



## B.C. Employer Training Grant (ETG)

### Eligibility Criteria

The Ministry of Advanced Education, Skills and Training (The Ministry) will assess applications on a first come, first served basis. Approval of applications does not constitute an endorsement of any training provider or particular training course or program. Previous approval of a training provider does not guarantee approval in the future. All applications are assessed on a case-by-case basis.

Please note that all decisions regarding the eligibility of employers, participants, training providers, training programs and reimbursable costs will be made by the Ministry at the Ministry’s sole discretion. Where the Ministry determines that there is a real or perceived conflict of interest in the choice of participants, training provider and/or training programs, the Ministry reserves the right to deny an application or a claim on that basis. Refer to Appendix D for examples of situations where the Ministry may deem a conflict of interest.

Quality assurance sampling and audits will be used to verify information provided. The Ministry reserves the right to contact participants, trainers or any other person in order to substantiate reimbursement claims, training activities, records or other related matters.

Criteria	Interpretation
<b>Eligible Applicant</b>	
<p>All B.C. private and non-profit employers are eligible if they are currently:</p> <ul style="list-style-type: none"> <li>Operating in B.C.</li> <li>At the time of application, applicants must be registered on the Corporate Registry with B.C. Registry Services <b>and</b> have a current B.C. Business Licence for <b>at least one year</b>. A Business BCeID Account is also required in order to apply; and</li> <li>Have a job available in B.C. for the participant at the end of training</li> </ul>	<ul style="list-style-type: none"> <li>All employers operating within B.C. in the private and non-profit sectors</li> <li>Unions operating within B.C. seeking training for their employees and/or members</li> <li>First Nation governments, including Indigenous band councils seeking training for their employees</li> <li>Public and private residential care facilities</li> </ul> <p>Public sector employers are not eligible. This includes: provincial or federal governments, Crown corporations, hospitals, regional and provincial health authorities, schools, public post-secondary institutions and federal and provincial agencies. The Ministry must be satisfied that the business is well-established and fully operational. Employers may be asked to submit a photocopy of their current business licence and B.C. Registry Number during assessment.</p> <p>NOTE: Employers must have a Business BCeID account to apply for the Grant, <b>please note it may take up to 3 weeks to receive your BCeID.</b></p> <p>Only employers and their authorized employees may submit an application as per BCeID and Grant regulations. Third parties cannot apply on an employer’s behalf.</p> <p>The employer must intend in good faith to have a job for the current or future employee at the end of training.</p>

Criteria	Interpretation
<p>Employers must have met or be currently meeting all obligations to the Province under previous Grants to be eligible.</p>	<p>These obligations include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• All information provided on the application form is found to be complete, true and correct</li> <li>• Any monies the employer receives as reimbursement from the training provider, which the employer has already received as reimbursement from the Province, must be returned to the Province</li> <li>• There are no required forms and other records outstanding</li> <li>• The employer may also be unable to re-apply under the following circumstances: <ul style="list-style-type: none"> <li>○ Did not provide a job to a participant after training, except under exceptional circumstances, e.g. participant completed the training, but did not pass the exam which is a requirement of the job</li> <li>○ Did not submit Employer Completion Report</li> <li>○ Did not participate in Employer Outcome Surveys</li> <li>○ Participant did not complete the training (where the Ministry was still required to pay)</li> <li>○ Has been approved for multiple grants in the past and subsequently withdrawn or not followed through on training</li> <li>○ Quality assurance process, audits, surveys and any other means of verifying information on previous applications conducted at any time reveal information provided to the Ministry to be inaccurate, untrue or incorrect</li> <li>○ The participant has already exhausted the maximum allowable amount (\$10,000) for the fiscal year in which they are applying</li> <li>○ The employer has reached a maximum possible amount per fiscal (\$300,000)</li> </ul> </li> </ul> <p>If a participant repeatedly does not complete training, that participant may become ineligible under any future ETG applications.</p>
<b>Eligible Participant</b>	
<p>Participants must be at least 15 years old, and:</p> <ul style="list-style-type: none"> <li>• Employed by the supporting employer (applicant to the Grant); or</li> <li>• Unemployed and seeking skills training to obtain a job with the supporting employer</li> </ul> <p><b>Under the Foundational Training Stream:</b> The participant must be a current or future <b>employee*</b> that fits in one of the following categories:</p> <ul style="list-style-type: none"> <li>• Low skilled</li> <li>• Currently working in low-skilled occupations</li> <li>• Apprentices</li> <li>• Unemployed</li> </ul> <p>*Owners are not eligible participants under the Foundational Training Stream.</p> <p>Participants are NOT to pay for training or</p>	<p>The immediate result of the training must be <b>improved job related skills</b> leading to:</p> <ul style="list-style-type: none"> <li>• A job for an unemployed participant; or</li> <li>• A <i>better job*</i> for a currently employed participant</li> </ul> <p>*For the purpose of the ETG, “<i>better job</i>” is defined as:</p> <ul style="list-style-type: none"> <li>• Increased job security (i.e. training will ensure the participant can maintain employment)</li> <li>• Increase in pay</li> <li>• Promotion/advancement to another position</li> <li>• Move from part-time to full-time employment; or</li> <li>• Move from temporary/casual/seasonal employment to permanent employment</li> <li>• Increased productivity</li> </ul> <p><b>Under the Foundational Training Stream:</b> The participant must be a current or future <b>employee*</b> that fits in one of the following categories:</p> <ul style="list-style-type: none"> <li>• Low skilled employees (those with no high school diploma or certification)</li> <li>• Employees currently underemployed including full time, part time, casual or seasonal and in low-skilled occupations made up of those listed as being in skill levels C or D of the <a href="#">National Occupational Classification (NOC)</a></li> <li>• Apprentices</li> <li>• Unemployed participants</li> </ul> <p>*Owners are not eligible participants under the Foundational Training Stream.</p>

Criteria	Interpretation
any training related expenses. All costs are to be paid for in FULL by the applicant. Receipts must verify this information.	ETG is an employer driven program and is designed to assist employers in providing skills training to new or current employees. There is no cost to the employee for any requested training.
Participants must be Canadian citizens, permanent residents, or protected persons (as designated under the <i>Immigration and Refugee Protection Act</i> ) entitled to work in Canada.	Temporary foreign workers, international students, working holiday visas, or other temporary residents are NOT eligible to participate.  Protected persons, as designated under the <i>Immigration and Refugee Protection Act</i> , are eligible but must have a valid work permit. Permanent residents are defined as persons who have immigrated permanently to Canada, but have not become Canadian citizens.
Participants who are immediate family members of the employer (e.g. spouse, common-law partner, child, parent, sibling, etc.) are not eligible.  There are additional situations where a conflict of interest may exist in the choice of a participant and therefore they will be considered ineligible.	Refer to <b>Appendix D</b> for examples of situations where Grant funding to provide training to a participant may be considered a conflict of interest and therefore not eligible.
Participants cannot repeat the same or substantially the same training previously approved under the ETG or CJG.	Participants will not receive funding for the same, or substantially the same, training previously funded under the ETG or CJG.
Participants cannot be enrolled in another federally or provincially funded training program at the same time.	Participants must have completed any other federally or provincially funded training programs before participating in the ETG. For example, a participant cannot be enrolled in an Industry Training Authority Women in Trades Training Program at the same time as an ETG funded training program.
Where an employer has identified a participant as an Employment Insurance (EI) or Income Assistance (IA) client, the participants must obtain prior approval before starting training.	Active claimants in receipt of Employment Insurance (EI) Part I benefits or B.C. Employment Assistance clients in receipt of Income Assistance (IA) must obtain approval from the Ministry of Social Development and Poverty Reduction <b>prior to training</b> . EI or IA participants who do not obtain pre-approval before participating in training may become ineligible for continued financial supports under EI or IA.  <b>Refer to Appendix A for details.</b>
<b>Eligible Training Programs</b>	
Training must be relevant to the current operational needs of the business, the current job of the participant or the available job for which training is required.	Training must result in skills development and be directly connected to employment. Training that is for personal interest is not eligible.  The ETG is not a bursary program and is not intended to fund full degree/diploma programs. However, post-secondary courses that will lead to a degree/diploma are eligible if the specific course(s) is/are relevant to the current needs of the business and the available job.
Training to obtain the following skills and/or certificates is eligible:  <b>Foundational Training Stream:</b> <ul style="list-style-type: none"> <li>• Accredited essential skills</li> <li>• Industry and sector recognized certificate training</li> </ul> <b>Technical Skills Training Stream:</b>	<b>Foundational Training Stream:</b>  This stream supports unemployed, underemployed and low-skilled British Columbians to obtain the essential, transferrable and certified skills to increase their job security and obtain good-paying jobs.  <b>Accredited essential skills</b> training is defined as training to develop foundational skills needed for work and learning: reading, writing, numeracy, basic computer skills.

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<ul style="list-style-type: none"> <li>• Technical skills</li> </ul> <p><b>Workforce Training Stream includes but is not limited to:</b></p> <ul style="list-style-type: none"> <li>• Soft skills</li> <li>• Management skills</li> <li>• Business skills</li> </ul>	<p>Accredited essential skills training is only eligible if delivered by a B.C. public post-secondary institution or a private training institution certified by the Private Training Institutions Branch (PTIB). For a PTIB certified provider, the program would have to be certified under PTIB, corporate training is not eligible.</p> <p><b>Training towards obtaining* INDUSTRY/SECTOR recognized credentials:</b></p> <ul style="list-style-type: none"> <li>• <b>Industry Training Authority (ITA) Certified Trades</b> (Red Seal and Non-Red Seal). Click <a href="#">here</a> for a full list of the ITA certified training programs</li> <li>• <b>Certified Occupational Certification training</b> provided by a recognized training institution. This training involves <i>more than 10 hours</i> of instruction time and results in occupation recognized credentials. Examples include but not limited to: Residential Care Worker Certificate, Tourism and Hospitality Certificate, Community Mental Health Worker, Early Childhood Education Certificate etc. Mandatory, unpaid practicums as part of the training towards certification are eligible</li> <li>• <b>Industry or Sector Recognized Certification</b> Training provided by industry recognized training provider or public post-secondary. This training involves <i>less than 10 hours</i> of instruction time and results in the industry or sector recognized certification such as First Aid, WHMIS, Forestry Safety Certificate, Manufacturing Safety Certificate, H2S and CPR etc.</li> </ul> <p>*Training towards <i>obtaining</i> a credential or designation is eligible. Training to <i>maintain</i> a credential or designation that the participant already has is not eligible under this stream.</p> <p><b>Technical Skills Training Stream:</b> This stream supports employers to train current or new employees in technical skills in response to automation and technological advancements, such as new software, technology, or machinery.</p> <p>Technical training is defined as training to develop skills required to operate a particular machine, equipment or use a particular software, application or program. It includes associated examinations and certificates.</p> <p><b>Workforce Training Stream:</b> The Workforce Training stream supports employers to upgrade their employees' skills and develop their workforce.</p> <p>This stream is designed to support any training that aligns with an employer's business needs. For example: advanced occupational training, leadership, management, and soft skills training fall under this category.</p> <ul style="list-style-type: none"> <li>• <b>Management skills</b> training is defined as training to develop skills in strategic planning, leading and motivating, allocating and controlling resources, evaluating, co-ordinating and organizing, recruiting and hiring, supervising and leadership. The intent of management training is to build job skills within the sector to fill gaps in supervisor, manager, forepersons and similar positions</li> <li>• <b>Business, sales and business improvement skills</b> training is defined as training to develop skills to increase sales, marketing, social media marketing and communication, streamlining process (Lean and Kaizen training etc.), improving organizational structures, culture change</li> <li>• <b>Soft skills</b> are defined as personal management skills required by the current labour market. Soft skills are personal skills and characteristics required by employers across different sectors and at different stages of an employee's</li> </ul>

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	<p>career</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>○ Personal management: goal-setting, time-management</li> <li>○ Personal communication</li> <li>○ Personal project and task management</li> <li>○ Commitment to quality</li> <li>○ Professional behaviour/business etiquette/communication etiquette</li> <li>○ Social responsibility/social intelligence</li> <li>○ Self-confidence</li> <li>○ Initiative</li> <li>○ Positive thinking</li> <li>○ Risk-taking/flexibility</li> <li>○ Creative thinking and problem solving</li> <li>○ Personal motivation</li> <li>○ Emotional intelligence</li> <li>○ Cross-cultural competency</li> </ul>
<p>Training cannot have started prior to the application being submitted.</p>	<p>The Grant is intended to assist employers to provide training to their employees that they otherwise might not have been able to provide.</p> <p>Applications submitted with a training start date that is prior to the application received date will not be assessed.</p> <p>An employer may submit an application and proceed with training before the application is approved. However, if the application is not approved, the employer is responsible for all costs of the training.</p>
<p>The ETG will be open throughout the fiscal year (April 1 to March 31) for specific training periods (Intakes). All training must start within the Intake Period in which the employer applied.</p>	<p>The Grant is open for specific training periods throughout the fiscal year. Only applications for training that starts within that training period will be accepted during that opening.</p>
<p>Training program must be no more than 52 weeks in duration.</p>	<p>Training cannot exceed 52 weeks in length. All applications must include start and end dates for the course in order to be considered. Dates can be modified as long as the start date is within the same intake period.</p>
<p>Training must be provided in B.C., with the exception of highly technical training that is not available in B.C.</p>	<p>Training must be provided in B.C. for applications under the Workforce Training Stream.</p>
<p><b>Eligible Third-Party Training Providers</b></p>	
<p>Training must be delivered by an eligible third-party training provider which includes:</p> <ul style="list-style-type: none"> <li>• B.C. public post-secondary institutions</li> <li>• Training organizations run by B.C.'s school districts</li> <li>• Industry Training Authority (ITA) - designated trade schools</li> <li>• Union halls and training boards</li> </ul>	<p>An eligible third-party training provider must meet the following conditions:</p> <ul style="list-style-type: none"> <li>• Must be independent of the employer, except in the case of in-house training under the Technical Skills Training Stream</li> <li>• Training must be a <b>main business activity</b> of the training provider; and</li> <li>• There must be no conflict or perceived conflict of interest in the choice of training provider</li> </ul> <p>The applicant must ensure that the training provider meets the above conditions.</p> <p><b>NOTE:</b> Where an employer is applying for a training program delivered by an institution certified by PTIB, and the specific <b>program</b> has not been certified by PTIB,</p>

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<ul style="list-style-type: none"> <li>• Industry associations</li> <li>• Industry approved training providers</li> <li>• Trade or industry recognized personal safety training providers</li> <li>• Small Business B.C.</li> <li>• B.C. private training institutions certified under the <i>Private Training Act</i> by the Private Training Institutions Branch (PTIB) of the Ministry of Advanced Education, Skills and Training; or</li> <li>• Other private training providers that satisfy the Ministry’s requirements (see below)</li> </ul>	<p>the training provider must meet the same conditions as for <b>non-certified private training providers</b> (see below).</p> <p>In recognition of the traditional role of Elders in supporting formal education of Indigenous learners, Elders may be considered eligible training providers when:</p> <ul style="list-style-type: none"> <li>• The participant is Indigenous</li> <li>• The Elder support is provided in conjunction with eligible training provided by an eligible training provider; and</li> <li>• All other requirements of the ETG are met</li> </ul> <p>Request for Elder support will be assessed on a case by case basis. The application must identify the Elder(s) providing the supports, the associated costs and a description of the Elder supports.</p> <p>In certain circumstances, an Indigenous Elder may be considered an eligible training provider for Indigenous people.</p> <p>B.C. public post-secondary institutions, training organizations run by B.C.’s school districts, trades, industry recognized safety training providers, registered trade/technical schools, PTIB certified private training institutions and institutions authorized under the <b><i>Degree Authorization Act</i></b> do not need to submit course outlines and instructor eligibility information.</p>
<p>Training programs delivered by private training providers <b>not</b> certified by PTIB are eligible if they meet the following conditions:</p> <ul style="list-style-type: none"> <li>• Training rates and course descriptions must be posted (i.e. online) and remain stable; and</li> <li>• Training is provided by a qualified instructor, with certifications and experience directly related to the type of training</li> </ul> <p>Satisfactory course outline must be included with the application.</p>	<p>Qualified instructors should have relevant education <b>and</b> experience. Educational credentials must be relevant to the nature of the training. For technical skills training, technical credentials alone may be accepted. In some instances, significant experience in delivering training or in a technical occupation may be accepted in lieu of formal educational credentials.</p> <p><b>For training less than \$4,000:</b></p> <ul style="list-style-type: none"> <li>• A certificate, diploma or post-secondary degree relevant to the subject matter <b>and</b> two years of full time work experience teaching, instructing or delivering training relevant to the subject matter of the course; <b>or</b></li> <li>• Five years of full time work experience delivering training, or, in the case of specialized or technical training, five years of full time work experience in an occupation relevant to the subject matter</li> </ul> <p><b>For training \$4,000 or over:</b></p> <ul style="list-style-type: none"> <li>• A graduate degree or higher directly related to the subject matter or business area, or executive coach certification, teaching certificate, etc.; <b>and</b> five years of full time work experience directly related to the training; <b>or</b></li> <li>• Ten years of full time work experience delivering training, or, in the case of specialized or technical training, ten years of full time work experience in an occupation relevant to the subject may be acceptable</li> </ul> <p>The cost of training programs will be determined by the full cost of the program, not by each course in the program. For example, a training program broken into five components, each costing \$2,000 would cost a total of \$10,000 and therefore the instructor would be required to meet the associated qualifications.</p> <p>The application <b>must</b> include evidence of the instructor’s qualifications.</p> <p><b>Course Outline must</b> include:</p> <ul style="list-style-type: none"> <li>• Training program description and learning objectives</li> <li>• Program structure: <ul style="list-style-type: none"> <li>○ Description of each module of the program with instructional hours and intended learning outcomes</li> </ul> </li> </ul>

Criteria	Interpretation
	<ul style="list-style-type: none"> <li>○ Description as to how participant(s) will receive instruction, e.g. online, classroom, etc. for each module</li> <li>• Description of how the participant’s learning will be assessed/evaluated</li> <li>• Total training duration/length</li> <li>• Total training hours</li> <li>• Total cost of the program</li> <li>• Name of instructor; and</li> <li>• Course capacity (number of participants)</li> </ul>
<b>Eligible Alternative Delivery Methods:</b>	
<p><b>Online training</b></p> <p><b>Coaching</b></p> <p><b>In-house training</b></p> <p>Training programs designed and delivered by the employer for the employer’s specific skill needs are eligible under the Technical Skills Training Stream only, if they meet the following conditions:</p> <ul style="list-style-type: none"> <li>• A brief business case providing evidence that no similar formal training is available in B.C.</li> <li>• Training rates and a full course description is provided and remain stable</li> <li>• Costs are reasonable; and</li> <li>• Training is provided by a qualified instructor, with certifications and experience directly related to the type of training</li> </ul>	<p><b>Online training</b></p> <p>Where an employer wishes to provide online training to their employees and the training provider is outside B.C., the costs must not exceed costs for similar in-person training in available in B.C.</p> <p><b>Coaching</b></p> <p>Coaching is a human resource development/training focused on providing support, feedback and advice to an individual or group to improve personal effectiveness in a business setting. Business coaching is also called executive coaching, corporate coaching or leadership coaching. Coaching provided by a certified third-party coach is an eligible type of training under the Workforce Training Stream.</p> <p><b>In-house training</b></p> <p>Qualified instructors for in-house training should have relevant education <b>and</b> experience. Educational credentials must be relevant to the nature of the training. Technical credentials alone may be accepted and/or years of experience in the job.</p> <p><b>Course outline <i>must</i> include:</b></p> <ul style="list-style-type: none"> <li>• Training program description and learning objectives</li> <li>• Program structure (Description as to how participant(s) will receive instruction, e.g. online, classroom, etc. for each module)</li> <li>• Description of how the participant’s learning will be assessed/evaluated</li> <li>• Total training duration/length</li> <li>• Total training hours</li> <li>• Total cost of the program; and</li> <li>• Name and qualifications of instructor</li> </ul> <p><b>Ineligible training delivery methods:</b></p> <ul style="list-style-type: none"> <li>• Trades shows</li> <li>• Annual meetings</li> <li>• Networking</li> <li>• Consulting</li> <li>• Seminars* (in the format of conferences or meetings)</li> <li>• Mentorship</li> <li>• Conferences</li> </ul> <p>*Seminars for training and professional development in a class setting provided by a third party training provider are eligible.</p> <p>For detailed description of the ineligible delivery methods please refer to the <b>Appendix B.</b></p>
<b>Eligible Training Costs:</b>	
Only the following training costs are eligible for reimbursement:	Mandatory student fees are fees that a post-secondary institution charges to all

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<ul style="list-style-type: none"> <li>• Tuition fees</li> <li>• Mandatory student fees</li> <li>• Examination fees</li> <li>• Textbooks, software and other required materials</li> <li>• Travel costs, under certain circumstances (refer to <b>Appendix C</b>)</li> </ul> <p>In certain circumstances, costs for an Indigenous Elder may be considered an eligible fee charged by a third-party training provider.</p>	<p>students to provide access to the institution’s activities and services. These are not user fees and cannot be waived.</p> <p>Software or other required materials must be required for participation in the training. A physical asset, e.g. laptop, or software license that is retained past the training is ineligible.</p> <p>Ineligible costs include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Travel (except as per criteria in <b>Appendix C</b>)</li> <li>• Membership fees/subscription fees/annual fees/professional association dues</li> <li>• Software purchase/license for the business</li> <li>• Laptops, tablets and other hardware</li> <li>• Equipment, such as boots, tools, etc.</li> </ul> <p><b>Refer to Appendix C</b> for details on the ETG travel policy including caps and circumstances where travel will not be considered eligible.</p>
<p>A participant is eligible to receive up to \$10,000 in ETG funding per fiscal year (April 1 to March 31).</p>	<p><b>Foundational Training Stream:</b></p> <p>A participant can receive up to a maximum of <b>\$10,000</b> in government contribution; the participant can be on multiple applications in one fiscal year as long as they do not exceed \$10,000 total contributions in that fiscal.</p> <p><b>Technical Skills Training Stream:</b></p> <p>A participant can receive up to a maximum of <b>\$10,000</b> in government contribution; the participant can be on multiple applications in one fiscal year as long as they do not exceed \$10,000 total contributions in that fiscal.</p> <p><b>Workforce Training Stream:</b></p> <p>A participant can receive up to a maximum of <b>\$5,000</b> in government contribution.</p>
<p>An employer must not have received or be receiving funding from another government program for any of the eligible training costs covered by the ETG.</p>	<p>If an employer has or will receive other government funding to cover any of the training costs that will be reimbursed by the ETG (government contribution), they are not eligible to apply. This is not applicable to the employer contribution.</p>



## **Appendix A – Requirements for Employment Insurance (EI) and Income Assistance (IA) Clients Participating in the ETG**

The goal of the B.C. Employer Training Grant is to help unemployed and employed British Columbians access the skills training they need to adapt to the changing requirements of jobs and the labour market while encouraging employer involvement in training of their employees.

Individuals who are active claimants in receipt of Employment Insurance (EI) Part I benefits or British Columbia Employment Assistance clients in receipt of Income Assistance (IA) may be eligible for training funded through the ETG if prior approval is obtained from the Ministry of Social Development and Poverty Reduction (SDPR). EI or IA clients who do not obtain pre-approval before participating in training may become ineligible for continued financial supports under EI or IA.

Where an employer wishes to train and hire an individual who is currently an EI or IA client, the following steps must be taken before starting training:

### **Employment Insurance (EI) Clients**

- When applying to the ETG, the employer must indicate on the application form that they are applying for training for a participant(s) who is currently an EI recipient
- Participant Information Forms must be submitted at least five days prior to the training start date

### **Income Assistance (IA) Clients**

- When applying to the ETG, the employer must indicate on the application form that they are applying for training for a participant(s) who is currently an IA recipient
- If you are an IA recipient, you must contact your Employment Assistance Worker at the Ministry of Social Development and Poverty Reduction (SDPR) Service Delivery Division to ensure that your Income Assistance will not be impacted while you are participating in training under the ETG
- Additional questions regarding Income Assistance should be directed to SDPR at 1-866-866-0800

## **Appendix B: B.C. Employer Training Grant – Ineligible Training Delivery Methods Definitions**

### ***Ineligible Training Delivery Methods:***

#### **Trade Shows**

A trade show is an exhibition for companies in a specific industry to showcase and demonstrate their products and services

#### **Annual Meetings**

Annual meetings, whether legally required or not

#### **Networking**

Networking is the process of establishing a mutually beneficial relationship with other business people and potential clients and/or customers. Networking is a structured plan to get to know people who will do business with you or to introduce you to those who will.

#### **Consulting**

Consulting involves assessing or diagnosing the needs of an organization or individual and offering solutions/providing advice based on the specialized expertise to “fix the problem.” The focus is on developing organizational practices, processes and structure. Therefore consulting is deemed services rendered and not training provided for the employees of the business and therefore not eligible.

#### **Seminars**

Seminars in the format of conferences or meetings are not eligible under the ETG.

#### **Mentorship**

Mentorship is a relationship in which a more experienced or more knowledgeable person provides advice and guidance to a less experienced or less knowledgeable person. It is a learning and development partnership between someone with vast experience/expertise and someone who wants to learn.

#### **Conferences**

Conferences are not eligible under the ETG.

## **Appendix C – Details on Travel Policy and Maximum Reimbursement Rates for Travel**

The intent of covering travel costs is to provide access to training for participants living and working in rural and remote communities in British Columbia who would not otherwise have access to equivalent or similar training. Travel costs are eligible when all of the following conditions are met:

- The participant lives **and** works in a community with a population of 25,000 or less, located outside the geographic boundaries of metro Vancouver; and
- The distance from the community where the participant lives and works to the location of the training is greater than 100 km one way. Exceptions might be made when the community is geographically isolated, for example mountainous or island communities

The ETG will cover a percentage of the eligible travel costs depending on the stream the training falls under. The Foundational Training Stream covers 100%, the Technical Training Stream is 80%, and the Workforce Training Stream covers 60% up to the maximum allowable amounts.

**NOTE:** Approval of travel expenses is **conditional** upon reimbursement and must fall within the eligible costs to be fully reimbursed. 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 reimbursed if not pre-approved and included in a ETG Agreement.

### **Eligible Travel Costs:**

Travel costs will only be reimbursed for training that occurs within B.C. with the exception of highly technical training that is not available in B.C. Applications that are received under the Workforce Training Stream are NOT eligible for travel costs outside of B.C.

Travel outside of Canada will not be covered, unless it is for technical training that is not available in Canada. Applications that are received under the Workforce Training Stream are NOT eligible for travel costs outside of Canada.

Eligible travel costs are limited to the following:

- Flights
- Bus transportation
- Car rental
- Mileage if private vehicle is used
- Accommodation
- Meals
- Ferries
- Tolls
- Parking
- Taxi fare
- Public transit

All travel costs must align with training dates; travel costs significantly outside of 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, if a late afternoon flight is taken for training that starts the next morning, only dinner may be claimed on the travel day. Where a meal is provided without charge, no claim for that meal can be made.

Selected mode of travel must be the most economical and practical option:

- All flights must be economy class
- Car rental is restricted to compact/economy only

Flight seat selection charges, incidental charges and gratuities are not eligible. Companion travel is not eligible.

Government accommodation, per diems and mileage rates will apply. Receipts must be provided when submitting a reimbursement claim. Receipts are not required for meals or mileage.

**Maximum Allowable Expenses:**

**Flights:** The Maximum Reimbursement that will be paid on flights is \$800 per participant. All flights must be economy class. The cost of First class or Business class tickets will NOT be reimbursed.

**Meal Per Diem Allowances** (as per Government rates):

Full Day	Breakfast Only	Lunch Only	Dinner Only	B&L Only	L&D Only	B&D Only
\$50.00	\$12.00	\$14.00	\$24.00	\$26.00	\$38.00	\$36.00

**Mileage rates:** \$0.54 per kilometer (as per Government rates):

**Accommodation rates (receipts required):**

City	Low Season	High Season
Fort St. John	\$149 per night	
Kamloops	\$110 per night	
Kelowna	\$129 per night	
Lower Mainland	\$129 per night	
Prince George	\$115 per night	
Vancouver	\$129 per night	\$159 per night
Victoria	\$129 per night	\$159 per night
Other	\$110 per night	

Where private accommodation instead of commercial accommodation is used, \$31.65 per day is eligible to claim.

## Appendix D - Conflict of Interest Guidelines

Where the Ministry determines that there is a real or perceived conflict of interest in the choice of a participant, training provider and/or training programs, the Ministry reserves the right to deny an application or claim based on that conflict of interest. The Ministry may also revoke an Agreement in the event that a real conflict of interest comes to light.

The following are examples of situations where the Ministry may determine there is a real or perceived conflict of interest. These are examples only, and there may be other situations where the Ministry determines there is a real or perceived conflict of interest.

- There are common directors, shareholders and/or owners of the employer's business and the training provider
- The employer stands to gain financially from the choice of training provider. For example, the employer developed the training and receives a fee from the third-party training provider delivering the training
- Grant funding will be used to train family members, including but not limited to, where a participant is a relative of:
  - The employer
  - A person or persons in a position of authority or power with the employer, such as an Executive Director, Chief Executive Officer, Chief Operating Officer, Office Manager, Human Resources Manager, etc.
  - A board member; and/or
  - Shareholder(s) of a corporation, where the Ministry determines that the position of the shareholder has or could influence the selection of a family member (for example, a majority shareholder)



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