

Refugee Fund Eligibility Criteria

Applicants meeting eligibility requirements are not guaranteed funding. The Ministry will assess applications on a first come, first served basis. All application approvals are subject to funding available.

Please note that all decisions regarding the eligibility of employers, participants, training providers, training programs and reimbursable training costs will be made by the Ministry of Jobs, Tourism and Skills Training (“Ministry”) at the Ministry’s sole discretion. Quality Assurance sampling and audits will be used to verify information provided.

CRITERIA	INTERPRETATION
Eligible Employer	
<p>An applicant must be:</p> <ul style="list-style-type: none"> • a non-profit Industry/Sector Association • a non-profit Employer Association • a non-profit union organization, or • a non-profit organization working with refugees 	<p>An Industry/Sector or Employer Association must be an organization recognized by the industry/sector and employers it serves. The purpose of this application pathway is to enable these organizations to work with employers or consortia of employers to train and hire refugees. It is intended to support industry/employers to meet their labour market needs by providing refugees with skills training and jobs.</p> <p>The Ministry reserves the right to determine eligibility of the organization based on capacity to deliver and achieve intended results of the fund.</p>
<p>Employers must be operating in BC in the private or non-profit sector.</p>	<p>Public sector employers are NOT eligible. This includes: provincial, federal or local governments, crown corporations, hospitals, schools, public post-secondary institutions, and federal and provincial agencies.</p>
<p>Employers must be registered on the Corporate Registry with BC Registry or possess a current BC business licence.</p> <p>Self-employed individuals or sole proprietors seeking a Grant for their own training must have been registered on the Corporate Registry with BC Registry Services for at least a year at the time of application, or have been in possession of a BC business licence for at least one year.</p>	<p>The CJG is not intended to be used solely as a training grant; all training must result in a job or a better job. Therefore, JTST must be satisfied that the business is well-established and fully operational. Self-employed individuals or sole proprietors must meet additional criteria if applying for training for themselves to demonstrate that their business is established and operational.</p> <p>Businesses that have not been registered with BC Registry Services and/or do not have a valid business licence are not eligible.</p> <p>Employers must submit a photocopy of their current business licence and provide their business licence number or provide their BC Registry Number at application.</p>
<p>Employer must have a job available in B.C. for the participant at the end of training.</p>	<p>The employer must intend in good faith to provide a job in B.C. to the current or future employee at the end of training.</p>
<p>Employers or Organizations must have met or be currently meeting all obligations to the Province under previous grants to be eligible.</p>	<p>These obligations include but are not limited to:</p> <ul style="list-style-type: none"> • All information provided on the application form is found to be complete, true and correct. • Any monies the employer or Organization receives as reimbursement from the training provider, which the employer or Organization has already received as reimbursement from the Province, must be returned to the Province. • There are no required forms and other records outstanding. • The employer may also be unable to re-apply under the following

CRITERIA	INTERPRETATION
	<p>circumstances:</p> <ul style="list-style-type: none"> ○ Did not provide a job to a participant after training, except under exceptional circumstances, e.g. participant completed the training but did not pass the exam which is a requirement of the job. ○ Did not submit Employer Completion Report. ○ Did not participate in Employer Outcome Surveys. ○ Participant did not complete the training (where the employer was still required to pay). <p>If a participant repeatedly does not complete training, that participant may become ineligible under any future Canada-BC Job Grant applications.</p>
Eligible Participant	
<p>Participants must be at least 15 years old, and:</p> <ul style="list-style-type: none"> • Unemployed and seeking training to obtain a job; • Employed, but underemployed and seeking training for a Better Job; or • Employed, but seeking training for a Better Job. 	<p>Participants must be of working age and seeking training for a job or a Better Job.</p> <p>The immediate result of the training must be employment (from unemployment) or a Better Job. For the purpose of the CJG, “Better Job” is defined as:</p> <ul style="list-style-type: none"> • Increased job security, i.e. training will ensure participant can maintain employment; • Increased job-related skills; • Increase in pay; • Promotion to another position; • Move from part-time to full-time employment; or • Move from temporary/casual/seasonal employment to permanent employment.
Participants must be Refugees to Canada	Refugees are a category of permanent resident. Their status is determined by the Immigration category under which they landed in Canada.
Where an employer has identified an Employment Insurance (EI) or Employment Assistance in receipt of Income Assistance (IA) recipient as a participant, the EI or IA recipient must obtain prior approval before starting training.	Active claimants in receipt of Employment Insurance (EI) Part I benefits or British Columbia Employment Assistance clients in receipt of Income Assistance (IA) must obtain approval from the Ministry of Social Development and Social Innovation 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.
Eligible Training Programs	
<p>Eligible Job Readiness training includes:</p> <ol style="list-style-type: none"> 1. Assessment 2. Child care supports 3. Community Experience 4. Direct supports to employers 5. Employment or Career Counselling/ Coaching 6. Job Entry Skills 7. Job Placement 	<p>These broad categories of training set out what training is eligible. A broader range of services are eligible under Job Readiness than under Job Specific. Specific training relevant to refugees that would be eligible under both categories includes English language training and workplace culture orientation. The listed Eligible Job Readiness training is specifically for the purpose of the Refugee Fund.</p> <p>Job Specific training must be delivered in partnership with employers. Employers or employer consortia must choose the training and the participant, must contribute 1/3 of the cost of training, and must provide a job to the</p>

CRITERIA	INTERPRETATION
8. Mentoring 9. Paid Work Experience 10. Post-Job Placement supports 11. Training in: <ul style="list-style-type: none"> • Soft Skills • Essential Skills • Specialized or Technical Skills • Management or Business Skills 12. Transportation supports 13. Wage Subsidies Eligible Job Specific training includes: <ol style="list-style-type: none"> 1. Soft Skills 2. Essential Skills 3. Specialized or Technical Skills 4. Management or Business Skills 	<p>participant at the end of training. Job Specific training could include, for example, workplace orientation (soft skills), language training (essential skills), or industry-specific training, e.g. First Aid (Specialized or Technical Skills).</p> <p>Both Job Readiness and Job Specific training must start within the application period. Training can be delivered concurrently.</p> <p>Training should not duplicate existing resources available within the community, such as settlement services. However, certain training may be eligible if it complements or enriches available services. For example, accelerated basic English language training may be eligible if it means the participant will have quicker access to this training and a more intense and focused program than available through the community.</p>
Training cannot have started prior to the application being submitted.	An organization may submit an application and proceed with training before the application is approved. However, if the application is not approved, the organization is responsible for any training costs incurred.
The CJG will open for a specific Training Period. All training must start within that Training Period.	The CJG will open for a specific Training Period. Only applications for training that starts within that Training Period will be accepted.
Training programs must be no more than 52 weeks in duration.	Training cannot exceed 52 weeks.
Eligible Training Provider	
<p>Training must be delivered by an eligible third party training provider.</p> <p>Eligible training providers include:</p> <ul style="list-style-type: none"> • BC Public Post-Secondary institutions • Training Organizations run by BC's School Districts • Industry Training Authority (ITA)- Designated Trade Schools • Union Halls and Training Boards • Industry Associations • Industry Approved Training Providers • Trades or Industry Recognized Personal Safety Training Providers • Small Business BC • BC private training institutions certified under the <i>Private Training Act</i> by the Private Training Institutions Branch (PTIB) of the Ministry of Advanced Education. 	<p>An Eligible Third-Party Training Provider is defined below:</p> <ul style="list-style-type: none"> • Must be independent of the employer. • Training must be a main business activity of the training provider. • There must be no conflict or perceived conflict of interest in the choice of training provider. • The employer or Organization must ensure that the training provider meets these conditions.

CRITERIA	INTERPRETATION
Eligible Training Costs	
<p>For Job-Specific training, only the following are Training Costs eligible for reimbursement:</p> <ul style="list-style-type: none"> • Tuition fees or fees charged by a third-party training provider; • Mandatory Student Fees; • Examination fees; and • Textbooks, software and other required materials. 	<p>Mandatory Student Fees are fees that an 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>Software or other required materials must be required for participation in the training. A physical asset, e.g. laptop, or software license that is retained past the training, is ineligible.</p>
<p>A participant is only eligible to receive up to \$10,000 in funding. A maximum of \$5,000 can be allocated to Job Readiness training and \$5,000 to Job Specific training.</p>	<p>The total amount of funding requested for each participant cannot exceed \$10,000.</p>
<p>Employer must contribute a minimum 1/3 of the eligible Job Specific Training Costs.</p>	<p>The CJG will cover up to 2/3rd of eligible Job Specific Training Costs. The employer or organization is responsible for all costs not considered eligible.</p>
<p>An employer or organization must not have received or be receiving funding from another government program for any of the eligible Training Costs.</p>	<p>If an employer or organization has or will receive other government funding to cover any of the Training Costs that will be claimed, they are not eligible to apply. This is not applicable to the 1/3 employer contribution.</p>

Appendix A –Requirements for Employment Insurance (EI) and Income Assistance (IA) Clients participating in the CJG Program

The goals of the CJG are to increase participation of British Columbians in the labour force by helping them develop the skills they need to find and keep a job and to increase employer investment in skills training to better align training to job opportunities. It is a priority of the Province to support individuals who are currently unemployed, including those on Employment Insurance and Income Assistance, to obtain sustainable employment.

Individuals who are active claimants in receipt of Employment Insurance (EI) Part I benefits or British Columbia Employment Assistance clients in receipt of Income Assistance (IA) may be eligible for training funded through the CJG if prior approval is obtained from the Ministry of Social Development and Social Innovation (SDSI). 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 and hire an individual who is currently an EI or IA client, the following steps must be taken **before starting training**:

Employment Insurance (EI) Clients

- When applying to the CJG program, the employer must indicate on the application form that they are applying for training for a participant(s) who is currently an EI recipient.
- The participant **MUST** complete and submit a Participant Information Form to the CJG program via the secure upload within no less than 5 business days prior to the start of training in order for pre-approval to be obtained from SDSI.

Income Assistance (IA) Clients

- When applying to the CJG program, the employer must indicate on the application form that they are applying for training for a participant(s) who is currently an IA recipient.
- If you are an IA recipient, you must contact your Employment Assistance Worker at the SDSI Service Delivery Division to ensure that your Income Assistance will not be impacted while you are participating in training under the CJG.
- Additional questions regarding Income Assistance should be directed to SDSI at 1-866-866-0800.