

# 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)

## Work Experience

### *Developing workplace skills*

The Work Experience program provides wage subsidies to **employers** who offer training in the workplace to **unemployed individuals who are not eligible for Employment Insurance** and to **employed individuals who want skills upgrading.**



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

## Am I Eligible?

### Employers must be:

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

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

*The Work Experience program may not be used for federal or territorial government positions.*

### Trainees must be:

- A resident of the Northwest Territories
- Either:
  - Unemployed and ineligible for Employment Insurance benefits
  - Employed and "under-skilled," which may include individuals who do not have a high school diploma or recognized certification

## Employer Responsibilities

### Employers must:

- Submit an Employer Application Form, which includes 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 trainee's progress
- Contribute a minimum of 20% of trainee's wages

## Financial Assistance

### Financial assistance includes wage subsidies and may also include:

- Course costs
- Local travel allowances
- Special equipment costs
- Job coaching and mentoring costs

