

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, Conflict Resolution, Supervisory Skills, etc. (or any courses listed in the GN 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?

| <u>Eligible For Funding</u> | <u>Not Eligible For Funding</u> |
|---|---|
| <ul style="list-style-type: none"> ✓ Instructor and consultant fees ✓ Curriculum/program development ✓ Instructor travel, accommodation and per diems ✓ GN Participant Travel costs (airfare, ground transportation, accommodations & per diems to a combined maximum of \$50,000) within Nunavut ✓ Training materials, resources and licensing fees (i.e., software) ✓ Facility and/or equipment rentals ✓ Interpretation/Translation | <ul style="list-style-type: none"> X Salaries, overtime and staff replacement costs (i.e., casual wages) X Travel outside of Nunavut for participants X Catering |

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 click on the GN Training Fund website link below in order to download the current guidelines and proposal templates. A completed proposal must be submitted to training@gov.nu.ca by the deadline stipulated in the GN-wide email bulletin 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

Department of Human Resource's Training Fund website:
<https://www.gov.nu.ca/en/employment-training-and-career-development/training-fund>