

! PLEASE NOTE THAT THIS PACKAGE IS COMPOSED OF TWO PARTS:

Part 1 Provides some background information on the program, program details may be obtained through contact with a CDO

Part 2 Application package

FURTHER INFORMATION IS AVAILABLE FROM THE DEPARTMENT OF FAMILY SERVICES REGIONAL DIRECTORS AND CAREER DEVELOPMENT OFFICERS

Kitikmeot:	(Cambridge Bay)	1-800-983-0845
Kivalliq:	(Rankin Inlet)	1-800-953-8516
Baffin:	(Pangnirtung)	1-800-567-1514

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TRAINING ON THE JOB PROGRAM BACKGROUND INFORMATION

PURPOSE

The Training on the Job (TOJ) program is intended to provide an incentive for employers to hire and train workers who need experience and training, including pre-apprentice opportunities leading to apprenticeship registration. The program recognizes the need to develop selected participant's work skills, abilities and/or attitudes in an environment where learning opportunities are provided.

Employers are expected to offer the participant a job, which has a reasonable chance to become a permanent position, and for assisting the participant in developing the work abilities and skills required for the job in which they are being trained.

TOJ is therefore intended to subsidize training on full-time jobs, part-time (min. of 20 hours per week), or seasonal jobs.

ELIGIBLE TRAINERS/EMPLOYERS

- Any public sector, private sector, non-governmental, charitable or voluntary organization or employer may participate.
- Employers **must be**
 - registered businesses operating as recognized legal entities in accordance with federal, territorial and local laws, by-laws and regulations.
 - have been in operation for at least six months.
 - able to comply with the requirements for employment of apprentices under the Apprenticeship, Trade and Occupations Certification Regulations (Section 20).

To determine eligibility, employers and participants **must contact a Career Development Officer, to discuss regional procedures and program criteria for contracting.**

Employers will be asked to identify the qualifications of the trainer and encouraged to participate in mentorship training when available.

Applications will be dealt with on a first-come first served basis; there is limited funding for this program.

Repeat TOJ contracts will not be considered unless the application is significantly different from previous contracts:

- i.e. new trainee
- new training program
- Note that the overriding principle for this program is that - employers are expected to offer the participant a job, which has a reasonable chance to become a permanent position

ELIGIBLE TRAINING PROGRAMS

Employers should discuss with a Career Development Officer the details of what type of training would be eligible.

ELIGIBLE PARTICIPANTS (Trainees)

- Clients who are EI eligible
- Non-EI eligible participants who are unemployed or 'under-employed'.

CLIENT - APPRENTICE

- **Age:**

A 16 or 17 year old can only be an apprentice is they are participating in NEAT (Nunavut Early Apprenticeship Program) or have a learning plan established under section 34(5) of the Education Act. Applicants must be able to comply with the requirements to be employed as an apprentice under the Apprenticeship, Trades and Occupations Certification Regulations (Section 19).
- **Residency:**
 - For those accessing GN funding, preference will be given to northerners who have resided in the Nunavut a minimum of 1 year.
 - For those accessing LMDA / LMA funding the participant must have a valid Nunavut health card; i.e. Nunavut residency of a minimum of 3 months

CLIENT – NON- APPRENTICE

- **Age:**
Clients must be **18** years of age, graduated from high school, or have an approved learning plan according to section 34(5) of the Education Act.
- **Residency:**
 - For those accessing GN funding, preference will be given to northerners who have resided in the Nunavut a minimum of 1 year.
 - For those accessing LMDA / LMA funding the participant must have a valid Nunavut health card; i.e. Nunavut residency of a minimum of 3 months

FINANCIAL SUPPORTS AVAILABLE

TOJ is a wage subsidy program that supports the participant through employer payment of wages and supports employers through provision of wage subsidy.

No other financial supports are provided to participants

TOJ agreements may not exceed 52 weeks, and may be considerably less where training levels are relatively low and/or the participant's entry-level skills relative to the job requirements are relatively high.

WAGE SUBSIDY AMOUNTS

For a contract for a **non-apprentice**, the TOJ rates are:

- **50% of the wages up to \$15.00/hr** to a maximum of 40 hours a week.
- The employer must contribute a minimum of 50% of the apprentice's wage
- No wage subsidies are paid for holidays and sick time and overtime.
- Wage reimbursement will be paid for regular hours worked only.

For a contract for an **apprentice**, the TOJ rates are:

Wage **subsidies** are **negotiable** up to a maximum of

- **Level 1** - \$15.00
(or 50 % of the wage, whichever is less)
- **Level 2** - \$12.50
(or 50 % of the wage, whichever is less)
- **Level 3** - \$10.00
(or 50 % of the wage, whichever is less)
- **Level 4** - \$0.00
currently under review

- The employer must contribute to the apprentice's wage as per Apprenticeship Regulation (23) as well as use the TOJ level payment guidelines as above
- Wage reimbursement will be paid for regular hours worked only
- No wage subsidies are paid for holidays and sick time and call-in time or overtime

Note for EMPLOYERS: Wage Structures for Apprentices

- For apprentices the minimum wages are regulated under the Apprenticeship Regulations, Section (23), where it states:
- “**23.** An employer shall pay to each apprentice in his or her employ wages of not less than the following percentage of the wages of a holder of a certificate of qualification or a tradesperson whom he or she employs in the same designated trade:

(a) an apprentice who is registered in a **four-level apprenticeship** program shall receive not less than

- (i) 50% in level one,
- (ii) 60% in level two,
- (iii) 70% in level three, and
- (iv) 80% in level four;

(b) an apprentice who is registered in a three-level apprenticeship program shall receive not less than

- (i) 55% in level one,
- (ii) 65% in level two, and
- (iii) 80% in level three;

(c) an apprentice who is registered in a two-level apprenticeship program shall receive not less than

- (i) 60% in level one, and
- (ii) 80% in level two;

(d) an apprentice who is registered in a one- level apprenticeship program shall receive not less than 65%.”

EXAMPLE- CARPENTER

IF THE JOURNEYPERSON WAGE = \$40.00/H

4 YR APPRENTICE		Employer must pay, at a minimum	TOJ Wage Subsidy would be
Level 1 Apprentice	50%	\$20.00/h	\$10.00/h
Level 2 Apprentice	60%	\$24.00/h	\$12.00/h
Level 3 Apprentice	70%	\$28.00/h	\$10.00/h

Note that an employer can choose to pay the apprentice at a higher rate, and qualify for a higher wage subsidy.

LENGTH OF FUNDING

- The maximum length of funding for a TOJ is 52 weeks including time spent under the Building Essential Skills program. The maximum number of hours per week is 40. All TOJ contracts must end within the current fiscal year.

TOOLS/EQUIPMENT/CLOTHING

- No funding is available under this program for the purchase of these items.

TRACKING, MONITORING and REPORTING

ATTENDANCE AND PROGRESS

Participants are required to report their program status, minimally on a three-month basis. Participants must be advised that failure to report or perform in a TOJ placement (for reasons within their control) may result in an overpayment and may affect eligibility for benefits under both Part I and Part II of EI.

EMPLOYERS MUST ADVISE WITHIN 24 HOURS

- failures to report,
- lay-offs,
- dismissals and unexcused absences of more than three days.

An on-site visit should be conducted at least once during the placement period.

PARTICIPANT REPORTING

Participants must report to CDO's : The participant's status (e.g. employed, job searching, pursuing or enrolled in further education or training) and client satisfaction with the program

- upon exiting the program
- 12 weeks after successful completion of the program
- The CDO is responsible for following up on the status of cases that do not complete and successful exits within 12 weeks of termination or completion.
- **A further follow up is required 1 year after the intervention closes.**

ROLES AND RESPONSIBILITIES

EMPLOYER

The employer must:

- Provide a detailed training plan, a TOJ contract will not be signed without one.
- For apprentices, must comply with the Apprenticeship, Trade and Occupations Certification Act and Regulations;
- Invoice the Department of Family Services, on a regular basis (as determined by the Career Development Officer/Regional Director) with supporting documents as indicated on the Service Contract; *sample invoices are available upon request*
- Provide adequate facilities and, for apprentices, a qualified Journeyman or tradesperson under whom the training will take place;
- Maintain accurate and complete financial records;
- Monitor and evaluate the participant's progress and report the outcomes to the Career Development Officer. Notify the CDO if problems arise in the workplace that may impact the success of the training;
- Pay all benefits and deductions required by the Governments of Canada and the NU, such as; overtime, Canada Pension Plan, Employment Insurance, Workers' Compensation (WSCC), Vacation Pay, Special Insurance, sick benefits, etc.;
- Obtain appropriate insurance required by law, including liability insurance;
- Notify the Career Development Officer when the participant ceases to be employed.

APPRENTICE CLIENT

The apprentice must:

- Comply with the Apprenticeship, Trade and Occupations Certification Act and Regulations; (Apprenticeship, Trade and Occupational Certification – paragraph 19)
- Ensure that the TOJ application has been completed by all parties
- Ensure time credit book is kept up to date;
- Attend work during the established hours;
- Show respect for the property of the employer;
- Attend the trade instruction courses and write the

examinations required in his or her Apprenticeship program;

- Notify the Career Development Officer should she/he cease to be employed by his or her employer.

NON-APPRENTICE CLIENT

The client must:

- Ensure that the TOJ application has been completed by all parties
- Attend work during the established hours;
- Show respect for the property of the employer;
- Notify the Career Development Officer should she/he cease to be employed by his or her employer.

TOJ APPLICATION PACKAGE

- Please refer to the following pages
- A CDO can assist you in completing the application
- Please ensure to include a detailed training plan