

ABORIGINAL SKILLS & EMPLOYMENT TRAINING STRATEGY (ASETS)



P.O. BOX 549
WABASCA, AB T0G 2K0
Phone: 780.891.3313
Fax: 780.891.3301
Toll Free: 1.866.891.3313
Email: bcnaset@bigstone.ca

Service
Canada

SHORT TERM TRAINING PROGRAM

MISSION STATEMENT: To provide various labour market services to First Nation members who are underemployed and have demonstrated a barrier to getting employment. These services are available to those Bigstone Cree Nation Members who are residing on or off reserve with the following communities:
Wabasca/Desmarais, Sandy Lake, Calling Lake, Chipewyan Lake, Peerless Lake and Trout Lake.

PROGRAM OBJECTIVE: To financially assist eligible Bigstone Cree Nation Aboriginal Skills & Employment Training Strategy (ASETS) clients who demonstrate that they are employment ready and require some form of short term training to obtain employment.

PROGRAM DESCRIPTION: Bigstone Cree Nation Aboriginal Skills & Employment Training Strategy (ASETS) considers short term training to be training that is **two weeks or less** in duration and has a high likelihood to obtain employment immediately upon completion of training. Bigstone Cree Nation Aboriginal Skills & Employment Training Strategy (ASETS) provides sponsorship for tuition costs, registration fees, and books if it is anticipated that the clients employment needs will be immediately resolved through training.
Note: travel and training allowance monies are not provided for any courses that are less than 2-3 weeks long.

CLIENT ELIGIBILITY CRITERIA: Clients that require short term training to gain employment are job ready and are not required to undergo extension career counselling or be case managed. However, it is still required that clients go through the client intake process and provide the following information for their file to support their request for short term training financial assistance.

- * Client is a First Nation member (copy of status card required)
- * Client resides in the Bigstone Cree Nation territory for more than 6 months.
- * Client is Unemployed, Underemployed, or Employment Threatened.
- * Clients employment needs require short term training to increase employability.
- * Client is ready, willing and able to pursue the training.
- * Client is 18 years of age and has been out of the regular school system for one calendar year.
- * Client does not have an over payment with Bigstone Cree Nation ASETS.
- * Has not received previous financial assistance from BCN ASETS in the past year for Skills Training.
- * Client needs to demonstrate that they are employment ready and the training will lead directly to employment, improve their employment potential and/or provide skills in an occupation that is in high demand.

CLASS 7 & 5 DRIVER TRAINING: Bigstone Cree Nation Aboriginal Skills & Employment Training Strategy (ASETS) **does not** consider a Learners License (Class 7) or Driver's License (Class 5) as eligible for short term training unless a full time job is guaranteed in writing as a result of attaining the license.

SAFETY TICKET CERTIFICATION: Bigstone Cree Nation Aboriginal Skills & Employment Training Strategy (ASETS) supports the sponsorship of the necessary safety ticket certification for clients to obtain/maintain employment. A support letter must accompany the Short Term Application to verify client is currently employed or seeking employment.

RENEWAL OR CHALLENGING SAFETY TICKETS: Bigstone Cree Nation Aboriginal Skills & Employment Training Strategy (ASETS) will assist clients with the cost of renewing or challenging their safety ticket certificates, however, the following criteria must be abided by to when the safety ticket certificates renewals are requested;

- * Client demonstrates that the specific safety ticket certificate in question had been actively used for employment in the past three years (e.g. cheque stubs)
- * If the client has allowed their safety ticket certifications to expire and has made no previous effort at requesting assistance to renew them before they expire, Bigstone Cree Nation Aboriginal Skills & Employment Training Strategy (ASETS) will not cover the cost to renewing them.

APPLICATION PROCESS: In order for your application to be processed in a timely manner, please ensure you include all the following requested documentation;

- * Completed Short Term Application
- * Copy of status card
- * Support letter from potential/current employer

You will receive a phone call from the Career & Employment Counsellor to make an appointment to review and assess application. In order for your application to be processed in a timely manner, please return phone calls promptly and commit to attending any scheduled appointments. Should you have any questions, please call Bigstone Cree Nation ASETS office at (780) 891-3313.

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APPLICATION FOR SHORT TERM TRAINING

**ALL APPLICANTS MUST COMPLETE APPLICATION AND SUBMIT REQUESTED DOCUMENTS.
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**

Name: _____
Last
First
Middle

Address: _____
Box/Street
Town/City
Postal Code

How long have you lived at the above address? _____ Previous Address: _____

Phone Number: _____ Cell Number: _____ Email: _____

Date of Birth: ____/____/____ Gender: Male ___ Female ___
DD
MM
YY

Social Insurance Number: ____/____/____

Aboriginal Group: Registered Indian ___ Non-Status Indian ___ Metis ___ Inuit ___

Status Number: _____ First Nation: _____

COPY OF STATUS CARD MUST BE ON FILE

Residence: On Reserve ___ Off Reserve ___ Language Spoken: English ___ Cree ___ Both ___ Other ___

Marital Status: Married or Common-Law ___ Single ___ Separated ___ Divorced ___ Widowed ___

Dependants: Yes ___ No ___ How many? ___ Ages: 0-5 ___ 6-11 ___ 12-18 ___

Have you been assisted by ASETS before? _____ For what services? _____

Are you currently Employed? _____ If yes, which company? _____

Are you Self-Employed (own your own business)? _____ If yes, company name? _____

A SUPPORT LETTER FROM A POTENTIAL/CURRENT EMPLOYER STATING SAFETY TICKETS ARE REQUIRED TO OBTAIN/MAINTAIN EMPLOYEMENT MUST BE ATTACHED WITH APPLICATION

Do you have a valid drivers license? Class: _____ Province: _____ Expiry: _____

Do you have a specialized drivers license? Class: _____ Province: _____ Expiry: _____

For office use only:

CRF _____
RB _____
EI _____

What Short Term (safety tickets) training are you applying for:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

EDUCATION INFORMATION

Are you currently a student? _____ **If yes, where?** _____

Highest Grade Completed: _____ **School:** _____ **Year:** _____

Post-Secondary Program: _____ **College/University:** _____ **Year** _____

Other Training/Program: _____ **Institution:** _____ **Year** _____

Are you a Registered Apprentice? Trade: _____ **Level:** _____

(Welder/Carpenter/Electrician etc) **Institution:** _____ **Year:** _____

Certifications: Please list all certifications/tickets that you currently have and date of expiry.

(e.g.. First Aid, TDG, WHIMIS, H2S, Chainsaw Safety, Confined Space, Ground Disturbance, Bear Awareness etc.)

Certification: _____ Expiry _____

Certification: _____ Expiry _____

Certification: _____ Expiry _____

Certification: _____ Expiry _____

Certification: _____ Expiry _____

Certification: _____ Expiry _____

Certification: _____ Expiry _____

Certification: _____ Expiry _____

Certification: _____ Expiry _____

Do you have Personal Protective Equipment (Safety Equipment)? Summer _____ Winter _____ Both _____

CLIENT HISTORY

During the last 3 years, were you at any time:

In receipt of Student Finance Funding? _____ Dates: _____

In receipt of Social Assistance? _____ Dates: _____

In receipt of EI benefits? _____ Dates: _____

Have you received funding or sponsorship from Bigstone ASETS or Bigstone Education before? _____

If yes, what program? _____ Year: _____

Do you have any health problems that would interfere with your ability to obtain/maintain employment? If yes, please explain: _____

CAREER RESEARCH

I have been informed that all my personal information that has been collected and compiled are for the purpose of the Bigstone Cree Nation Aboriginal Skills & Employment Training Strategy (ASETS) Agreement, and that this information will be shared with Human Resource Development Canada.

Client Signature _____ Date _____

Career & Employment Counsellor Signature _____ Date _____

EMPLOYMENT AND SPONSORSHIP AGREEMENT

The goal of Bigstone Cree Nation. Labour Market Development Program and Human Resource Development Canada is to develop Skills Development Training to obtain and maintain employment. Therefore, you are expected to seek employment immediately upon completion of training.

- **I agree that I will inform Bigstone Cree Nation ASETS of any changes in my personal/education/employment information that may effect/advance my employment search.**
- **I agree to have my name and phone number to be given to potential employers and that I will also periodically list companies I want my resume to be faxed or emailed to.**
- **I agree to complete the registration forms, as the Bigstone Cree Nation (ASETS) office deems proper.**
- **I agree to the training that the Career & Employment Counsellor and I deem necessary.**
- **I agree to inform Bigstone Cree Nation (ASETS) office if I receive any type of employment.**
- **I agree to keep in contact with Bigstone Cree Nation (ASETS) office regarding my employment status, as my file will be considered inactive after 3 months of non-contact with the office.**

I do solemnly promise to uphold this agreement. I will inform the Bigstone Cree Nation (ASETS) office as to any changes in my information that may effect my funding or future employment.

Client Signature _____ Date _____

Career & Employment Counsellor Signature _____ Date _____