of funding.

Participants are advised:

- That excessive justified or unjustified absenteeism in training or employment measures will result in termination.
- That the educational experience provided at all classes is an essential component of the workshops, seminars and courses and will be difficult to obtain other than by attendance.
 - a. In the event of absence, the participant must obtain the material covered, and complete the necessary assignments as determined by the instructor.
- That the work experience provided by the placement sponsor is fundamental to obtaining the objectives as outlined in the clients Action Plan.
- That the Program Attendance Policy be presented clearly to all participants before signing the program contract.
- That the Director shall advise, in writing, the Client of their termination from the program and/or cessation of funding.

In summary, participants will not be paid for time missed throughout the program, regardless of the reason.

Exception – Bereavement Leave

When a member of a Client's immediate family dies, the Client's is entitled to leave on any normal working day that falls within the three-day period immediately following the day the death occurred.

All Clients are entitled to bereavement leave.

The maximum number of leave days under this provision is three.

Bereavement leave covers only scheduled working days. For example, if a member of a Client's immediate family dies on a Friday, and the Client's regular days off were Saturday and Sunday, bereavement leave would only apply to the Monday.

“Immediate Family” includes the Client's spouse (including common-law spouse), parent(s), spouse of the father or mother (including common-law spouse), child(ren), sister, brother, father-in-law (including common-law), mother-in-law (including common-law) and any relative permanently residing in the Client's household or with whom the Client resides.

WITHDRAWAL

Each person participating in a LMDC measure will be informed by the LMDC of the policies relating to the penalty applied for voluntarily or involuntarily withdrawal. The sponsor/training institute is responsible for monitoring the participants' enrolment.

Upon voluntarily ceasing to participate in a measure, each person must notify the LMDC, without delay. The sponsor/training institute of the measure is also responsible for advising the LMDC, in writing, of any changes to enrolment.

The LMDC shall record the withdrawal in the participant's file. Any and all financial assistance from the LMDC shall cease for a period of 12 months. However Client's are eligible for career-counselling assistance at any time. The LMDC shall not be liable to the sponsor/training institute; which means contractual obligations relating to the participant in question shall be considered null and void and funds are non-transferable.

It is recommended that where circumstances permit, a meeting be facilitated by the Support Counsellor, with both the participant and sponsor with the goal for addressing any problems that lead to the withdrawal.

CONFLICT OF INTEREST POLICY

The Conflict of Interest Policy applies to projects approved involving private for-profit sponsors, small non-profit organizations and individual government sectors, departments, or directorates.

No payment or contribution shall be made in respect of wages or other costs paid to members of the immediate family of an employer.

The immediate family is defined as: father, mother, stepfather, stepmother, foster parent, brother, sister, spouse (including common-law spouse), child (including child of common-law spouse), stepchild, ward, father-in-law, mother-in-law and relative with whom the person permanently resides.

