

MINISTRY OF SOCIAL DEVELOPMENT AND POVERTY REDUCTION

WorkBC Employment Services

Project Based Labour Market Training (PBLMT)

Applicant Guide

Employment and Labour Market Services

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Project Based Labour Market Training (PBLMT)

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Applicant Guide

Purpose

This applicant guide provides the information required to request funding for Project Based Labour Market Training (PBLMT) proposals.

It will provide an overview of PBLMT and outline the requirements for a proposal. The following appendices will provide further information:

- Appendix 1 –PBLMT Proposal Description
- Appendix 2 – PBLMT Budget Guidelines
- Appendix 3 – Example of PBLMT Objectives, Activities and Results
- Appendix 4 – The Project Based Training Model

More information is available on the WorkBC website: www.WorkBC.ca/CEP

Program Overview

What is the Project Based Labour Market Training (PBLMT) component of the Community and Employer Partnership (CEP) Fund of the WorkBC Employment Services?

PBLMT is designed to support projects that provide benefits both to the community and to individuals by providing a combination of on and/or off-the-job training delivered under a project based training model to assist eligible individuals to obtain the skills they need for employment.

PBLMT projects will enhance the Client's employability skills by providing training and supports such as work experience in a collaborative group environment. The training, together with a range of other supportive activities which Clients do while on a project, increases the Client's chances of successfully finding sustainable employment.

In developing a proposal for PBLMT, the following training components **must be** incorporated into the project:

- occupation-related skills; and
- employability and/or essential skills

PBLMT projects offer full-time programming for the participants in a group format. Projects may involve a single intake of participants, or more than one intake of participants. Each intake must have a minimum of 8 participants to proceed and projects would normally have a maximum of 15 participants per intake.

While it is recognized that the design and delivery of projects will vary to meet the needs of the individuals within the group of project participants, as well as local labour market demand, it is strongly recommended that a minimum of 60% of the training should occur in a classroom-type setting, (including virtual classrooms) and a maximum of 40% of the training should occur during one or more work experience placement(s). If your project does not meet the above requirement, please include a rationale as to your project needs.

For more information on the project based training model see Appendix 4 of this Guide.

What are the key elements of a PBLMT project?

PBLMT projects must focus on the following areas:

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- Client(s) must gain meaningful employment training that will increase their chances of successfully finding sustainable employment;
- The project activities must benefit the community or the local labour market;
- Projects should be developed with the involvement of the local community including local employers, industry reps and service providers with expertise and interest in working with the participant group;
- PBLMT projects should reflect the project based training model and support a group of Clients by providing quality training, supporting activities (such as counseling, vocational and /or learning assessments, mentorship, referral to community resources, on-the-job training and work experiences) and post placement follow up which are appropriate for the Client group. Typically the Client applies skills, newly acquired through training, by participating in a supportive work experience to build their confidence.

PBLMT **cannot** be used to:

- Create a funding dependency or need – either for the applicant organization or for a recipient/beneficiary of the project;
- Enable a business to improve its position in the marketplace or result in financial gain, either personal or private; or
- Create an unfair competitive advantage for a single for-profit employer

How long can a PBLMT project operate?

The maximum duration for a PBLMT project is 104 weeks, with a minimum duration of 16 weeks. Client participation is a maximum of 52 weeks.

Who is eligible to apply for a PBLMT project?

Eligible Applicants

- Businesses
- Non-Profit Organizations
- Crown Corporations
- Municipalities or Agencies
- Band/Tribal Councils/First Nations Governments
- Public Health and Educational Institutions

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Proposal Considerations

What costs are eligible under the PBLMT program?

Eligible costs for reimbursement by ELMSD include:

- Organizational Support

Funding may be provided to project coordinators to cover:

- Overhead and capital costs necessary for the project;
- Costs of financial assistance related to client participation in the project including tuition and training supports; and all other supporting activities designed for the participant group on the project.

- Client Financial Supports

Eligible EI Clients will receive needed Financial Supports through their local WorkBC Employment Services Contractor. This includes living supports and/or Employment Insurance benefits, if eligible, while participating in a PBLMT project.

- Living supports at the maximum weekly EI benefit rate. Active EI claimants must continue to receive the EI benefits they are eligible for. If necessary, the EI benefit rate may be topped up to the flat rate.
- Dependent care supports, transportation supports and other eligible supports may be provided if assessed as needed for participation and in accordance with WorkBC Employment Services policy.

What is considered when assessing PBLMT application/proposals?

When a proposal is assessed, the following questions are considered by ELMSD:

Project Activities

- How do the activities in the proposal relate to the needs and skills of the Clients?
- Does it provide Clients quality training and other supportive activities based on the project based training model?
- How are the Employers and other community resources engaged in developing the project and supporting the participants during the project?
- How will the project help benefit the community and labour market?
- Has the applicant demonstrated expertise in supporting this Client group and type of project?
- Can the activities be completed during the duration of the project?
- Are the activities leading to dependency on ELMSD funding?

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- Will appropriate orientation, supervision, individual training plans and post participation support be provided for the participants?
- Will any work experience placements replace any existing/laid off employees or volunteers?
- Will the project activities duplicate, compete with or provide unfair competitive advantage with already existing community services or business enterprises?
- Is there confidence in the project management, including the assurance of sufficient financial and administrative controls?

Community and Labour Market Support:

PBLMT projects require support from the community and local employers. Evidence of this will be used to assess your proposal. As part of the assessment process, ELMSD must be provided with evidence (letters/emails of support) that the community has participated in the development of the project and identified supports and other resources for the project. Employers and/or employer/industry groups can be involved in a variety of ways including- as advisors to program design, as project guest speakers, and for on-site training and work experience.

WorkBC Employment Services Contractor(s) Support:

The Applicant is responsible for consulting with the WorkBC Employment Services Contractor(s) in their catchment area(s) and requesting written confirmation of project support regarding the availability of clients for the project. The written confirmation should include the anticipated number of client(s) and priority group that may be suitable/eligible, along with confirmation that the speeds of service/referral process and eligibility criteria for participants have been shared. The written confirmation should be submitted at the time of application.

Are there any other considerations?

The Project Holder must ensure that the training and work activities satisfy all applicable federal, provincial and municipal legislation and bylaws (licensing, etc.).

If the Project Holder and if applicable, the work experience host has a unionized worksite, the union must concur with the proposed activity and a letter of support from the union must accompany the application.

What are some examples of potential PBLMT projects?

Example #1

Recently the local fish plant downsized, laying-off many workers, including 45 year old Mary who is now an EI Client. The local Chamber of Commerce, having involved local stakeholders in several discussions, is now willing to coordinate a PBLMT project for the

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displaced fish plant workers to provide participants with updated skills (including essential skills) and a work experience placement necessary to work in the manufacturing sector. Several local manufacturers, who have been involved in the program design for the project, will act in an advisory capacity and provide on-the-job work experience to the participants. Being able to learn together in a supported group environment and having access to mentorship opportunities from staff of several local employers in the manufacturing sector, all the group participants, including Mary, will develop the skills needed to work for a range of employers. In turn the community will have a better educated and skilled labour force to market to potential new employers.

Example #2

Employers in the hospitality sector in Vancouver are having trouble filling job vacancies. Several restaurant, recreational and hotel representatives have been involved in the discussions to develop a PBLMT and in the program design; these employers will act in an advisory capacity and provide on-the-job work experience. A local immigrant-serving organization has agreed to act as project Coordinator to provide newcomers with the basic and specific skills sought by the hospitality sector including workplace English as a second language. The local community college will be providing courses identified by hospitality sector employers as key skill requirements in their sector. Tuan is a newcomer to British Columbia and Canada. He has recently been laid off from his first job (cutting grass at a golf course) thereby qualifying for EI. In the project's supportive, group based environment Tuan and other clients with similar needs will develop the skills required to work for a range of employers in the hospitality sector. In addition, the community will have a better educated and skilled labour force to market to potential new employers

PBLMT Client Eligibility & Information

Who is eligible to participate in a PBLMT project?

Eligible Clients are **unemployed** individuals:

- Who have established a claim for Employment Insurance (EI) benefits, or
- Who have had an EI benefit period that ended within the previous 60 months; or
- Who have earned more than \$2,000 in insurable earnings and paid employee EI premiums on those earnings in at least 5 of the last 10 years (Note: the 5 years do not have to be consecutive years), and;
- Who have an Action Plan (AP) that identifies PBLMT as a reasonable goal to support their occupational goal.

What is an Action Plan (AP)?

This is a plan developed by the Client with the WorkBC Employment Services Contractor that identifies steps to help the Client become re-employed. For PBLMT Clients the AP would indicate that the Client has barrier(s), often multiple barriers, to employment that can be assisted through participation in a project with a supportive group environment. These would be barriers such as: a lack of occupational skills requiring training or retraining, a lack of employability and/or essential skills, a lack of

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Life Skills, being new to the community, a lack of (current or relevant) work experience. PBLMT placements must relate to and address the barrier(s) in the Client's AP.

How are Clients recruited?

To find suitable unemployed and eligible participants for the project, you would contact the WorkBC Employment Services Contractor for referrals of Clients. You will interview every Client referred from WorkBC Employment Services Contractor and select the Clients you feel are most suited to your project.

If you are aware of eligible potential participants who would benefit from your PBLMT project but who may not yet have developed an AP, you should encourage them to contact the local WorkBC Employment Services Contractor for assistance in the creation of an AP.

Clients must have their eligibility confirmed through the local WorkBC Employment Services Contractor. Individual contracts for Client financial supports are provided by the WorkBC Employment Services Contractor.

Important: Each potential Client must have a current action plan and a completed, signed contract in place with the WorkBC Employment Services Contractor **before** starting the PBLMT project.

What is the Client's living supports rate?

Living Supports are set at the maximum weekly EI benefit rate.

The Client's weekly rate of EI Part benefits will determine any eligibility for Living Supports. The Client will only receive Living Supports if their EI Benefit rate is below the maximum weekly EI benefit rate. The maximum combined total amount of Living Supports and EI Benefits will not exceed the maximum weekly EI benefit rate.

The WorkBC Employment Services Contractor is responsible for providing the Client's living supports. Living supports paid while participating in PBLMT placement are not considered insurable earnings for the purposes of qualifying for Employment Insurance. In addition, Canada Revenue Agency (CRA) does not consider these monies as earnings for the purpose of the Canada Pension Plan.

All living supports and employment income received by Clients during the project are taxable. (Aboriginal Peoples or anyone else who may receive tax exemptions need to inform the WorkBC Employment Services Contractor prior to starting work on the project).

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Flexibility to Allow Use of PBLMT in Limited and Specific Circumstances

In small communities experiencing high unemployment or in communities and/or regions that have had unforeseen economic downturns or mass layoffs from a major employer, unemployed workers, including higher skilled workers, may need additional training or retraining to allow their skills to meet the demands of the new labour market. Often this training is needed by a large number of the unemployed workers and can be delivered effectively using a group-based format.

- Conditions under which Flexibility May be implemented.
 - Local Labour Market must:
 - Have high unemployment, or there must be few job opportunities for the current skill set.
 - Have experienced a sudden and direct economic downturn

If you are considering a PBLMT proposal using these flexible criteria, please send your query to CEPTEAM@gov.bc.ca

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Roles and Responsibilities

Ministry

The Ministry (ELMSD) is responsible for:

- Assessing and negotiating PBLMT applications, contracting and managing PBLMT Project Agreements;
- Notifying the WorkBC Employment Services Contractor when a new PBLMT Project is planned and confirmed in the WorkBC Employment Services Contractor's Catchment Area;
- Consulting with the WorkBC Employment Services Contractor regarding availability of Clients for potential PBLMT Projects in the local labour market;
- Proactively monitoring the progress of client referrals from the WorkBC Employment Services Contractor to the PBLMT Project Holder;
- Carrying out project monitoring to ensure the activities of the project are being undertaken and that costs are invoiced and reconciled in accordance with the organization's PBLMT funding agreement with the Ministry;
- Documenting and evaluating project results;
- Ensuring that PBLMT Project Holders are aware of their responsibilities for worksites safety for PBLMT Project Clients as stipulated in the Workers Compensation Act;
- Verifying and confirming Client EI eligibility through LMDA Access;
- Approving or denying Authorization to Quit Employment applications in exceptional cases, where applicable;
- Liaising with Service Canada to clarify issues related to Client eligibility for EI Part I benefits;
- Approving active EI Clients to participate under Section 25 of the *EI Act* and data entering the approvals into LMDA Access so these Clients can continue receiving their EI Part I benefits;
- Encouraging Project Holders to conduct project information sessions with WorkBC Employment Services Contractor front line referral staff, including sub-contractors via the WorkBC Employment Services Contractor main point of contact;
- Establishing the flat rate for participant Living Supports;
- Coordinating and chairing meetings with the Project Holder and the referring WorkBC Employment Services Contractor(s);
- Coordinating meetings with the Project Holder, the Ministry and Government Communications and Public Engagement (GCPE) as need be to discuss and deliver potential media and event opportunities; and
- Advising the applicable referring WorkBC Employment Services Contractor(s) of the project details.

PBLMT Applicant/ Project Holder

The PBLMT Applicant is responsible for:

- providing the following information when submitting a PBLMT application:
 - labour market need;

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- client priority group/unique requirements (e.g. clean driver's abstract, travel, education/skills requirements etc.);
- details of proposed PBLMT activities;
- estimated duration;
- potential start and end date of project;
- potential start and end date of participants;
- consulting with the WorkBC Employment Services Contractor(s) in their Catchment Area(s) requesting written confirmation of project supports and availability of clients for the project.

The PBLMT Project Holder is responsible for the following activities related to the Ministry:

- Managing the project as set out in the PBLMT Agreement;
- Ensuring Criminal Record Checks are completed for any employee who will have contact with any Client(s) and/or access to information systems or Client funds;
- Ensuring all communication materials & activities meet publicity requirements;
- Participating in monitoring activities and providing project progress and financial reports as required by the Ministry;
- Informing the Ministry contract manager of contract related issues;
- Attending meetings with the referring WorkBC Employment Services Contractor(s) and the Ministry; and
- Attending meetings with Government Communications and Public Engagement (GCPE) as requested to discuss and deliver potential media and event opportunities;

The PBLMT Project Holder is responsible for the following activities related to Clients and WorkBC Employment Services Contractor(s):

- Consulting with the WorkBC Employment Services Contractor(s) regarding availability of Clients for potential PBLMT Projects in the local labour market and to discuss referral of eligible Clients;
- Attending meetings that include the referring WorkBC Employment Services Contractor(s) and the Ministry;
- Identifying suitable Clients for PBLMT project participation from eligible Clients referred by the WorkBC Employment Services Contractor(s);
- Notifying the WorkBC Employment Services Contractor and Client of the referral outcome;
- Advertising the project in the local labour market;
- Advising the WorkBC Employment Services Contractor(s) in the Catchment Area of project activity details;
- Advising the WorkBC Employment Services Contractor(s) the results for all Clients referred for participation;
- Informing the WorkBC Employment Services Contractor of the selected Client's name, Social Insurance Number (SIN), start date and end date of their project participation including any supports the Client will receive from the Project Holder to participate on the project;
- Having the Client complete a Client Consent for collection and disclosure of information to support the Client's participation in the PBLMT project;
- Ensuring that the project site(s) is/are safe as set out in the *Workers Compensation*

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Act;

- Ensuring that the Clients are provided with appropriate on-site safety orientation and training for the job site;
- Reviewing project objectives, activities, timelines and developing work plans with selected Client participants to ensure understanding and to support completion of the planned PBLMT;
- Ensuring the PBLMT is meaningful and beneficial to Clients
- Ensuring Clients are provided reasonable time to job search and/or attend interviews (normally an average of one day every two weeks) while participating in the PBLMT project;
- Establishing personnel policies to deal with absences due to illness or injury, overtime and vacation, if not already in place;
- Ensuring proper supervision and feedback is provided to the Clients;
- Ensuring Client attendance records are kept and any undue absenteeism is noted and explained;
- Reporting weekly attendance to the WorkBC Employment Services Contractor;
- Advising the WorkBC Employment Services Contractor and the Ministry if the Client is dismissed, or abandons the project and providing an explanation for their departure within one business day;
- Ensuring Clients have an exit interview or an opportunity to provide feedback to the PBLMT Project Holder;
- Providing the WorkBC Employment Services Contractor(s) with a monthly report on the progress of Clients;
- Informing the Ministry (ELMSD) and the WorkBC Employment Services Contractor on the day of the incident if a Client is injured on the work site and ensuring a WorkSafe BC (Form 7) is provided to the Ministry (ELMSD) representative responsible for managing the Project agreement within one business day of the incident; and
- Informing the WorkBC Employment Services Contractor of any PBLMT Client issues they cannot resolve and collaborating with both the WorkBC Employment Services Contractor and the Client to resolve issues.

WorkBC Employment Services Contractor

The WorkBC Employment Services Contractor is responsible for:

- Assessing eligible Clients to ensure that a referral to the PBLMT Project is appropriate to the Client's needs and circumstances;
- Ensuring eligible and suitable Clients are referred to the PBLMT Project Holder for consideration where available (The decision about acceptance for PBLMT project participation is that of the PBLMT Project Holder);
- Completing Client Consent for Collection and Disclosure of Information between the WorkBC Employment Services Contractor and the PBLMT Project Holder to support the Client's participation in the PBLMT project;
- Providing an overview to the Client of the PBLMT Project expectations (e.g. performance, attendance and participation);
- Assisting Clients to complete an application for the PBLMT Project and any needed

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Financial Supports;

- Submitting a Ministry EI eligibility Check to confirm clients EI status (as appropriate);
- Assessing Client financial needs and negotiating a Client Agreement to provide the flat-rate PBLMT Living Support and any additional Financial Supports assessed as necessary;
- For Active EI Client submitting Section 25 Referral and Authorization;
- Liaising with the Ministry and PBLMT Project Holder to resolve issues as required;
- Advising the Ministry (ELMSD) within one business day of notification by the Client or PBLMT Project Holder if a Client quits or is terminated from their PBLMT Project;
- Informing Clients that their participation in the PBLMT Placement is not Insurable Employment and any Financial Supports received while participating in PBLMT are taxable income;
- Monitoring Client progress at least once every six weeks by telephone, on-site or by e-mail with at least one on-site monitors per placement;
- Providing ongoing Case Management to the Client and addressing any issues that may arise at the PBLMT Project site(s), including any suitability issues such as performance, attendance or participation;
- Advising the Ministry immediately of any concerns regarding potentially unsafe working conditions or practices during the monitor visit or at any time; and
- Advertising the Project as appropriate to potential participants, in addition to the external advertising undertaken by the Project Holder.

The Client

The Client is responsible for:

- Having their eligibility and employment needs assessed by a WorkBC Employment Services Contractor and being determined to need and be suitable for the PBLMT Project;
- Agreeing that the PBLMT Project is a necessary and effective means to assist them in achieving Employment Objectives;
- Applying for EI Benefits, if potentially eligible for EI Part I EI benefits;
- Participating fully and diligently if accepted for participation in a PBLMT Project;
- Understanding the terms of their participation, including that any PBLMT work experience does not provide Insurable Employment for the purpose of re-qualifying for EI Part I benefits;
- Understanding the terms and conditions of any Financial Agreements entered into with the WorkBC Employment Services Contractor to enable their participation in a PBLMT Project;
- Arranging for reasonable time to job search with the PBLMT Project Agreement Holder while participating in the PBLMT Project; and
- For EI Clients on an Active EI Claim, reporting their PBLMT Project activity on their Bi-weekly reports to Service Canada.

APPENDIX 1 – PBLMT Proposal Description

Proposal Description

This information is intended as a guide to assist you in the development of your project.

Project Title

The title of the project should be clearly stated

Project Objectives

The project objectives must reflect the description of Project Based Labour Market Training Projects outlined on page 4 and 5 of this Applicant Guide. The objectives must include training and reference other supporting activities for participants as well as indicate what impact the projects will have on the local labour market.

Key Elements of the Proposal

- How this project was developed and who is involved;
- Characteristics of the client group;
- Types of jobs targeted and available in the community, including employers, industry representatives and or labour/union representatives' letters of support for the project and their interest in hiring participants;
- Name, work description and qualifications of the Project Coordinator(s);
- Details of all the components of the project including training and all other components with reference to the project-based training model (Appendix 5);
- Details of the how each Client's individual training plan will be developed;
- Details on post participation follow up including what will be provided to each Client and how it will be provided;
- Total number of Client intakes, total number of Clients per intake and total number of Clients for the project;
- Expected results in terms of outcomes for Clients and impact to the local labour market.

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Additional Considerations:

Key Project Activities and Proposed Timelines

Provide the proposed timelines for each of the key project activities (including the training). Include details for each Client intake.

Expected Results

Expected results define the outcomes to be achieved and must relate to the project objectives. Project outcomes are expected to be maintained once the project ends.

Project Participants

Your application should include a clear description of the demographics, characteristics and number of the participants expected to benefit from the project.

All individuals who wish to participate on a PBLMT project must meet the definition of an EI Client.

NOTE: Your participants are selected by you after the project is approved. However, you must be able to demonstrate that there are participants available for your project. To find information on the availability of eligible Clients, contact the local WorkBC centre (WorkBC Employment Services Contractor) and add this information to your proposal template. If you have already identified potential Client(s) for the project, please ensure the Client has a Case Manager and has a completed Action Plan.

Provide details how you will monitor and evaluate the progress of the project and the participants.

Applicant's Background, Mandate and Expertise

- a) Explain the mandate of your organization.
- b) Provide a brief history of your organization, including the length of time it has been active, the financial stability of your organization, the qualifications and experience of the individual(s) or company performing payroll and bookkeeping for the agreement.
- c) Provide a brief work description for the person(s) who will be coordinating the project activities including any new intakes of participants.
- d) Provide a brief description of all of the training provider individuals and/or organizations, community organizations, employers/work experience hosts or other

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community service providers who will be supporting the Clients during the project including their experience and qualifications as well as details for any sub-contracts which are to be part of the project.

e) Please include responses to these questions in your application for your organization, any employers involved in the project and for any workplace experience hosts:

- Are there currently any employees on layoff and/or waiting for recall?
- Is there a labour stoppage or labour management dispute in progress?
- Will the proposed activities result in the displacement of existing employees or volunteers?

f) Please include responses to the following questions for your organization:

- Has your organization had previous PBLMT contracts? If so, please list them; include the Contract/ agreement numbers and outcomes achieved?
- Include the same information on any past projects you have had funded by other Ministries or organizations.
- Do you currently receive any other federal or provincial government funding? Provide the source and what the funding is provided for.

APPENDIX 2 – PBLMT Budget and Financial Management Guidelines

General Guidelines

If you are requesting support for project costs, you must complete the CEP Budget Template. The template and budget guidelines can be found on the WorkBC website: www.WorkBC.ca/CEP

- PBLMT Agreement Holders do not receive funding to pay project participants. These benefits are negotiated individually with each Client and paid directly to them by a WorkBC Employment Services Contract Holder that provides case management services. Participants receive either their Part I EI Benefit Rate OR a flat rate determined by the Ministry (or a combination of the two if their EI benefit rate is less than the flat rate). This income is taxable and is **NOT** considered to be EI insurable earnings.
- PBLMT Agreement Holders may receive financial assistance for other project costs in the form of a contribution. PBLMT must support only those costs that are necessary for participants to carry out the project related activities. Other project costs may include essential work clothing and or tools or equipment which are supplied to participants as required by the project activities.

All requested budget items must include a detailed rationale and relate directly to the project activities.

- Only costs which are incremental to the organization and necessary to carry out the project activities are eligible
- Project costs must be specific and necessary to the activities of the project.
- If the project includes in-kind contributions from the applicant or collaborating organizations, detail these in the appropriate budget line in the CEP Budget Template.
- In-kind contributions are noncash contributions such as space or equipment dedicated specifically to the project. In the CEP Budget Template explain how the dollar value of the in-kind contribution was determined and what budget line it is attached to. If the cash or in-kind contribution includes organizations other than your own, please provide the written details from these other organizations in your submission.

The CEP Budget Template must be completed in full with a detailed rationale to support requested costs.

Examples of budget rationale statements:

- *Materials \$600. This includes the purchase of four pairs of safety boots @ \$100, four sets of rain gear @\$40, and four sets of safety goggles @\$10. All materials are required for the participants in on-site training and work experience.*

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- *Rent at \$1200/month plus utilities @ \$220 month x twelve months = \$17,040. Applicant does not have sufficient space for the project therefore rental premises plus utilities are required.*

Eligible Project Costs

STAFF WAGE AND OTHER RELATED STAFF COSTS

Wages, MERC, benefits:

This category includes *the additional* wage costs for new or current part-time staff incurred because of the project. For example, the Coordinator required for project participants.

- State the number of hours per week for each staff position.
- Provide work descriptions and required qualifications (not individual resumes) for each position specifically related to the project.
- Contributions for the cost of replacement staff for vacation or illness are not eligible.
- On the CEP Budget Template, include the percentage rate used for the calculation of CPP, EI and Vacation Pay. Indicate if benefits are different for the various positions.
- Include Vacation Pay in this category only if it is paid out with each pay, or at the end of a period. If staff receive regular pay at the time they take their annual vacation, these costs should be reflected in the wage category above.
- Include the WCB percentage rate and calculate WCB only on the wages and MERCs (Mandatory Employment Related Costs) portion to be paid due to project operation.
- Include any additional employee benefit costs in this category (even though the HR3486 refers to this item as “Mandatory Employment Related Costs”).
- Provide an explanation and detailed breakdown of other benefit costs. Attach a copy of relevant Employee Benefit Agreements.

Staff Travel:

Eligible staff travel costs are usually limited to mileage and offsite parking as required.

Please provide the reason for the travel, how this supports the project activities, the number of kilometres estimated and the requested kilometre rate.

Staff Disability Supports:

These supports would be eligible only if the staff member is involved with the activities of the PBLMT and any costs would be pro-rated according to how much time is spent directly on the project.

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PROFESSIONAL FEES

This category refers to fees paid to professionals who provide service to the project for the benefit of the participants. A breakdown of expected fees, the hourly rate and number of hours is required.

CLIENT COSTS

The primary contribution of the Ministry to PBLMT Clients are the flat rate allowances and/or continued EI benefits provided through Work BC Employment Services Centres (WorkBC Centre).

All participant related costs proposed for project funding must be required to carry out the project activities, and are limited to;

- a) Training or tuition costs related to the training of participants as well as any other supports or other services for Clients as designed for the project under the project based training model (e.g. counseling services, vocational and/or learning assessments or other services and supports for the Clients of the project).
- b) Travel/transportation (project related travel requirements);
- c) Disability-related supports and equipment (e.g. attendant care, note takers, sign language interpreters, Adaptive technology). Any item under this category would need to have a rationale as to why this item is necessary for the participant to successfully carry out the activities of the project. (For any disability supports required by the Client for reasons other than the PBLMT project, the Client should be referred to their WorkBC Employment Services Contractor)
- d) Supplies - This category can include all necessary supplies required for the individuals to participate in the activities of the project. These items generally would be retained by the participants following their participation in the project and can range from work/rain gear to tools to paper, pens and binders.
- e) Professional fees – Client related (e.g. cost to hire a tutor for a participant).
- f) Other Client Costs- This category is for any other Client costs required for their participation in the project.

CAPITAL ASSETS

Capital costs must be essential to the achievement of the objectives of the project and directly related to participant activities. A strong rationale for the need for a capital item is necessary.

- A capital asset is defined as any single item with a purchase value of more than

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\$1,000 (before taxes) that will not be physically incorporated into another product and remains functional at the end of the project. For example, four \$200 chairs are not capital assets because each chair is functional on its own and its value less than \$1,000. A table exceeding \$1,000 is a capital asset. Transferable software of \$1,000 or more is considered a capital asset. Capital costs must be paid for by the applicant or other contributor or cost shared between the applicant and ELMSD.

- Disposition of any purchased capital assets at the end of the project will be negotiated and documented in the agreement.
- Equipment which costs \$1,000 or more and which is purchased by the project to assist one or more persons with disabilities, is a capital asset and would be included in this section.

OTHER PROJECT COSTS

Basic telephone and fax charges:

Provide rationale for number of lines, long distance costs etc.

Provide costs and rationale for telephone service(s), including long distance costs used by the project

Insurance:

Identify what the insurance coverage is for and what is the pro-rated amount for the project.

Postage and Courier:

Describe the project related costs and provide an estimate of the amount required to support the project.

Rent & Utilities:

Rent can only be an eligible expense when the applicant does not have sufficient space available to carry out the project activities. Include the square footage of the space, the cost per square foot, and a comparison to other facilities in the area.

Provide a copy of the lease agreement, if applicable.

Equipment repair & Maintenance (includes photocopy meter charges):

Estimate the amount required for the project and describe why this is required to support the activities.

Equipment lease, rental or purchase (including computers, fax machines, computer software):

Provide a rationale for the necessity to lease, rent or purchase these items and describe why these items are required to support the activities.

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Bank Charges:

Describe why this is required to support the activities.

IT maintenance:

Describe why this is required to support the activities and why it is required in order for the participants to be successful.

Materials and Supplies:

Please ensure to include all materials and supplies used to support your management and delivery of the project Include a description of why this is required.

Advertising:

Describe why this is required to support the project.
Detail the amount and type of advertising and the cost per advertisement.

Equipment/furniture under \$1000:

This would include those items essential to the project activities and for the benefit of the participants and costing less than \$1,000. If the cost of the equipment/furniture exceeds \$1,000, it would be shown under Capital Assets.

Include a description of why this is required.

Operational printing contracted externally (large printing jobs where outsourcing would be more cost effective)

Normally this line item could be included for printing project training materials for participants. Include a rationale of why this is required.

Costs associated with the use of applicant-owned assets other than premises (e.g. computers and other equipment, furniture):

Normally these items are provided in-kind by the applicant; however there may be circumstances that re-imbursement could be requested. A rationale will be necessary.

Costs not eligible under PBLMT (*Ineligible Costs*)

- Costs associated with fundraising activities;
- Canada Revenue Agency or payroll penalties;
- Parking tickets;
- Legal fees and court awards for inappropriate dismissal or other inappropriate/illegal activity;
- Membership fees for private clubs, etc. (golf clubs, gyms, etc.) unless part of

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- existing (nonmonetary) employment benefits package;
- Staff salary bonuses if not originally negotiated into agreement;
- Purchase of alcoholic beverages;
- Purchase of any illegal substances;
- Unreasonable gifts or unreasonable payments for recognition, and;
- Other costs ineligible as per program terms and conditions

Funds from other sources:

- Include any cash or in-kind contribution your organization is providing.
- List all partner organizations and identify their contribution, cash or in-kind contributions.
- Include a breakdown of all financial and in-kind contributions to the project. Specify what organization is providing the contribution, what each will be used for and clearly identify which cost categories the contributions apply to.

Financial Management:

Project Applicants/Agreement Holders are to remain within their annual budget maximums, provide accurate forecasts and timely payment reporting. The Project Applicant/Agreement Holder is to provide a rationale to the CEP CAPA as soon as possible of *significant variances to the budget and/or activities of the agreement.

*A significant budget variance is the difference between the claimed amount and the forecasted amount for the same period as 10% or higher.

The Project Applicant/Agreement Holder is solely responsible for the achievement of project deliverables and the commitments of their partners.

APPENDIX 3 – Example of PBLMT Objectives, Activities & Results

Sample

OBJECTIVES, ACTIVITIES & EXPECTED RESULTS FOR PROJECT BASED LABOUR MARKET TRAINING

OBJECTIVES

During the period of April 7, 2014 to November 28, 2014, the (name of Applicant) will provide a minimum of twelve (12) eligible participants with 20 weeks of classroom skills training, 12 weeks of on-the-job work experience and 1 week of “touch-back and next step” workshops, focused in the areas of retail and customer service skills, workplace literacy and numeracy skills, basic computer skills, Super Host, merchandising and community networking in the Nanaimo area in order to maintain and enhance their skills in order to secure sustainable employment.

In collaboration with the Nanaimo & District Chamber of Commerce and an advisory committee of retail merchants in the community, support a group of lower skilled or seasonally unemployed individuals from the local labour market to gain the skills and work experience to fill entry level positions in the retail sector where there is currently a chronic turnover of employees and shortage of skilled employees.

ACTIVITIES

- *Interview and hire a project Coordinator to start two weeks before participants.*
- *Prospective participants will be referred by the WorkBC Centre and will be interviewed and selected by the project Coordinator.*
- *Participants will receive a Work Safe BC Safety orientation, project specific orientation and will be provided with training on the use of any project related equipment within one week of their start date. Participants will also meet a community-based employment counselor with whom they will have access to sessions on job interviews, working with others and job maintenance over the 20 weeks of classroom training experience.*
- *Participants will receive 1 week of basic computer training and orientation, followed by 11 weeks of web-based workplace literacy and numeracy training supplemented with group and one-on-one instruction.*
- *Participants will receive 8 weeks of classroom instruction on customer service, Super Host, retail and merchandising orientation, hands-on training and familiarity with retail equipment and tools (electronic cash registers, security tags, CCTV monitoring, inventory data systems, etc.)*
- *During the 8 weeks of classroom instruction, participants will also take part in small group field trips to a variety of retail settings and guest speakers will provide overviews of their retail specialties.*

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- *Participants will receive three 4-week on-the-job work experience placements in retail establishments which match their interests and aptitudes. Each placement will be preceded by a formal “job interview”.*
- *Following the work experience placements, participants will reconvene for a 1-week workshop session to review their progress, develop an employment plan and participate in an ‘open house’ with local hiring retailers.*

MILESTONES

By May 9, 2014

- *Project Coordinator will be hired*
- *Participants will be selected*
- *Participants will have received a Work Safe BC Safety orientation and project specific orientation*
- *Participants will have received one week of basic computer training and orientation and meet and participate in the ‘group dynamic’ workshop with the employment counsellor.*
- *Participants will be engaged in web-based workplace literacy and numeracy training, including group and one-on-one instruction as appropriate*

By June 27, 2014

- *Participants will have fully completed 11 weeks of web-based workplace literacy and numeracy training and completed the interviewing skills and working with others workshops with the employment counsellor.*
- *Participants will be ready to commence instruction on customer service and retail & merchandising orientation.*

By August 29, 2014

- *Participants will have fully completed 8 weeks of classroom instruction on customer service, Super Host, retail and merchandising orientation, hands-on training and familiarity with retail equipment and tools as well as the job maintenance workshop with the employment counsellor.*
- *Participants will have participated in small group field trips to a variety of retail settings.*
- *Participants will have heard guest speakers provide overviews of their retail specialties.*
- *Participants will have experienced formal “job interviews” for their initial work experience placement.*

By September 26, 2014

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- *Participants will have completed their first 4-week work experience placement*
- *Participants will have experienced formal “job interviews” for their second work experience placement*

By October 24, 2014

- *Participants will have completed their second 4-week work experience placement*
- *Participants will have experienced formal “job interviews” for their third (and final) work experience placement*

By November 28, 2014

- *Participants will have completed their third and final 4-week work experience placement*
- *Participants will have reconvened for a 1-week session to review their progress, develop an employment plan and participate in an ‘open house’ with local hiring retailers.*

EXPECTED RESULTS

By November 28, 2014, the (Applicant’s name) will have provided a minimum of twelve (12) eligible Clients with 20 weeks each of classroom instruction, 12 weeks each of on-the-job work experience and 1 week session on next steps and hiring open house with local employers in the retail sector. The training included customer service, retail and merchandising orientation, Super Host, retail equipment and tools, workplace literacy and numeracy, and basic computer orientation and training.

By November 28, 2014, the (Applicant’s name) in collaboration with the Nanaimo & District Chamber of Commerce and advisory committee of local retail merchants will have developed a group of twelve (12) skilled and experienced retail workers to help address chronic shortages and turnover in the retail sector.

APPENDIX 4 – The Project Based Training Model

Project Based Training Model

