

### What is the Canada-Alberta Job Grant?

The Canada-Alberta Job Grant (CAJG) is a way for employers and governments to support training that leads directly to available jobs or increases workers' ability to retain jobs. Employers know what training is required for the jobs they need to fill. Through the program, employers will be invested in the training decisions that will equip their current and future workers with the skills they need to fill available jobs. The grant will support new training initiatives not currently being used by employers.

### What are the eligibility requirements to receive funding?

Employers must be willing to invest in their current and future workforce. Eligible employers may include individual employers and organizations acting on behalf of employers in both the private and non-profit sectors (e.g. unions, employer associations). Employers must have a job vacancy in Alberta that needs to be filled, and they must have a current or potential employee who needs training to fill that position. The program is also available to increase the skills and competencies of current employees. It's expected the individual will be hired upon completion of the training.

### When can employers apply for the grant?

We expect to begin accepting applications in September 2014. Application dates and information will be posted to [www.AlbertaCanada.com/jobgrant](http://www.AlbertaCanada.com/jobgrant) once the program is available.

### Will small and medium-sized businesses be able to access grant funding?

Yes, the program will be available to businesses of all sizes across the province. Individual employers will have a cap on the amount of grant funding they can receive annually to ensure that funding will be available for as many Alberta employers as possible.

### **Will the Government of Alberta be approving training institutions and programs specifically for CAJG funding?**

No, employers will be responsible for identifying appropriate training facilities and programs to deliver the training that will meet their needs.

### **Which training providers are eligible to deliver CAJG programs?**

Most training providers are either recognized under the *Post-Secondary Learning Act*, the *Private Vocational Training Act* or the *Income and Employment Supports Act*; however, if an employer selects a training provider not recognized under these acts, caution should be taken during selection to ensure legitimacy of the organization, the value of the training offered, as well as the credential recognition within the industry sector.

### **What role will training institutions play?**

The CAJG is an employer-driven program that places the decisions about required training in the hands of employers. Training institutions will play an important role working with employers to ensure training options are available to deliver skills that are relevant to the workplace.

### **Can an employer representative act as the third party training provider?**

No, an employer representative must be a separate legal entity from the recognized training provider.

### **Who is an eligible trainee?**

Eligible trainees under the CAJG are: Canadian citizens, permanent residents, and protected persons under the *Immigration and Refugee Protection Act* (Canada) entitled to work in Canada. Workers temporarily in Alberta are not eligible.

### How will trainees be assessed?

As the CAJG is an employer-driven program, trainees will not be assessed by the Government of Alberta. It is up to employers to choose the trainee and decide what training they require.

### What training is eligible?

Any training is eligible as long as it is:

- Over 25 hours in length
- Delivered by a third-party trainer
- Incremental training that does not replace prior training investments
- Completed within 52 weeks of the approval date
- Results in some sort of credential (record of completion, certificate, grade, etc.)

### What is incremental training?

Training funded by the CAJG is not intended to replace an employer's existing investment in training. As part of the application process, employers must attest that the training funded by the CAJG program is 'incremental' which means that the training is in addition to the existing training, and would not have otherwise taken place.

### How much will employers have to contribute to the cost of training?

Eligible employers will be required to contribute one third of the total training costs. Government will contribute two-thirds of the cost to a maximum of \$10,000 per trainee.

To help ensure Alberta employers have equitable access to the program, individual employers will be capped at \$300,000 per year in grant funding.

### What training costs are eligible for CAJG funding?

The Canada-Alberta Job Grant is available for direct training costs only, including:

- Tuition
- Books and supplies
- Mandatory Fees

Employee wages cannot be reimbursed through the CAJG and income support is not available for workers who are in training funded through the CAJG.

### How will applying for the grant work?

There are three steps in the grant application process:

1. Employers will fill out and submit the CAJG application form. Once approval is granted, the employer will register and pay the training provider for the training.
2. Following payment of approved training, employers will submit a CAJG training reimbursement form along with applicable receipts. Employers will then be reimbursed for one third of the training costs.
3. Upon training completion, a CAJG training completion form will be submitted, and an additional one third of training costs will be reimbursed. The remaining one third of training costs is the employer share.

### What happens if the trainee does not complete the training?

If a trainee does not complete the training, the employer must inform the [Government of Alberta](#). The employer will be reimbursed for the government's contribution, so long as they submit the CAJG training reimbursement form and the CAJG training completion form indicating that training was not completed. If the training provider provides a tuition refund, the government-funded portion of refunded training costs must be reimbursed to the [Government of Alberta](#).

### Why is this program needed?

Labour shortages exist across Alberta and are often attributed to skills gaps. Employers cannot find workers with suitable skills and experience to fill their job openings. Meanwhile, approximately 102,000 Albertans are currently out of work.

Investing in skills training means more workers in Alberta will have the skills in demand, now and in the future. By empowering employers to identify training and the individuals who will receive it, workers are more likely to get the targeted training they need and a permanent job.

### What is the evidence that we have labour shortages in Alberta?

Labour shortages are a reality for many industries in Alberta. Our own long-term labour outlook indicates we could face a labour shortage of almost 100,000 workers by the year 2023.

The Conference Board of Canada's October 2013 Indicator of Labour Market Tightness showed that in Calgary and Edmonton there are more job openings than unemployed people. In December 2013, Alberta employers were advertising online to fill 15,800 job vacancies. Alberta had the highest job vacancy rate in five of the first nine reported months of 2013 according to Statistics Canada.

At 4.6 per cent, Alberta's unemployment rate in 2013 was below the rate considered to indicate a balanced labour market (5 per cent), despite record levels of interprovincial and international migration. This indicates our labour market has absorbed new migrants and still needs more workers.

In the 2013 Alberta Wages and Salary Survey (AWSS), 42 per cent of recruiting employers in Alberta reported they had difficulty hiring for one or more occupational groups, up from 38 per cent in the 2011 AWSS.

Funding provided by the Government of Canada through the Canada Job Grant

### **How will the grant help address Alberta's unique labour needs, e.g. worker shortages as opposed to job shortages in some other provinces?**

While some provinces have challenges with too many workers and not enough jobs, Alberta faces pressures resulting from too many unfilled jobs and not enough qualified workers. The CAJG will allow employers to choose new applicants or existing employees and identify the specific training they require to fill existing and future job vacancies.

### **How will the Alberta government be involved?**

The CAJG is jointly funded by the federal government and individual employers. By the 2017/2018 fiscal year, \$34 million of the Canada-Alberta Job Fund (formerly Labour Market Agreement) will be directed toward the program. The Alberta government is responsible for the design and delivery of the CAJG, which is one element to Alberta's approach to address labour challenges.