



Workplace Training Program

The Workplace Training Program (WT) is offered through The Work Place in partnership with Alberta Employment and Immigration. The goal of the WT Program is to carefully match clients with selected employers who are prepared to provide comprehensive on-the-job training.

The number of weeks of training allowable and eligible training costs are negotiated with the employer depending on the training needs and pre-existing skills of the prospective employee and the complexity of the position. Employers are reimbursed a portion of the program participant's salary based on proof of training.

Job Seeker Eligibility:

- Be ready, willing and able to work and need skills training
- Be 18 years of age or older and legally entitled to work in Canada
 - * *Eligibility for the program, existing skills and training needs are determined through an assessment with an Employment Consultant at The Work Place.*

Employer Eligibility:

- Ability and experience to deliver the WT Program
- Potential to provide trainee with continued full-time employment after the program is complete
- Compliance with Alberta Labour Standards, employment code and other applicable regulations
- Financial stability and accountability; hold liability insurance of two million dollars
 - * *Up to three weeks may be required to complete the paperwork and ensure approval.*

The Process:

- The WT is not a placement program – hiring and selection is completed as per the employer's discretion. Assistance is provided in finding potential employees.
- Employers must have a signed contract with Alberta Employment and Immigration in place before hiring an employee under the program.
- Participants are not permitted to begin employment before the start date of the contract and are not eligible if previously employed by the employer.
- Employers are required to develop an individualized training plan; skill requirements and training timelines for the participant.
- The Employer will negotiate with The Work Place to determine eligible training costs.
- To receive reimbursement of training costs, monthly invoices and copies of the employee's payroll records must be submitted the Alberta Employment and Immigration showing hours worked and amounts paid out.

Should you be interested in further information about Workplace Training, please contact:

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