Community Workforce Response Grant
The Skills Training for Economic Recovery Stream Criteria
Updated December 11, 2022

Contents

INTENT

The Skills Training for Economic Recovery stream is designed to support the StrongerBC Economic Plan and provide short-term occupational Skills Training[1] to British Columbians so they can gain job-related knowledge, skills and competencies to quickly secure sustainable employment.

ELIGIBLE APPLICANTS	
Criteria	**Interpretation**

Eligible Applicants include:
 	
• SkilledTradesBC designated trade schools including union-affiliated trainers recognized by SkilledTradesBC
 	
• Unions certified to represent employees under the B.C. Labour Relations Code
 	
• Industry, sector and employer associations
 	
• B.C. public and private post-secondary institutions
 	
• B.C. private training institutions certified under the Private Training Act by the Private Training Institutions Branch (PTIB) of the Ministry of Advanced Education and Skills Training
 	
• First Nations and local governments including municipalities, districts, Tribal Councils, province-wide Indigenous organizations, Aboriginal-controlled institutes, and Indigenous friendship centers
 	
• Not-profit organizations serving the community
 	
• Major employer (in a community with a single resource economy)
 	
All Applicants and instructors must have the expertise, skills and experience to deliver the Skills Training component of the Project.
	Eligible Applicants are training providers that have the expertise, skills and experience to deliver occupational Skills Training relevant to jobs in demand (i.e., High Opportunity Occupations) in B.C.
	
	B.C. Public post-secondary institutions are not required to submit instructor qualifications and course outlines unless the proposed Project is a continuing education program
	
	Applicants engaging private post-secondary institutions (either PTIB-certified or non-PTIB-certified) as training providers must include, at the time of application, the following:
	
	• Course Outline, including:
	   o Instruction method (e.g.: online, classroom)
	   o Course duration
	   o Course capacity (number of Participants)
	
	• Training address location
	
	• An instructor resume or CV that demonstrates:
	   o Trainers hold, at minimum, a diploma or recognized certification relevant to the subject matter being taught.
	   o For training in trades or technology, instructors hold a certificate, diploma or post-secondary degree relevant to the subject matter and have two years of full-time work experience in a career occupation relevant to the subject matter of the training, or 10 years of full- time work experience in the relevant subject matter.
	   o A record of instructor experience providing same or similar training may also be requested.
	
	The Ministry may request additional information from Applicants at any time during the evaluation process. Applicants will be asked to submit more detailed information for Projects that do not fit within the stream criteria and therefore will require Ministry discretion. In such cases, it is recommended Applicants contact CWRG@gov.bc.ca before applying.
	
	If the applicant is considering a self-employment project, contact CWRG@gov.bc.ca prior to applying to discuss the project's eligibility for funding.

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[1] See Appendix D for definitions

Criteria	Interpretation
	Skills Training may be delivered in whole or part by the applicant or a third-party. All third-party providers must also meet the eligible criteria and interpretation as stated above.
	The Skills Training provider cannot subcontract their services to another person or organization. Only Skills Training providers whose names appear in Schedule A of the CWRG agreement will be reimbursed.

Employment Support Services (ESS) may be delivered by the applicant or a Third-Party. Eligible Third-Party providers include:
 	
• B.C. public post-secondary institutions
 	
• SkilledTrades BC-designated trade schools
 	
• B.C. private training institutions certified under the Private Training Act by the Private Training Institutions Branch (PTIB) of the Ministry of Advanced Education and Skills Training
 	
• Social service organizations
 	
• Indigenous training and employment organizations
 	
• Employment or training organizations
 	
All service providers must have the expertise, skills and experience to deliver this component of the Project.
 	
ESS are to be delivered as a Cohort
 	
Instructors must have the expertise, skills and experience to deliver the Employment Support Services component of the Project.
	Providing Employment Support Services (ESS) as part of the Project is optional. ESS are those basic services that meet the immediate needs of the Participant to prepare for, find and obtain employment and may include job search skills, resume writing and interview skills.
	
	Cohort-based ESS will typically be reimbursed up to a maximum of $400 per Participant to be completed within the Skills Training dates with an expected instructional time of approximately 40 hours. See Eligible Costs below for details.
	
	Participants are expected to be Training-ready prior to receiving skills training.
	
	• Some essential skills training may be included as a component of the ESS Cohort training but not as a stand-alone component or separate cost. See Table 1 for details concerning essential skills.
	
	• English as a Second Language training is not an eligible ESS cost.
	
	While enrolled in training, if Participants require more individualized employment support, they should be directed to agencies providing employment and career services in the community.
	
	Applicants that include ESS in their Project must include the following at time of application:
	
	• A rationale for providing ESS as part of the Skills Training Project; and
	
	• A rationale for the choice of the ESS provider based on the expertise and experience of the provider; and
	
	• An instructor's resume that demonstrates:
	
	  o Instructors hold recognized certification relevant to the subject matter being taught.
	
	  o A record of instructor experience providing same or similar training may also be requested. A course outline that indicates whether the ESS will take place concurrently with training or offered only at the end of training.

Criteria	Interpretation

	• An ESS Quote, showing:
	
	    ○ Total cost, including GST
	
	    ○ Detailed number of hours for each topic covered
	
	    ○ Detail delivery method (online, in-person, blended)
	
	The ESS provider may not subcontract their services to another person or organization.
	
	Only ESS providers whose names appear in Schedule A of the CWRG agreement will be reimbursed.
	
	If your proposal includes non-regulated credential training and you are including a Practicum or Work Experience as part of your project, please complete the Practicum Training List (PDF) and upload it with your application. This includes approved Private Training Institutions Branch courses. See Appendix D for more information.

Applicants must have a Business BCeID Account to apply.	The Ministry receives and administers grant applications through a web-based system at: CommunityWorkforceResponseGrants.gov.bc.ca A Business BCeID Account is required to create and submit a grant application. To open a Business BCeID Account visit BCeID. Review the Business BCeID Questions and Answers document for more information.
An Applicant must have met all obligations and program requirements for completed Projects previously funded through the Canada-B.C. Job Fund or the Workforce Development Agreement.	These obligations include but are not limited to: • All information provided on the application was found to be complete, true and correct. • All required forms, records and reports were submitted on time. • Participants were Sustainably employed as a result of training. An Applicant may also be ineligible to apply under the following circumstances: • Has been approved for multiple grants in the past but has withdrawn or not completed training for several of those agreements. • Shown to have a conflict of interest (refer to Appendix B). • See Appendix C for Applicant and Agreement Holder Standard of Excellence.

Criteria	Interpretation
Applicants must respond to CWRG requests in a timely manner.	The Ministry will be in contact with Applicants and Agreement holders—via telephone and email—throughout the process. The Ministry may request additional information from Applicants during the evaluation stage to determine eligibility. Assessment decisions may be delayed, applications denied, or payment delayed if Applicants or Agreement holders are unable to provide additional information in a timely manner, usually three business days.

ELIGIBLE PARTICIPANTS	
Criteria	**Interpretation**
Participants must be Canadian citizens, permanent residents, or protected persons (as designated under the *Immigration and Refugee Protection Act*) entitled to work in Canada.	• Temporary foreign workers, international students, working holiday visas, or other temporary residents are NOT eligible to participate. • Permanent residents are persons who have immigrated permanently to Canada but have not become Canadian citizens. • Protected persons, as designated under the Immigration and Refugee Protection Act, are eligible provided they have a valid work permit and a study permit if the Skills Training is longer than six months. • For information on Ukrainian refugee eligibility for CWRG funding, please refer to current federal guidelines.
Participants must be: • At least 16 years old • Residing in B.C. • Have a Social Insurance Number (SIN) • Training-ready • Unemployed, or employed Part-time, Seasonally, Casually, or Precariously	To build a stronger provincial economy, priority may be given to Projects that target Participants who are: • Low-skilled • Youth • Women • Recent immigrants (within 10 years of landing) • People of colour For employment status definitions (including Unemployed, Seasonal, Casual, Part-Time and Precarious) refer to Appendix D. Participants who are employed Full-time are not eligible for training. It is the responsibility of the Agreement Holder when recruiting to verify the employment status of the participants and to ensure that they are eligible before the start of training. Please refer to the Participants Eligibility Checklist. For the training of full-time employed individuals, the Applicant may wish to apply to the BC Employer Training Grant Program.
Participants must have completed their participation in other federally or provincially funded training programs before participating in the CWRG program.	Participants cannot be enrolled in another federally or provincially funded training program at the same time. For example, a Participant currently enrolled in a SkilledTradesBC, Women in Trades program is not eligible for a CWRG funded training Project at the same time.

Criteria	Interpretation
Participants currently receiving regular Employment Insurance (EI) benefits, and those on Income Assistance (IA), are eligible to participate in a CWRG-funded training Project if the Ministry of Social Development and Poverty Reduction (SDPR) has been informed.	If a Participant has submitted a Participant Information Form (PIF) and indicated they are "currently receiving" EI benefits, the CWRG will inform the Ministry of Social Development and Poverty Reduction (SDPR) of the appropriate training dates to ensure benefits are not discontinued during training._ IA claimants must contact an Employment Assistance Worker at the SDPR Service Delivery Division, at 1-866-866-0800, to ensure that the training received under the CWRG program will not affect their IA benefits._ Refer to Appendix A for details
If a Participant has repeatedly not completed training, that Participant is ineligible under for funding.	It is the responsibility of the Applicant to ensure Participants are Training-ready as well as eligible, ready and capable of participating in the Project._ It is the responsibility of the Participant to understand the purpose of the Project and to participate in good faith.

ELIGIBLE PROJECTS	
Criteria	**Interpretation**
Projects must be Cohort based. Training providers must follow Provincial Health Office (PHO) orders when required. Any training in the workplace must adhere to all Occupational Health and Safety Regulations.	For CWRG funding, a Cohort is defined as a group of at least three (3) Participants with the same training needs to secure employment. An occupational Skills Training Project cannot deliver different training for Participants in the same Cohort. Cohorts will progress together as a group, taking the same occupational Skills Training at the same time. Participant Financial Supports may vary for each Participant. See Appendix D. If your Project will have multiple training start dates or multiple Cohorts, you will be required to submit separate applications. Please contact CWRG (CWRG@gov.bc.ca) for more information.
Projects must align with the intent of the stream.	Training must be for high opportunity occupations Priority may be given to Projects that support the StrongerBC Economic Plan, for example: • Skilled Trades • Health Care • Life Science • Occupational Skills Training that aligns with the CleanBC Roadmap to 2030 Provincial or regional need(s) can be demonstrated by including relevant information in the Project description from the current Good Jobs Guide and the BC Labour Market Outlook 2021 Edition. Short-Term Orientation and Certificate training (STOC) (e.g., *Emergency First Aid, SuperHost, FOODSAFE, Serving It Right, WHMIS*, etc.) may be included in a Project but only if such training directly supports the occupational Skills Training component. STOC training cannot comprise the majority of training in this component. The costs of each specific STOC training must be clearly stated in the Project description at time of application. For Projects engaging private post-secondary institutions, preference will be given to Projects that propose established Skills Training programs approved by the B.C. Private Training Institution Branch. A rationale must be submitted at time of application for Skills Training descriptions that are customized or deviate in duration and content from existing and approved descriptions.

Criteria	Interpretation
Training must increase occupation-related skills, prepare people for current or emerging job opportunities, and/or lead directly to employment. The Applicant must be able to demonstrate a direct link between the training and employment. Projects previously funded under the CWRG program targeting the same participants are not eligible.	Participants must gain transferable skills that will help move them from low-skilled to higher-skilled jobs and increase their job security. Applicants will be required to demonstrate the need for the training in their community(ies), region(s) or province in the application. To demonstrate need, Applicants are required to submit letters of support for the Project at time of application. This could include letters of support from employers, sector/industry associations, Chambers of Commerce, and/or other relevant community stakeholders. Letters of support that include employer commitments to interview and potentially hire training graduates for available employment are especially important to demonstrate the need for proposed training. When writing letters of support, employers must have read and reviewed the curriculum and indicate if: • they recognize the credentialing and certification; and • the certification is required for employment in their organization; and • they are willing to hire or interview Participants who completed training; and • there are vacant positions the employer has available. If letters of support from organizations or employers include the intention to offer work experience or practicums, the letter must state the number of participants the employer will accept into their organization or business, the number of hours, and whether the participants will be paid. Letters of support should be on official letterhead, application specific, and dated no more than four months before submission of the application. Letters must be uploaded and submitted at time of application.
Projects for self-employment training must demonstrate that possible products or services are customer focussed and demand driven. Applications for self-employment training must clearly indicate the need for such training in the community and specify the goal of self-employment as one or more of: • Self-employment to sell services	Refer to WorkBC for the various options for self-employment. The program description must identify what type of self-employment option the Project will concentrate on. Priority will be given to those Projects that show how their Projects add value or distinguish themselves from education modules provided by the Province or Small Business BC. Applicants will need to show that a community or sector has the need for and the capacity to support the number of self-employment individuals. This must be done through a

Criteria	Interpretation
• Self-employment to sell products • Self-employment to sell others' products • Self-employment to provide consulting	combination of letters of support from, for example, the Chamber of Commerce, local government, Band Councils, local business associations, Participant business plans, community planning models and community need assessments that demonstrate the need for self-employment capacity. Applications for self-employment Projects submitted without a pre-screening meeting with CWRG may be required to withdraw. Contact CWRG@gov.bc.ca.
Occupational Skills Training Projects must not exceed 52 weeks in duration.	All Projects should be time-limited and focused on occupational Skills Training for Training-ready Participants. Skills Training Projects that result in employer-recognized certifications or diplomas are eligible if they are not more than 52 weeks.
All services delivered must include occupational Skills Training and may include one or both of Employment Support Services and Participant Financial Supports listed in Table 1.	Components of the Project will be reviewed during the application process to ensure they are eligible.
This Project must not have started before being approved by the CWRG.	If the project begins before your application has been approved, you are responsible for all project costs should the application not be approved by the Province.

ELIGIBLE COSTS	
Criteria	**Interpretation**
Maximum allowable cost per Participant is $8,000 which can include Occupational Skills Training, Employment Support Services and Participant Financial Supports (see Table 1 for definitions) to support Participants' success in the Project. The CWRG recognizes the higher cost of regulated training. Some exceptions may apply to skills training costs per participant for trades and industrial training, however, such training must align with industry standards. The Participant Financial Supports should be reasonable and may be capped at the discretion of the Ministry. For more details and information, it is recommended that applicants wishing to apply for trades and industrial training funding contact CWRG@gov.bc.ca prior to applying.	While optional, Participants may require Employment Support Services and Participant Financial Supports to participate in training and successfully obtain employment. Occupational Skills Training costs may include tuition or training fees, examinations, certificates, books, training software and other course materials. Skills Training costs must be reasonable. Applicants may be required to submit quotes from potential training providers and provide a rationale for the Skills Training in their application if costs exceed sector norms. ESS must be competitively priced within the industry, therefore seeking comparative quotes is recommended. If the PTIB-approved curriculum includes an ESS component, additional ESS training will not be funded. Cohort-based ESS will typically be reimbursed up to a maximum of $400 per Participant to be completed within the Skills Training dates with an expected instructional time of approximately 40 hours. Refer to Table 1 for all eligible services.
An Applicant can apply for up to 10 per cent of the total costs of Project delivery to support Project administration.	Applicants can apply to receive funding to offset administrative costs associated with project management, outreach and recruitment of Participants, claims and reporting. Only approved Applicants whose name appear in the CWRG agreement are eligible to receive administration Fees.
This Project must not have started before submitting the application.	Applications cannot be submitted if the Project has already started.

Table 1

ELIGIBLE SERVICES
Skills Training: This provides Participants with the skills necessary to obtain Sustainable employment and be successful in their employment. All training must be completed within 52 weeks.

Occupational Skills Training	Skills Training related to a job. For example: • Training to develop the skills required to operate a particular machine or use a particular technology. • Sector-specific skills. • Apprenticeship Foundation Programs.
Employment Support Services: These optional services are provided to Participants to increase their success in the Skills Training Project and employability at the end of training.	
Employment Support Services (ESS)	Includes job-readiness skills such as job search, resume writing and interview skills. Essential Skills Training to develop one or more of the nine essential skills for the workplace as defined by Employment and Skills Development Canada
Participant Financial Supports: Optional financial supports for Participants, to remove barriers to Participants' successful participation in, and completion of, the training.	
Childcare	For a Participant's child while the Participant is attending training or other Project-related services.
Transportation	For the Participant's transportation to training, employment services or on-the-job training. Bus passes and mileage are eligible.
Other supports	Including: • Refreshments, food or light meals provided during Cohort training. • Supports provided to persons with disabilities to assist with participating while in training. • Hotel/motel accommodation while attending training. • Personal Protective Equipment. • Other – specific items should be identified in the Project description.
Administration Fees: While optional, an Applicant can apply for up to 10 per cent of the total costs of Project delivery to support Project administration.	
Administration	• Project management • Outreach and recruitment of Participants • Job fairs and placement • CWRG claims and reporting

APPENDIX A – REQUIREMENTS FOR EMPLOYMENT INSURANCE (EI) AND INCOME ASSISTANCE (IA) CLIENTS PARTICIPATING IN THE CWRG PROGRAM

The goal of the CWRG program is to increase participation of British Columbians in the labour force by helping them develop the skills required in the current regional labour markets. It is a priority of the Province to support Unemployed individuals, including those receiving EI or IA, to obtain employment.

A CWRG Agreement holder has the responsibility to:

1) Ensure Participants are eligible to participate in a CWRG-funded Project. Please use the Participant Eligibility Checklist to check Participants for eligibility.
2) Identify which Participants currently receive Employment Insurance (EI) or Income Assistance (IA) benefits and inform CWRG as soon as possible. Failure to do so could severely impact Participants' EI or IA benefits.

Agreement holders training Participants receiving EI must:

- Ensure the training dates stated in the online application system are accurate.
- Communicate the correct and confirmed training dates to those Participants currently receiving EI benefits.
- Request the Participant indicate on the Participant Information Form (PIF) if they are "currently receiving" EI benefits.
- Inform the Participant that the Community Workforce Response Grant Program, which funds the training, will contact the Ministry of Social Development and Poverty Reduction (SDPR) and submit a Section 25 EI referral on behalf of the Participant.
- Instruct the Participant to clearly indicate the correct training dates on their bi-weekly report.
- Contact the CWRG immediately when there is a break in training, or a Participant leaves the Project. Any break in training for a week or more needs to be reported, as well as the last day of attendance for a Participant who leaves training early.

Agreement holders training Participants receiving IA must:

- Ensure the training dates stated in the online portal are accurate.
- Communicate the correct and confirmed training dates to those Participants currently receiving IA benefits.
- Ensure a Participant has submitted a Participant Information Form with the correct training dates and has indicated they are "currently receiving" IA benefits.
- Instruct the Participant to contact an Employment Assistance Worker at the SDPR Service Delivery Division at 1 866-866-0800 to ensure that the Skills Training received under the CWRG program will not affect their IA benefits.

Agreement Holders should not direct Participants to contact the CWRG Program.

APPENDIX B – CONFLICT OF INTEREST GUIDELINES

Where the Ministry determines that there is a real or perceived conflict of interest in the choice of a Participant, Skills Training and Employment Support Services provider, the Ministry reserves the right to deny an application or claim based on that conflict of interest. In the event that the Ministry becomes aware of a real conflict of interest, as determined by the Ministry in its sole discretion, the Ministry may revoke an Agreement.

The following are examples of situations where the Ministry may determine there is a real or perceived conflict of interest. **These examples include but are not limited to**:

- Where there is evidence that the training provider is not a Third-party, or adequately arm's length from the Applicant, and that the choice of the provider is based on other factors than having the best expertise and qualifications to provide the training. In streams where the Applicant is not supplying the training and Employment Support Services, the Skills Training provider and Employment Support Services provider must be Third-party to the Applicant.
- An Applicant chooses a particular training provider because the provider holds either a salaried or non-salaried position with the Applicant organization.
- The Applicant stands to gain financially from the choice of training provider or Employment Support Services provider. For example, the Applicant receives a fee from the Third-party training provider delivering training or Employment Support Services.
- The Third-party training provider or Employment Support Services provider assumes management of the CWRG Agreement from the original Applicant.
- Skills Training or Employment Support Services providers contact the Applicant with unsolicited phone calls, emails, or direct mail offering to provide services not initially requested by the Applicant.

In recognition of the traditional role of Elders in supporting formal education of Indigenous learners, these conflict of interest guidelines may not apply.

APPENDIX C – APPLICANT AND AGREEMENT HOLDER STANDARD OF EXCELLENCE

CWRG expects all Applicants to submit applications that, in good faith, reflect labour needs, the current employment situation of Participants, and a quality of training that gives Participants the necessary credentials to step into the workplace with confidence.

The CWRG works with Applicants and Agreement Holders to maintain a standard of excellence at every stage of the CWRG program – from application submission through to completion reporting. If the Applicant or training provider has been previously funded by the CWRG, past performance (Participant outcomes, benefit to the community and labour force) will be considered in the evaluation of an application for funding

For current Applicants and Agreement Holders, this standard of excellence is met when Agreement Holders:

- Do not delegate the administration of the CWRG Agreement to a Third-party service provider or to anyone not legally bound by the CWRG Agreement.
- Exercise their due diligence in understanding the labour needs of their community or sector and base their training Project on those needs and those of the Participants.
- Collaborate with local employers to supply letters of support that recognize the training certificate as providing the necessary skills for employability.
- Engage the best qualified Third-party training provider available—at the best value for money— to ensure training meets the standards of potential employers and gives employer-recognized credentials to Participants.
- Meet all obligations to the Province under applicable legislation and regulations, and under previous grant agreements.
- Ensure all information provided to the CWRG is found to be complete and accurate.
- Complete any repayment to the Province when required.
- Have shown diligence in ensuring Participants on EI and IA did not have their benefits put in jeopardy.
- Have received positive reports through Participant feedback, media reports, employer feedback or other means pointing to the usefulness and effectiveness of the training Project.
- Have demonstrated a commitment to ensuring Participants complete training and find employment.
- Have submitted success stories from Participants complete with signed consent forms.

An Agreement Holder may be ineligible to re-apply for CWRG funding under the following circumstances:

- The Agreement Holder did not maintain management/administration of the agreement.
- High attrition rate of participants during training compared to the number of participants stated in Schedule A.
- There is evidence of any conflict of interest (refer to Appendix B).
- Information provided to the CWRG was inaccurate or untrue.
- The Agreement Holder does not correspond with the CWRG in a timely fashion, usually three business days.
- The Agreement Holder does not provide follow-up documents as required (e.g., proof of payment)
- Overpayments have not been remitted to the province.
- Contravention of BCeID regulation (i.e., sharing login credentials).
- There are hidden costs to Participants not revealed to CWRG at time of application.
- There is a misrepresentation of the type and quality of certifications offered.
- There is an inflation of positive outcomes in the completion reports.
- There is inaccurate reporting of training start/end dates.
- Failure to recruit Participants who meet eligibility requirements, resulting in low completion rates.
- Failure to link Participants to Sustainable employment upon completion of training.

APPENDIX D – DEFINITIONS

The following definitions are provided to assist Applicants in applying for CWRG funding. For the comprehensive list of definitions that define CWRG Agreements, refer to Schedule B of a standard CWRG Agreement.

Administration Fees: those costs directly related to Project management that include, but are not limited to, room rental costs, marketing, outreach and recruitment of Participants, orientation, overseeing Participant Financial Supports, managing Participant EI or IA issues, organizing job fairs and job placements, communication, and CWRG claims and reporting. Applicants can apply for up to 10 per cent of all Project Services (Skills Training + Employment Support Services + Participant Financial Supports). The total cost of Project Services plus Administration Fees may never exceed the maximum funding permitted per stream.

Applicant – the organization that applied for a grant under the CWRG Program.

Agreement Holder – the organization that applied for a grant under the CWRG Program and to whom an approval letter or CWRG Agreement has been addressed.

Apprenticeship Foundation Programs – a foundation program is one recognized by the B.C. Industrial Training Authority that provides the basic knowledge and skills required to enter a trade. Working with a sponsoring employer is not a prerequisite to participate in this type of Skills Training. The purpose of foundations training is to permit the Participant to gain familiarity and experience with a trade, thereby offering an advantage when the Participant seeks an employer to sponsor their apprenticeship.

Casual or on-call work employment – refers to persons working only when needed, often on short notice.

Cohort – a group of three (3) or more Participants with the same training needs to secure employment. Cohorts will progress through the Project together as a group, using the same Employment Support Services and taking the same occupational Skills Training. An occupational Skills Training Project cannot deliver different training to individual Participants in the same Cohort.

Community Support – evidence for a Skills Training Project that is directly provided by local, regional and provincial stakeholders that attests to the need for a particular type of Skills Training in a community, an industry or sector, or region. This support is usually in the form of letters on an organization's letterhead dated no more than four months prior to the submission of the CWRG application. Support may also be evidenced by current labour market data.

Employment Support Services or ESS – services presented to a Cohort that assist in securing employment, such as resume writing, interview skills, job search techniques and other essential skills.

Full-time – refers to those persons working 30 or more hours per week.

Part-time – refers to those working less than 30 hours per week.

Participant – each individual that the Applicant has enrolled in the Project and who is receiving, or has received, CWRG-funded Project Services.

Participant Financial Supports – the financial supports component of the Project Services provided to Participants during their participation in the Project that are intended to remove barriers to their success in the Project, such as costs for childcare, transportation, personal protective gear, required uniforms, travel, accommodation and disability supports, in accordance with the CWRG Program Requirements. Refer to Table 1 above.

Participant Information Forms or PIFs – Participant personal information forms that are to be submitted directly by all Participants via the Community Workforce Response Grant online application system. PIFs must be submitted five days before the first day of training but no later than seven days after the training start date. Payment for Project Services is based on the number of valid PIFs in the online application system when the claim for payment is made.

Practicum – practicums or work experience provide hands-on training in the workplace as a requirement to complete a

course of training. In some types of training, practicums are mandatory because the training is regulated by an oversight body. Some examples of regulated training include certification for primary care paramedics, health care aides, early childhood education assistants, and dental assistants. Some examples of non-regulated credential training include administrative accounting and bookkeeping, supply chain management, network administrator training, electrical foundations, and hospitality operation training.

Precarious employment – employment that is unstable due to circumstances such as having just cause to leave one's employment, having received a lay-off notice, self-employment income is below the poverty line, the job is likely to be replaced with automation, an industry shutdown is imminent or there have been changes in the marketplace due to a natural disaster like a pandemic.

Program Requirements – the general principles, intent, policy, criteria, requirements and Participant and Applicant obligations relating to the CWRG Program, as may be amended by the Province in its sole discretion from time to time. The Program Requirements can be viewed on the 'Grant Overview' page, or such other location as may be specified from time to time**.**

Project – the entire Project proposed by the Applicant and approved by the Province in accordance with the acceptance of a CWRG Agreement. The Project includes all activities that ensure the Project Services have been provided per the CWRG Agreement. These activities include, but are not limited to, marketing, recruitment, assisting participants with PIFs, organizing training spaces, Skills Training, including Employment Support Services if required, disbursing Participant Financial Supports if requested and completing all CWRG reporting requirements.

Project Services – all the Employment Support Services, Participant Financial Supports, and Skills Training to be provided to Participants as set out in a CWRG Agreement.

Seasonal – those persons working steady, possibly long hours for some but not all months of the year (e.g., landscaping, tree planting, wildland firefighting, etc.)

Skills Training – the mandatory Skills Training component of the Project Services and refers to occupational Skills Training. This training must enable Participants to develop skills required for a specific job or occupation in the labour market. All training must lead to a certificate or diploma that is recognized by educational institutions and/or industry and employers. Occupational Skills Training can only be provided for skills that are in-demand in the labour market and suitable to address an individual's employment related needs where there is a good prospect of obtaining Sustainable employment as quickly as possible.

Sustainable employment – employment that provides an opportunity for growth by creating a pathway that secures a Participant's long-term attachment to the workforce.

Third-party Service Provider – a provider that is eligible, in accordance with the CWRG Program Requirements, and at arm's length from the Applicant and is chosen by the Applicant.

Training-ready – a Participant with the basic life and essential skills required to enter and complete the Skills Training Project.

Unemployed – refers to persons with barriers to entering the workforce, persons currently receiving EI or IA but searching for work, or persons working less than 20 hours per week.

Work Experience – see Practicum.