



## MID COAST FIRST NATIONS TRAINING SOCIETY



### JOB DEVELOPMENT PROGRAM DESCRIPTION

The **Job Development (JD) Program** helps the long-term unemployed by funding projects, which give training and work experience. Persons who are unemployed normally three (3) months or more, or who are at risk of becoming long-term unemployed are eligible participants.

Employers may be subsidized for projects employing three or more persons, as described above, providing the proposed jobs offer training and work experience. Jobs must not replace existing jobs or jobs that would not have been created without the help of this option.

#### A. *Who may apply?*

Any of the following are eligible for funding under the JD program:

##### a). “For-Profit” employers:

- Incorporated or unincorporated bodies, including partnerships and sole proprietorships, self-employed persons
- First Nation corporations with share capital
- Federal corporations recognized by the governor in Council as operating in a competitive environment and as not ordinarily being dependent upon appropriations for operating purposes
- Provincial corporations operating in a competitive environment and not ordinarily dependent upon provincial legislative appropriations for operating purposes
- Cooperatives; and
- Private health and private education institutions

##### b) “Not-for-profit” employers:

- churches and religious organizations
- community groups, charitable and voluntary organizations
- associations of workers and employers, professional and industrial organizations
- Boards of Trade and Chambers of Commerce
- First Nation Corporations without share capital
- Ad hoc groups
- Public health and public education institutions
- Municipal governments, where the province raises no objections; and
- First Nation Councils

Individuals are not eligible to apply to be coordinators unless they are self-employed and therefore considered as a business (ie for profit), or they are applying for an organization (ie. Not-for-profit organizations) specifically formed for the purpose of submitting an application. However, in both cases, such individual may not receive a contribution for their own wages unless the business or organization they represent is incorporated.

#### B. *What are the criteria for funding of JD projects?*

Ordinarily only full-time employment is eligible for funding, but MCFNTS would consider part-time employment in special situations such as when an employable disabled person cannot work full-time.

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Activities, which provide personal service to the applicant, are not permitted (ie. Chauffeur, gardener, maid, etc.). You may not use program funds to displace existing employees, laid-off employees, or volunteers, nor to replace an employee who is absent as a result of a labour stoppage or labourmanagement dispute. The proposed employment must be in addition to the employment planned for the period.

**C. *Project duration***

Projects usually run 16 – 30 weeks. We do not usually consider application for activities less than 16 weeks because they do not offer the participants adequate training and work experience.

**D. *Program funding***

Public and private sector employers must share training and development costs. When determining MCFNTS level of contribution, we consider the quality of training and work experience, potential revenue for the employer from the project, ***and the employer's ability to share project costs.***

Contributions from MCFNTS may be made for six expenditure categories listed below. ***All categories (except mandatory employment related costs) are subject to negotiation, therefore*** – different employers may receive different levels of contribution for these expenditure categories.

a) Wages of Participants

- i) Not-for-profit employers may receive up to 100% of wages for each participant to a maximum of \$ 10.00 per hour.
- ii) For-profit employers may receive up to 60% of wages to a maximum subsidy of \$ 10.00 per hour.

All wages must meet provincial minimum wage rates but may not exceed the Prevailing wage rates for each occupation as determined by local pay scale or MCFNTS.

b) Wages for Administrative Staff

The services of a project manager *may* sometimes be justified when activities occur over a wide geographic area or at a location away from the normal work place or when many participants are involved. In cases like these, the employer may receive a contribution toward the project manager's wages. Such contributions are reviewed on a case-by-case basis and must be well supported by the application. Project managers must be in addition to the minimum of three participants. If you are an individual applying as a business or on behalf of a not-for-profit group and acting as a project manager as well, the latter must be incorporated to receive a contribution toward your wage.

c) Mandatory Employment Related Costs

Not-for-profit employers may receive a contribution towards expenses. This contribution covers such costs as CPP, EI, WCB, etc.

d) Overhead Costs

Not-for-profit employers may receive a contribution towards overhead costs. This would include such items as licenses, permits, materials, supplies, leasing or purchase of equipment. ***Contribution for overhead costs may not exceed \$50 per week for each participant***(contributions for a project manager are not included).

e) Training Costs

An employer may receive a contribution towards the cost of training the participants. Training costs may include the following:

- Salaries of instructors or trainers
- Purchase of training courses
- Purchase of textbooks and other instructional material
- Rental of training premises

- Leasing or purchase of equipment required for training, including work experience, with a price less than \$250 per item.

***Contributions should not exceed \$10.00 per participant per training hour***

f) Special Costs

These special costs are for expenses directly related to the training and employment of disabled participants.

**E. Production Activities**

As JD program provides job training and work experience, the quality of the training and work experience for the participants is measured in terms of preparing them for entry into the labour market.

**F. Formal Training**

Preference will be given to applications that combine relevant training with on-the-job training and work experience geared to the needs of the local labour market. MCFNTS will consider the quality of training, whether provided by an institution and/or on-the-job, measured in terms of preparing participants for the labour market.

**G. The Training Plan**

A training plan must be included in the application, which gives ***detailed*** explanation of both the training and work experience to be provided to project participants.

The goal of training must be to help participants develop the knowledge, skills and attitudes which, when combined with their practical work experience, will assist them to find full-time permanent employment.

It may be appropriate in certain circumstances to include components such as life-skills training. Since training is greatly aided by setting goals, training objectives should be set for the project. Be sure the objectives are measurable and realistic. Identify the training methods and indicate how client performance will be evaluated. Training can be theoretical or practical or a combination of both.

***Theoretical training*** is conducted through direct instruction or demonstration in a classroom setting or other non-instruction/demonstration.

Training should not include general academic upgrading courses unless they are prerequisites to the training to be provided.

***Practical training*** involves all time spent in production under guided supervision. It can include instruction and practice in actual job duties such as the use of equipment machinery and/or tools involved in the job.

**The training component should be a series of specific training activities, ideally expressed as objectives. They should provide participants with an understanding of what they can expect to learn and be able to do at the end of the training phase.**