

# We are Here to Help How do you apply?

Contact your regional ECE Service Centre  
for more information.

## Contact Us

Regional ECE Service Centres:

**Fort Simpson**.....(867) 695-7338  
Dehcho Regional Education Centre  
**Fort Smith**.....(867) 872-7425  
Sweetgrass Building  
**Hay River**.....(867) 874-5050  
Courthouse Building  
**Inuvik**.....(867) 777-7365  
GNWT Multi-use Building  
**Norman Wells**.....(867) 587-7157  
Edward G. Hodgson Building  
**Yellowknife**.....(867) 766-5100  
Nova Plaza

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

If you would like this information  
in another official language, call us.

## Training-on-the-Job

### *Developing workplace skills*

The Training-on-the-Job program helps **Employment Insurance participants** take part in skills development opportunities by providing wage subsidies to **employers** who offer them training in the workplace.



## Am I Eligible?

### Employers must be:

- Licensed to operate in the Northwest Territories
- In operation for at least 6 months; and
- One of the following:
  - Business or Corporation
  - Aboriginal Government or Organization
  - Non-governmental Organization
  - Municipal or Local Government
  - Industry Association
  - Local Housing Authority

Preference will be given to employers who are eligible under the Government of the Northwest Territories' Business Incentives Policy (BIP).

*The Training-on-the-Job program may not be used to fund federal or territorial government positions.*

### Trainees must be:

- A resident of the Northwest Territories
- At least 16 years of age
- One of the following:
  - Receiving Part I Employment Insurance (EI) benefits
  - Received EI benefits within the past three years
  - Received EI maternity/parental benefits or had a medical EI claim within the past five years

## Employer Responsibilities

### Employers must:

- Submit a detailed training plan
- Pay at least minimum wage, including benefits and dues specified in the *Employment Standards Act*
- Be in good standing with the Workers' Safety & Compensation Commission
- Have the minimum required liability insurance
- Provide training that meets the terms of the agreement
- Monitor, evaluate and report on the trainee's progress
- Provide a reasonable guarantee of employment at the end of training
- Contribute a minimum of 20% of the trainee's wage

## Financial Assistance

### Financial assistance includes:

- Wage subsidies
- May also include course costs (tuition, materials) and special equipment (tools, clothing)

Financial assistance is available for training periods up to 52 weeks.

Financial assistance is available only for full-time positions (a minimum of 30 hours per week).

