

Opaskwayak Educational Authority Employment & Training Skills Development Handbook (Vocational Training)



P.O BOX 10370

OPASKWAYAK, MB

R0B 2J0

TELEPHONE: 204-627-7181

FAX: 204-623-5316

TOLL FREE: 1-800-661-7981

WEBSITE: www.opased.com

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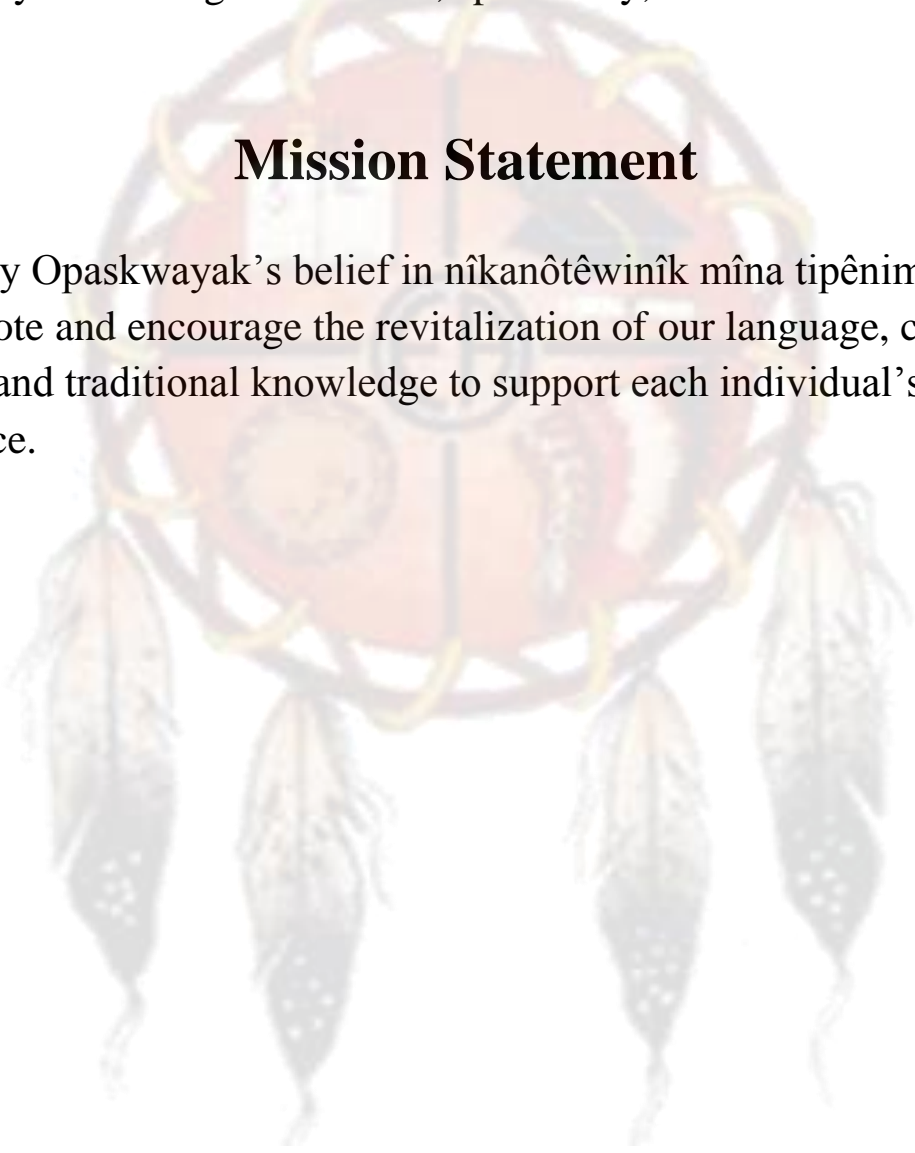
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Vision Statement

Opaskwayak Education Authority Inc. will empower individual's lifelong learning by embracing nahowîwiw, spirituality, culture and traditions.

Mission Statement

Guided by Opaskwayak's belief in nîkanôtêwinîk mîna tipênimisôwin, we promote and encourage the revitalization of our language, culture, spiritual and traditional knowledge to support each individual's learning experience.



**Policies outlined below are reviewed and approved annually by the OEA
Board of Directors**

1. Skills Development Program Objectives

1.1 The objective of the Skills Development Program is to assist Opaskwayak Cree Nation (OCN) members to gain access to educational institutions and to graduate with the qualifications needed to pursue individual careers.

1.2 The Skills Development Program provides financial assistance to eligible OCN members toward the cost of their education.

This document outlines:

1.3.1 Criteria to be met by students in order to qualify for financial assistance;

1.3.2 Types and maximum levels of allowances and incentives available through the program;

1.3.3 Maximum duration of assistance that may be provided with respect to various levels of education.

**STUDENTS ARE ENCOURAGED TO CALL THE COUNSELOR AT 1-204-627-7181 OR
TOLL FREE AT 1-800-661-7981.**

2. Criteria for Skills Development Programs

To be eligible to apply for full-time or part-time sponsorship from the-Skills Development Program, an application must:

- 2.1.1 Be a registered member of Opaskwayak Cree Nation
- 2.1.2 Must provide a copy of Social Insurance Number or a copy of a statement of income from the Canada Revenue Agency.
- 2.1.3 Complete and sign all required ASETS forms and Employment and Training documentation before the deadline date which is May 31st for September to April or September to June academic year; including any start dates after June 30th i.e. January.
- 2.1.4 Provide proof of acceptance by an accredited vocational institution and submitted to the Employment & Training department before the deadline date of May 31st for September to April or September to June academic year. Be enrolled in an eligible Skills Development intervention. See Appendix B for a list of programs
- 2.1.5 Be responsible for tuition deposits to reserve a seat in a program. In the event that full-time sponsorship is approved by OEA Vocational program, the tuition deposit will be reimbursed pending copy of receipt.
- 2.1.6 Provide a recent transcript or assessment results to OEA Vocational program;
- 2.1.7 Provide a copy of all costs associated with the program enrolled into, such as tuition, textbooks and/or supplies or equipment as required. This does not include school supplies (pens, pencils, paper, etc.) or lockers;
- 2.1.8 NOT exceed their time allotment for funding refer to policy guidelines under Student Month(s) and; see page 14

3. Priority Listings for Skills Development Program

The OEA Sponsorship Committee reviews all applications and adopts the priority list as follows for Skills Development: Consolidated Revenue Funds (including Urban), Skills Development Employment Insurance Funds (including Urban), Apprenticeship Funds and Disability Funds:

- 3.1.1 Continuing students in good standing; (Passed all their courses and attended classes regularly)

- 3.1.2 Recent high school graduates with a Provincial High School Diploma
- 3.1.3 Recent high school graduates with a Mature High School Diploma
- 3.1.4 Provincial High School graduates within two years of graduation.
- 3.1.5 Mature High School graduates within two years of graduation.
- 3.1.6 On-reserve students who maintain a GPA of 2.0 or C average and took the initiative to fund their own program for the first year either through student loans, scholarships or Employment Insurance (proof of paid tuition and books from previous year must be provided with application forms)
- 3.1.7 On-reserve members who have never been funded by OCN before.
- 3.1.8 On-reserve members who received OCN funding in the past 3 years. These include students who quit, voluntarily withdrew, and students who were required to discontinue.
- 3.1.9 On-reserve members who have graduated over one year ago, regardless of funding resources.

The OEA Sponsorship Committee reviews all applications and adopts the priority list as follows for **Urban Funding** for Employment Insurance Eligibility and Consolidated Revenue Funds:

- 3.2.1 Off-reserve continuing students in good standing; (Passed all their courses and attended classes regularly)
- 3.2.2 Off-reserve recent high school graduates with a Provincial High School Diploma
- 3.2.3 Off-reserve recent high school graduates with a Mature High School Diploma
- 3.2.4 Off-reserve Provincial High School graduates within one year of graduation.
- 3.2.5 Off –reserve Mature High School graduates within two years of graduation.

- 3.2.6 Off-reserve students who maintain a GPA of 2.0 or C average and took the initiative to fund their own program for the first year either through student loans, scholarships or Employment Insurance (proof of paid tuition and books from previous year must be provided with application forms)
- 3.2.7 Off-reserve members who have never been funded by OCN before.
- 3.2.8 Off-reserve members who received OCN funding over three years. These include students who quit, voluntarily withdrew, and students who were required to discontinue.
- 3.2.9 Off-reserve members who have graduated over one year ago, regardless of funding resources.

The applicants not considered are as follows:

- 3.3.1 Applicants for programs such as Social, Science, Health, Technology and Business, and/or Degree Programs; include Master and/or Doctoral programs.
- 3.3.2 Applicants previously sponsored by OEA Skills Development Program and/or OEA Employment & Training department (successful in their program); a three-year waiting period from completion date;
- 3.3.3 Continuing students who did poorly in their academics and their attendance
- 3.3.4 Applicants who were rated low in successfully completing their courses and/or training programs which were held by OEA Employment & Training;
- 3.3.5 Applicants who were Involuntary Withdrawn from their previous program(s); a three (3) year waiting period from date of involuntary withdrawn;
- 3.3.6 Late applicants will not be considered unless there has been substantial financial room created to carry more students.
- 3.3.7 Those who presented funding need after the initial selection period may have the opportunity to be considered for late acceptance. A second intake completed August 15th will be utilized if cost saving measures allow support of more students.

- 3.3.8 **Programs Requiring Criminal Records and Child Abuse Checks** - Federal and Provincial regulations require persons working in occupations having trust or custodial relationships with other people to pass a criminal record check and child abuse registry check. Students in education, health care, social work, law enforcement, child care, dentistry, counselling, etc. are required to pass these checks before any placements and prior to employment in their chosen field. This status must be determined prior to entry into programs leading to the aforementioned careers. These checks must be completed annually prior to September start date.
- 3.3.9 If a potential student did not pass a criminal records check/child abuse check, the student will not be considered for funding; however, the Selection Committee may consider funding a different program that does not require these checks;
- 3.3.10 If a potential student was involved in vandalism toward any Opaskwayak Cree Nation infrastructure (buildings/property), the student may not be considered for funding for three (3) years;
- 3.3.11 **Programs requiring Medical clearance** – There are few careers where mandatory medical checks will be required in order to participate in the workforce. Truck Drivers and Bus Drivers are required to have a medical test to see if they are able to hold the higher class licences. Those who present for training will need medical clearance before the training in order to ensure they are able to obtain employment after completion of the training.

Once approved for sponsorship and/or continued sponsorship, the following conditions must be met:

- 4.1.1 It is strongly encouraged that all new students to attend orientation sessions put on by the Educational Institutions and OEA.
- 4.1.2 Maintain a minimum of a C average or a GPA of 2.0 for each term/semester. See appendix A “Grade Comparison Guide”.
- 4.1.3 If the student GPA falls below the recommended grade average of 2.0, there will be a meeting between all stakeholders to determine the student’s status.

- 4.1.4 Attend all scheduled classes on time and regularly.
- 4.1.5 The Skills Development program will terminate sponsorship at any time to a student who has NOT abided by the rules or has NOT shown any willingness to meet the criteria.
- 4.1.6 Students must budget within the allowances provided. The OEA Skills Development program is NOT responsible for any personal debts incurred by the student.
- 4.1.7 If a student has withdrawn or was required to discontinue (RTD), sponsorship will not be considered until the student has completed a three-year (36 month) waiting period from the date of termination. If students are able to secure external funding, partial assistance may be considered.
- 4.1.8 When a student withdraws from their course of study, it is imperative that the proper documentation be completed with the educational institution. This process would eliminate unnecessary tuition billings, etc. In addition, the OEA Skills Development program must be notified as soon as possible. Failure to notify the OEA Skills Development program, in writing, will affect future sponsorship.
- 4.1.9 Students enrolled in educational institutions outside of Canada will be given Canadian rates/currency. Students are encouraged to apply for additional funding i.e. Student Loans, Bursaries, Federal Pell Grant etc.
- 4.2.1 **Assistance for Full-Time Students**

To be considered full-time, a student must be considered as a full-time student by the educational institution.

- 4.2.2 Financial assistance is provided to students attending accredited educational institutions. The following financial assistance provided are:
- 4.2.3 Tuition fees in the amount equivalent to accredited public institutions in Manitoba; will be paid directly to the post-secondary educational institution on a term by term basis.

- 4.2.4 **Tuition supports** will be a maximum of \$3,250 per term or \$6,500 per academic year. Exceptions may be made for: Heavy Equipment Operators, Class 1A Truck Driver Training, and other higher cost related training.
- 4.2.5 **Registration fees**; will be reimbursed if student becomes sponsored full time. Receipts are required.
- 4.2.6 **School Supply Start-up** – Full time students are eligible for a once a year amount of \$50 for school supplies such as: ink, binders, pens, ect.
- 4.2.7 **Books** that are required for the courses selected for the program enrolled into. Reimbursement for books may be pre-arranged. Receipts are Compulsory.
- 4.2.8 **Conferences/workshops** that are compulsory by the vocational institution may qualify for a maximum of \$400 upon documentation such as a letter from the Instructor or Dean. Assistance is dependent upon resources available.
- 4.2.9 **Special equipment** may be provided up to a maximum of \$300, if it is a requirement of the course. (Example: Steel toe boots, safety equipment, etc). Assistance is dependent on resources available. Clients with disabilities may access funds beyond maximums to offset costs of attendant care, note takers, sign language interpreters ect. Required to facilitate participation of clients with a disability in an ASETS intervention.
- 4.2.10 **Tutorial assistance**- May be provided and must be pre-arranged with the Training Counselor. Assistance is dependent on resources available.
- 4.2.11 **Cell Phone Usage** – students may request financial assistance of \$30 per month for cell phone usage. Proof of cell phone usage (screen shot of communication with post-secondary institution) is required by the post-secondary institution.
- 4.2.12 **Clothing Allowance for Work Placements** – may be provided up to a maximum of \$200 as required and/or is dependent upon the length of the placement;
- 4.2.13 **Cultural Camps or Field Trips** – required by the program may be provided up to a maximum of \$250 toward the purchase of tents, supplies, travel, etc;
- 4.2.14 **Travel Assistance** – Travel assistance will be provided in the amount of \$100 (one way). Students must apply for travel assistance through E&T

- 4.2.14.1 at Thanksgiving
- 4.2.14.2 at Christmas
- 4.2.14.3 at Easter

- 4.2.15.1 **Moving Costs** – are discretionary and OCN Training Program may provide moving costs at the beginning of the program of studies and upon completion of the program of studies at the following rates:
 - 4.2.15.2 Full time students relocating within Manitoba may receive a maximum of \$200; additional costs may be provided at the discretion of the Student Counsellor, Employment and Training Coordinator.
- 4.2.16 **Emergency Travel** – at the discretion of the Counselor, students may receive a maximum of \$200 per trip, due to illness or death in the immediate family. Requests must be made to the Counselor. This is dependent on availability of funds. Immediate family includes:
 - 4.2.16.1 Spouse/partner
 - 4.2.16.2 Son/daughter, sister/brother
 - 4.2.16.3 Parent, parent-in-law, grandparent or grandparent-in-law
 - 4.2.16.4 Uncle, aunt, cousin

- 4.2.17 **Transportation Allowance** – **Urban Funding students only** may be eligible for a maximum of \$75 per month; all requests must be pre-arranged with Counselor.
- 4.2.18 **Child care Subsidy**- Full time students are eligible for a child care subsidy. Full-time students will be eligible for a maximum of \$100 per month regardless of how many dependents receive child care. Copy of receipt must be provided.
- 4.2.19 **Cash Advances** –may be available for full-time students only; once per term;
 - Full-time students - \$250 maximum, to be repaid within 5 pay periods or less;
 - Probation students - \$100 maximum, to be repaid within 2 pay periods or less;
 - Special program students - \$100 maximum, to be repaid within 2 pay periods of less;Cash advances will not be approved until the previous cash advance is paid in full;
- 4.2.20 Student allowances are outlined in the following chart. For students that are able to access EI Part 1, collecting EI will be the **preferred** method for living allowance. Students will not receive less than the rates indicated below. Those who establish EI claims, and receive less than \$650/biweekly rate will receive additional supports through top up.

Student Rates Paid Every Second Thursday	Per Pay Period
Single Student	650.00
Married/Common-Law Student with Full-Time Employed Spouse	445.00
Married/Common-Law Student with Full-Time Employed Spouse with one (1) dependent	560.00
Married/Common-Law Student with Employed Spouse with two (2) dependents	680.00
Married/Common-Law Student with Employed Spouse with three (3) dependents	795.00
Married/Common-Law Student with Unemployed Spouse	690.00
Married/Common-Law Student with Unemployed Spouse with one (1) dependent	795.00
Married/Common-Law Student with Unemployed Spouse with two (2) dependents	895.00
Married/Common-Law Student with Unemployed Spouse with three (3) dependents	920.00
Single Parent with one (1) dependent	690.00
Single Parent with two (2) dependents	795.00
Single Parent with three (3) dependents	895.00
<p><i>Add \$25 per pay period for each additional dependent thereafter. Dependent refers to 17 years of age and under. Students must notify OEA Employment & Training when a dependent reaches 18 years of age. Proof of Dependents is required. (Copy of Child Tax Form).</i></p>	

4.2.21 Payments such as hydro and shelter allowance will be paid (under the student's name) by the OCN Social Services for those students who are eligible under the Social Development Manual criteria and for whom the OEA Employment & Training receives a Work Opportunity Program (WOP) transfer of funds. This applies to students residing on-reserve only. All other students are ineligible.

4.3.1 Assistance for Part-Time Students

There will be NO student or training allowance provided to those students registered under a part-time status with a vocational institution. Part time students are students that are enrolled in an accredited educational institution and are completing at least 12 credit hours per term.

4.3.2 Tuition assistance may be provided to students registered as part-time students. Assistance may be provided for:

4.3.3 Tuition fees in the amount equivalent to public institutions in Manitoba;

4.3.4 Registration fees for those who took the initiative to fund their own program;

4.3.5 Books and equipment that are required for the course(s) selected.

4.3.6 *Child Care Subsidy* –part-time students are eligible for a child care subsidy:

Part-time students are eligible for a maximum of \$50 per month regardless of how many dependents receive child care. Copy of receipt is required. Students with spouses on Employment Insurance, on On-Call, or work from home are not eligible for the subsidy. Students with spouses classified as part-time or casual may be considered.

4.3.7 Travel assistance and costs for short term course related workshops and/or seminars out-of-town will be subsidized up to a maximum of \$400

4.4.1 Student Months

Student months refers to a month that a student receives an allowance from the Training Program. Students are given a specific number of months for them to finish their course. For example, if a student wants to complete a trade's course which runs from September to April then the student will receive eight (8) student months to complete the trade's course.

Students not completing a course within the specific number of student months will be required to complete a revised ACTION PLAN with the Counselor.

Approval for additional student months is at the discretion of the Counselor. Approval may be granted, but is not limited to, the following:

- a. Medical reason, confirmed in writing by a qualified physician;
- b. Educational institution requires student to voluntary withdraw from current course to re-register for the following semester/term for the same course.

Students denied additional student months will be classified as low priority and as “students who received funding in the past from any financial institution who voluntarily withdrew or were asked to withdraw.” Students may be denied additional student months based on the following, but is not limited to the following:

- c. Not attending classes on a continuous basis
- d. Failing to maintain a passing grade in a course(s) on a continuous basis.

Students receiving a student or training allowance are required to take a full course load while they are being sponsored, Students must be registered in programs that are a NATURAL PROGRESSION in their studies (unless circumstances stated above).

THE SKILLS DEVELOPMENT PROGRAM WILL NOT PROVIDE SPONSORSHIP FOR THOSE STUDENTS ENROLLED IN A POST-SECONDARY PROGRAM THAT EXCEEDS TWO (2) YEARS OR MORE.

4.5.1 Graduation costs for Full-time Sponsored Students

4.5.1.1 Graduation Costs - will be provided on a one-time basis at a rate of \$300 to offset ALL costs relating to convocation (caps, gowns, pictures, family travel etc.)

4.5.1.2 Graduations/Convocations – An OEA representative may attend graduations/convocations to encourage and recognize the achievement of an OEA Vocational sponsored student. OEA representative include the following:

4.5.1.3 Student Counselor or E & T Coordinator or; Post-Secondary Committee Member or Board Member

4.5.2 Graduation Bursary – for Employment and Training programs will be provided to students upon completion of their program of studies. A copy of their transcript must be forwarded as proof of graduation and/or convocation. Also, students must complete a “Graduation Request” form, prior to receiving a bursary.

4.5.3 The following are bursary levels for Skills Development are:

4.5.4 Apprenticeship -for each level completed \$150

Level	Program	GPA 2.0 – 2.49	GPA 2.5 to 2.99	GPA 3.0 to 3.99	GPA 4.0 & Higher
UCEP	Transition or Preparation Year	\$200	\$250	\$300	\$350
Level 1	1 Year Certificate or Diploma	\$300	\$350	\$400	\$450
Level 1	2 Year Diploma	\$400	\$450	\$500	\$550

Students will be eligible for a maximum \$500 in graduation incentives. This includes the one-time Graduation costs which total \$300. Amounts over \$500 will be provided by OEA’s Post Secondary Program.

All students are encouraged to apply for all bursaries through OEA’s PSP program.

4.6 Graduation Bursary for Mature High School Students

A graduation bursary of \$150 will be issued to an Opaskwayak Cree Nation member who has successfully completed their Mature High School Diploma. A copy of their high school transcript must be submitted along with a completed Employment & Training application form.

All Graduation Bursaries will be paid out before the end of the current fiscal year.

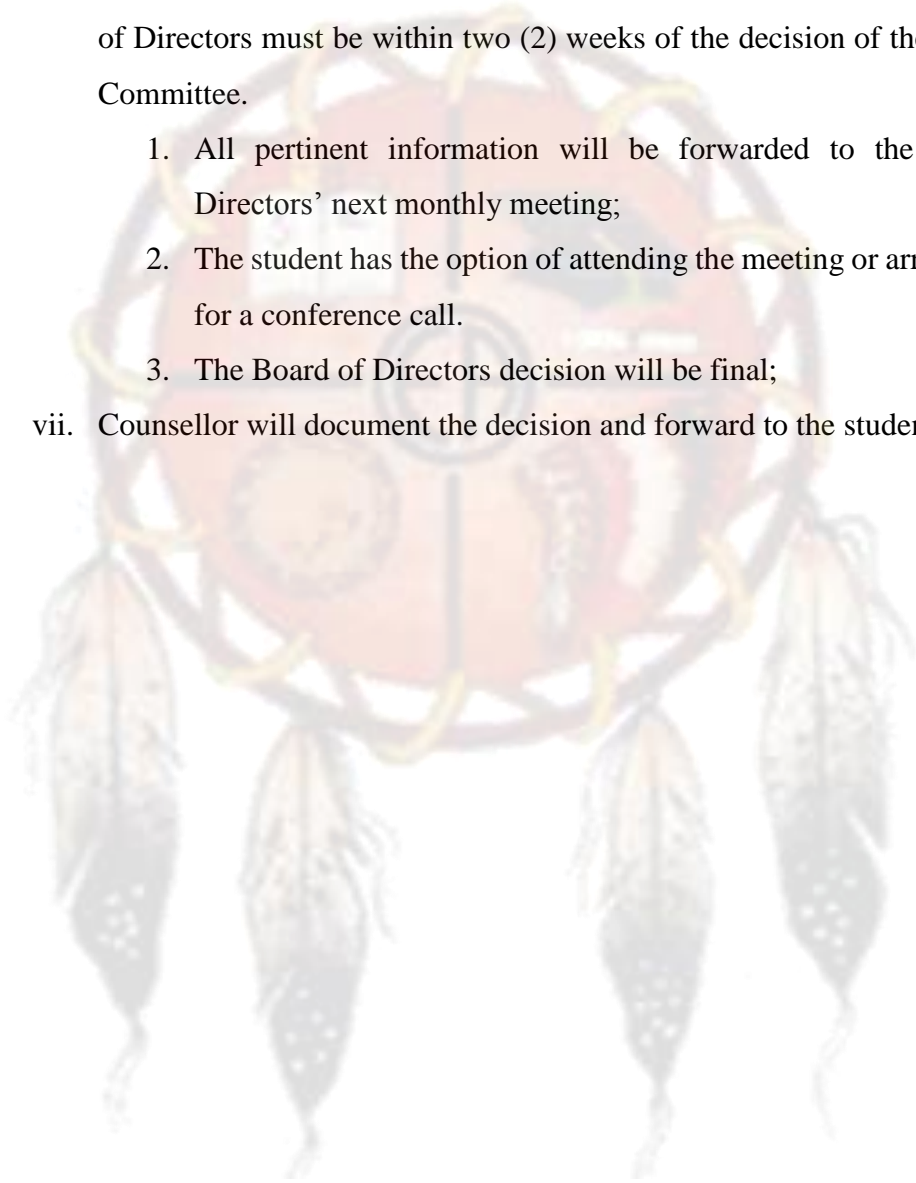
4.7 Appeal Process

To ensure fairness and equitable treatment, the OEA Board of Directors has adopted an appeal process for sponsorship applicants and students with respect to the application of this handbook.

There is no appeal if an applicant was not sponsored due to lack of funding.

- i. Appeals must be submitted within four (4) weeks of the decision being appealed, or no later than four weeks after receiving notification from a Skills Development Program.
- b. Students will only be allowed one (1) appeals during their program of studies.
- c. Students within the vicinity are encouraged to attend the appeal hearing. For those who reside out of the vicinity of OCN/The Pas, two hundred dollars (\$200) may be available for travel to the appeal hearing. However, attendance at the appeal hearing is not mandatory. The student may request a conference call;
- d. The following situations will be grounds for an appeal process:
 - i. student believes his/her application has been unfairly denied;
 - ii. student sponsorship has been terminated;
 - iii. student believes that a decision relating to the student made pursuant to the handbook has been unfair or unequal, or has produced an unfair or unequal result.
- e. The appeal process is as follows:
 - i. Student must contact, in writing, the Counsellor of their intent to appeal;
 - ii. Student must include the following information;
 1. Contact information including address, telephone number, email address, etc;
 2. Post-Secondary institution attended and program of studies enrolled in, and;

3. Reason for the appeal, citing the relevant sections of the Skills Development Handbook;
- iii. Counsellor will confirm receipt of the appeal request, in writing;
 - iv. Counsellor will arrange the appeal hearing with the Selection Committee;
 - v. Decision of the appeal will be made by the Selection Committee;
 - vi. If the student is not in agreement with the outcome, the student has the option of appealing to the OEA Board of Directors. Appeals to the Board of Directors must be within two (2) weeks of the decision of the Selection Committee.
 1. All pertinent information will be forwarded to the Board of Directors' next monthly meeting;
 2. The student has the option of attending the meeting or arrangements for a conference call.
 3. The Board of Directors decision will be final;
 - vii. Counsellor will document the decision and forward to the student.



APPENDIX A

“Grade Comparison Guide”

The following guide reflects the most commonly used grading system in Canada educational institutions. It has been designed to assist institutions in comparing the grading system. This is a guide only.

4 Point	Alpha	Percentage Pass	9 Point
4	A+	97 – 100	9
3.9	A	90	8.7
3.7	A-	83 – 89	8
3.3	B+	77 – 82	7.3
3	B	70 – 76	6.5
2.7	B-	66 – 69	6
2.3	C+	62 -65	5.5
2	C	58 - 61	5.1

APPENDIX B

Examples of Skills Development Programs. Eligible Skills Development programs will be no more than 2 years in length, and will not include University Courses or after degree programs. The Skills Development Program will assist in Diploma/Certificate Courses from accredited educational institutions.

<i>Agricultural Equipment Technician</i>	<i>Gas Turbine Repair & Overhaul Technician</i>
<i>Agricultural Technologies – Building Sciences & Interior Design</i>	<i>Hairstylist</i>
<i>Aerospace Manufacturing</i>	<i>Heavy Duty Equipment Technician</i>
<i>Aircraft Maintenance</i>	<i>Heavy Equipment Operator Training</i>
<i>Automotive Painter</i>	<i>Health Care Aide</i>
<i>Automotive Service Technician</i>	<i>Industrial Electrician</i>
<i>Boil maker</i>	<i>Industrial Mechanic (Millwright)</i>
<i>Boom Truck Hoist</i>	<i>Industrial Metals Fabrication</i>
<i>Bricklayer</i>	<i>Insulator (Heat & Frost)</i>
<i>Building Systems Technician</i>	<i>Introduction to Trades</i>
<i>Business Administration (2-year Course)</i>	<i>Iron Worker</i>
<i>Cabinetmaker</i>	<i>John Deere Ag Technician</i>
<i>Carpentry & Woodworking</i>	<i>Landscape Horticulturist</i>
<i>Common Core Ag Technician – HDET</i>	<i>Lather (Interior Systems Mechanic)</i>
<i>Collision Repair & Refinishing</i>	<i>Marine & Outdoor Power Equipment Technician</i>
<i>Collision Refinishing</i>	<i>Mining Engineering Technology</i>
<i>Crane Operator</i>	<i>Mobile Crane Operator</i>
<i>Common Core Electrical</i>	<i>Motor Vehicle Body Repairer</i>
<i>Diploma Practical Nursing</i>	<i>Nail Technician</i>
<i>Distribution Technician</i>	<i>Office Assistant</i>
<i>Electrical/Electronic Technology</i>	<i>Painter & Decorator</i>
<i>Electrical Trades Fundamentals</i>	<i>Parts Management Certificate</i>
<i>Facilities Technician</i>	<i>Piping Trades</i>
<i>Gasfitter B</i>	<i>Plumber</i>
<i>Ironworker</i>	<i>Pork Production Technician</i>
<i>Machinist</i>	<i>Power Electrician</i>
<i>Meat Processing Certificate</i>	<i>Power Engineering Technology</i>
<i>Construction Craft Worker</i>	<i>Power Sports Equipment Technician</i>
<i>Construction Electrician</i>	<i>Precision Metal Machining</i>
<i>Cook/Culinary Arts</i>	<i>Private Pilot</i>
<i>Commercial Pilot</i>	<i>Professional Baking & Patisserie</i>
<i>Diesel Engine Mechanic</i>	<i>Professional Photography</i>

Radio & Television Broadcaster
Railway Car Technician
Railway Conductor
Refrigeration & A/C Mechanic
Residential Decorating
Roofer
Sheet Metal Worker
Sprinkler System Installer

Steamfitter
Systems Technical Support Analyst
Tool & Die Maker
Transport Trailer Technician
Truck & Transport Mechanic
Water & Wastewater Technician Certificate
Welder
Wilderness Safety Certificate

Definitions

ASETS: Aboriginal Skills and Employment Training Strategy is a contribution payment program guided by the government's *Policy of Transfer of Payments*.

Apprenticeship: is work-based post-secondary training program that leads to a Certificate of Qualification in a skilled trade

Consolidated Revenue Funds (CRF): funding dollars that do not qualify under Employment Insurance Funds

Employment Insurance (EI): to provide temporary financial assistance during periods of involuntary unemployment.

Part 1 Benefits

- Active EI Income benefits
- Temporary Income Support
- Determined by Service Canada

Part 2 Benefits

- Employment Benefits
- Assisted to insured participants (EI Reach back) on training course or employment activity
- Determined by ASETS agreement holders

Manual: doing or involving hard physical work or relating to using hands; worked or done by hand and not by machine

Mature High School Diploma: eight (8) credits across Grade 9 – 12 are required. Four (4) of these courses must be Grade 12 and must include a Language Arts and Mathematics credit. Age requirement is 19 years old at enrollment.

Occupation: the work that a person does; a person's job or profession

On-reserve: those OCN members living in the vicinity of Opaskwayak Cree Nation or The Pas and area

Off-reserve: those OCN members not living in the vicinity of Opaskwayak Cree Nation or The Pas and area

Provincial High School Diploma: students must accumulate a minimum of 30 credits from a combination of compulsory or optional courses

Skills Development: relating to special skills, training, etc. that you need for a particular job or occupation. Relating to or undergoing training in a skill or trade to be pursued as a career.

Special Programs: Community or Employer training that will allow participants to gain full time employment, or receive raise upon completion of the program.

Trade: an occupation requiring manual or mechanical skill

Urban Funding: Funds utilized for those OCN members living off-reserve

Work Opportunity Program (WOP): is constructive utilization of income assistance funds in conjunction with funds from other sources to provide employment work experience and develop skills for recipients in receipt of full income assistance entitlement