

### What is the Canada-Alberta Job Grant?

The Canada-Alberta Job Grant (CAJG) is a way for employers and governments to support training that leads directly to available jobs or increases workers' ability to retain jobs. Employers know what training is required for the jobs they need to fill. Through the program, employers participate in the training decisions that will equip their current and future workers with the skills they need to fill available jobs. The grant supports new training initiatives not currently being used by employers.

### What are the eligibility requirements to receive funding?

To be eligible, Alberta employers must have a current or potential employee who needs training to fill current or future positions. It's expected the individual(s) will be hired upon completion of the training. The program is available to increase the skills and competencies of current and future employees.

We encourage employers to continuously invest in their current and future workforce.

### Will small and medium-sized businesses be able to access grant funding?

Yes, the program is available to private and not-for-profit sector employers of all sizes across the province. Individual employers will have a cap on the amount of grant funding they can receive annually (\$300,000) to ensure that funding will be available for as many Alberta employers as possible.

### Will a sole proprietor be able to access grant funding?

No, sole proprietors are not eligible for the Canada-Alberta Job Grant. Eligible applicants are required to be incorporated by or registered under an act of the legislature or Parliament of Canada in order to verify that they are an operating business in Alberta.

### Will an owner be able to access grant funding for their own training?

No. A business owner cannot access Canada-Alberta Job Grant funding for their own training, or for training of immediate family members, board or council members.

### **Will the Government of Alberta be approving training institutions and programs specifically for CAJG funding?**

No, employers will be responsible for identifying appropriate training facilities and programs to deliver the training that will meet their needs.

### **Which training providers are eligible to deliver CAJG programs?**

Eligible third-party training providers must be separate and distinct from the applicant. The trainer cannot have an employee relationship with the company. Further, the training provider cannot employ the individual(s) it is training. Applicants must attest to this as part of the application process.

### **What role do training institutions play?**

The CAJG is an employer-driven program that places the decisions about required training in the hands of employers. Training institutions play an important role working with employers to ensure training options are available to deliver skills that are relevant to the workplace.

### **Can an employer also act as a third party training provider?**

No, an employer must be a separate legal entity from the recognized training provider. For example, a company's in-house training program would not qualify.

### **Who is an eligible trainee?**

Eligible trainees under the CAJG are: Canadian citizens, permanent residents, and protected persons under the *Immigration and Refugee Protection Act (Canada)* entitled to work in Canada. Trainees must be residents of Alberta.

Workers on temporary status in Canada are not eligible for the grant.

### What training is eligible?

Any training is eligible as long as it is:

- **24 hours and over in length** delivered by a third-party trainer
- Training that does not replace prior training investments or regular operational training
- Completed within 52 weeks of training program start date
- Results in some sort of credential (record of completion, certificate, grade, etc.)
- Training must start within six months after receiving approval

### What is incremental training?

Training funded by the CAJG is not intended to replace an employer's existing investment in training. As part of the application process, employers must attest that the training funded by the CAJG program is 'incremental' which means that the training is **in addition to the existing training**, and would not have otherwise taken place.

To determine if the training requested is 'incremental', answer the following questions:

1. Will this training take place without Canada-Alberta Job Grant funding?  yes  no
2. Has this training already been paid for?  yes  no
3. Has this training already started?  yes  no

If you answered 'yes' to any of the questions above, the requested training is not defined as 'incremental' and therefore it is not eligible for Canada-Alberta Job Grant funding.

### How much do employers contribute to the cost of training?

Eligible employers are required to contribute one-third of the total training costs. Government contributes two-thirds of the cost to a maximum of \$10,000 per trainee.

To help ensure Alberta employers have equitable access to the program, individual employers are capped at \$300,000 per year in grant funding.

### What training costs are eligible for CAJG funding?

The Canada-Alberta Job Grant is available for direct training costs only, including:

- Tuition
- Books and supplies
- Mandatory Fees

Employee wages cannot be reimbursed through the CAJG and income support is not available for workers who are in training funded through the CAJG. However, applicants must declare on the *Trainee Information Form* whether trainee(s) are receiving Employment Insurance (EI) benefits. Failure to properly declare this may result in the forfeiture of trainees' EI benefits. (See the "Trainee Information" section of the *Canada-Alberta Job Grant Application Form* for more information.)

### How does applying for the grant work?

There are three steps in the grant application process:

1. Employers complete and submit the *CAJG Application and Trainee Forms*. Once the application form has been dated and signed, applicants may register and pay for training.
2. Following the approval of the application and after training has been paid for, employers submit a *CAJG Training Reimbursement Form* along with applicable receipts. Employers are then reimbursed for one-third of the training costs.
3. Upon training completion, a *CAJG Training Completion Form* will be submitted to the Government of Alberta and an additional one-third of training costs will be reimbursed. The remaining one-third of training costs is the employer share.

### What happens if the trainee does not complete the training?

Applicants will still be reimbursed for the government's contribution. The applicant must inform the Government of Alberta by submitting the *CAJG Completion Form* indicating the trainee did not complete the training and reasons for non-completion. If the training provider provides a training cost refund, the government-funded portion must be reimbursed to the

Government of Alberta. Applicants will not be reimbursed if the trainee does not start the program.

### How does the grant help address changes in Alberta's economy?

Our changing economy underscores the fact that we must continue to take a proactive approach to developing Alberta's workforce. Since employers will need highly skilled workers as the economy rebounds, there are still industries where labour and skills shortages persist. The CAJG will allow employers to choose new applicants or existing employees and identify the specific training they require to fill existing and future job vacancies.

### How is the Alberta government involved?

The CAJG is jointly funded by the federal government and individual employers. By the 2017/2018 fiscal year, \$34 million of the Canada-Alberta Job Fund (formerly Labour Market Agreement) will be directed toward the program. The Alberta government is responsible for the design and delivery of the CAJG, which is one element to Alberta's approach to address persistent labour challenges.

### How can employers apply for the grant?

Applications are available at: [www.AlbertaCanada.com/jobgrant](http://www.AlbertaCanada.com/jobgrant). Please view using Internet Explorer. A detailed applicant guide is available on the website to assist applicants through the process.

For more information, employers can email [jobgrant@gov.ab.ca](mailto:jobgrant@gov.ab.ca), or phone 780-638-9424 within Edmonton, or toll-free 1-855-638-9424.