

Canada 

Alberta 

Canada-Alberta Job Grant (CAJG)

2019



Agenda

1. Introduction
2. Eligibility Criteria
3. Grant Process
4. Program Funding
5. Help for Employers
6. Questions

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2019

Funded by:

Canada 

Alberta 

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Introduction

Overview

- The Canada-Alberta Job Grant funds employer-driven training
- Employers determine:
 - what training is needed to meet business goals and objectives
 - who will be trained
- This employer-driven program ensures training reflects the skills employers are looking for

Eligibility Criteria

Eligible Employers

- Open to private and non-profit sector employers in Alberta
- First Nations and Metis Settlements
- Crown Corporations located in communities with a population of less than 100,000:
 - Agriculture Financial Services Corporation (AFSC)
 - ATB Financial
- Sole Proprietors

Eligible Trainees

Eligible trainees

- Existing employees
- Canadian citizens, permanent residents, refugees
- Employees of sole proprietors
- Unemployed Albertans
 - Trainees that are currently unemployed for more than 30 consecutive days; or
 - New hires who have worked for the employer for four weeks or less and were previously unemployed for more than 30 consecutive days

Ineligible Trainees

- Temporary Foreign Workers, those with temporary work permits and students here on study visas
- Business owners or their immediate family members
- Any person not living in Alberta

Eligible Training Providers

- Third-party, unrelated and separate from the employer
- Cannot be the organization that will employ the trainee
- Does not include in-house training providers

Eligible Costs

Only direct training costs are eligible:

- Tuition fees or fees charged by training provider
- Mandatory student fees
- Textbooks, software and other required materials
- Examination fees
- Assistance with some travel costs

Travel Assistance

- Designed to provide access to training opportunities for all Alberta employers
- Travel assistance is limited to:
 - small and medium-sized organizations
 - those working/training in a community outside of Calgary or Edmonton
 - travel 100 km or greater one way from workplace to a training centre in Alberta
 - one-to-five-days training maximum

Eligible Training

- Any training that is started and completed within one year.
 - Minimum 21 hours per trainee
 - Courses may be “bundled” to reach minimum hours
 - Must start within six months of approval and completed within 52 weeks after the training start date
- Many training format options are allowed
- Must result in a credential
- Apprenticeship training is NOT eligible

Unemployed Trainees

- If hiring and training unemployed Albertans:
 - Grant funding will cover the cost of required and approved training needed to get the job
 - Training cannot start prior to the application approval date
 - There must be a commitment to hire the trainee
- Unemployed Albertans are:
 - Trainees that are currently unemployed for more than 30 consecutive days; or
 - New hires who have worked for the employer for four weeks or less and were previously unemployed for more than 30 consecutive days.

Program Funding

Employed Trainees

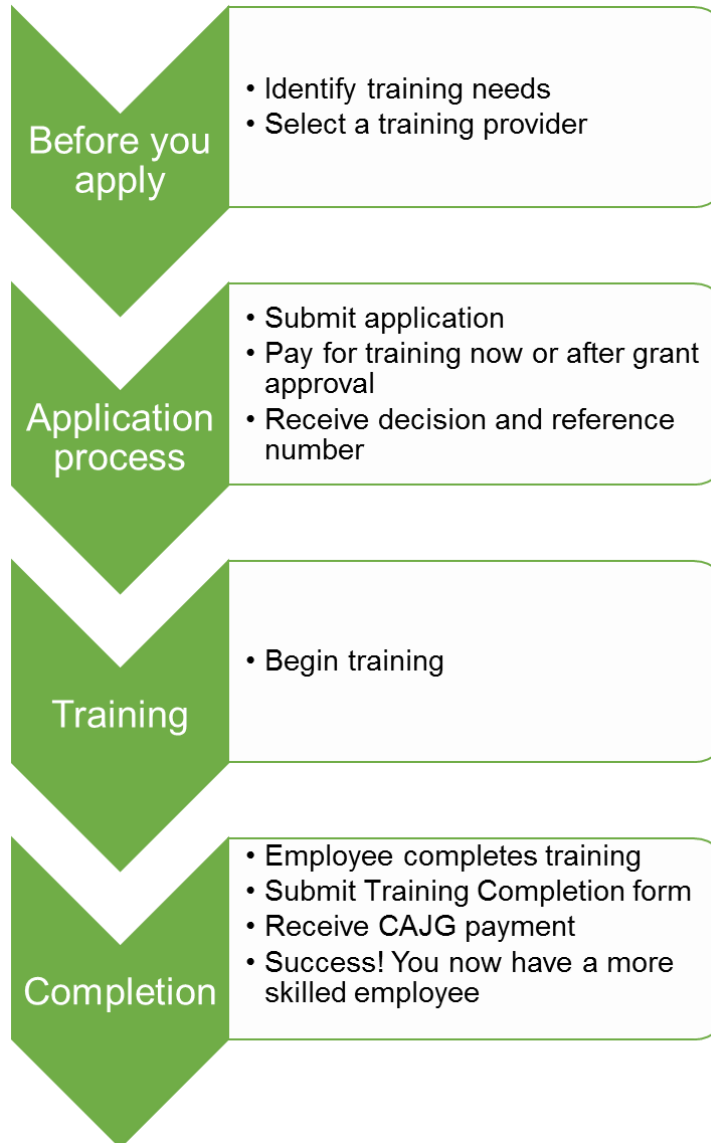
CAJG contribution	2/3
Employer contribution	1/3
Funding cap per trainee per fiscal year	\$10,000
Funding cap per organization per fiscal year	\$300,000

Unemployed Trainees

CAJG contribution	100%
Employer contribution	0
Funding cap per trainee per fiscal year	\$15,000
Funding cap per organization per fiscal year	\$300,000

Grant Process

Process at a Glance



Application Forms

- Application forms can be accessed from the Canada-Alberta Job Grant website
 - alberta.ca/canada-alberta-job-grant.aspx
- There are two application forms – ensure the correct one is used
 - Application for Employed Trainees
 - Application for Unemployed Trainees

Online Application Overview

- Visit the CAJG website (alberta.ca/canada-alberta-job-grant.aspx) and select the “Labour’s Workforce Grants Portal” button
- Create a user account for MyAlberta Digital Identity for Business
 - Only need to create this account once, after signing up, login credential will be used for all future logins to the portal
- Return to the CAJG website and select the “Labour’s Workforce Grants Portal” button
- Login to Labour’s Workforce Grants Portal
- Select the *Create New CAJG Application* button
- Enter application information and hit the “Submit” button

Training Reimbursement

- Employers pay the full cost of training
- Government refunds approved eligible training costs
- Trainees are not to pay for any portion of the training including the 1/3 not covered by CAJG

Scenarios

A scenario with Employed Trainees

- An employer is recruiting five warehouse supervisors from existing staff
- The candidates will need some skills training from an external provider to ensure they have the tools to do the job (e.g. inventory software training)

- Cost of training = \$1,500 per worker
- Cost to train five workers = $\$1,500 \times 5 = \$7,500$
- CAJG covers $\frac{2}{3} = \$5,000$
- Employer pays $\frac{1}{3} = \$2,500$

Another Example of an Employed Trainee

- 1 trainee = \$17,000 training cost
- CAJG covers $\frac{2}{3}$ (\$17,000) = \$11,333
 - However, grant max per trainee = \$10,000
- Employer pays remaining \$7,000

When you have Employed and Unemployed trainees

- Five employees x \$1,200 each (\$6,000)
- Two of the five employees were unemployed Albertans who need additional training at \$500 each (\$1,000)

- Total training investment = \$7,000
- CAJG covers 2/3 for three trainees = \$2,400
- CAJG covers 100% for two trainees = \$3,400
- Total CAJG contribution = \$5,800
- Employer contributes = \$1,200

- Note: Employer needs to complete two application forms

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Energy Safety Canada Scenarios

1. New-hire oil and gas worker for initial training

- H2S Alive! (ESC 15hrs)
- First Aid (ESC 15hrs)
- General orientation (ESC 4hrs)
- TDG (4hrs)*
- WHMIS (1.5hrs)*

2. General Driver Training

- External in-person driver training (1 day)
- Hours of Service (3hrs)
- Cargo securement (3hrs)
- Oilfield Driver Awareness (ESC 1 day)

Energy Safety Canada Scenarios

3. Re-training a field worker for an in-house position

- Diesel Equipment Technician (1 Year - SAIT)

OR

- H&S Certificate (1 year U of C)

OR

- Instructional Skills Development (4 days)

- Note: this would be to become an in-house company trainer

OR

- Certified health and safety auditor (5 days)

- Note: this person would become a certified health and safety auditor

4. Initial technical and non-technical training for a tool-push

- Boiler training and certification (ESC/ABSA 22.5hrs)
- Initial training in well control (ESC 22.5hrs)*
- Supervisor Leadership for Health and Safety in the Workplace (ESC 2 days)

CAJG and Energy

CAJG Funding Statistics*

Top 3 Sectors Approved for CAJG Funding

2019/20	2020/21
Professional, scientific and technical services (11.28%)	Professional, scientific and technical services (13.09%)
Support activities for mining, and oil and gas extraction (7.87%)	Oil and gas extraction (8.59%)
Oil and gas extraction (7.77%)	Construction of buildings (8.25%)

Year	# of Applications	# of Courses	Average Cost/ Person
2019/20	997	1901	\$1057
2020/21	260	548	\$1064

*2020/21 Statistics current as of September 2020

CAJG and Energy*

Top 5 Approved Courses 2019/20	Top 5 Approved Courses 2020/21
MELT	Safety
Safety	MELT
Leadership	Business
Sales	Leadership
Finance	Finance

Top 5 Reasons for Decline	
Training start date in past	Applications must be received 30 days before training starts to be processed in time.
Ineligible Training	Training cannot be apprenticeship or in-house
Minimum Hours not Requested	Each application must request 21 hours of training.
Ineligible Trainee	Owners and their family members are not eligible
Ineligible Training Provider	Training costs must be posted publicly online and training provider must be third party.

*2020/21 Statistics current as of September 2020

Help for Employers

Help for Employers

- Applicant Guide, application forms and checklists online at alberta.ca/canada-alberta-job-grant.aspx
- Email jobgrant@gov.ab.ca
- Call 1-855-638-9424 (toll free) or 1-780-638-9424

Questions?

