Policy: Abenaki Community of Odanak Employment and Training Service Centre (ETSC)

The mission of the Abenakis of Odanak Council (AOC) consists in ensuring the representation of members of the Abenaki Community of Odanak and promoting the preservation of their identity, culture and quality of life.

To do so, the Council seeks to provide quality services for youth, elders and for the entire community, according to the Band's resources.

The Council is committed to transparency and equity in its decisions, while supporting individual and collective autonomy to ensure the Band's future.

Revised March 2023
Resolution ROB-012-23-24
Updated April 2024

Table des matières

1. Introduction 4

2. Abenaki community of Odanak ETSC 4

2.1. Overall objective 4

2.2. Specific objectives 4

2.3. Available services 4

2.4. Target clientele 5

2.5. Participant – eligibility criteria 5

2.6. Promoter – eligibility criteria 6

3. Definitions 6

4. Designated and recognized educational institutions 9

5. Definition: measures 10

5.1 A – Support and Guidance measure 10

5.1.1 A1: Labour market information 10

5.1.2 A2: Professional resources 10

5.1.3 A3: Research and development 10

5.2 B – Training and Development measure 10

5.2.1 B1: Vocational training – Business Launch (15 weeks) 10

5.2.2 B2: General education 10

5.3 C – Employability measure 10

5.3.1 C1: Employment creation initiatives 10

5.3.2 C1: Employment Retention Supports 11

5.3.3 C1 : Summer Career Placement 11

5.3.4 C2: Self-employment Assistance 11

6. Non-eligible expenses 11

7. Request for review 11

Measure A – Support and Guidance 12

Measure A1: Labour market information 12

Measure A2: Professional resources 12

Measure B – Training and Development 14

B1: Professional training – Business Launch 17

B2 : (SM # 4) Présecondaire, alphabétisation, francisation : (see Appendix 2) 18

B2 : (SM #5): General education 18

Measures C....20
Measure C1: Employment creation initiatives....20
Measure C1: Employment Retention Supports....22
Measure C1: Summer Career Placement....23
Measure C2: Self-employment assistance....25
APPENDICES....26
Appendix 1: Monthly Allowances....27
Appendix 2: FNHRDCQ Employability Measures and Interventions under the Indigenous Skills and Employment Training Program....28
Appendix 3: Contact Information of the ETSC Urban....30
Appendix 4: Skills for Success....31

1. Introduction

This guide was designed to serve as a reference document for the implementation of projects or activities as part of one or more of the employment and training measures of the Abenaki community of Odanak Employment and Training Service Centre (ETSC). This guide is also intended for participants who are interested in orienting or reorienting their careers.

2. Abenaki community of Odanak ETSC

2.1. Overall objective

- Develop the human resources of the Abenaki community of Odanak to enable them to reach their full potential.

2.2. Specific objectives

- Enable employable individuals to enter, re-enter or remain in the workforce.
- Enable individuals to consolidate a career goal or adapt to organizational and technological changes.
- Promote the creation of quality employment for Odanak members within Odanak or regional businesses.
- Promote entrepreneurial spirit.
- Support local initiatives that help the workforce adapt to ongoing labour market changes.
- Support local initiatives that promote the development of community-based economic projects that lead to self-sufficiency and permanent employment.

2.3. Available services

- The Odanak ETSC provides employment and training services to help participants enter or re-enter the labour market, return to school or start a business.

  The Odanak ETSC also provides Support and Guidance Measures (see measure A on page 9 for the list).

- Services are also offered to employers who are interested in developing the skills of their workforce or creating employment.

2.4. Target clientele

Participants	Employers
- Unemployed individuals (no income, income security or employment insurance beneficiaries); - Workers; - Students.	- Non-profit organizations; - Private businesses.
Eligible measures	**Eligible measures**
- B1: Vocational training - B2: General education - C1: Employment creation initiative - C1 : Employment Retention Supports - C1: Summer career placement - C2: Self-employment assistance	- C1: Employment creation initiative - C1 : Employment Retention Supports - C1: Summer career placement

2.5. Participant – eligibility criteria

2.5.1.

- Any registered (status) member of the Abenaki community of Odanak whose residence is located in Odanak when funding is available.

- Any registered member (status) of the Abenaki community of Odanak whose residence is located in an urban area must first contact the ETSC urban point closest to their place of residence. When funds are insufficient or the services are beyond the mandate of the ETSC urban point, the Odanak ETSC can provide services to the participant when funding is available.

2.5.2. In a context of economic development or as part of a promising, major project or in connection with the strategic planning of the Abenakis of Odanak Council, any registered (status) member of the Abenaki community of Odanak may be eligible.

2.5.3. Members of the Membership Code of the Abenakis of Odanak who are not a registered (status) members are not eligible to the ETSC funding.

Note

- Participants who have withdrawn from a measure without just cause will be subject to **a 6-month** waiting period from the date they discontinued the measure.

- In the case of false declarations, the Odanak ETSC reserves the right to terminate a measure immediately and **to impose a waiting period of one year**.

2.6. Promoter – eligibility criteria

2.6.1. The project promoter must own a physical location from which it operates and have a valid business number;
2.6.2. The requested grant must not be used as core funding for the promoter organization;
2.6.3. The promoter must be legally constituted;
2.6.4. The promoter must have the means to contribute to the participant's salary, if applicable;
2.6.5. The promoter must provide a meaningful and positive work and training experience and a genuine employment opportunity.

3. Definitions

Abenakis	Refers to an individual registered in the Indian Register, as defined in the *Indian Act*, and member of the Abenaki community of Odanak.
Participant	Refers to any individual who participates in an employment or training measure.
Active beneficiary (employment insurance funds)	Refers to an individual for whom an employment insurance benefit period is established in accordance with the *Employment Insurance Act*. An eligible employment insurance participant refers to an individual who, when seeking assistance under a measure described in section 1 of Part 1 (page 8 - definition of measure) (labour market measure) of the *Employment Insurance Act*, is: - An active employment

	insurance beneficiary or; - A former employment insurance beneficiary whose benefit period under the *Employment Insurance Act* ended within the previous 36 months or; - A former employment insurance beneficiary whose benefit period has been established over the previous 60 months and who: ▪ was receiving special benefits under the *Employment Insurance Act* during the benefit period; ▪ subsequently stopped actively working to care for one or more of their adopted children and; ▪ is seeking to reintegrate the labour market.
Student	Refers to an individual who is pursuing education: - <u>Self-Supporting student</u> Refers to an individual who no longer resides with his/her parent(s) and is responsible for the costs of maintaining his/her own housing. The <u>self-supporting</u> student must be able to demonstrate this through appropriate supporting documents. - <u>Student residing with a parent or guardian.</u> Refers to an individual who, while in school, still resides with his/her parent(s) or guardian and is not financially

	responsible for the costs of maintaining the apartment or home. - Self-Supporting student with dependents Refers to an individual who has financial responsibility for the maintenance of natural and/or adopted children or for whom he/she is the legal guardian (proof required), who are still minors and who are not receiving any financial assistance (post-secondary program, loans and bursaries, ETSC measures, etc.). In the case of joint custody, a copy of the agreement or judgment will be required.
Action plan	The action plan is a review of the individual which allows to: - collect data on the participant's knowledge, experiences, potential, motivations, values and goals; - help determine the participant's needs, strengths and weaknesses, as well as the skills to be acquired or developed to increase their chances of employability or to enable them to remain competitive in the labour market; - guide the participant on the actions to be taken by helping them identify the steps and means used to reach their professional objective.
Income	Income security benefits, employment insurance benefits, parental insurance benefits, training allowances, Régie des rentes du Québec or other retirement

	pensions (pension funds), CNESST, employment income (salary), widower's pension, paid internship, etc.
Measure	Refers to counselling, training and development and employability measures to support or improve the skills, abilities, and knowledge of participants in relation to the labour market. The measure to which the participant is referred must be consistent with the participant's action plan, professional objective, and reflect established timelines.

4. Designated and recognized educational institutions

School service centres and educational institutions providing educational services related to general adult education and/or vocational training	Adult general education: Common core basic education and/or diversified basic education program Vocational training: Subsidized vocational programs of study recognized by the educational programs and leading to an Attestation of Vocational Studies (AVS), a Diploma of Vocational Studies (DVS) or an Attestation of Vocational Specialization (AVS).	Secondary
Institut de technologie agro-alimentaire	Vocational studies program recognized by the educational programs and leading to a DVS.	Secondary
Institut de tourisme et d'hôtellerie du Québec covered by the *Act respecting the Institut de tourisme et d'hôtellerie du Québec* (R.S.Q., c. I-13.02)	Vocational studies program recognized by the educational programs and leading to a DVS or an AVS..	Secondary

5. Definition: measures

5.1 A – Support and Guidance measure

5.1.1 A1: Labour market information

Acquire relevant information concerning the labour market and the school environment in order to identify the services and means to integrate the labour market (documentation centre, job bank, Internet, job postings, school and professional information, etc.).

5.1.2 A2: Professional resources

Provide clients with professional services that will allow them to establish strategies for professional integration (counseling, guidance counselor, information session, job search techniques, etc.).

5.1.3 A3: Research and development

Support, assist and develop approaches to adapt or elaborate innovative approaches to improve a situation by means of research, surveys, reports, specific mandates, etc.

5.2 B – Training and Development measure

5.2.1 B1: Vocational training – Business Launch (15 weeks)

Enable participants or groups of participants to acquire job-related skills.

5.2.2 B2: General education

Intended for an adult clientele who are interested in:

- Acquiring the prerequisites to enter a vocational training program and/or a trade;
- Completing secondary education to access post-secondary education.

5.3 C – Employability measure

5.3.1 C1: Employment creation initiatives

- Provide employers with incentives for participants to enter the labour market and gain sufficient experience;
- Provide participants with the opportunity to gain work experience with employers while being mentored and coached by qualified staff;
- Enable youth experiencing employment obstacles to access personal and professional development programs, work habits and work experience by

participating in community projects, workshops, etc.

5.3.2 C1: Employment Retention Supports

5.3.3 C1 : Summer Career Placement

5.3.4 C2: Self-employment Assistance

- Assist participants who are interested in starting a business and/or becoming self-employed.

6. Non-eligible expenses

- Salary or wages previously paid by the employer without approval;
- Any expenses not included in the contract, incurred without approval by the participant and/or proponent.

7. Request for review

- If a participant does not agree with a decision rendered pursuant to this policy, the participant may submit a request for review in writing (form provided for this purpose at the Abenakis of Odanak Council), mentioning the reason for the request, within 30 days following receipt of the notice of decision or modification.

Measure A – Support and Guidance

Measure aimed at acquiring relevant information concerning the labour market and the school environment in order to identify the services and means to integrate the labour market (documentation centre, job bank, Internet, job postings, school and professional information, etc.).

Measure A1: Labour market information

Objective
Acquire relevant information concerning the labour market and the school environment in order to identify the services and means to integrate or reintegrate the labour market.
Services
- National Occupation Classification System; - Bulletin board, job postings, job statistics in the area and available training courses; - Computer to search for employment and training information: *Employment Insurance Act*, guide on how to prepare a resume, labour standards, programs and services offered, interview techniques, educational institutions, schools, CEGEPs and universities, documents related to employment and training, etc.; - Job bank via the Abenakis of Odanak Council website.

Measure A2: Professional resources

Objective
Provide clients with professional services that will allow them to establish strategies for professional integration.
Services
- Counseling service: assist participants in making career choices, selecting appropriate training, and providing advice on how to find and secure employment, etc.; - Assistance in preparing a resume and cover letter for job search; - Information sessions: self-knowledge, employment search techniques and interview techniques; - Maintaining a bank of names of employers with employment needs.

Financial contribution
Administrative staff salaries Based on pre-approved actual costs. Professional fees Based on pre-approved actual costs.

Measure B – Training and Development

Measure designed to allow participants or groups of participants to develop personal and/or professional skills aimed at achieving a professional objective or related to a specific job in order to integrate into the labour market or to acquire complementary skills to adapt to structural changes in the labour market.

Available trainings include general adult education, vocational training, on-the-job training, pre-employment training and/or skills development (see designated recognized institutions, page 8) or also official trainings offered by industry.

Financial assistance
Participants in training courses or projects sponsored by the Odanak ETSC may be eligible for employment insurance benefits or training allowances.

General conditions
a) General eligibility criteria - Be recognized as full-time by the training institution; - Perhaps part-time only in the case of re-skilling or customized training; - Achieve a recognized and transferable diploma in the labour market; - Enable the acquisition of knowledge and skills required in an expanding sector; - Attend classes regularly and punctually; - Inform the Odanak ETSC of any academic difficulties; - Use the resources provided by the Odanak ETSC or the training institution; - Meet the academic requirements of the training institution; - Adhere to the requirements and deadlines of each stage of the curriculum. b) Specific eligibility criteria - Be 16 years of age or older as of June 30 of the current year; - Having completed an orientation process recognized by the Odanak ETSC.

Participant obligations
- Participants agree to participate in the above mentioned training project described for the period indicated. - Participants must manage the financial assistance granted by the Odanak ETSC to the best of their ability. - Participants must attend the training and respect the training schedule indicated. - Only days when training is provided will be payable. Allowance amounts will be paid to the participant for the holiday period, spring break and/or

authorized statutory vacations. Vacations during the summer period will not be paid by the Odanak ETSC.

- Participants are informed that any non-justified absence from the training will result in the Odanak ETSC suspending allowances and incurring other equivalent costs.
- Only the following reasons are considered to justify absence from training:

  The reasons considered as acceptable to justify absence are the following: school related, medical, judicial, mortality, personal and social, family, transportation. A written proof is always required. School and the ETSC Agent or the Employment Counselor must be informed.

- **Furthermore, it is expected that the Odanak ETSC will make deductions in terms of absences based on the attendance report submitted by the training institution.**
- Participants are responsible for informing the Odanak ETSC of any changes that could compromise the achievement of the measure.
- In order to receive payments from the Odanak ETSC and to have their participation retained in the training project, participants must submit the following documents:
  1. Completed form
  2. Signed power of attorney
  3. Registration confirmation
  4. Cheque specimen
  5. Latest school transcript
  6. School calendar and schedule
  7. Lease or proof of residence
  8. Any other document deemed relevant

Attendance policy

- This policy is based on the principle that regular attendance in class or on the worksite is essential to a student's success, and that missing classes is a significant impediment to academic progress. The funding of the Odanak ETSC is therefore conditional upon regular attendance at the courses provided by the training institution.
- Any absence without valid justification will result in a reduction of the training allowances. Furthermore, the Odanak ETSC reserves the right to terminate its financial contribution in the case of unjustified absences. In this case, in accordance with the Odanak ETSC's criteria, the participant will no longer be eligible for the Odanak ETSC's measures for a period of one year, starting from the date on which the measure was suspended.

Employment insurance and training
In order to be eligible for employment insurance benefits, one must have worked in insurable employment for the number of hours determined by the *Employment Insurance Act*. Eligibility can be verified by authorized Odanak ETSC staff with the First Nations Human Resources Development Commission of Quebec (FNHRDCQ). Eligible beneficiaries may continue to receive employment insurance benefits (Part 1) while attending a full-time training program until the end of their benefit period. At the end of this period, participants may receive income support in the form of training allowances depending on their family situation. A participant cannot receive training allowances while receiving employment insurance benefits unless the employment insurance benefit rate does not reach the training allowance rate based on the participant's family situation. In this case, an increase in employment insurance benefits in the form of training allowances from the Odanak ETSC will be provided. It should be noted that any training project must first be approved by the Odanak ETSC.

Training allowances
Eligibility criteria In accordance with the *Education Act* (s. 14), "All children residing in Québec must attend school from the first day of the school calendar in the school year following that in which they turn 6 years old until the last day of the school calendar in the school year during which they turn 16 years old OR at the end of which they obtain a diploma awarded by the Minister, whichever comes first." A) Therefore, to access adult general education, the participant must be 16 years of age or older in order to receive training allowances. B) Allowances apply to full-time students only. Part-time students will only be eligible for training and material costs. Part-time training will only be accepted on the recommendation of the Odanak ETSC officer. Full-time training will be determined by the training institution. C) Training must be in accordance with the individual's professional orientation in conformity with the action plan established beforehand with the Odanak ETSC officer.

B1: Professional training – Business Launch

Objective
Enable participants or groups of participants to acquire job-related skills.

Eligibility
The participant must demonstrate the following: - Is intended to complete a training program allowing integration into the labour market; - Is intended to develop skills to adapt to current or future work environments; - Is intended to meet a labour market requirement in the job related to their career objective. Non-eligible - Applications from private institutions will not be eligible if the program content is available at public institutions; - Should the participant decide to enroll in a private institution, financial contribution will be established at the same amount as that incurred by a public institution and that the participant has contributed to cover all costs; - Exceptions may be granted depending on the individual's profile, program content, duration and cost.

Financial contribution
Training allowances Current rates – allowances apply to full-time students only. Part-time students will only be eligible for tuition and supplies. OR Participants who are eligible for *Employment Insurance Act* Part 1 will continue to receive their regular employment insurance benefits for the duration of these benefits. In cases where the student is eligible to receive employment insurance benefits and the rate is lower than the rate set out in this policy, an increase may be granted. * These allowances include all other expenses: accommodations, clothing, safety equipment, etc.

Tuition fees Based on the actual costs of a public institution. Participants have access to a maximum financial contribution of $3,000 in total. Books and supplies Based on actual expenses to a maximum of $200/year. Exceptions may be granted when the training is organized and provided by the Odanak ETSC.

B2 : (SM # 4) Présecondaire, alphabétisation, francisation : (see Appendix 2)
B2 : (SM #5): General education

Objective
Intended for an adult clientele interested in: - Acquiring prerequisites to enter vocational training and/or a trade; - Completing secondary education to access post-secondary education.

Eligibility 130 weeks (for Literacy, there is not deadline)
Training must be consistent with the individual's career direction in accordance with the participant's action plan.

Services
- Purchase of institutional training for an individual or group; - Literacy, pre-secondary, secondary education first cycle and second cycle; - Preparatory training for vocational training; - Pre-employment training.

Financial contribution The number of weeks of funding asked could be attributed to the participant according to the length of the program selected by the training institution (including the on-the-job training). On that regard, the calendar of the program is required.

Training allowance

Based on current rates – allowances apply to full-time students only. Part-time students will only be eligible for tuition and materials.

OR

Participants who are eligible for *Employment Insurance Act* Part 1 will continue to receive their regular employment insurance benefits for the duration of these benefits. In cases where the student is eligible to receive employment insurance benefits and the rate is lower than the rate set out in this policy, an increase may be granted.

* These allowances include all other expenses: accommodations and meals while traveling, clothing, safety equipment, transportation, childcare, etc.

Tuition fees
Based on the actual costs of a public institution.

Books, supplies and equipment
Based on the list of the mandatory supplies needed.

Measures C

Measure C1: Employment creation initiatives

Objective
- Enable participants who experience obstacles and difficulties integrating into the labour market to explore a job and demonstrate their know-how and interpersonal skills while being guided; - Provide an incentive for employers to assess the participant's skills, behaviours and abilities.

Eligibility
- Be eligible for an employability measure, participants must be 16 years of age at the time the project begins.

General conditions

Work hours
With the exception of individuals with disabilities (physical or mental), a minimum of 30 hours per week and a maximum of 40 hours per week. Overtime is not payable by the Odanak ETSC. Payment to the employer will be made according to all the information agreed upon when the tripartite agreement is signed (job title, date, number of hours worked per week, weekly rate, percentage of payroll taxes, etc.).

Project duration
Projects are for a maximum of 26 weeks. However, there may be a possibility of an extension of up to 52 weeks, depending on the action plan and the participant's evaluation.

Salary subsidy and payroll taxes
Non-profit employer - Wages: 100% of the hourly rate up to a maximum of the current minimum wage or prior agreement - Payroll taxes: according to mandatory contributions

For-profit employer

- Wages (first 26 weeks): 70% of hourly rate: maximum of current minimum wage
- Wages (additional 26 weeks): 50% of hourly rate: maximum of current minimum wage
- Payroll taxes: 16% of the agreed salary

Training costs

Non-profit employer

- 100% of costs to a maximum of $1,500 per project for external training only

For-profit employer

- 75% of costs to a maximum of $1,500 per project

Non-eligible expenses

All other non-mandatory costs such as union dues, pension plan contributions, health insurance, retirement and life insurance, administration costs that are the employer and/or employee's responsibility will not be subsidized by this measure.

Participant obligations

- The participant must declare all types of income to the Odanak ETSC. Income refers to: other salary, benefits from the Régie des rentes du Québec, CNESST, employment insurance, income security, post-secondary education allowance, pension funds, etc.
- The participant agrees to perform the tasks described in the job description or agreed upon by the parties.
- Participants agree to follow through on the goals set out in their action plan.
- **Maintain communication every 4 weeks in order for the ETSC officer to ensure proper follow-up and support.**
- Participants agree to abide by all policies, procedures, decisions, and instructions established by the employer as outlined in their action plan.
- Participants are responsible for informing the Odanak ETSC of any relevant changes that could compromise the realization of the measure.
- Participants who have dropped out of their employability measure and/or have been terminated without just cause will have to wait one year from the date they left their measure before they are re- eligible.

Description of eligible payroll taxes
The recognized mandatory payroll taxes are as follows: - Fonds des services de santé (FSS) - Régime québécois d'assurance parentale (RQAP) - Régie des rentes du Québec (RRQ) - Employment insurance (EI) - Commission des normes, de l'équité, de la santé et de la sécurité au travail (CNESST) - Pension fund - Vacation pay

Terms and conditions
- Employment shall not result in the termination of an employee or the replacement of a laid-off employee awaiting recall or absence due to a work stoppage or management dispute. - Employment must not be double-funded. However, there may be blended financing that bridges the participant's salary discrepancy. - Projects must have a formative and/or work experience component. - Employment must not provide personal services to the employer. - The employer must file a detailed job description and schedule. - If employment requires safety equipment, such as work boots or other personal protective equipment, with prior approval from the Odanak ETSC, this equipment will be reimbursed. - Having received written approval from the Odanak ETSC prior to commencing employment activities.

Measure C1: Employment Retention Supports

Objective
Aimed at employed individuals who need to upgrade their skills to remain competitive in the labour market. Also, for employers who need to adapt to new technologies.

Eligibility
The employer must demonstrate that training: - Will increase productivity and/or diversify services offered; - Will address complementary professional skills that allow the participant to adapt to new responsibilities, new knowledge, and new technologies.

Financial contribution
Training costs - Non-profit employers: 100% of costs to a maximum of $3,500/project, regardless of the number of participants. - For-profit employers: 75% of costs to a maximum of $3,500/project, regardless of the number of participants. Non-eligible expenses - Participation in conferences, conventions or seminars; - Transportation and accommodation costs.

Measure C1: Summer Career Placement

Objective
Enable students to engage in vocational exploration (Blocks I and II) or gain work experience relevant to their field of study (Block III). Description of the blocks can be found on page 26 of this document.

Eligibility
A) Employer Employer must meet the following criteria: - Be a private sector employer and/or a legally recognized non-profit organization; - Must have a physical location from which it operates and a valid business number; - Provide work experience, rewarding training and positive supervision; - Have the capacity to contribute to the participant's salary, if applicable; - Attach a copy of the job description for each position. B) Participant – Student Student participant must meet the following criteria: - The participant must have attended school full-time for at least four months between September and June, be a student, and return to school full-time the following fall with supporting documents.

Terms and conditions
- Priority shall be given to employment related to the students' fields of study, employment that provides an opportunity to explore the labour market, and employment that is career preparatory or provides students with work experience relevant to their career choice; - Employment shall not result in the termination of a current employee, volunteer, or replacement of a laid-off employee awaiting recall or absence due to a work stoppage or management dispute. - If employment requires safety equipment, such as work boots or other personal protective equipment, with prior approval from the Odanak ETSC, this equipment will be reimbursed.

Project duration – between late April and early September of the current year
BLOCK I – Introduction to the work world - Clientele: Secondary 3 or 15 years of age as of June 30 of the current year - Duration: 6 work weeks - Schedule: 20 hours per week / 120 hours BLOCK II – Exploring the work world - Clientele: Secondary 4 and 5 - Duration: 8 work weeks - Schedule: 25 hours per week / 200 hours BLOCK III – Realization in the work world - Clientele: Adult, vocational, college and university education - Duration: up to 12 work weeks - Schedule: between 30 and 40 hours per week / 360-480 hours

Salary subsidy and payroll taxes
Non-profit employer - Wages: 100% of the hourly rate up to a maximum of the current minimum wage or prior agreement - Payroll taxes: according to mandatory contributions For-profit employer - Wages: 75 % of the hourly rate: maximum of the current minimum wage - Payroll taxes: 16% of the agreed salary

Measure C2: Self-employment assistance

Objective
Provide assistance to individuals who are interested in starting their own business by providing financial support.

Note that a participant can only benefit from the self-employment assistance measure once (phase 1 and phase 2)

Phase 1: pre-start-up
See Measure B1 – Vocational training - Business Launch (15 weeks) – page 18 of this document

Phase 2: Startup
Startup consists of assisting the individuals in the implementation of their business plan by providing financial support.

Duration
Between 10 and 26 weeks. Participants receiving regular employment insurance benefits will be able to receive such benefits until the end of their eligibility period.

Eligibility
Participant shall: - Submit a copy of the business plan validated by a professional resource designated by the ETSC; - Be prepared to start the business; - Dedicate a minimum of 30 hours per week to the business.

Financial support
- If the participant is not receiving employment insurance benefits, a wage allowance at the prevailing minimum wage rate for up to 40 hours per week will be provided.

APPENDICES

Appendix 1: Monthly Allowances

Rates – 2026-2027 monthly allowances

Measure B1: Vocational training
Measure B2: General education

Rates: Monthly allowances Measures B1 and B2	
Student residing with a parent	$518
Self-Supporting student	$1,104
Student with dependent spouse/1 child	$1,704
Student with dependent spouse/2 children	$1,966
Student with dependent spouse/3 or more children	$2,212

Appendix 2: FNHRDCQ Employability Measures and Interventions under the Indigenous Skills and Employment Training Program

Measures	Sub-Measures	Interventions
A. Support and Guidance	A1: Labour Market Information	**Career Research and Exploration** Computers made available to clients for writing and for accessing the internet.
	A2: Professional Resources	**Diagnostic Assessment** Professional Guidance Counselors. **Employment Counseling** Career counseling. **Job Search Preparation Strategies** Job Finding Clubs. **Job Starts Supports** Purchase work equipment/clothing/transportation for the client in order to seek and attain employment. **Employer Referral** Refer a client to an employer to seek information about the company, occupation of interest or employment opportunity. **Referral to Agencies** Refer a client to another responsible agency to address one or more employment barriers (social housing services, social or health services, etc.
B. Training	B1: Professional Training	**Occupational Skills Training – Certificate** Vocational training diplomas for non-apprenticeship professions/trades such as bookkeeping, cooking, etc. **Occupational Skills Training – University Degree** Use this measure for degrees granted by recognized universities, such as Bachelor's, Master's, Doctorate. **Occupational Skills Training – Apprenticeship** Diploma of Vocational Studies (DVS): such as carpentry, plumbing, etc.
	B2: Academic upgrading	**Occupational Skills Training – Diploma**

		Attestations/diplomas granted by provincially recognized public or private institutes. **Skills Development- Essential Skills** Essential skills and literacy programs. **Skills Development – Academic Upgrading** Adult Education courses to acquire pre-requisites. **Occupational Skills Training – Industry Recognized** Courses, licenses, certifications, permits, and attestations, such as Language courses, Safety Courses, etc.
C. Employability	C1: Job Creation Initiative	**Work Experience - Job Creation Partnerships** To provide participant wage subsidy to provide employment experience. **Work Experience - Wage Subsidy** To provide a wage subsidy to encourage employers and businesses to hire clients to acquire direct work experience. **Work Experience – Student Employment** Provide a wage subsidy for students to acquire relevant work experience. **Employment Retention Supports** To help employed clients keep their jobs, example: work boots, equipment, etc.
	C2: Self-Employment Assistance	**Self-Employment** Participant allowance, entrepreneurial training, marketing, business plan, etc.

Appendix 3: Contact Information of the ETSC Urban

MONTRÉAL
1090 rue de l'Église, suite 202, Verdun (Québec) H4G 2N5
Tél : (514) 283-0901 Sans frais : 1-855-483-7142 Fax : (514) 283-0158

QUÉBEC
14, rue St-Amand, 2e étage, Loretteville (Québec) G2A 2K9
Tél : (418) 845-5656 Sans frais : 1-855-483-7143 Fax : (418) 845-5757

SEPT-ÎLES
282, boulevard des Montagnais, bureau 3, Uashat (Québec) G4R 5R2
Tél : (418) 961-1342 / 1361 Sans frais : 1-866-387-6128 Fax : (418) 961-1366

VAL-D'OR
190 rue Perrault Val-d'Or (Québec) J9P 2H5
Tél : (819) 874-6605 Sans Frais : 1-877-874-6605 Fax : (819) 874-6606

Appendix 4: Skills for Success



For more information: https://www.canada.ca/en/services/jobs/training/initiatives/skills-success/understanding-individuals.html