

# Training and Skills Development (TSD)

## Guidelines

## *Training and Skills Development (TSD)*

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

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#### **OVERVIEW**

Training and Skills Development (TSD) program has been introduced in an effort to ensure that case managed individuals, whose employment action plan identifies skill development as being necessary, have access to funding to assist them in achieving their goal.

The program provides financial assistance to individuals who enroll and participate in education and skills training programs. The program is determined to be the shortest training path in order to obtain the skills necessary to either successfully transition into today's labour market or obtain/maintain long-term sustainable full-time employment.

#### **DESCRIPTION**

Individuals must meet with an Employment Counselor prior to starting their training program. Together, the Employment Counselor and individual will create an Employment Action Plan which specifies the steps and interventions the individuals should take in order to successfully enter the labour market or obtain/maintain long-term sustainable full-time employment. When training is identified as an intervention, eligible individuals may receive funding through TSD as a contribution towards their training and living expenses.

Individuals may receive funding as a contribution towards the following types of training activities:

- Academic Upgrading- training to increase literacy and numeracy skills, acquire high school prerequisites to access post-secondary training, prepare for the General Educational Development (GED) exams, or prepare for the Adult High School Diploma (AHSD).
- Workplace Essential Skills- provide training in the foundational skills needed to successfully participate in the labour market and are specific to an individual's occupational goals.
- Regular training- programs of up to two years (three years for co-op programs) provided by recognized private or public post-secondary institutions.
- Apprenticeship- Apprenticeship and Occupational Certification provides block learning through practical work experiences and periods of full-time study for 72 designated occupations in the Apprenticeship and Occupational Certification Act and General Regulations.

#### **ELIGIBILITY**

##### **The individual must be:**

- Legally entitled to work in Canada;
- A resident of New Brunswick;
- Unemployed;

- Employment Action Plan;
- Out of the school system (public or alternative schooling) for a minimum of two years;
- The individual must not have accessed full time post-secondary training in the last twelve months;
- The individual must have a letter/confirmation of acceptance from the training institution;
- The individual must commit to attend class.

**The training institutions must be:**

- Private post-secondary institutions; or
- Public post-secondary institutions (e.g. New Brunswick Community Colleges, University of New Brunswick, St Thomas University, etc.); or
- Private Academic Upgrading Providers; or
- Community Adult Learning Programs (CALP); or
- An approved WES training provider, AND
- Must be listed in the Recognized Training Providers list.

**Regular training:**

- The programs and/or courses are limited to post-secondary education that provides a person with the required specialized skills and knowledge and leads to employment in a specific field.
- CPR (Cardiopulmonary resuscitation) training, safety training, and driver's license are not eligible.
- Professional development is not eligible (Professional development: training to enhance knowledge or upgrade skills in a particular occupational field where the client already has the skills and can find employment but where the upgrade in skills will enhance his/her employability).
- Maximum training duration is two consecutive years or three consecutive years for co-op programs.

**Note:** Different/additional eligibility criteria may apply depending on the training type that is being accessed by the individual. Employment Counselors will provide the required information as part of the Employment Action Plan process.

## FUNDING

For eligible individuals, TSD funding may contribute to the following training related costs:

- Income support
- Income replacement
- Tuition
- Books
- Equipment
- Computer
- Tutor
- Exam/certification
- Student fees
- Childcare
- Transportation
- Second residence

**Note:** Eligibility for the above costs is established by the Employment Counselor based on the Employment Action Plan, the training type, and the individuals' circumstances.

## 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

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