



U76 WILLIAMS LAKE INDIAN BAND (WLIB)

Trades & Training Policies and Procedures Manual

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PURPOSE

The Williams Lake Indian Band (WLIB) Trades & Training Policies and Procedures Manual has been developed to provide band members with a comprehensive and detailed, yet understandable guide. The WLIB Policy and Procedures Manual, will clarify the responsibilities of the applicant, program eligibility and approval process.

WLIB strongly encourage our clients to read, understand and abide by the policies and procedures herein summarized.

WLIB may be able to assist you with taking training to return to work. Our involvement in your training will depend on the likelihood of this training resulting in employment.

CRITERIA

Must be a registered band member in good standing with the Williams Lake Indian Band to qualify to Trades & Training Funding. Newly registered band members will not be eligible for this funding, until they have reached their 1 (one) year anniversary.

Applicants must have exhausted all other reasonable funding resources and must include written documentation.

Must be unemployed, under employed (part-time/on-call), and at risk employed individuals

RECOGNIZED TRADES & TRAINING PROGRAMS

A recognized Trades & Training is one that has been approved by the Trades & Training Committee. These programs follow provincial and federal standards, include in-school and employment-based training, and employer attestation of competency. Successful completion of the recognized Industry Training Program results in the issuance of both a Certificate of Qualification and or Certificate of Apprenticeship. Successful challenge of the recognized Industry Training Program results in the issuance of a Certificate of Qualification. Here a few recognized training institutes but are not limited to:

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY
CAMOSUN COLLEGE
COAST MOUNTAIN COLLEGE
COLLEGE OF NEW CALEDONIA
COLLEGE OF THE ROCKIES
KWANTLEN POLYTECHNIC UNIVERSITY
NORTH ISLAND COLLEGE
NORTHERN LIGHTS COLLEGE
NICOLA VALLEY INSTITUTE OF TECHNOLOGY
OKANAGAN COLLEGE
SELKIRK COLLEGE
THOMPSON RIVERS UNIVERSITY

GENERAL EXPECTATIONS

Participants are responsible for reading, understanding and abiding by all rules and regulations.

Complete all sections of the application and contact the Employment Coordinator with your completed package well in advance of the training start date. WLIB cannot approve any training after the training start date.

Incomplete application and failure to provide the requested information could result in your application being delayed or denied.

DEADLINE FOR APPLICATION SUBMISSIONS

The last Friday of every month. Applications submitted at a later time/date will result in your application being pushed to the next submission.

Once you submit your completed application to WLIB's Employment Coordinator, the

Trades Committee will review and base their decision upon your application. A minimum of 3 (three) weeks to process from the deadline date to when the Trades Committee meets. If the training/program is approved, it will take 1 (one) week to process payment to finance.

APPRENTICESHIP TRAINING PROGRAM FUNDING

When required the WLIB Trades & Training Committee will work with outside agencies for cost share of programs, specifically when the dollar amount of the program exceeds the trades funding availability.

TRAINING & PROGRAM APPROVAL

WLIB Trades & Training Committee will fund "Job Based Trainings Programs Only"-Labour Market Support and jobs available upon completion.

SPONSOR MAXIMUM AMOUNT

The trades funding available is specific to program tuition, books, fees and a one-time only purchase of basic personal protection equipment and or required tools for training.

Up to a maximum of \$5000.000 per application. Special consideration will be given to WLIB Sister Entities, if the application exceeds the maximum amount.

FINAL APPROVAL OF PROGRAM APPLICATIONS

All final decisions on application approval is subject to the WLIB Trades & Training Committee. The goal is to respond to your application by the middle of the following month.

DISCLAIMER

WLIB will not be responsible for any claimed loss or damaged objects or injury that may be caused or sustained on/in transit to and from training premises during the period of training.

APPENDIX ON WLIB TRADES & TRAINING FORMS

- **Trades & Training Sponsorship Application (Individual intake)**
- **Trades & Training Group Participant Registration Form (Individual intake)**