
MINISTRY OF SOCIAL DEVELOPMENT AND POVERTY
REDUCTION

WorkBC Employment Services

Project Based Labour Market Training (PBLMT)

Applicant Guide

Employment and Labour Market Services

January 2025

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Community & Employer Partnerships acknowledges the territories of First Nations around B.C. and is grateful to carry out our work on these lands. We recognize the rights, interests, priorities, and concerns of all Indigenous Peoples (First Nations, Metis, and Inuit), respecting their distinct cultures, histories, rights, laws, and governments.

Introduction and Overview

The goal of the Community and Employer Partnerships (CEP) fund is to increase training and work experience opportunities for people in communities across BC.

CEP projects deliver a wide range of employment and skills-training services and innovative initiatives to help to make life better for people and their families while strengthening local labour markets and contributing to economic growth.

CEP is committed to fostering equity, inclusion, and reconciliation. We work with Indigenous partners and communities in a way that respects their individual rights, interests and concerns, acknowledging their unique cultures, histories, rights, laws, and governments. We support programs, services and initiatives that create equity for under-represented groups in the labour market.

Projects funded through CEP are encouraged to reflect the following principles:

- **Collaboration:** Involves partners who contribute significantly to project success.
- **Mutually Beneficial:** Offers work experience and training that benefits both participants and the community.
- **Innovation:** Tests new approaches to labour market or Human Resource challenges.
- **Results Orientation:** Has measurable objectives and tangible outcomes.
- **Sustainability:** Demonstrates the capacity to maintain Human Resource strategies long-term.
- **Comprehensiveness:** Addresses current and future labour market issues.
- **Accountability:** Reports on outcomes with effective financial management.
- **Reconciliation:** Respects Indigenous values, culture, and protocols, and is mutually beneficial to the Project Holder and Indigenous partners.
- **Equity and Inclusion:** Delivered in a manner that respects diversity, promotes inclusivity and cultural sensitivity, and is accessible and creates equity for underrepresented groups.

Purpose

This document provides an overview of PBLMT, and key components applicants should consider when designing their project and application for funding.

Overview

PBLMT supports projects that offer eligible participants skills training and work experience in a collaborative environment, including classroom instruction, on-the-job training, and job search support.

PBLMT aims to benefit both the community and participants' needs by providing project-based training that combines on-the-job and/or classroom instruction to help people gain necessary employment skills. Project development includes involvement of the local community including local employers, industry representatives and service providers with expertise and interest in working with the participant group. Project activities must be finite in nature and not create a dependency on provincial funding.

The duration of the project can extend up to 104 weeks, with a minimum duration of 16 weeks. Participant involvement in the project is up to a maximum of 52 weeks. Project duration is negotiated between the Ministry and the applicant and is subject to the Financial Administration Act.

Projects may involve a single intake or multiple intakes of participants. Projects should have a minimum of eight (8) participants, but exceptions may be allowed based on the specific participant group's needs.

Projects provide full-time programming but may allow exceptions based on the needs of the specific participant group.

All projects **must** include training in:

- Occupation-related skills
- Employability and/or essential skills specific to the participant inclusion group identified

In alignment with employment requirements for the occupation and participants' occupational goals, projects can also offer:

- Work experience placements
- Relevant academic competencies

Under the project-based model, group skills training is delivered through a holistic and collaborative community approach designed to meet the employment needs of participants in a supportive environment.

While project design varies to meet job seeker and local labour market needs, it is suggested that approximately 60% of training occurs in a classroom setting and up to 40% through on-the-job training/work experience placements.

For on-the job training and work experience placements, alignment of work hours are typically the standard full-time hours for the occupation. For participants with disabilities, part-time work is acceptable if it provides work experience. Weekly hours are structured in alignment with the limits permitted under the BC Employment Standards Act.

Community Partnership and Support

CEP projects should be developed with the support of the community including local employers, [WorkBC Service Providers](#), and the [Indigenous Skills and Employment Training \(ISET\) Providers](#) where applicable. Applicants should demonstrate community partnerships and support as part of the application process.

Support can be demonstrated in a variety of ways and can include (but not limited to) verbal or written support, advisors to project design, guest speakers, and work experience hosts. If these connections do not exist, it is expected that applicants will describe how the necessary connections will be made to ensure project success. CEP also has a responsibility to work with community partners to ensure community support for a project is in place.

Projects Focused on Indigenous Job Seekers

Applications for projects that are focused on supporting Indigenous job seekers will need to demonstrate that the project responds to a need in the community and can be safely and successfully implemented. In addition to standard requirements, CEP will also look to consider the following:

- Support for the project and/or partnership agreements with Indigenous partners, such as local First Nations, Metis and/or Inuit communities and/or local ISET service providers.
- Any anticipated benefits of the project to Indigenous participants.
- The applicant's demonstrated capacity to both engage with and deliver culturally relevant and safe services to Indigenous people.

Applicants are encouraged to submit supporting information demonstrating that the project meets these considerations. This may include:

- Letters of support or non-objection and/or names and contact information from Indigenous partners that the applicant has engaged with and who support the project.
- Information from local ISETs and WorkBC concerning the local labour market needs, availability of similar training and/or anticipated numbers of clients that would be referred to the project.

CEP will ordinarily expect to see information regarding the views of the local ISETs and/or the attempts made to connect with the local ISETs submitted as part of the original application.

When assessing the application and making decisions on funding, CEP may request further information and materials from the applicant, and/or may conduct its own inquiries.

Eligible Project Holders

- Non-Profit Organizations

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- Crown Corporations
 - Municipalities or Agencies
 - Indigenous Organizations
 - Public Health and Educational Institutions
 - Businesses

Businesses are eligible for funding, with the understanding that it is intended to support equitable opportunities rather than create competitive advantages or generate profit.

Eligible Participants

- Unemployed people eligible to work in BC;
- Have established a claim for Employment Insurance (EI) benefits; or
- Have had an EI benefit period that ended within the previous 60 months; or
- 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); or
- Receiving BC Employment and Assistance; and
- Support and referral from WorkBC Employment Services Contractor (WorkBC) or an Indigenous Skills Employment Training (ISET) Provider.

Priority Participant Group

Careful consideration around priority participant group selection is recommended. Projects need to include comprehensive supports tailored to the specific needs of the identified groups that will support successful completion of the project and expected outcomes. If more than one priority group is selected, the application should describe how the unique needs of all participants will be met.

Additionally, the project application should describe how the project will provide a culturally safe, inclusive, and accessible environment.

Recruiting Participants

Once a Shared Cost Agreement is dually signed, project holders can connect with WorkBC and/or ISET providers to initiate referrals of eligible participants.

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- Project holders will have the opportunity to interview everyone referred from the WorkBC or ISET provider to assess the best fit for the project.
 - If project holders are aware of eligible potential participants who would benefit from the PBLMT project, project holders should encourage them to contact the local WorkBC or ISET provider to have their employment needs assessed and to confirm their suitability and eligibility for the project.

Participant Financial Supports

Participants receive financial support including living supports to participate on a PBLMT.

Eligible Costs

All organizations applying for project funding are expected to contribute, within their ability to do so, to the costs of the project. While not a requirement, financial supports from other organizations is encouraged to support project costs.

All costs requested should be essential to the success of the project and necessary for project activities.

Review the Community and Employer Partnerships (CEP) Fund Budget Guidelines tab in the [Budget Negotiation Template.xlsx](#) for eligible and ineligible project costs.

WorkSafeBC Coverage

Participants are considered employees of the Crown and are covered under the Province's WorkSafeBC account.

Incrementality

CEP funding supports incremental activities. These are activities that are separate and distinct from an organization's current day-to-day operations. Funded projects enable a new activity and/or an enhancement to current activity that would not take place without additional funding or resources.

Reporting Requirements

Once an agreement is approved, CEP Project Holders are responsible for regular monthly reporting on financial, program, and participant activities.

Additional Considerations

Applicants may be asked to address some or all of the following as part of the application assessment process:

- Demonstrate how employees or subcontractors were retained using a fair and transparent hiring process.
- List of employers identified to support work experience placements.
- Provide qualifications of organizations, partners, staff and trainers.
- If your organization currently delivers a component of WorkBC Employment Services or Indigenous Skills and Employment Training, indicate how there is a clear delineation (separate and distinct) between program activities and the proposed PBLMT project activities.
- All CEP Project Holders are required to have a Health and Safety Plan through WorkSafeBC and should be prepared to submit a copy. See WorkSafeBC for additional information:
 - [Health & safety programs - WorkSafeBC](#)
 - [Creating and Managing a Healthy and Safe Workplace | WorkSafeBC](#) (link to brochure).

How to Apply

Step 1: Review the information and email the CEP team to discuss your project idea at CEPTEAM@gov.bc.ca.

Step 2: Complete the online application questions, ensuring all required documents are attached:

- Support letters
- [Budget Template](#)

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- [Additional application responses](#)

Step 3: The CEP team will contact you once the application period has closed and all applications have been reviewed. We will inform applicants of funding decisions as soon as possible.

Note: Lead Applicants are solely responsible for ensuring that all information submitted in their Application is true and correct. The Ministry reserves the right to reject any Application due to unsatisfactory letters of support, unsatisfactory past performance under contracts with the Ministry, or any material error, omission, or misrepresentation in the Application. If the Ministry obtains evidence of false declarations or misrepresentations with respect to any material provided as part of an Application, the Ministry also reserves the right to exclude the Lead Applicant or any proposed subcontractor or partner from participation in the Application process, or if the evidence is discovered after the Lead Applicant enters an Agreement, to exercise any rights available under the Agreement, including termination.

Appendix 1 - Examples of PBLMT Projects

Example #1

Recently, the local fish plant downsized, laying off many workers. The local Chamber of Commerce, in collaboration with local partners including the local WorkBC and ISET provider, is now willing to coordinate a PBLMT project for the displaced fish plant workers. This project aims to provide participants with updated skills (including essential skills) and work experience placement necessary for employment in the manufacturing sector.

Several local manufacturers, who have been involved in the project design, will act as advisors and provide on-the-job work experience to the participants. By learning together in a supported group environment and having access to mentorship opportunities from staff of various local employers in the manufacturing sector, all participants will develop the skills needed to work for a range of employers. In turn, the community will benefit from a better educated and skilled labour force to attract potential new employers.

Example #2

Employers in the hospitality sector in Vancouver are struggling to fill job vacancies. Several representatives from restaurants, recreational facilities and hotels have participated in discussions to develop a PBLMT project and have contributed to its design. These employers will act as advisors and provide on-the-job work experience.

A local immigrant-serving organization has agreed to coordinate the project, offering newcomers the basic and specific skills needed in the hospitality sector, including workplace English as a second language. The local community college will provide courses identified by hospitality sector employers as key skill requirements. In a group-based environment, participants will develop the skills required to work for a range of employers in the hospitality sector. In addition, the

community will benefit from a better educated and skilled labour force to attract potential new employers.