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.
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: _____
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 __________________________

Certification: __________________________ Expiry __________________________

Certification: __________________________ Expiry __________________________

Do you have Personal Protective Equipment (Safety Equipment)? Summer _____ Winter _____ Both _____
LETTER OF INTENT
(Explaining what your long term career goals are)
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 ___________________