

Canada-Alberta Job Grant

Applicant Guide



It is important that you review this document carefully, as it forms part of the Grant Agreement.

The Canada-Alberta Job Grant (CAJG) is an employer-driven program that helps employers invest in training for their current and future employees. The goals of the CAJG are to increase participation of Albertans in the labour force by helping them develop the skills they need to find and keep a job. The CAJG is also an opportunity for employers to invest in training that is better aligned to job opportunities.

Applications will be assessed on a first come, first served basis, with the exception of applications for unemployed trainees, which will be assessed on a priority basis. Meeting eligibility criteria does not guarantee funding approval. Approval of applications does not constitute an endorsement of any training provider or particular training course(s). Previous approval of an employer or training provider does not guarantee approval in the future. All applications are assessed based on information provided in the application at the time.

All decisions regarding the eligibility of employers, trainees, training providers, training courses and reimbursable costs will be made by the Ministry of Labour ("Ministry") at the Ministry's sole discretion.

The Ministry reserves the right to contact employers, trainees, trainers or any other person in order to substantiate reimbursement claims, training activities, records or other related matters.

CAJG applications are assessed using the following eligibility criteria. *Applications require a minimum of 30 days processing time. Applications for unemployed trainees will be given priority.*

Eligibility Criteria	Clarification
Eligible Employers	
<p>Eligible employers include:</p> <ul style="list-style-type: none"> Private businesses (including sole proprietors, see below). Non-profit organizations. First Nations and Métis Settlements. The following provincial Crown Corporations located in communities with a population less than 100,000: <ul style="list-style-type: none"> Agriculture Financial Services Corporation. ATB Financial (Alberta Treasury Branches). 	<p>Public sector employers are not eligible. This includes:</p> <ul style="list-style-type: none"> federal, provincial or local governments; Crown Corporations not listed under Eligible Employers; hospitals, schools, public post-secondary institutions, and; Federal and provincial agencies. <p>Community populations can be found at: municipalaffairs.alberta.ca/mc_official_populations</p>
<p>Eligible employers must be in good standing with the province.</p>	<p>To be in good standing means the following:</p> <ul style="list-style-type: none"> Employers must be in compliance with the <i>Employment Standards Code</i>, <i>Occupational Health and Safety Act</i>, the <i>Workers' Compensation Act</i>, and all other applicable legislation and regulations; and Employers must have met or currently meet all obligations to the province under previous grant agreements.
Eligibility Criteria	Clarification
<p>Eligible employers must be:</p>	<p>Alberta Corporate Access Number (ACAN) is a required field on the application form.</p>

<ul style="list-style-type: none"> • Incorporated by, or registered under, an act of the legislature of a province or the Parliament of Canada; and • Operating as a business that has an established production capability, plant or place of business in Alberta. 	<p>Your company's ACAN can be found on the following:</p> <ul style="list-style-type: none"> • Your Certificate of Incorporation, issued at any Alberta Corporate Registry office; or • If you have previously filed an Alberta corporate income tax return with Tax and Revenue Administration, you can find your ACAN on the notice of assessment, reassessment or statement of account. <p>Federally incorporated or extra-provincial employers must extra-provincially register to obtain an ACAN and Certificate of Registration. This can be completed through Alberta Corporate Registries at: https://www.servicealberta.ca/incorporate-a-business.cfm</p>
<p>Sole proprietors are eligible to apply to train their employees. The following documentation must be provided once per benefit year.</p> <p>Sole proprietors with coverage under the <i>Workers' Compensation Act</i> must submit a Workers' Compensation Board (WCB-Alberta) clearance letter.</p> <p>Sole proprietors in a WCB-Alberta exempt industry under the <i>Workers' Compensation Act</i> must submit the following:</p> <ul style="list-style-type: none"> • A WCB-Alberta exempt industry letter; and • A copy of their federal payroll deductions or GST Registration. 	<p>Sole proprietors are required to demonstrate their business is established and operational in Alberta.</p> <p>To obtain the required WCB-Alberta letter, sign into your myWCB account at https://www.wcb.ab.ca/insurance-and-premiums/clearance-letters/ or call WCB-Alberta at 1-866-922-9221.</p> <p>Sole proprietors unable to provide this documentation are not eligible for funding under the CAJG program.</p>
<p>Non-profit organizations must provide documentation demonstrating they are incorporated, established or registered.</p> <p>Non-profits must submit one of the following:</p> <ul style="list-style-type: none"> • ACAN; • Canada Revenue Agency Charity Number; or • Other documentation demonstrating they are incorporated, established or registered. 	
<p>Employers must have a job available in Alberta for the trainee at the end of training.</p>	<p>Employers must intend to hire or continue to employ trainees upon completion of the training.</p>

Eligibility Criteria	Clarification
<p>Eligible Trainees</p> <p>Eligible trainees must be:</p> <ul style="list-style-type: none"> • Employed Trainees, defined as: <ul style="list-style-type: none"> ○ Trainees currently employed by the employer; or ○ Trainees that have been unemployed for 30 days or less, prior to being hired. • Unemployed Trainees, defined as: <ul style="list-style-type: none"> ○ Trainees that have been 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. • Canadian citizens, permanent residents or persons protected under the <i>Immigration and Refugee Protection Act</i> (Canada), who are legally allowed to work in Canada; and • Living in Alberta. 	<p>The following persons are not eligible trainees:</p> <ul style="list-style-type: none"> • Company owners (such as shareholders of a corporation) and any member of the employer's board or council; • Participants who are immediate family of the company owner (includes, but is not limited to spouse, common-law partner, adult interdependent partner, child (biological, step, adopted), parent, sibling,); • Temporary Foreign Workers, or anyone temporarily working in Canada; • Any person who will not be employed by the employer once the training is completed; or • Any person who is not living in Alberta. <p>Sometimes an employer may need to send a different trainee to attend training after the CAJG application form has been submitted. Please ensure the substituted trainee meets all eligibility requirements, then contact the Canada Alberta Job Grant processing centre by email at jobgrant@gov.ab.ca for further instructions.</p>
<p>Unemployed Trainees</p> <p>The <i>employer</i> must submit one of the following:</p> <ul style="list-style-type: none"> • Conditional offer of employment; or • Letter of employment. <p>The <i>trainee</i> must submit one of the following documents as proof of unemployment:</p> <ul style="list-style-type: none"> • Recent Record of Employment; or • Itemized statement of Employment Insurance (EI) benefits claimed in a calendar year. <p>Where an unemployed person has been out of the labour force for a significant period of time and does not have any of the above proof of unemployment, please contact the CAJG program at: 780-638-9424 (within Edmonton) or 1-855-638-9424 (in Alberta).</p> <p>A temporary laid off individual as set out in Sections 62-63 of the Alberta Employment Standards Code is not included in the definition of an Unemployed Trainee.</p> <p>Seasonal employees are not eligible under the unemployed stream.</p>	<p>If you are hiring an individual who meets the definition of unemployed, you must complete the CAJG application form for Unemployed Trainees.</p> <p>Example of an Unemployed Trainee: Amy, who had been unemployed for the past 6 weeks, was hired by an IT company. Two weeks later, her employer decided to use a new design program and had to send Amy for training. By applying to the CAJG program, the company was reimbursed 100% for Amy's training costs, to a maximum of \$15,000.</p> <p>Eligible trainees can obtain their Record of Employment or itemized statement through the following methods:</p> <ul style="list-style-type: none"> • Online through their My Service Canada Account at https://www.canada.ca/en/employment-social-development/services/my-account.html • By telephone through the EI Telephone Information Service at 1-800-206-7218 (TTY: 1-800-529-3742) • Locating and visiting a Service Canada Centre near you at http://www.servicecanada.gc.ca/tb-sc-fsco/sc-hme.jsp?lang=eng <p>Seasonal jobs provide temporary work that is expected to last only until the end of a season – the period for which services</p>

	are in demand. Seasonal workers are individuals who face annual spells of unemployment because of regular fluctuations in demand for their set of skills and experience. Seasonal employees are eligible under the CAJG application for Employed Trainees.
Eligibility Criteria	Clarification
For the sole purpose of receiving workers' compensation benefits under the <i>Workers' Compensation Act</i> , Trainees participating in training under the CAJG Program are deemed to be workers of the Government of Alberta. Employers must continue to carry WCB coverage for trainee(s) as required by law.	If a trainee is injured in an accident, he or she is entitled to claim Workers' Compensation Benefits and has resigned their right to take legal action against the Government of Alberta, or against any other employer or worker covered by the <i>Workers' Compensation Act</i> .
Employers must declare on the application if trainees are receiving Employment Insurance (EI) benefits. Employed and Unemployed Trainees receiving EI benefits must notify their EI case worker of the training as soon as possible, to ensure they continue to receive their benefits.	Failure to properly declare EI claim information may result in the forfeiture of trainees EI benefits (see the Trainee Information section of the CAJG Application for more information).
Eligible Training	
<p>Employed Trainees</p> <p>The CAJG is intended to support incremental training (training that is in addition to existing training and would not take place without the grant).</p> <p>Employers must declare that the requested training is in addition to training they would normally provide their staff.</p> <p>Unemployed Trainees</p> <p>Employers training unemployed trainees do not need to meet the incremental training requirement.</p>	<p>To determine if the requested training is incremental, the employer must answer the following questions on the Employed Trainee application form:</p> <ol style="list-style-type: none"> 1) Will this training take place without Canada-Alberta Job Grant funding? 2) Has the training already been paid for? 3) Has the training already started? <p>If the employer answers yes to any of these questions, the training is not incremental and not eligible for CAJG funding.</p>
<p>Training must be relevant to the current operational needs of the business and the available job, and includes the following:</p> <ul style="list-style-type: none"> • Training to improve the performance of existing or new employees in current or new roles. • Pre-apprenticeship training. • High school completion courses. 	<p>Training must result in skills development and be directly connected to employment. Training that is for personal interest is not eligible.</p> <p>Apprenticeship training courses are not eligible under the CAJG.</p> <p>The CAJG is not a bursary program and is not intended to fund full degree or diploma programs. If a trainee is taking a course or courses as part of a degree, diploma or certificate program,</p>

Post-secondary courses that lead to a degree or diploma are eligible, if the course(s) is/are relevant to the current needs of the business and the available job.	<p>please provide the name of each individual course, not the program name.</p> <p>The CAJG will not fund the same or substantially the same training previously approved under the grant.</p> <p>A portion of conferences costs may be eligible where it is specifically focused on skills training and the fee can be specifically tied to the skills training.</p>
Eligibility Criteria	Clarification
<p>Length of training</p> <p>Whether it is one training course or a combination of training courses, training must:</p> <ul style="list-style-type: none"> • Meet or exceed 21 <u>trainer</u> instructional hours; • Start within six months of the approval date (NOTE: this means each course must start within six months of the approval date); and • Be completed within 52-weeks from the start date of the first training course. 	<p>Example of eligible training course(s): A 10-hour software skills training course and an 18-hour project management course for one trainee, totaling 28 hours of training and taken within two months of being approved.</p> <p>If course dates have changed, please email jobgrant@gov.ab.ca immediately quoting your reference number, so adjustments can be made to your application in time.</p>
<p>Credential</p> <p>Training must result in some form of credential, such as a record of completion, certificate, diploma, degree, mark or industry-recognized credential.</p>	
<p>Format of training</p> <p>Training can be delivered online, on-site or in a classroom, and it may be undertaken on either a part-time or full-time basis.</p>	<p>Ineligible training includes, but is not limited to:</p> <ul style="list-style-type: none"> • Self-study for an exam • Audio books • Instructional DVDs
<p>Location of training</p> <p>Training must be provided by an Alberta based trainer or take place in Alberta, except under exceptional circumstances.</p> <p>If the employer is requesting out of province training, the employer must indicate this under the Training Provider section of the application and provide an explanation as to why this request is necessary.</p>	<p>Out-of-province training where similar or substantially similar training is available in Alberta is not eligible.</p> <p>Requests for out-of-province training will be reviewed on a case-by-case basis, if the training required is not offered by an Alberta based training provider.</p>
<p>Start date</p> <p>Training cannot start before the application approval date.</p>	<p>Application processing time requires a minimum of 30 days. Applications for unemployed trainees will be given priority.</p>

	Applications submitted with a training start date prior to application approval are not eligible for CAJG funding.
Eligibility Criteria	Clarification
<p>Training multiple employees</p> <p>If trainees are taking the same training/dates, they may go on the same application unless they are different types of trainees (employed vs. unemployed). Please ensure that unemployed trainees are on the Application for Unemployed Trainees form.</p> <p>If courses, dates, or trainee types are different, separate application forms will be required.</p>	<p>List each course separately on the application using the “add training” button.</p> <p>Example: Four trainees are taking the same three accounting courses and are enrolled in the same computer skills course on the same dates. Given that all trainees are taking the same training courses, the employer needs to complete only one application for all trainees.</p> <p>If multiple trainees are taking different training courses, separate applications are required for each trainee. Example:</p> <ul style="list-style-type: none"> Two trainees are taking a leadership development course, and three trainees are taking a series of accounting courses. Two applications are required. An existing employee is taking a software training course and an unemployed individual is taking the same software training course. In this case, two different applications need to be submitted.
Eligible Training Providers	
<p>Third party training providers</p> <p>Training must be delivered by an accepted third-party training provider, as defined below:</p> <ul style="list-style-type: none"> The training provider must be separate and distinct from the employer. <ul style="list-style-type: none"> The employer must attest to this as part of the application process. Training must be a main business activity of the training provider. <ul style="list-style-type: none"> Qualified instructors should have relevant education and experience directly related to the type of training. Training rates and course descriptions must be posted online and remain stable. A satisfactory Course Outline must be accessible online. 	<p>Course Outlines must include a breakdown of the following:</p> <ul style="list-style-type: none"> A description of the training course objectives. Course structure including: <ul style="list-style-type: none"> Description of each module of the course with instructional hours and intended learning outcomes. Description as to how participant(s) will receive instruction (e.g. online, etc.) for each module. Description of how participant’s learning will be assessed/evaluated. Total training duration/length. Total training hours. Total cost of the course(s) per person. Name of instructor. Course capacity (number of participants), if applicable. <p>Franchisers and training providers exclusive to one employer are not eligible.</p>
Eligibility Criteria	Clarification
Eligible Training Costs	

<p>Eligible training costs include:</p> <ul style="list-style-type: none"> • tuition fees or instructional fees charged by the training provider • mandatory student fees • textbooks or software • examinations fees • other required materials (supplies directly relevant to the training course undertaken and are distinct from materials required to run your business) • approved travel costs (refer to Appendix A) for participant and trainers (outside of Edmonton and Calgary) when training is over 100km one way for small and medium-sized organizations <p>The Province must be satisfied that the costs of the training are reasonable.</p>	<p>Ineligible training costs include, but are not limited to:</p> <ul style="list-style-type: none"> • travel (except as per criteria in Appendix A) • recreation/fitness fees • health care fees/premiums • child care costs • living allowances • assets your business already has or needs to operate (e.g. computers, phones, and office/worksite supplies) • employee or trainee wages (such as completion bonuses, compensation wages, etc.) • membership fees
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CAJG Funding Model

Eligible Funding													
<p>Employed Trainees</p> <p>An employer is eligible to receive up to \$10,000 in funding per trainee per fiscal year (April 1 to March 31).</p> <p>Employers will cover a minimum of one-third of total eligible training costs, and the grant will cover two-thirds of total eligible training costs up to the above maximum funding per trainee.</p> <p>Employers will pay 100 per cent upfront and receive reimbursement for up to two-thirds of eligible costs.</p> <p>Eligible travel costs will be funded as outlined in Appendix A.</p> <p>Unemployed Trainees</p> <p>An employer is eligible to receive up to \$15,000 in funding per trainee per fiscal year (April 1 to March 31).</p> <p>Employers training and hiring unemployed Albertans will have 100 percent of their eligible training costs funded under the CAJG program.</p>	<p>Employed Trainees can be included in more than one grant application in a fiscal year. The total amount of funding requested per fiscal year for each trainee cannot exceed \$10,000 in grant funding.</p> <p>Example 1:</p> <table> <tr> <td>Training costs</td><td>\$6,600</td></tr> <tr> <td>Government pays</td><td>\$4,400</td></tr> <tr> <td>Employer pays</td><td>\$2,200</td></tr> </table> <p>Example 2:</p> <table> <tr> <td>Training costs</td><td>\$23,000</td></tr> <tr> <td>Government pays</td><td>\$10,000 (max/trainee)</td></tr> <tr> <td>Employer pays</td><td>\$13,000</td></tr> </table> <p>Unemployed Trainees can be included in more than one grant application in a fiscal year. The total amount of funding requested per fiscal year for each trainee cannot exceed \$15,000 in grant funding.</p>	Training costs	\$6,600	Government pays	\$4,400	Employer pays	\$2,200	Training costs	\$23,000	Government pays	\$10,000 (max/trainee)	Employer pays	\$13,000
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Employer pays	\$13,000												
Eligibility Criteria	Clarification												

Employers will pay 100 per cent upfront and receive reimbursement for eligible costs.	
Eligible travel costs will be funded as outlined in Appendix A.	
Funding cap There is an individual employer cap of \$300,000 of approved funding per fiscal year (April 1 to March 31).	
Employers cannot use any other provincial or federal funding to offset training costs of a trainee funded under the CAJG.	

Reimbursement

Training Reimbursement	
<ul style="list-style-type: none"> Training Completion Form (Formerly the Reimbursement and the Completion forms): <ul style="list-style-type: none"> Submit within 30 days following the completion of the last approved training course. Must submit original, itemized receipts in Canadian dollars. Employers will receive two-thirds of eligible training costs for Employed Trainees. Employers will receive 100 percent of eligible training costs for Unemployed Trainees. Employers will receive eligible travel costs. <p>Optional: On request, Employers are still eligible for two payments of CAJG funds:</p> <ul style="list-style-type: none"> If you require interim reimbursement, please contact the CAJG team for instructions by calling 1-855-638-9424 or 780-638-9424 or by email: jobgrant@gov.ab.ca Employers will receive one-third of eligible training costs for Employed Trainees. Employers will receive one-half of eligible training costs for Unemployed Trainees. Employers will receive one-half of eligible travel costs. 	<p>Payment cannot exceed the amount of funding or the number of trainees you were approved for.</p> <p>The following training costs are not eligible for funding:</p> <ul style="list-style-type: none"> Training that is paid for before the application is submitted by the employer; Training that started before the application was approved; and Costs or courses that were not approved on the application. <p>Upon reviewing any forms and documents relating to the disbursement of CAJG funds, if any trainee(s) is found to be ineligible, the training costs associated with the ineligible trainee will not be funded. The employer must ensure that all substitute trainees meet eligibility requirements. Trainee substitutions must occur before requesting payment from CAJG. An employer must call and speak to CAJG staff regarding any changes to the information on the original application form.</p> <p>The Training Completion form must be submitted within 30 days following the last day of the course.</p> <p>If the form(s) are not submitted within the timelines indicated, there is a risk the funding will be re-allocated or no longer available, and the employer will be responsible for any remaining training costs.</p>

<ul style="list-style-type: none"> ○ The remaining eligible grant allocation will be available after all training is completed. 	
Eligibility Criteria	Clarification
<p>Incomplete training</p> <p>The employer may be reimbursed for eligible training costs where the training course(s) has started but has not been completed by the trainee, provided the reason for non-completion is beyond the employer's control.</p> <p>Tuition refunds</p> <p>If the third-party training provider issues a tuition refund, the employer must reimburse the Government of Alberta for its contribution within 30 days of the refund date.</p>	<p>The employer must notify the Government of Alberta of any changes, so a recalculation can be completed for the final reimbursement amount. The employer will not be reimbursed for training that the trainee(s) did not attend.</p> <p>Contact us: Phone: 780-638-9424 (within Edmonton) Toll free: 1-855-638-9424 (in Alberta) Email: jobgrant@gov.ab.ca Website: AlbertaCanada.com/jobgrant</p>
<p>Trainee reimbursement</p> <p>If the trainee has funded his/her own training costs, the employer must submit documentation demonstrating that the employer has reimbursed the trainee for the full training cost(s).</p>	<p>Proof of trainee reimbursement includes, but is not limited to:</p> <ul style="list-style-type: none"> • payroll information and/or paystubs • expense reports • copies of deposited cheques <p>Unemployed trainees are not permitted to fund their training costs.</p> <p>At the end of training, no trainees must bear any of the employer training costs incurred.</p>
<p>Direct deposit information</p> <p>The CAJG preferred method of reimbursement is through direct deposit. To receive direct deposit, the employer must submit a void cheque.</p>	<p>If you provided your banking information or a void cheque on a previous reimbursement form, this information is not required unless your banking information has changed.</p> <p>Bank direct deposit forms/letters are not sufficient.</p> <p>If no direct deposit information is provided, or it is incomplete/incorrect, a cheque will be issued.</p>

Federal communication and reporting requirements

As part of the Canada-Alberta Job Fund Agreement, the Government of Canada requires the Government of Alberta to collect certain information from program participants. To receive reimbursement of training costs, employers are required to provide personal information on trainees as outlined in the CAJG Application form and CAJG Completion form, as well as information on the outcome(s) of the training. Employers must comply with relevant privacy legislation and also inform trainees of the disclosure of their personal information.

Provincial reporting requirements

The Government of Alberta is committed to maintaining an accountable, open and transparent environment to the public. In accordance with this commitment, information on awarded grants may be publicly disclosed online.

Contact

If you require additional information, please contact us at:

Phone: 780-638-9424 (within Edmonton)
Toll free: 1-855-638-9424 (from elsewhere in Alberta)
Email: jobgrant@gov.ab.ca
Website: AlbertaCanada.com/jobgrant

Appendix A: CAJG Travel Policy and Reimbursement Rates

All travel reimbursements are included towards employer and trainee funding caps.

The CAJG program will only fund travel costs in the following circumstances:

- a small- or medium-sized business (located outside of Edmonton and Calgary) is training their current and/or future employees; **and**
- the training is taking place in Alberta and being delivered by an Alberta training provider; **and**
- the training provider hired must travel 100km or greater one way, from their workplace to the training site (located outside of Edmonton and Calgary), to deliver the training; **or**
- the employee(s) sent for training must travel 100km or greater one way, from their workplace (located outside of Edmonton and Calgary) to the training site, to receive the training.

The CAJG will provide assistance with transportation, accommodation and meal costs for a maximum of 5 training course days at the rates shown in the table below, for eligible trainees and a maximum of two trainers.

Travel Cost Reimbursement Rates

Transportation		Accommodation (per training day)	Meals (per training day)
Round-trip Distance	Lump-sum Payment		
200-400 km	\$49.50	\$100	\$41.55
401-600 km	\$82.50		
601 km or more	\$148.50		

Approval of travel costs at the application stage does not guarantee full reimbursement of travel costs. Travel costs will be reviewed once an employer has submitted their reimbursement claim. The Ministry reserves the right to determine at reimbursement whether travel costs are eligible and reasonable in relation to the cost of training or for any other reason. Travel costs will not be funded if not **pre-approved** and included in the CAJG Application.

All travel costs must align with training dates and any travel costs outside of approved training dates are not eligible. Where travel is for a partial day, only meals that are applicable to that portion of the day may be claimed. For instance, for training that starts the next morning, dinner only may be claimed on the travel day. Where a meal is provided without charge, no claim for that meal can be made.

Eligible trainers must provide a breakdown of their training costs and travel costs on their training with a quote or unpaid invoice on the Application Form.

Employee travel receipts are not required when submitting a reimbursement claim. However, under the Grant Agreement, employers must maintain full, accurate and complete financial records of all training activities and expenditures for a period of two years. Audits may occur at the Ministry's discretion.

Appendix B: Definitions to Assist with Completion of the CAJG Forms

Aboriginal: an individual who self-identifies as a member of one of the following three groups of Aboriginal peoples: First Nations (Status, Non-Status and Treaty), Inuit or Métis.

Employed: employed persons are those who work at a job or business; that is, those who have paid work in the context of an employer-employee relationship (not including self-employment). This includes those who have a job, but are not at work due to factors such as own illness or disability, personal or family responsibilities, vacation, labour dispute or other reasons (excluding persons on layoff, between casual jobs, and those with a job to start at a future date). Employment may be permanent or temporary (temporary employment comprises work under a fixed-term contract, in contrast to permanent work where there is no end-date).

Employed trainee: includes (a) trainees currently employed by the employer; or (b) trainees that have been unemployed for 30 days or less, prior to employment with the employer.

Employer: an eligible employer in respect of whom a CAJG may be paid, including individual employers and organizations acting on behalf of employers in the private and not-for-profit sectors, Indigenous governments, and Crown Corporations.

Entry-level training: basic training required for a trainee to obtain an entry level position with the employer.

Essential skills: skills needed for work, learning and life: reading, writing, document use, numeracy, oral communication, thinking, digital technology, working with others, continuous learning.

Gender: male, female or other (for those who do not associate with male or female or do not report).

High school: an individual who has a high school diploma or equivalent (e.g. General Equivalency Diploma) but who does not have any post-secondary education.

Immediate family: immediate family members include, but is not limited to: spouse, common-law partner, adult interdependent partner, child (biological, step, adopted), parent, sibling.

Immigrant: an individual who self-identifies as having immigrated to Canada (Permanent Resident, Landed Immigrant and Protected Person under the *Immigration and Refugee Protection Act*) and has been residing in Canada for more than five years.

Industry or occupation credential or certificate: includes short duration courses (10 hours or less) such as CPR, First Aid, WHMIS, Safety, H2S, work related computer skills (such as Computer Assisted Drafting and Design, Accounting spreadsheets), as well as longer duration courses (greater than 10 hours) such as professional, recognized skill standard, license, or occupational proficiency.

Less than high school: an individual who has not achieved a high school diploma or equivalent, and who has not participated in any post-secondary courses, diplomas or certificates.

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

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

Person with disability: an individual who self-identifies as a person with a disability.

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

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

Self-employed: self-employed persons are working owners of an incorporated or unincorporated business, farm or professional practice, with or without paid help. The “unincorporated” group includes self-employed workers who do not own a business (such as babysitters and newspaper carriers). Self-employed workers include unpaid family workers, i.e. persons who work without pay on a farm or in a business or professional practice owned and operated by another family member living in the same dwelling.

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

Sole Proprietor: sole proprietorship exists when an individual is the sole owner of a business and assumes all debts and obligations incurred by the enterprise. A sole proprietorship is an unincorporated business and has unlimited liability.

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

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

Trades certificate or diploma: an individual who has achieved journeyman status in one or more trades.

Trainee: persons identified by the employer as someone who would benefit from a training course to acquire skills to obtain a new or better job with the employer.

Training costs: the costs directly incurred by the employer to train the trainee.

Training course(s): the training courses described in the Training Information section of the application.

Unemployed trainee: includes (a) trainees that are currently unemployed for more than 30 consecutive days; or (b) new hires who have worked for the employer for 4 weeks or less and were previously unemployed for more than 30 consecutive days. An Unemployed trainee is not considered the same as an individual who is temporarily laid off, as set out in Section 62-63 of the *Alberta Employment Standards Code*.

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

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