

Supports for Organizations

An External Guide for Organizations

2022-23



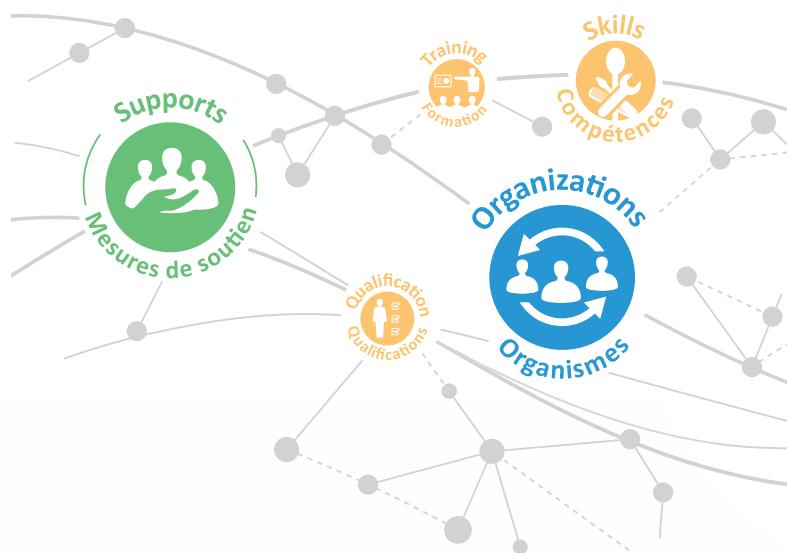


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1.0 Background

The Department of Education, Culture and Employment (ECE), through its Skills 4 Success (S4S) initiative, maintains the vision that: *“NWT residents have the skills, knowledge and attitudes for employment success.”*

[The Skills 4 Success 10-Year Strategic Framework](#) sets out a 10-year path for ongoing partnership, engagement, action planning and implementation to ensure that the NWT education and training system keeps pace with the changing dynamics of the labour market.

[The Northwest Territories Labour Market Forecast and Needs Assessment \(LMFNA\)](#) presents an overview of the socio-economic profile and labour market forecasts for the NWT up to the year 2030. Between 28,500 and 36,700 job openings are forecasted with approximately 78% of those jobs requiring post-secondary education.

The employment rate in the Northwest Territories (NWT) is lowest in small, remote communities. In some small communities, the overall employment rate can be as low as 33.3%, compared to a range of 60% to 78% in larger regional centres (Census, 2016). Similarly, unemployment rates are higher in small communities when compared to larger regional centres.

Youth in communities are particularly affected by unemployment as their education levels are typically lower and fewer employment opportunities are available to them. The employment rate in the NWT for youth aged 15 to 24 is significantly lower than the employment rate for residents aged 25-54 (Census, 2016). In response, ECE delivers a number of territorial and federally-funded programs to support labour market development in the NWT, including in small communities.

These programs support the goals of ECE and the 19th Legislative Assembly's priority of increasing employment in small communities, making strategic investments in workforce development and expanding opportunities for postsecondary education, trades-oriented and northern educational institutions.

2.0 Program Description and Objectives

COMMUNITY TRAINING PARTNERSHIPS

The Community Training Partnerships (CTP) is to provide training/skills development opportunities in order to improve the employment prospects of the participants. CTPs also provide support for third-party organizations to deliver community and regional activities aimed at increased skill development.

The objectives of CTP are to:

- Provide opportunities for NWT residents to gain skills through group training and skills development activities;
- Bridge education and employment gaps through targeted supports; and
- Grow the NWT workforce through training partnerships.

EMPLOYMENT ASSISTANCE SERVICES

Employment Assistance Services (EAS) provide career and employment assistance targeted to particular local needs, to extend delivery of services throughout the regions, to fill gaps in service and to assist individuals prepare for the workforce, to find work and/or to maintain work through third-party organizations.

The objectives of EAS are to:

- Enable individuals to make well-informed career decisions;
- Provide access to advisory and support services for individuals to prepare for and make employment transitions;
- Support individuals in the career planning process; and
- Provide labour market information to local communities.

JOB CREATION PARTNERSHIPS

Job Creation Program (JCP) provides work experience opportunities to improve employment prospects of the participants. It also provides support for third-party organizations to deliver community and regional activities that either include a work experience component, or have a guarantee of employment at the end of the project, to assist unemployed individuals who need work experience (and training, if applicable) to obtain meaningful long-term employment.

The objectives of JCP are to:

- Create jobs through projects in partnership with community organizations;
- Provide opportunities for employers to be involved in training in training to ensure that skills are better aligned to job opportunities, particularly in sectors facing skills mismatches and shortages;
- Enable individuals to obtain and improve essential skills needed in the workplace;
- Bridge education and employment gaps through targeted supports; and
- Grow the NWT workforce through partnerships.

STRATEGIC WORKFORCE INITIATIVES

Strategic Workforce Initiatives (SWI) supports community partners in labour market activities to promote labour force development, to support and promote workforce adjustments, to support effective human resources planning. Activities must address a community labour market need.

The objectives of SWI are to:

- Support the labour market through partnerships to develop healthy economies through common initiatives;
- Enable interested parties to address the labour market needs within their community;
- Support the labour market through the advancement of current community plans and assist in strategic planning for labour market development at the community level; and
- Grow the NWT workforce through partnerships.

3.0 Eligible Partners and Service Providers

Education and training providers must be approved by ECE. Accredited institutions, such as universities, community or career colleges, and trade union training centres may be deemed approved. Other training providers may be proposed to deliver training, such as equipment manufacturers, software developers, private trainers or consultants. They may be approved as an appropriate trainer if they provide documentation that demonstrates:

1. The trainer's ability to deliver the training, including all of the following:

- Directly related subject matter experience or knowledge (credentials or equivalencies); and
- Teaching /instructing experience and/or education (credentials or equivalencies).

2. Applicable curriculum or curriculum development expertise, including all of the following:

- Course outline/topics and explanation;
- A description and explanation of instructional methodology;
- Listing and explanation of prerequisites, if any; and
- A description and explanation of evaluation (i.e. how it will be assessed if the training accomplished what was set out to be accomplished).

Training can take place in a variety of settings, including a classroom or training facility, a workplace or online.

Eligible partners are boards, agencies, municipal governments, Indigenous organizations, non-profit groups, businesses, employer/employee associations and post-secondary institutions.

Service providers are trainers who are approved by ECE.

ELIGIBLE CLIENTS FOR CTP, EAS & JCP

Clients must be a resident of the NWT, a Canadian citizen or permanent resident or a protected person within the meaning of the *Immigration and Refugee Protection Act*, and be 16 years or older (school leaving age).

ELIGIBLE PROJECTS FOR CTP, EAS & JCP

Projects under **CTP, EAS & JCP** may include the following group skills training:

- Literacy and numeracy;
- Upgrading;
- Workplace essential skills;
- Life skills;
- Employment readiness programs;
- Pre-employment training courses; and
- Skill-specific training programs.

ELIGIBLE PROJECTS FOR SWI

For projects to be eligible for the **SWI**:

- Project application or proposal must have two community partners and each partner must represent a different community component;
- Each partner is to play an active role and make a contribution;
- Goals of the project are to be well defined, with the roles of all partners clearly articulated;
- Partnership activities must address a community labour market objective; and
- SWI is intended for original and innovative approaches to particular labour market circumstances and is not intended to be used as a core funding base.

4.0 Program Funding for Organization Programs

There is no maximum allowable funding; it is dependent on Regional budgets, available funding and Regional approvals.

Eligible costs may include:

- Wages for supervisors;
- Project overhead costs;
- Supplies;
- Rental of equipment;
- Licence fees;
- Administrative costs; and
- Tuition or course costs.

These costs must be included in the proposal submitted to the Regional ECE Service Centre.

Note: Each program stream may have slightly different Eligibility Funding criteria. Please check with your Career Development Officer (CDO).

5.0 Application Process for Organization Programs

Approval of proposal/applications is a Regional ECE Service Centre's responsibility.

Proposals or applications for all organization programs are to be submitted to the Regional ECE Service Centre.

It is recommended that once a proposal/application has been received, Regional ECE Service Centre staff will work with the organization on developing proposal or application for approval.

The Regional ECE Service Centre staff will review, and assess the organization's proposal/application. Once this has been processed, the Career Development Officer will issue the organization a letter of approval or denial as quickly as possible.

6.0 Financial Administration for Organization Programs

Contribution Agreements will be created with reporting requirements (Appendix E & F) for proposal/applications that are approved.

Contribution Agreements will include accountability and evaluation criteria.

Funding approvals may be terminated by ECE if conditions are not being followed.

In **CTP, EAS & JCP**, individuals will need to complete an Application for Service form and a 12-week follow-up survey. These required forms will be provided to the organizations once approval has been provided.

7.0 Monitoring and Reporting for Organization Programs

Clear reporting requirements are included in the Contribution Agreements (Appendix E & F).

Monitoring and evaluation of programs and client(s) is essential.

For **EAS** projects, the Service Providers must provide a monthly report of “Light Touch” and “No Touch” clients. These clients should be “counted” in an informal manner and reported to the Regional ECE Service Centre during the regular reporting schedule included in the Contribution Agreement terms and conditions.

For **SWI** projects, organizations will need to address the following within their final reports:

- Partnership Vision;
- Leadership;
- Communication and Collaboration;
- Joint Ownership and Accountability for Results;
- System Alignment, Integration and Sustainability;
- Response to Local Context; and
- Application for Service forms and 12-week follow-up surveys are not required with the SWI program funding.

8.0 Roles and Responsibilities for Organizations

SERVICE PROVIDERS FOR EAS

Service providers will:

- Submit the application or proposal to Regional ECE Service Centres;
- Maintain accurate financial and program records;
- Submit report(s) and follow conditions of the Contribution Agreement;
- Capture client data, monitor and report on clients' progress and results;
- Complete Application for Service forms (from clients), if applicable; and
- Complete 12-week follow-up surveys (from clients), if applicable.

9.0 Required Documents & Forms for Organization Programs

- Organization's proposal/application
- Application for Service form for each client
- Light Touch/No Touch Clients who do not need an Application for Service form
- Supplier information – Liability Insurance, List of Board of Directors or Chief and council members (if applicable), WSCC Proof of Registration Letter, Proof of Legal Status as a Business or a Society (business licence or legal registry)

Regional ECE Service Centres

<p>Beaufort Delta ECE Service Centre Location</p> <p>Mailing Address: Beaufort Delta ECE Service Centre Department of Education, Culture and Employment BAG SERVICE #1 INUVIK NT XOE 0TO</p> <p>Building Address: Kigiaq Centre 106 Veterans Way</p> <p>Phone: 1-867-777-7365 Toll Free: 1-855-283-9311 Fax: 1-867-777-7218</p>	<p>Sahtu ECE Service Centre Location</p> <p>Mailing Address: Sahtu ECE Service Centre Department of Education, Culture and Employment BOX 147 NORMAN WELLS, NT XOE 0VO</p> <p>Building Address: Office #106 Edward G. Hodgson Building 1A Raven Road</p> <p>Phone: 1-867-587-7157 Toll Free: 1-866-814-9840 Fax: 1-867-587-2612</p>
<p>Deh Cho ECE Service Centre Location</p> <p>Mailing Address: Deh Cho ECE Service Centre Department of Education, Culture and Employment BOX 740 FORT SIMPSON NT XOE 0NO</p> <p>Building Address: Chief Baptiste Cazon building 9802 – 98th Ave</p> <p>Phone: 1-867-695-7338 *collect calls accepted Fax: 1-867-695-7351</p>	<p>South Slave ECE Service Centre Locations</p> <p>Fort Smith Mailing Address: South Slave ECE Service Centre Department of Education, Culture and Employment BOX 1406 FORT SMITH, NT XOE 0PO</p> <p>Fort Smith Building Address: McDougal Square 195 McDougal Road</p> <p>Phone: 1-867-872-7425 *collect calls accepted Fax: 1-867-872-4507</p>
<p>North Slave ECE Service Centre Location</p> <p>Mailing Address: North Slave ECE Service Centre Department of Education, Culture and Employment BOX 1320 YELLOWKNIFE NT X1A 2L9</p> <p>Building Address: Main Floor, Nova Plaza 5019 – 52nd Street</p> <p>Phone: 1-867-767-9356 Toll Free: 1-866-768-8145 Fax: 1-867-873-0423</p>	<p>Hay River</p> <p>Mailing Address: South Slave ECE Service Centre Hay River ECE Service Centre 8 Capital Drive HAY RIVER NT XOE 1G2</p> <p>Building Address: Courthouse Building</p> <p>Phone: (867) 874-5050 *collect calls accepted Fax: (867) 874-5062</p>