



# **Education, Culture and Employment (ECE) Information and Resource Manual**

**Resources for Community  
Residents, Employers and  
Organizations**

**2022**



## ECE INFORMATION AND RESOURCE GUIDE

### Introduction

This Information and Resource Guide is to support Northwest Territories (NWT) residents, employers and communities in sourcing *Training, Employment and Labour Market* information to ensure continued success of individuals, employers and communities in advancing the NWT workforce and NWT economy.

This guide is a living document and the information and resources in this guide will be refreshed annually.

In 2018, the [\*Small Communities Employment Strategy\*](#) was released to support NWT small communities, which follow the overarching [\*Skills 4 Success 10-Year Framework\*](#).

Within the [\*Small Communities Employment Strategy's\*](#) Goals and Actions is:

### Goal 3: Grow the NWT Workforce through Partnerships

**Objective 3.2:** Improve communication on the suite of skills development and training programs available to communities and their residents.

**Key Actions:** Develop an inventory of Government of Northwest Territories (GNWT) funded small community employment supports to improve awareness of available resources.

This Information and Resource Manual provides this information at one's fingertips and is outlined in sections as follows:

- **Individuals** (for individuals requiring additional training, mentorships, entrepreneurial and learning supports)
- **Employers/Organizations** (for Employers and Organizations requiring business and employment supports)
- **Communities** (to address local Labour Market and Workforce Development programs for communities)



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## INDIVIDUALS



## Apprenticeship, Trades and Occupational Certification

### Administered by:

Apprenticeship Trades and Occupational Certification (ATOC) is administered by the Department of Education, Culture and Employment (ECE).

### What is this program?

ECE supports the development, maintenance and delivery of designated trade and occupation training programs that contribute to the development of a skilled northern workforce. ATOC is an industry-driven partnership that ensures a highly skilled NWT workforce in 54 designated trades and 25 occupations.

The Minister of Education, Culture and Employment appoints members to the Apprenticeship, Trade and Occupation Certification Board (ATOCB). The ATOCB provides advice and is the link between the department and industry, facilitating a strong partnership leading to qualified journeypersons and a skilled workforce. There are also five Trades Advisory Committees for the carpentry, plumbing, electrical, heavy equipment technician, and housing maintainer trades. The Trades Advisory Committees are made up of representatives from industry. The advisory committees provide assistance to ECE by ensuring industry standards are met.

Regional ECE Service Centres are the delivery arm for the ATOC training system. ECE Service Centre staff:

- help guide apprentices and other individuals pursuing certification in designated trades and occupations;
- counsel apprentices and employers on various aspects of the apprenticeship training program and monitor workplace training of apprentices, and counsel employers and apprentices on various aspects of the apprenticeship and industry training system; and
- monitor the workplace for compliance with the [Apprenticeship, Trade and Occupation Certification Act and Regulations](#).

### For more information:

[Regional ECE Service Centres](#)

<https://www.ece.gov.nt.ca/en/services/apprenticeship-and-trades>



## Career, Employment and Training Services

### Administered by:

Career Development staff work from the Regional Education Culture and Employment (ECE) Service Centres. Career development staff work with Northwest Territories (NWT) residents who are seeking career navigation services, job search activities and training and learning financial resources and supports.

### What is this service?

Delivered through Regional ECE Service Centres, ECE provides labour market programs and services for individuals, employers, organizations, and communities. Visit the links below to learn more about each category and contact your [Regional ECE Service Centre](#) for any questions.

#### Individuals

- Self-Employment Program – page 14 of this manual
- Skills Development Program – page 15 of this manual

#### Employers

- Employee Training Program – page 22 of this manual
- Wage Subsidy Program – page 23 of this manual

#### Organizations

- Community Training Partnership – page 26 of this manual
- Employment Assistance Program – page 27 of this manual
- Job Creation Partnership – page 28 of this manual
- Strategic Workforce Initiatives – page 29 of this manual

#### Communities

- Small Community Employment Support program – page 32 of this manual

### For more information:

<https://www.ece.gov.nt.ca/en/services/career-and-employment>

[Regional ECE Service Centre](#)



## Career Planning

### Administered by:

Career Development staff work from the Regional Education, Culture and Employment (ECE) Service Centres. Career Development staff work with Northwest Territories (NWT) residents who are seeking career navigation services, job search activities and training and learning financial resources and supports.

### What is this service?

ECE staff can help you with career counselling, provide information on budgeting, managing your time, peer pressure and coping with stress. Career Development staff also provide information, resources, and advice to help you successfully plan for your future. Contact your local [ECE Service Centre](#) to make an appointment.

*Labour market information* helps residents make decisions about their education, employment, or business operations. The Government of the Northwest Territories partnered with The Conference Board of Canada to develop a [labour market forecast](#) for the NWT. This forecast is tied to the [Skills 4 Success](#) initiative, which provides information about occupations in demand in the territory.

To see what career your current skills and knowledge can get you, or to explore occupations related to various education programs, try Job Bank's [Exploring Careers](#).

*Job Opportunities* may be found at the National [Job Bank](#), which is a leading source for jobs and labour market information. It offers users free occupational and career information, such as job opportunities, educational requirements, duties, wages and salaries, current employment trends, and outlooks.

This site can help people search for work, make career decisions, see what jobs will be in demand and much more.

Other helpful links for current job openings in the NWT are:

- [Government of the NWT Job Opportunities](#)
- [Northern News Services Job Posting](#)
- [EDGE Job Board](#)
- [CDETNO Job Board](#)



## Early Childhood Staff Grant and Scholarships

### **Administered by:**

The Department of Education, Culture and Employment (ECE) promotes two programs designed to increase the financial income of early childhood staff who work in licensed day care facilities, and support those interested in pursuing a career as an early childhood educator. Individuals interested in accessing these programs may contact staff within the Early Learning and Child Care division at (867) 767-9354 ext 71276.

### **What is this program?**

The purpose of the Early Childhood Staff Grant is to increase the earning potential for licensed day care centre staff and offer an incentive to attract new professionals to the early childhood workforce. It is just one of the ways that ECE is working toward strengthening the capacity of the early childhood field in the Northwest Territories (NWT). Click below for more information and to apply for an Early Childhood Staff Grant.

To download an application or information package for the staff grant, please visit the Early Childhood Development [documents page](#).

Scholarships of \$5,000 each will be awarded to eligible NWT students to help full-time college and/or university students offset the costs of attending southern accredited post-secondary institutions to complete Diploma or Degree programs with a direct focus in Early Childhood Development studies during that academic year. Students enrolled in online programs are not eligible.

### **Early Childhood Development Scholarship Application**

#### **For more information:**

Early Learning and Child Care  
Education, Culture and Employment  
PO BOX 1320  
YELLOWKNIFE NT X1A 2L9  
Telephone: (867) 767-9354 ext 71276

<https://www.ece.gov.nt.ca/en/services/early-childhood-development/early-childhood-staff-grant-scholarship-training>



## Employment Standards

### Administered by:

The [Employment Standards Office](#) serves the needs of both employers and employees by providing information and education on the rights of employees and the responsibility of employers under the jurisdiction of the [Employment Standards Act](#). The Department of Education, Culture and Employment administers the *Employment Standards Act* and Regulations.

### What is this service?

[The Employment Standards Act](#) and [Employment Standards Regulations](#) are the basic legal authority in the NWT that sets out the minimum employment standards and provides for the enforcement of these laws by Employment Standards staff.

The *Employment Standards Act* applies to most employees and employers that perform work in the Northwest Territories.

### The *Employment Standards Act* does not apply to:

- Federal Government Employees
- Territorial Government Employees
- Workers in federally regulated industries such as airlines, banks, and most telecommunications operations

### For more information:

<https://www.ece.gov.nt.ca/en/services/employment-standards>

### Employment Standards

Education, Culture and Employment

Labour Development and Standards

PO BOX 1320

YELLOWKNIFE NT X1A 2L9

Telephone:

(867) 767-9351 ext.

71469

Toll Free:

(888) 700-5707

Email: [employment\\_standards@gov.nt.ca](mailto:employment_standards@gov.nt.ca)



## Nominee Program – Employer Stream

### Administered by:

The Northwest Territories (NWT) Nominee Program is delivered in partnership between the Government of the Northwest Territories (GNWT) and Immigration, Refugees and Citizenship Canada. The Nominee Program is delivered by two departments.

Industry, Tourism and Investment (ITI) delivers the [Business stream](#)

Education, Culture and Employment (ECE) delivers Employer driven streams

### What is this program?

ECE delivers the [Employer Driven streams](#) of the Nominee Program.

The [Employer Driven streams](#) help:

- employers secure highly skilled individuals and newcomers to work and live in the NWT;
- strengthen the economy by attracting qualified people to fill critical labour shortages in the NWT;
- support territorial employers to fill labour shortages when there are no qualified Canadians available;
- strengthen the NWT's ability to enhance the economic benefits of immigration to the territory; and
- nominate eligible foreign nationals for permanent residency in Canada.

To be eligible to apply on the NWT Nominee Program, you need to have a valid job offer from an employer in the NWT.

The Employer-Driven Stream is for employers who want to hire and nominate foreign nationals when there are no Canadians or Canadian Permanent Residents available. The program helps employers secure entry-level, semi-skilled and skilled workers, supporting workers in their application to Canadian Permanent Residency.



## **Nominee Program – Employer Stream – cont'd**

### **For more information:**

<https://www.ece.gov.nt.ca/en/services/immigration-and-nominee-program>

[www.immigratenwt.ca](http://www.immigratenwt.ca)

### **Nominee Program**

Education, Culture and Employment

Labour Development and Standards

Fax: (867) 873-0200

Toll Free: 1 (855) 440-5450

Email: [immigration@gov.nt.ca](mailto:immigration@gov.nt.ca)



## Indigenous Language Revitalization Scholarship Program

### Administered by:

The Government of the Northwest Territories (GNWT) has established the Indigenous Languages and Education Secretariat (ILES) within the Department of Education, Culture and Employment (ECE) to enhance the protection, revitalization and strengthening of Indigenous languages throughout the Northwest Territories (NWT).

### What is this program?

The Indigenous Language Revitalization (ILR) scholarship program offers scholarships of \$5,000 to eligible applicants. The ILR scholarships will be awarded to NWT students to help offset the costs of attending programs offered by accredited post-secondary institutions targeted toward Indigenous languages revitalization. Students taking certificate, diploma, or degree programs with a direct focus in ILR studies are eligible for this scholarship, which will be awarded only once for each program.

Applications will be judged according to criteria outlined below:

- Applicants who have indicated they plan to return to the NWT to pursue a career in Indigenous language revitalization or service provision (i.e., interpretation and translation);
- A commitment to complete a post-secondary certificate, diploma, or degree that supports language revitalization; and
- Applicants that can already demonstrate a commitment to Indigenous language revitalization.

Applicants must ensure all information is complete and accurate and all requirements listed in Part I of the application are submitted to ECE by the deadline.

**Next Deadline: June 01 or December 01, annually.**

[Scholarship Application Form](#)

**For more information:**

<https://www.ece.gov.nt.ca/en/ILR-Scholarship>



## Mentor Apprentice Program

### Administered by:

The Government of the Northwest Territories (GNWT) has established the Indigenous Languages and Education Secretariat (ILES) within the Department of Education, Culture and Employment (ECE) to enhance the protection, revitalization and strengthening of Indigenous languages throughout the Northwest Territories (NWT).

### What is this program?

The Mentor Apprentice Program (MAP) is a method of learning a language where a fluent speaker of the language (a mentor) teaches a language learner (an apprentice) through partnered language immersion. The program is run annually in partnership with six Indigenous Governments: Gwich'in Tribal Council, Inuvialuit Regional Corporation, Sahtu Dene Council, Dehcho First Nations, Tłı̨chǫ Government, and Akaitcho Territory Government.

MAP is available to a maximum of 10 pairs of mentors and apprentices from each of the six Indigenous Governments. The program is open to apprentices of all levels, from beginners to more fluent speakers. Training is provided for six Indigenous languages: Inuvialuktun, Gwich'in, Dene K'ede, Dene Zhatié, Tłı̨chǫ, and Dëne Sųłiné

### Eligibility

All adults 18+ are eligible for the MAP program. Priority is given to Indigenous applicants who reside in the NWT and those with a demonstrated commitment to share the language with others upon completion of the program. This includes teachers, childcare workers, parents, or those actively engaged in language programming in their community.

Applicants must ensure all information is complete and accurate and all requirements listed in the application form are submitted to ECE by the deadline.

**Intakes occur annually in the Spring.**

**For more information:**

<https://www.ece.gov.nt.ca/en/MAP>



## Self-Employment Program

### Administered by:

The Self-Employment Program (SEP) is administered by the Department of Education, Culture and Employment (ECE). Career Development staff located in Regional ECE Service Centres work with individuals on accessing the SEP.

### What is this program?

The SEP provides support to eligible individuals who are starting a small business or taking over an existing business in which they did not have prior ownership in. Assistance is provided to clients by assessing their business idea, personal suitability, financial risks, and the resources available or required to be successful.

In addition to the above eligibility criteria, individuals must agree to work full-time on a new business or an existing business that they have had no prior ownership in. They also must not have held a business licence for more than three months or participated in a self-employment assistance activity within the past five years.

### For more information:

<https://www.ece.gov.nt.ca/en/services/career-and-employment-services/ressources-professionnels>

<https://www.ece.gov.nt.ca/en/ece-service-centres>



## Skills Development Program

### Administered by:

The Skills Development Program (SDP) is administered by the Department of Education, Culture and Employment (ECE). Career Development staff located in Regional ECE Service Centres work with individuals on accessing the SDP.

### What is this program?

The SDP provides support for eligible individuals to participate in short-term training opportunities, up to 52 weeks, that upgrade or develop essential employability skills.

Eligible skills development activities must be full-time and may include:

- literacy and numeracy
- upgrading
- workplace essential skills
- life skills
- employment readiness programs
- pre-employment training courses
- skill-specific training programs
- post-secondary programs leading to a formal credential

### For more information:

<https://www.ece.gov.nt.ca/en/services/career-and-employment-services/ressources-professionnels>

<https://www.ece.gov.nt.ca/en/ece-service-centres>



## Student Financial Assistance

### Administered by:

The Student Financial Assistance (SFA) program is administered by Education, Culture and Employment (ECE) and is delivered by ECE at the Lahm Ridge Tower in Yellowknife at 4501 50th Avenue.

### What is this program?

ECE provides financial assistance to eligible Northwest Territories (NWT) residents to assist with postsecondary education-related expenses. There is financial assistance for full-time and part-time studies available to NWT residents attending accredited, postsecondary institutions and programs. The purpose of the SFA Program is to help supplement the cost of obtaining a post-secondary education, not to cover all expenses.

Depending on eligibility, SFA may provide post-secondary students with assistance for:

- Basic Grant – Funding for tuition and fees, books and travel costs
- Supplementary Grant or Remissible Loan – Monthly living allowance
- Repayable Loan – Funding for tuition and fees, books, travel and a monthly living allowance
- NWT Grants for Students with Permanent Disabilities
- Course Reimbursement - Up to \$880 per course

### For more information:

- SFA Handbook:  
<https://www.ece.gov.nt.ca/sites/ece/files/resources/sfa-handbook-2021-22.pdf>
- SFA Policy Manual:  
[https://www.ece.gov.nt.ca/sites/ece/files/resources/94\\_sfa\\_policy\\_manual\\_-\\_september\\_2020.pdf](https://www.ece.gov.nt.ca/sites/ece/files/resources/94_sfa_policy_manual_-_september_2020.pdf)

Email: [nwtsfa@gov.nt.ca](mailto:nwtsfa@gov.nt.ca)

Phone: 1-800-661-0793 or 1-867-767-9355

Website: [www.gov.nt.ca/sfa](http://www.gov.nt.ca/sfa)

Facebook: [facebook.com/nwt.sfa](http://facebook.com/nwt.sfa)

Instagram: [Instagram.com/sfanwt](http://Instagram.com/sfanwt)

Twitter: [twitter.com/sfanwt](http://twitter.com/sfanwt)



## Supports for Individuals with Disabilities

### **Administered by:**

There are many supports available for Persons with Disabilities and some of these supports are administered by the Department of Education, Culture and Employment (ECE).

### **What are these supports?**

Assistive (special) equipment funding is reimbursable and may be provided if these items are necessary to complete training. A copy of receipts for all purchases must be submitted to ECE for proof of payment that has been pre-determined by Regional ECE Service Centre staff.

In order for ECE to advance funds, documentation is required from a supporting agency (i.e., doctor, nurse or community health representative), along with a quote for the cost of the equipment.

Additional assistance may be provided for persons with disabilities for the following on a negotiated basis:

- Mentoring/coaching
- Tailored job training aids
- Diagnostic services
- Tutoring
- Ground transportation

These supports are available when an individual works with Regional ECE Service Centre staff in developing a Career Action Plan and initiates activities within one of the labour market programs available to NWT residents, such as;

- [Skills Development Program](#) – page 15 of this document
- [Self-Employment Program](#) – page 14 of this document
- [Employee Training Program](#) – page 22 of this document
- [Wage Subsidy Program](#) - page 23 of this document



- [Community Training Partnership](#) – page 26 of this document
- [Employment Assistance Services](#) – page 27 of this document
- [Job Creation Partnership](#) – page 28 of this document

For more information:

<https://www.ece.gov.nt.ca/en/services/career-and-employment-services/ressources-professionnels>

<https://www.ece.gov.nt.ca/en/ece-service-centres>



## EMPLOYERS



## Employment Standards

### Administered by:

The Department of Education, Culture and Employment (ECE) administers Employment Standards. The [Employment Standards Office](#) serves the needs of both employers and employees by providing information and education on the rights of employees and the responsibility of employers under the jurisdiction of the [Employment Standards Act](#).

### What is this service?

[The Employment Standards Act](#) and [Employment Standards Regulations](#) are the basic legal authority in the Northwest Territories (NWT) that set out the minimum employment standards and provides for the enforcement of these laws by the Employment Standards staff.

The *Employment Standards Act* applies to most employees and employers that perform work in the NWT.

### The *Employment Standards Act* does not apply to:

- Federal Government Employees;
- Territorial Government Employees; or
- Workers in federally regulated industries such as airlines, banks, and most telecommunications operations.



## Job Bank

### Administered by:

The National Job Bank is administered by *Employment and Social Development Canada* in partnership with the Department of Education, Culture and Employment.

### What is this service?

Job Bank is the leading source for jobs and labour market information. It offers users free occupational and career information such as job opportunities, educational requirements, duties, wages, and current employment trends and outlooks. In Job Bank, employers can post jobs, access employer resources that help with the hiring process, and find tips on managing and training employees. All these services are free.

For employers looking to bring employees to the Northwest Territories (NWT) from other countries, Job Bank will be an essential part of the promotion of the NWT's Express Entry System for employing foreign national skilled workers. Employers and jobseekers wishing to use the Express Entry System must apply through Job Bank.

### For more information:

<https://www.jobbank.gc.ca/home>

NWT specific: <https://www.jobbank.gc.ca/jobsearch/?searchstring=Northwest%20Territories>



## Employee Training Program

### Administered by:

The Employee Training Program is administered by the Department of Education, Culture and Employment (ECE). Career Development staff in Regional ECE Service Centres may assist employers and organizations in accessing the Employee Training Program.

### What is this program?

This program has an emphasis on *current employees* within an existing employee-employer relationship. This program provides financial support to employers for their employees with skill training in the required skill set needed to become successful in the job.

### *Employer Eligibility*

Registered businesses, industry associations, local housing authorities, non-governmental organizations, Indigenous organizations, and Indigenous governments are eligible for assistance.

Businesses must have been in operation for a minimum of six months, be licensed to operate in the Northwest Territories (NWT) and registered with the Workers' Safety and Compensation Commission of the Northwest Territories.

Preference is given to employers who are eligible under the Government of the NWT [Business Incentive Policy](#) (BIP). Not-for-profit organizations are not included in the BIP but are eligible for funding.

### *Employee Eligibility*

An employee is eligible if they:

- reside in the NWT;
- are of school leaving age (16 years or older); and
- are a Canadian citizen, permanent resident or a protected person as defined by the *Immigration and Refugee Protections Act*, who is entitled to work in Canada.

### For more information:

<https://www.ece.gov.nt.ca/en/services/career-and-employment-services/ressources-pour-les-employeurs>



## Wage Subsidy Program

### **Administered by:**

The Wage Subsidy Program (WSP) is administered by the Department of Education, Culture and Employment (ECE). Career Development staff in Regional ECE Service Centres assist employers and organizations in accessing the WSP.

### **What is this program?**

This program works with new employees within an existing employee-employer relationship. This program provides financial assistance to employers in training new employees with learning on the job.

### ***Employer Eligibility***

Registered businesses, industry associations, local housing authorities, non-governmental organizations, Indigenous organizations, and Indigenous governments are eligible for assistance.

Businesses must have been in operation for a minimum of six months, be licensed to operate in the Northwest Territories (NWT) and registered with the Workers' Safety and Compensation Commission of the Northwest Territories (WSCC).

Preference is given to employers who are eligible under the Government of the Northwest Territories [Business Incentive Policy](#) (BIP). Not-for-profit organizations are not included in the BIP but are eligible for funding.

### ***Employee Eligibility***

An employee is eligible if they:

- reside in the NWT;
- are of school leaving age (16 years or older); and
- are a Canadian citizen, permanent resident or a protected person as defined by the *Immigration and Refugee Protection Act*, who is entitled to work in Canada.

### **For more information:**

<https://www.ece.gov.nt.ca/en/services/career-and-employment-services/ressources-pour-les-employeurs>



## ORGANIZATIONS



## Community Literacy Development Fund

### **Administered by:**

The Community Literacy Development Fund (CLDF) is administered by the Department of Education, Culture and Employment (ECE). Career Development Staff located in Regional ECE Service Centres will work with organizations that may be interested in accessing CLDF within their community.

### **What is this program?**

The CLDF provides financial assistance to community organizations to develop and deliver local programs that will increase literacy skills and raise awareness of the importance of literacy.

The CLDF promotes literacy development for adults in the Northwest Territories (NWT), including youth (ages 16–25), working age adults, parents, and seniors (ages 60 and older). It supports literacy development in all 11 NWT official languages, with an emphasis on Indigenous languages.

Special priority will be given to youth and adults developing emergent literacy skills and to Income Assistance clients.

### **For more information:**

<https://www.ece.gov.nt.ca/en/services/literacy/community-literacy-development-fund>

<https://www.ece.gov.nt.ca/en/ece-service-centres>

 [Community Literacy Development Fund Handbook](#)



## Community Training Partnership

### Administered by:

Community Training Partnership program is administered by the Department of Education, Culture and Employment (ECE). Career Development staff located in Regional ECE Service Centres work with organizations on accessing the Community Training Partnership program.

### What is this program?

Community Training Partnerships provide training and skills development opportunities to unemployed individuals to improve their employment prospects and obtain meaningful long-term employment. Support is provided for up to 26 weeks to organizations to deliver local activities aimed at increasing skills development, including workplace essential skills.

Community Training Partnership projects may include the following group skills training:

- literacy and numeracy
- upgrading
- workplace essential skills
- life skills
- employment readiness programs
- pre-employment training courses
- skill-specific training programs

### Eligible partners

- Registered businesses, industry or employee associations, local housing authorities, non-governmental organizations, Crown Corporations, post-secondary institutions, community and special interest groups, boards and agencies, Indigenous organizations, and Indigenous, municipal or local governments are eligible for assistance.
- Registered businesses must be licensed to operate in the Northwest Territories, and registered with the Workers' Safety and Compensation Commission of the Northwest Territories (WSCC).
- When considering business applications, preference will be given to employers who are eligible under the [GNWT Business Incentive Policy \(BIP\)](#).

### For more information:

<https://www.ece.gov.nt.ca/en/services/career-and-employment/organizations>

<https://www.ece.gov.nt.ca/en/ece-service-centres>



## Employment Assistance Services

### Administered by:

Employment Assistance Services are administered by the Department of Education, Culture and Employment (ECE). Career Development staff located in Regional ECE Service Centres work with organizations interested in providing Employment Assistance Services within their community.

### What is this service?

Employment Assistance Services provide career and employment assistance to Northwest Territories residents for local needs, and helps individuals prepare for the workforce, find work, or maintain work through organizations. The focus of this program is on assisting individuals described as unemployed, underemployed, or at risk of unemployment.

When considering business applications, preference will be given to employers who are eligible under the [GNWT Business Incentive Policy](#) (BIP).

To be awarded an agreement, a service provider must:

- provide demonstrated experience and the ability to develop the service;
- demonstrate the ability to provide appropriate training;
- provide adequate facilities and equipment;
- demonstrate management and planning capabilities;
- provide competitive and reasonable service costs; and
- demonstrate the ability to obtain and use labour market information.

### Eligible partners

Registered businesses, industry or employee associations, local housing authorities, non-governmental organizations, Crown Corporations, post-secondary institutions, community and special interest groups, boards and agencies, Indigenous organizations, and Indigenous, municipal, or local governments are eligible for assistance.

### For more information:

<https://www.ece.gov.nt.ca/en/services/career-and-employment/organizations>

<https://www.ece.gov.nt.ca/en/ece-service-centres>



## Job Creation Partnerships

### **Administered by:**

Job Creation Partnerships are administered by the Department of Education, Culture and Employment (ECE). Career Development staff located in Regional ECE Service Centres work with organizations interested in developing Job Creation Partnerships within their community.

### **What is this program?**

Job Creation Partnerships provide work experience opportunities to improve employment prospects of the participants. The program assists unemployed individuals who need work experience and training to obtain meaningful long-term employment.

The program provides support for up to 52 weeks to organizations to deliver local activities that either include a work experience component or have a guarantee of employment at the end of the project. Work experience projects may also include a skills development component.

### **Eligible partners**

Registered businesses, industry or employee associations, local housing authorities, non-governmental organizations, Crown Corporations, post-secondary institutions, community and special interest groups, boards and agencies, Indigenous organizations, and Indigenous, municipal, or local governments are eligible for assistance.

Registered businesses must be licensed to operate in the Northwest Territories (NWT), and registered with the Workers' Safety and Compensation Commission of the NWT.

### **For more information:**

<https://www.ece.gov.nt.ca/en/services/career-and-employment/organizations>

<https://www.ece.gov.nt.ca/en/ece-service-centres>



## Strategic Workforce Initiatives

### Administered by:

The Strategic Workforce Initiative program is administered by the Department of Education, Culture and Employment (ECE). Career Development staff located in Regional ECE Service Centres work with community organizations interested in accessing financial supports within the Strategic Workforce Initiatives.

### What is this program?

Strategic Workforce Initiatives support organizations with labour market activities that promote labour force development, workforce adjustments, and human resources planning. Activities must address a community labour market need and may include identifying economic trends, creating strategies, and initiating projects to develop a responsive local labour force.

The types of projects that can be funded include:

- **Research:** Research projects that gather unemployment data, analyze potential training and employment opportunities, and/or track and assess the community labour market.
- **Development of Strategic Plans:** Prepare a strategic plan to address community economic and employment issues.
- **Promotion:** Projects that market new programs and services or promote employment supports to employers and unemployed individuals.
- **Communications:** Projects that share best practices or are intended to initiate discussion regarding community challenges and opportunities.
- **Coordination:** Projects that facilitate community problem-solving related to labour market/employment challenges; and/or projects that aid in the development of local planning groups (commonly referred to as *Community Labour Market Development Plans*).
- **Coordination of Workforce Adjustment:** Projects that help businesses set up support mechanisms to assist employees who are at risk of losing their jobs, including human resource planning and coordination, skills training inventory, or needs assessment and related development activities, and occupational standards.

### For more information:

<https://www.ece.gov.nt.ca/en/services/career-and-employment/organizations>



## Labour Market Information

### Administered by:

Labour Market Information is a collection of data, statistics, reports, and information regarding the Northwest Territories (NWT) Workforce, the Labour Market, and the Economy. The Department of Education, Culture and Employment administers NWT Labour Market Information in partnership with NWT Bureau of Statistics.

### What is this service?

Labour or job market information can help you understand current work and job environments in specific NWT regions. It includes information about specific companies, industries, and occupations and can tell you who is hiring, what occupations are currently in demand, and which regions need workers. Labour market information can be overwhelming and confusing; learning what it is and how to use it can help a person make informed decisions about their education, employment, or business operations.

In 2014, the Government of the Northwest Territories partnered with The Conference Board of Canada to develop an overview of the socio-economic profile and labour market forecast for the NWT over the next 15 years, 2015-2030. In 2022 the GNWT and Conference Board refreshed and extended the labour market forecast to 2040.

The [\*Northwest Territories Labour Market Forecast and Needs Assessment\*](#) and the [\*Labour Market Information Resource\*](#) can be found on our [supporting documents page](#).

This information supports [\*Skills 4 Success 10-Year Framework\*](#) with solid labour market information to make evidence-based decisions, as well as [\*Skills 4 Success 4-Year Action Plan\*](#).

Learn more about labour market information by reading the [\*NWT Jobs in Demand 15-year Forecast\*](#), the NWT Bureau of Statistics [\*Labour force activity\*](#) report; the NWT Bureau of Statistics [\*Labour supply\*](#) report and the NWT Bureau of Statistics [\*Education and Labour Force Activities\*](#) report.

### For more information:

<https://www.ece.gov.nt.ca/en/services/skills-4-success/nwt-labour-market-information>

<https://www.statsnwt.ca/index.html>



## Skills 4 Success 10-Year Framework and 4-Year Action Plan

### Administered by:

The Department of Education, Culture and Employment (ECE) is leading the [\*Skills 4 Success 10-Year Framework\*](#) and [\*Skills 4 Success 4-Year Action Plan 2021-2025\*](#) initiative on behalf of the Government of the Northwest Territories (GNWT).

Skills 4 Success 10-Year Framework, and 4-Year Action Plans are managed by ECE Headquarters and implemented by many departments, divisions, and work units across the GNWT.

### What is this service?

Skills 4 Success is about improving employment success for NWT residents, closing skill gaps for in-demand jobs, and more effectively responding to employer and industry needs. This initiative is driven by labour market evidence, best practice research, and informed stakeholder feedback, and supports the 18th Legislative Assembly's priority of fostering lifelong learning, skills development, training, and employability.

Skills 4 Success is aimed at closing education and employment gaps and addressing recruitment and retention challenges in the Northwest Territories (NWT).

### Vision

"NWT residents have the skills, knowledge and attitudes for employment success."

### For more information:

<https://www.ece.gov.nt.ca/en/services/skills-4-success>

Email: [skillsforsuccess@gov.nt.ca](mailto:skillsforsuccess@gov.nt.ca)



## Small Community Employment Support Program

### Administered by:

The Small Community Employment Support (SCES) Program is administered by the Department of Education, Culture and Employment (ECE). Career Development staff located in Regional ECE Service Centres work with Designated Community Authorities (DCA) and employers in creating new job opportunities within their community.

### What is this program?

The Small Community Employment Support Program is a Government of the Northwest Territories–ECE funded program that supports small Northwest Territories (NWT) communities, and small regional centres in developing employment opportunities, which may include on-the-job training for their residents.

The SCES program is a direct result of the [\*Small Communities Employment Strategy 2108-2024\*](#), which focuses on how ECE will work with NWT small communities and regions on building the local labour market.

### Who is eligible for this program?

Local community governments called Designated Community Authorities are eligible for funding. Designated Community Authorities are governments of cities, towns, villages, hamlets or charter communities designated by legislation to provide the services, products and facilities that form all or part of a municipality. To access the program, Designated Community Authorities are required to develop an annual plan that identify how they will create or offer employment opportunities in their communities.

Funding is provided through contribution agreements between ECE and Designated Community Authorities and consists of a base amount and an additional allocation based on the number of individuals aged 15 and older, and their employment rates.

### For more information:

<https://www.ece.gov.nt.ca/en/services/services-de-recherche-demploi-et-de-planification-de-carriere/small-communities-employment>



## RESOURCES



## Youth Resources

Throughout this document, there are many opportunities that youth (ages 18-24) may access. The Department of Education, Culture and Employment (ECE) has several employees who may assist youth to find employment.

Youth can work with a Career Development Officer at one of the Regional ECE Service Centres. Career Development Officers can provide support with accessing programs and services for obtaining additional employment education and/or training supports that may lead to a fulfilling career.

[Career and Education Advisors](#) (CEAs) provide specialized education and career advice to Grade 9–12 students.

The CEAs focus exclusively on connecting with students and youth in communities and assisting them to make transition decisions that are personally meaningful to them and relevant to their home community. Students are supported to make choices about work, post-secondary education, and/or training choices that can lead to employment in their home communities, or the community of their choosing.

CEAs use processes to help students generate possibilities for work, learning and life that are aligned with who they are, what they can do and what they ultimately want.

The goal of the CEA program is to broaden and deepen students' knowledge of available occupations, post-secondary programs, and experiential learning opportunities that they can engage in while still in school.

- CEAs help students to capture and organize their possibilities using a variety of tools and activities.
- CEAs also encourage students to involve the important adults in their lives to help with the more significant decisions.
- CEAs can also be a resource for educators who are working with students by providing tangible resources, career conversations, possible links to curriculum, etc.
- CEAs support the Schools North Apprenticeship Program and can be a point of contact for students who are interested in skilled trades to gain work experience while also attending high school.
- Career Education Advisors may be contacted at [cea@gov.nt.ca](mailto:cea@gov.nt.ca).



In addition to many of the resources listed in this guide, here are some additional experiential learning opportunities that youth may want to explore.

- [Schools North Apprenticeship Program \(SNAP\)](#)
- [NWT Youth Ambassador Program](#)
- [NWT Page Program](#)
- [Youth Parliament Program](#)
- [WSCC Young Worker Certification Program](#)

More information regarding youth supports, programs and services, are forthcoming and will be included in this manual and will be available on [Education, Culture and Employment](#)'s website.



## Additional ECE Programs, Services and Information

### **Education, Culture and Employment**

- [Prince of Wales Northern Heritage Centre](#)
- [Education Renewal Framework \(K-12 education system\)](#)

### **Other ECE Agencies and Partners**

- [Aurora College](#)
- [Inclusion NWT](#)
- [NWT Literacy Council](#)

### **Federal Government Partners**

- [Employment and Social Development Canada](#)