

PROGRAM OVERVIEW

The goal of the B.C. Employer Training Grant program (ETG) is to help British Columbians access the skills training they need to adapt to the changing requirements of jobs and the labour market, while encouraging employer involvement in the training of their employees.

The Ministry of Advanced Education and Skills Training (the Ministry) welcomes applications from employers from across the province. Information collected through the Skills Training Grants System will be used to assess applications on a case by-case basis. The Ministry reserves the right to request additional information from employers at any time during the assessment process to assist in determining eligibility and value for money. Assessment decisions may be delayed, or applications denied, if employers are unable to supply additional information promptly.

Approval of an application does not constitute an endorsement of any training provider, course or program. Previous approval of a training provider, training delivery method, course or program does not guarantee approval in the future. All decisions on the eligibility of employers, participants, training providers, training programs and reimbursable costs will be made by the Ministry at the Ministry’s sole discretion.

Information provided in applications is subject to audit and verification to ensure that it is accurate, and the Ministry reserves the right to contact participants, trainers or any other person to substantiate reimbursement claims, training activities, records or other related matters.

PROGRAM PRIORITIES

Priority is given to first-time applicants, small businesses, applicants from disadvantaged regions and applicants from industries facing the greatest challenges acquiring skilled workers. By prioritizing applications, the ETG program can allocate limited funds to support those applications that best align with the intent of the program and broader objectives of the Province. Learn more about B.C.’s labour market and industries.

STREAM PURPOSE

The Technical Training Stream supports employers to train current or new employees in technical skills in response to automation and other technological advancements.

Eligible Employers	
Criteria	Interpretation
Employers operating in B.C. are eligible to apply	The ETG will also consider applications from Indigenous governments as well as from unions applying on behalf of workers represented by the union. Provincial government employers are ineligible. This includes Crown corporations and agencies, hospitals, regional and provincial health authorities, and public post-secondary institutions. ¹ Federal and territorial governments, and federal Crown corporations and agencies are also ineligible.
Employers must submit their application on their own behalf, using their Business BCeID	Employers are not permitted to share their BCeID User Login ID. Third parties cannot apply on an employer’s behalf

Criteria	Interpretation
At the time of application, employers must have been fully operational for at least one year	Employers should be registered on the Corporate Registry with BC Registries and Online Services for at least one year at the time of application. Employers will be asked to provide a copy of their business licence(s) and Canada Revenue Agency (CRA) Business Number. If an employer's current licence does not demonstrate one full year of operation at the time of application, they will be asked to provide a business licence for both the current and previous year. Employers operating without a business licence or CRA Business Number are still eligible to apply but will be asked to provide additional information to satisfy the Ministry that this criterion has been met
Employers must be in good standing with the Province	To be in good standing, employers have met or are currently meeting all obligations to the province under applicable legislation and regulations, and under previous grant agreements. See Appendix E for more details. If an employer repeatedly submits applications for training that is not completed, that employer may become ineligible for future ETG funding

Eligible Participants	
Criteria	Interpretation
At the time of application, participants must be one of the following: <ul style="list-style-type: none"> Unemployed Employed by the applicant employer Once training is completed, employers must intend to hire or continue to employ participants in B.C	Participants employed by a company other than the employer, at the time the application is submitted, are ineligible. When electronically submitting their own Participant Information Forms (PIFs), participants will be required to declare their employment status and to identify their job title before and after training by selecting the associated National Occupation Classification (NOC) codes. Employers are encouraged to ensure participants understand how this information will be used. Employers cannot submit PIFs on behalf of participants. The ETG may contact participants at any time to confirm employment details. The ETG supports self-employed individuals as participants in the Technical Stream who apply under their own business name. The business name on the ETG application should match the business name on the company's Corporate Registry and business licence(s)
Participants must be Canadian citizens, permanent residents, or persons protected under the <i>Immigration and Refugee Protection Act (Canada)</i> , who are legally allowed to work in Canada and have a valid work permit at the time of application	Permanent residents are defined as persons who have immigrated permanently to Canada but have not become Canadian citizens. Temporary foreign workers, international students, working holiday visas, or other temporary residents are not eligible

Criteria	Interpretation
There must be no real or perceived conflict of interest between employers and their choice of participant(s).	Where the Ministry determines that there is a real or perceived conflict of interest in the choice of participants, the Ministry reserves the right to deny an application or a claim. Refer to Appendix D for examples of situations where the Ministry may deem a conflict of interest. To ensure an application is not denied due to conflict of interest, employers wishing to train family members must email etg@gov.bc.ca with a clear justification for their choice of participant following the submission of their application
Where an applicant employer has identified a participant as an Employment Insurance (EI) or Income Assistance (IA) client, the participant must obtain prior approval before starting training.	EI or IA recipients are advised to seek approval from the Ministry of Social Development and Poverty Reduction prior to training. EI or IA participants who do not obtain pre-approval before participating in training may become ineligible for continued financial supports under EI or IA. Refer to Appendix A for details
Participants must be at least 16 years old at the time of application.	

Eligible Training	
Criteria	Interpretation
The Technical Training Stream supports technical skills development in response to automation and other technological advancements.	Technical training is defined as: <ul style="list-style-type: none"> • training to develop new skills required to operate machinery, equipment or use software, an application or program. This includes computer programming, or • training needed for the successful adoption of new technological systems, including new manufacturing, production and construction methods. “In-house” training programs designed and delivered by the employer are eligible under the Technical Training Stream in accordance with the requirements set out below. Training towards examinations and certificates is eligible. Maintenance training (i.e. training that is recurrent) is ineligible
Training must be relevant to the immediate needs of the business and the participant’s job.	Employers will be required to demonstrate that training aligns with the needs of the business and the employee’s job. A business case, course outlines and/or job descriptions may be used to confirm training eligibility. The ETG is not a bursary program and does not fund full diploma or degree programs. Individual post-secondary courses are eligible, but each course should be relevant to the immediate needs of the business and the available job for the employee, and each course must be applied for in a separate application.

Criteria	Interpretation
<p>The immediate result of training must be improved job-related skills leading to one of the following:</p> <ul style="list-style-type: none"> • A job for an unemployed person • A better job for a current employee of the applicant employer 	<p>For the ETG, “better job” is defined as one of the following:</p> <ul style="list-style-type: none"> • Promotion or advancement to another position • Move from part-time to full-time employment • Move from temporary, casual or seasonal employment to permanent employment • Increased pay • Increased job security <p>A business case, course outlines and/or job descriptions may be used to confirm training eligibility</p>
<p>Repeat funding for training is not eligible</p>	<p>Participants will not be eligible to receive funding for the same, or substantially similar training, that was previously funded under the ETG or the Canada-BC Job Grant program</p>
<p>Simultaneous training is not eligible.</p>	<p>Participants cannot be enrolled in another federally or provincially funded training program while participating in ETG-funded training.</p>
<p>Training cannot have started prior to the application being submitted.</p>	<p>The ETG will open several intake periods throughout the year. Employers can apply for training that starts within the specific training period associated with each intake. See the ETG web page for intake periods.</p>
<p>Applications must include start and end dates for training and training cannot be more than 52 weeks in duration</p>	<p>Start and end dates can be modified only if the new start date falls within the same intake period</p>
<p>Training must be provided in B.C. unless not available in B.C</p>	<p>Out-of-province training will be considered, but only under exceptional circumstances. A business case may be required.</p>
<p>Ineligible training methods include:</p> <ul style="list-style-type: none"> • Consulting • Coaching • Mentorships • Trade shows • Annual meetings • Networking • Seminars • Conferences • Paid practicums 	<p>While these training methods may be beneficial for professional growth and development, the intent of the ETG is to support specific job-related skills training. For definitions of these ineligible training methods, please refer to Appendix B</p>
<p>Training providers must:</p> <ul style="list-style-type: none"> • be independent of the employer*; and • deliver training as a main business activity <p>*Except in the case of in-house training and in accordance with the requirements set out below.</p>	<p>In recognition of the traditional role of Elders in supporting formal education of Indigenous learners, Elders may be considered eligible training providers when:</p> <ul style="list-style-type: none"> • the participant is Indigenous; • the Elder support is provided in conjunction with eligible training provided by an eligible training provider; and • all other requirements of the ETG are met <p>Request for Elder support will be assessed on a case-by-case basis. The application should identify the Elder(s) providing the supports, the associated costs and a description of the Elder supports</p>

Criteria	Interpretation
<p>Eligible training providers include:</p> <ul style="list-style-type: none"> • B.C. public post-secondary institutions • Trade or technical schools designated by the Industry Training Authority • Private training institutions certified by the Private Training Institutions Branch (PTIB) • Training organizations run by a B.C. school district • Industry associations • Small Business BC • In-house training • Indigenous Elders 	<p>All private training institutions should be certified and designated (and have the specific program approved) by the PTIB to be eligible under the ETG. The ETG may support employers in choosing private training institutions not certified and designated by the Private Training Institutions Branch in accordance with the requirements set out below.</p> <p><u>Note:</u> Where an employer is applying for training in which all students enrolled are funded by one employer and the program information is not publicly available, the training provider will be expected to meet the same requirements set out below for private training institutions not certified by the PTIB (see below)</p>
<p>Private training institutions not certified and designated by PTIB</p> <p>Training delivered by private training institutions not certified and designated by the PTIB may be eligible if:</p> <ul style="list-style-type: none"> • costs are, in the sole discretion of the Ministry, reasonable and demonstrate high value for money; • detailed program/course outlines are provided; and • training is provided by a qualified instructor 	<p>Program/course outlines should include:</p> <ul style="list-style-type: none"> • Name of instructor • Capacity (number of participants) • Description of each course including intended learning outcomes • Delivery method (e.g. online, classroom) • Total training duration and duration per course • Total cost and cost per course • Description of how participants will be evaluated <p>Employers are expected to select training that is competitively priced; however, cost alone does not reflect value for money. Refer to the ETG FAQ for more details. Applicants will be asked to provide the instructor's resume or curriculum vitae (CV). Trainers should hold, at minimum, a diploma relevant to the subject matter being taught. For training under the Technical Training Stream, instructors should hold a certificate, diploma or post-secondary degree relevant to the subject matter and have two years of full-time work experience in a career occupation relevant to the subject matter of the course, or 10 years of full-time work experience.</p> <p>The Ministry reserves the right to request additional information from applicants at any time during the application assessment process to assist in determining eligibility and value for money. Assessment decisions may be delayed, or applications denied if employers are unable to provide additional information in a timely manner.</p>
<p>In-house training</p> <p>Training programs designed and delivered by the employer for the employer's specific skill needs may be eligible under the Technical Training Stream.</p> <p>In-house training must meet the same criteria as training delivered by private training institutions not certified and designated by the PTIB (see above).</p>	<p>In-house training may be eligible if no similar training is available from an eligible third-party training provider in B.C.</p> <p>Costs will be determined on a case-by-case basis. A business case will be required to demonstrate the need for financial support.</p>

Criteria	Interpretation
There must be no real or perceived conflict of interest between employers and the choice of training provider.	Where the Ministry determines that there is a real or perceived conflict of interest in the choice of training provider, the Ministry reserves the right to deny an application or a claim. Refer to Appendix D for examples of situations where the Ministry may deem a real or perceived conflict of interest.

Eligible Costs	
Criteria	Interpretation
Employers cannot receive more than \$10,000 in total government contributions for an employee during a fiscal year (April 1 to March 31), unless otherwise specified.	The Province will fund 80% of the cost of eligible training through the Technical Training Stream to a maximum of \$10,000 per employee, per fiscal year.
<p>Eligible costs include:</p> <ul style="list-style-type: none"> • Tuition fees • Mandatory student fees • Examination fees, when attached to a training program • Textbooks, software and other required materials • Travel costs, only under certain circumstances (refer to Appendix C) <p>Ineligible costs include:</p> <ul style="list-style-type: none"> • Membership fees, subscription fees, annual fees, professional association dues • Software purchase/license for the business • Laptops, tablets and other hardware • Equipment (e.g. boots and tools) • Participant wages while in training 	<p>Mandatory student fees are fees that a post-secondary institution charges to all students to provide access to the institution's activities and services. These are not user fees and cannot be waived.</p> <p>Exam fees that are not attached to training are ineligible. For travel costs, refer to Appendix C for details on the ETG travel policy, which includes caps and circumstances where travel will be considered ineligible.</p> <p>Software or other materials required for participation in the training are eligible. Costs associated with physical or digital assets (e.g. laptops, software, software licenses) that are retained after training is completed are ineligible. In certain circumstances, costs for an Indigenous Elder may, with prior approval, be considered an eligible fee charged by a third-party training provider.</p>
To be eligible for funding, employers must pay all costs in full and costs cannot be recovered from participants. Receipts must verify this information.	There is no cost to participants for any training supported by the ETG. Employees are not to pay for training or any training-related expenses.
Employers are eligible to receive up to \$300,000 per fiscal year (April 1 to March 31)	Employers cannot receive more than \$300,000 from the ETG per fiscal year (April 1 to March 31)
Training costs must, in the sole discretion of the Ministry, be reasonable and demonstrate high value for money	The Ministry reserves the right to request additional information from employers to assist in determining value for money. Assessment decisions may be delayed, or applications denied if applicants are unable to provide additional information in a timely manner
An employer must not have received or be receiving funding from another government program (provincial or federal) for any of the eligible training costs covered by the ETG	If an employer has or will receive any funding to cover any of the training costs that will be reimbursed by the ETG (government contribution), they are not eligible to apply. This is not applicable to the employer contribution

Criteria	Interpretation
Employers must contact the ETG if: <ul style="list-style-type: none"> they receive a payment for training that was not completed; if a participant was not hired as the result of training; or the employer receives funding from any other person or entity, including another government or governmental body 	Failure to contact the ETG may result in full recovery of funds and employer inability to receive future ETG funding.

Reimbursement	
Criteria	Interpretation
A completed reimbursement claim must be submitted within 30 days of the training start date.	The Ministry may cancel the Agreement if a reimbursement claim is not received during this time. A reimbursement claim cannot be completed until all Participant Information Forms (PIFs) have been submitted. Participants complete and submit their own PIFs through the online Skills Training Grants System.
Before submitting a claim, applicants must ensure that training has started and that the training provider has been paid in full (this includes any additional approved costs such as textbooks, exams etc.).	Applicants who are unable to pay for a training program in full will be required submit a separate application for each course that falls within the approved intake period and then submit paid receipts for each individual course
Receipts are considered valid when they show that the employer paid for the expenses in full and include: <ul style="list-style-type: none"> Name of the applicant Training start date Name of the approved training provider or other approved supplier Approved training program title Itemized expense amounts • If travel is approved, the Travel Expense Form is required (see Appendix C) 	Applicants applying for a program that consists of multiple courses or modules with different start dates will be asked to submit paid receipts showing that all courses have been paid for. At any time, the Ministry may request additional information such as the front and back of a cashed cheque, a credit card or bank statement, or any other information to verify that payment for training was processed
Receipts for exams taken after training is completed must be included in the reimbursement claim.	If training is longer than 30 days in length, exams should be paid in advanced to receive reimbursement

Reporting and Evaluation	
Criteria	Interpretation
Employers must submit an “Employer Completion Report” once all participants have completed (or ceased) training.	Completion Reports are submitted through the online Skills Training Grants system. Applicants who do not submit a Completion Report may become ineligible for future funding
Employers and participants must actively participate (including by providing any information reasonably requested by the Province) in regular, ongoing performance monitoring activities, annual reviews, surveys, program audits and any other monitoring, evaluation and review activities reasonably required by the Province	Employers and participants may be contacted during or after their participation in the program to ensure that training is contributing to the objectives and expected outcomes of the program and, further, to contribute to continuous improvement of the program

APPENDIX A – EMPLOYMENT INSURANCE AND INCOME ASSISTANCE CLIENTS

Individuals who are active claimants in receipt of Employment Insurance (EI) Part I benefits or Employment Assistance clients in receipt of Income Assistance (IA) may be eligible for training funded through the Employer Training Grant program (ETG) if prior approval is obtained from the Ministry of Social Development and Poverty Reduction (SDPR). EI or IA clients who do not obtain pre-approval before participating in training may become ineligible for continued financial supports under EI or IA.

Where an employer wishes to train an individual, who is currently an EI or IA client, they must instruct the participant to take the following steps before training begins:

EI Clients must:

- submit their Participant Information Form (PIF) at least five days prior to the training start date (the employer will email a link to the PIF to the participant); and
- indicate on their PIF that they are “currently receiving” EI benefits.

SDPR’s Service Delivery Division will be notified on behalf of the participant.

IA Clients must:

- submit their Participant Information Form (PIF) at least five days prior to the training start date (the employer will email a link to the PIF to the participant);
- indicate on their PIF that they are “currently receiving” IA benefits; and
- contact their Employment Assistance Worker at the SDPR Service Delivery Division to ensure that their IA benefits will not be impacted by the training they are receiving.

Additional questions regarding Income Assistance should be directed to SDPR at 1-866-866-0800

Feel free to email us with any of your questions at: training@teampowersolutions.ca