



Canada-Alberta Job Grant

Introduction & Eligibility Criteria

May 2018

1 Plan 2 Recruit 3 Retain 4 Know



Introduction

Overview

- The Canada-Alberta Job Grant funds employer-driven training
- Employers determine:
 - what training is needed to meet business goals and objectives
 - who will be trained
- This employer-driven program ensures training reflects the skills employers are looking for

Objective

- The Canada-Alberta Job Grant will help increase:
 1. employer investment in training
 2. productivity
 3. worker skills
 4. worker retention
 5. hiring and training unemployed Albertans

Process at a glance

Before you apply

1. Identify training needs
2. Select a training provider

Application process

3. Submit application
4. Pay for training now or after grant approval
5. Receive decision and reference #

Training

6. Begin training

Success! You have a skilled employee

7. Employee completes training
8. Submit training completion form
9. Receive CAJG payment

Note: Employers will still have the option to receive two payment installments, if required. Please contact the CAJG team by emailing jobgrant@gov.ab.ca for details on interim reimbursement.

Contact us

780-638-9424

1-855-638-9424 (toll free)

Eligibility Criteria

Eligible Employers

- Open to private and non-profit sector employers in Alberta
- First Nations and Métis Settlements
- Crown Corporations located in communities with a population of less than 100,000:
 - Agriculture Financial Services Corporation (AFSC)
 - ATB Financial
- **Sole Proprietors**

Eligible Trainees

- Eligible trainees
 - Existing employees
 - Canadian citizens, permanent residents, Refugees
 - Employees of Sole Proprietors
 - Unemployed Albertans
 - Trainees that are currently unemployed for more than 30 consecutive days; or
 - New hires who have worked for the employer for 4 weeks or less and were previously unemployed for more than 30 consecutive days

Ineligible trainees

- Temporary Foreign Workers, those with temporary work permits and students here on study visas
- Owners or their immediate family members
- Any person not living in Alberta

Eligible Training Providers

- Third-party, unrelated and separate from the employer
- Cannot be the organization that will employ the trainee
- Does not include in-house training providers

Eligible Costs

- Only direct training costs are eligible
 - Tuition fees or fees charged by training provider
 - Mandatory student fees
 - Textbooks, software and other required materials
 - Examination fees
 - Assistance with some travel costs

Travel assistance

- Designed to provide access to training opportunities for all Alberta employers
- Travel assistance is limited to:
 - small and medium-sized organizations
 - work/train in a community outside of Calgary or Edmonton
 - travel 100 km or greater one way from workplace to a training centre in Alberta
 - one to five days training maximum

Eligible Training

- Short-term, incremental training
 - Minimum 21 hours per trainee
 - Courses may be “bundled” to reach minimum
 - Must start within 6 months of approval, and complete within 52-weeks after the training start date
- Many training format options allowed
- Must result in a credential
- Apprenticeship training is NOT eligible

Incremental Training

To determine if your training request is incremental, answer the following:

1. Will this training take place without Canada-Alberta Job Grant funding?
 2. Has this training already been paid for?
 3. Has this training already started?
- If you answered YES to any of the above, training is not defined as incremental and is not eligible for Canada-Alberta Job Grant funding.

Exception to incremental training

- If hiring and training **unemployed** Albertans:
 - Grant funding will cover the cost of required and approved training needed to get the job
 - Training cannot start prior to the application approval date
 - There must be a commitment to hire the trainee
- Unemployed Albertans are:
 - Trainees that are currently unemployed for more than 30 consecutive days; or
 - New hires who have worked for the employer for 4 weeks or less and were previously unemployed for more than 30 consecutive days.

Grant Process

Program Funding

	Employed Trainees	Unemployed Trainees
CAJG contribution	2/3	100%
Employer contribution	1/3	0
Funding cap		
Per trainee per fiscal year	\$10,000	\$15,000
Per organization per fiscal year	\$300,000	\$300,000

A scenario with Employed Trainees

- An employer is recruiting 5 Warehouse Supervisors, from existing staff
- The candidates will need some skills training from an external provider to allow them to excel at the job (e.g. Inventory software training)
 - Cost of training = \$1,500 per worker
 - Cost of training 5 workers = $\$1,500 \times 5 = \$7,500$
 - CAJG covers $2/3 = \$5,000$
 - Employer pays $1/3 = \$2,500$

Another Example of an Employed Trainee

- 1 trainee = \$17,000 training cost
- $\frac{2}{3}$ (\$17,000) = \$11,333
 - However, Grant max/trainee = \$10,000
- Employer pays remaining \$7,000

When you have Employed and Unemployed trainees

- Five employees x \$1,200 each (\$6,000)
- Two of the five employees were unemployed Albertans who need additional training at \$500 each (\$1,000)

Total training investment = \$7,000

CAJG covers 2/3 for 3 trainees = \$2,400

CAJG covers 100% for 2 trainees = \$3,400

Total CAJG contribution = \$5,800

Employer contributes \$1,200

Note: Employer needs to complete two application forms

Thank You!