

Trade Courses Support Policy

Effective: April 01, 2025



Lheidli T'enneh

Wheni Lheidli T'enneh ts'inli

This Trade Course Support Policy was passed at the Lheidli T'enneh First Nation Council meeting on the 14th March 2025. The policy will be effective on April 1, 2025.


Chief


Councillor


Councillor


Councillor


Councillor

Councillor

Councillor

1. Purpose

The purpose of this policy is to provide financial assistance to Lheidli T'enneh First Nation (LTFN) members who wish to enroll in trade courses that are not eligible for funding through the Post-Secondary Education Support Policy. This policy outlines the process for determining funding eligibility and allocation.

2. Eligibility Criteria

- Applicants must be registered LTFN members.
- The trade course must not be eligible for funding through the existing Post-Secondary Education Support Policy.
- The trade course must provide recognized certification or credentials in a skilled trade or vocational field.

3. Funding Process

Step 1: Initial Funding Consideration

- Any request for trade course funding must first be submitted to the Education Department and the Capacity Development and Training Department.
- These departments will assess whether the requested course can be funded through any available funding sources under their respective budgets.

Step 2: Secondary Funding Consideration

- If the funding request cannot be accommodated within the Education Department or Capacity Development and Training Department's existing funding sources, the request may be considered under this new Trade Courses Support Program.
- The Capacity Development and Training Department will oversee the allocation of funds from a designated funding pool for trade course support.

4. Program Administration

- The Capacity Development and Training Department will be responsible for maintaining this Trade Courses Support Program, including managing applications, processing requests, and ensuring compliance with funding guidelines.
- An annual budget will be required to sustain the program, and a designated funding pool will be established to support trade course requests.

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- LTFN will be contributing \$100,000.00 in a FY towards this initiative. Economic Development department will make all effort to cover this expense through contributions from revenue sharing agreements for this initiative.
- A maximum funding ceiling of \$10,000.00/member will be applicable annually (Fiscal Year, April to March) to ensure financial sustainability and equitable distribution of funds.
- To ensure broad access, applicants will be limited to one funded program per fiscal year, preventing repeated use by a single member at the expense of others.
- This funding will cover the tuition, books and material supplies, and living allowance, in this order, within the maximum funding ceiling applicable.
- The living allowance will not exceed a total of 12 weeks and maximum of \$400.00/week.
- For any member who needs any support beyond listed above, will be considered in a case by case basis.

5. Approval Process

- While the Capacity Development and Training Department will manage the program, final approval for funding under this program will be granted by LTFN Administration by the Executive Director or delegated staff.
- Decisions will be based on budget availability and alignment with LTFN's capacity development priorities.
- The availability of funding will be reviewed periodically to ensure that allocations are made fairly and efficiently.
- Requests will be evaluated based on the applicant's potential to complete the course successfully and contribute to community workforce development.
- Priority may be given to applicants who are first-time recipients of trade course funding to ensure equitable access among LTFN members.
- In cases where demand exceeds available funding, a **ranking system** may be used based on factors such as financial need, career impact, and previous funding history.

6. Review and Reporting

- The Capacity Development and Training Department will conduct an annual review of the program to assess its effectiveness and financial sustainability.
- A report summarizing the program's impact and fund utilization will be submitted to LTFN Administration annually.

- The effectiveness of the program will be measured by tracking completion rates, employment outcomes, and skills development progress among recipients.
- Economic Development Department will make an effort to secure job placements for successful members.
- Surveys and feedback mechanisms will be implemented to quantify the impact of the funding on employment opportunities and workforce development.

7. Amendments to the Policy

This policy may be amended as necessary to ensure its effectiveness in supporting LTFN members pursuing trade courses. Any amendments will require approval from LTFN Council.

Appendix

1. Annual Review Format

Objective: Assess the effectiveness and financial sustainability of the Trade Courses Support Program.

Review Period: [Specify Fiscal Year]

Review Conducted By: [Department Name]

Review Date: [Date]

Evaluation Criteria:

- Total number of applicants
- Number of approved funding requests
- Number of completed trade courses
- Success rate (certification obtained)
- Budget utilization and remaining funds
- Challenges and recommendations for improvement

Findings Summary: [Provide a brief summary of the findings from the review]

Recommendations: [Provide a list of recommendations for program improvement]

Approval Signature: [Reviewer Name & Position]

2. Annual Impact Report Template

Trade Courses Support Program Impact Report

Fiscal Year: [Year]

Prepared By: [Name & Position]

Submission Date: [Date]

1. Program Overview

Provide a brief summary of the program's purpose and its role in skill development within the community.

2. Key Statistics

- Total applications received: [Number]
- Approved applications: [Number]
- Completed courses: [Number]
- Certifications obtained: [Number]
- Employment placements post-training: [Number]
- Funds utilized: [Amount]
- Remaining budget: [Amount]

3. Beneficiary Testimonials

Include quotes or stories from program participants on how the funding has helped them.

4. Challenges & Recommendations

- Key challenges encountered
- Strategies for program improvement

5. Approval & Submission

Submitted to: [LTFN Administration] **Approved By:** [Name & Position]

3. Completion Rate & Employment Outcome Tracker

Applicant Name	Course Name	Completion Status	Certification Obtained	Employment Outcome
[Name]	[Course]	[Yes/No]	[Yes/No]	[Employed/Unemployed]
[Name]	[Course]	[Yes/No]	[Yes/No]	[Employed/Unemployed]

Summary: Total Participants: [Number]

Total Completed: [Number]

Total Certified: [Number]

Total Employed: [Number]

4. Feedback Survey Template

Trade Courses Support Program Feedback Survey

1. Name (Optional): [_____]

2. How satisfied are you with the funding process? (Rate from 1-5)

1 - Very Dissatisfied | 2 - Dissatisfied | 3 - Neutral | 4 - Satisfied | 5 - Very Satisfied

3. Did the funding help you complete your trade course?

Yes

No

4. Have you obtained employment in your field after completing the course?

Yes

No

5. What improvements would you suggest for this program?

[_____]

6. Additional Comments:

[_____]