

# Training and Employment Support Services (TESS)

## Guidelines

## *Training and Employment Support Services (TESS)*

### *DEPARTMENT OF POSTSECONDARY EDUCATION, TRAINING AND LABOUR*

*June 2016*

#### **OVERVIEW**

The Training and Employment Support Services (TESS) component of Employment Services Program provides supports to case managed New-Brunswick residents who have a permanent physical, intellectual, psychiatric, cognitive, or sensory disability to participate in training and/or employment opportunities.

The goal of the TESS program is to reduce and/or remove the impact of a person's disability in order to assist the person with a disability to participate in training and/or assist the person with a disability to obtain, to resume employment when it has been interrupted, and/or to maintain employment.

#### **DESCRIPTION**

##### **1. Training Supports**

Supports necessary for a person with a disability to participate in the following academic studies:

- Academic Upgrading 5-6 (literacy and numeracy)
- Academic Upgrading 7-9 (literacy and numeracy)
- Academic Upgrading 10-12 (AHSD)
- GED
- Workplace Essential Skills (WES)
- Post-Secondary Education
- Apprenticeship and Occupational Certification Block Release training
- Employer sponsored training

##### **2. Employment Supports**

Supports necessary for a person with a disability to obtain, to resume employment when it has been interrupted, and/or to maintain employment.

##### **3. TESS Projects**

Projects established with organizations to provide supports necessary to assist groups of persons with disabilities to participate in training and/or employment.

#### **ELIGIBILITY**

##### **1. The person must be:**

- A high school graduate; **or**
- A high school student during part time or summer employment if supports requested are directly related to employment; **or**
- Be at least 18 years of age; **or**

- Be enrolled into an adult learning program.
2. **The person must have a documented permanent disability**
  3. **The impact of the disability must be of such a degree that it restricts the person's ability to participate in training and/or employment on an equal basis with others.**

## REFERRALS

1. **The person must have an active employment action plan**
2. **The employment action plan must:**
  - Have been developed with a PETL Employment Counselor or a Referral Agent recognized by PETL **prior** to the start of the training or employment **and**
  - Have an attainable goal with identified interventions;
  - Identify the person's ability

## PROGRAM ADMINISTRATION

The Department of Post-Secondary Education, Training and Labour has full discretion in the administration of its programs and in the application of these guidelines to ensure funding is provided to those projects that contribute to the fulfillment of its mandate. In applying the program guidelines, the Department of Post-Secondary Education, Training and Labour may take into consideration the following factors:

- Budget Allocation
- Provincial / Regional Priorities
- Geographical Consideration and Population
- Number of applications and / or maximum amount approved per proponent per fiscal year
- Priority Groups

## CONTACTS

Contact	Email	Location
<a href="#">ECLS - Edmundston (Regional Office)</a>	<a href="mailto:dpetlinfo@gnb.ca">dpetlinfo@gnb.ca</a>	<a href="#">121 de l'Église Street</a> Edmundston
<a href="#">ECLS - Fredericton (Regional Office)</a>	<a href="mailto:dpetlinfo@gnb.ca">dpetlinfo@gnb.ca</a>	<a href="#">300 Saint Mary's Street</a> Fredericton
<a href="#">ECLS - Miramichi (Regional Office)</a>	<a href="mailto:dpetlinfo@gnb.ca">dpetlinfo@gnb.ca</a>	<a href="#">152 Pleasant Street</a> Miramichi

<a href="#"><u>ECLS - Moncton (Regional Office)</u></a>	<a href="mailto:dpetlinfo@gnb.ca"><u>dpetlinfo@gnb.ca</u></a>	<a href="#"><u>200 Champlain Street</u></a> Dieppe
<a href="#"><u>ECLS - Péninsule acadienne (Regional Office)</u></a>	<a href="mailto:dpetlinfo@gnb.ca"><u>dpetlinfo@gnb.ca</u></a>	<a href="#"><u>20E St-Pierre Boulevard</u></a> <a href="#"><u>West</u></a> Caraquet
<a href="#"><u>ECLS - Restigouche/Chaleur (Regional Office)</u></a>	<a href="mailto:dpetlinfo@gnb.ca"><u>dpetlinfo@gnb.ca</u></a>	<a href="#"><u>157 Water Street</u></a> Campbellton
<a href="#"><u>ECLS - Saint John (Regional Office)</u></a>	<a href="mailto:dpetlinfo@gnb.ca"><u>dpetlinfo@gnb.ca</u></a>	<a href="#"><u>P. O. Box 5001</u></a> Saint John