



## **SPECIALIZED TRAINING FUND: INFORMATION AND GUIDELINES**

### **Specialized Training Fund Objectives**

The Specialized Training Fund was created to provide training opportunities in Nunavut for employees of the Government of Nunavut (GN) and public agencies. The funding is intended to:

1. Provide additional training opportunities
2. Support training in specific specialized areas

The training funding provided will contribute to the following outcomes:

- Improving program/service delivery
- Increasing technical/professional knowledge and expertise
- Achieving required certification, licenses, and/or training in new professional standards and best practices
- Building capacity in specialized areas

### **Who Can Apply for Funding under the Specialized Training Fund?**

- ✓ All GN departments
- ✓ Interdepartmental proposals are encouraged
- ✓ Territorial corporations, such as Qulliq Energy Corporation (QEC), Nunavut Arctic College (NAC) and Nunavut Housing Corporation (NHC)
- ✓ Statutory Bodies can apply through their associated departments

### **What Types of Training Qualify under the Specialized Training Fund?**

- ✓ Specialized training or professional development courses that address the training needs of GN employees in similar occupational groups across various departments and agencies (i.e., specialized computer applications, medical training, financial accounting, judicial training, etc.)

**What Types of Training Do Not Qualify under the Specialized Training Fund?**

- X Trainee, internship, and/or apprenticeship positions
- X Educational Leave and tuition reimbursement (i.e., distance education courses)
- X Individual training/professional development requests (unless the incumbent is in a highly specialized GN position)
- X Generic courses such as Microsoft Office, Team Building, Dealing with Difficult People, Supervisory Skills, etc. (or any courses listed in the Training Calendar)
- X Employee or Cultural Orientations
- X Designation Recertification (i.e., First Aid or other non-specialized certificates)
- X Repetitive capacity building (internal funding for repetitive capacity building in a specialized area should be built into the fiscal planning of each department)

**What Types of Training Costs are Eligible for Funding?**

<b><u>Eligible For Funding</u></b>	<b><u>Not Eligible For Funding</u></b>
<ul style="list-style-type: none"> <li>✓ Instructor and consultant fees</li> <li>✓ Curriculum/program development</li> <li>✓ Instructor travel, accommodation and per diems</li> <li>✓ Up to 50% of airfare for GN participants (within Nunavut only)</li> <li>✓ Training materials, resources and licensing fees (i.e., software)</li> <li>✓ <u>Specialized</u> facility and/or equipment rentals</li> <li>✓ Interpretation/Translation</li> </ul>	<ul style="list-style-type: none"> <li>X Salaries, overtime and staff replacement costs (i.e., casual wages)</li> <li>X Accommodations and per diems for participants</li> <li>X Travel outside of Nunavut for participants</li> <li>X Facility rentals (hotel conference rooms/boardrooms)</li> <li>X Catering</li> </ul>

**Application Considerations**

- Proposals will be scored according to their adherence and response to the proposal questions. An interdepartmental review committee will evaluate all proposals. Additional information may be requested from departments prior to proposal approval.
- Departments are responsible for proposal development, as well as the design, coordination and administration of all training.
- All training activities must be completed by the end of each fiscal year.
- Departments must submit a final training report along with journal voucher and financial backup to the Department of Human Resources for reimbursement of approved costs.

## What is the Deadline for Submitting a Specialized Training Fund Proposal?

Please check the [Nunavut Department of Human Resource's website](#) for the latest deadline information. A completed proposal must be submitted to [training@gov.nu.ca](mailto:training@gov.nu.ca) by the stipulated deadline to be considered for funding. An interdepartmental review committee will evaluate all proposals based on standardized criteria.

**Please Note:** any division/department that submits a training proposal but has not yet fulfilled the reporting requirements (journal voucher, training report) from training activities completed in the previous fiscal year will not be eligible for new funding support until such reports are received by the Department of Human Resources.

## Who Can I Contact for More Information?

Email: [training@gov.nu.ca](mailto:training@gov.nu.ca)

Department of Human Resource's Training Fund website:  
<https://www.gov.nu.ca/human-resources/information/training-fund>