

HAINES JUNCTION TRAINING TRUST FUND SOCIETY

BOX 5323, HAINES JUNCTION, YT Y0B 1L0

About the Fund:

The HJTTF Society is funded by the Department of Education, Advanced Education Branch. Applications are reviewed by the Society Board (consists of eight members, residents from the Haines Junction and Champagne-Aishihik Traditional Territory). Applications are assessed based on eligibility, merit and financial need.

Purpose of the Training Fund:

The main purpose of the Fund is to support training that is responsive to industry and employee training needs from entry-level skills development to career development. The Fund is meant to build skilled labour in response to local and Yukon needs.

Objective of the Training Fund:

To support residents of Haines Junction and Champagne-Aishihik First Nations traditional territory by providing educational opportunities to increase employment knowledge, skills and abilities to a high standard.

Goals Include:

- Fund short-term training that will advance and enhance the Yukon labour force.
- Fund individuals who wish to retrain or refresh skills.
- Increase training opportunities and partnerships

Expected Results:

- Increase the number of people with the skills necessary to obtain work in various economic sectors.
- Support training that increases opportunities for Yukon workers to obtain employment and diversify their income, especially locally.

Who can apply?

- Must be a resident of Haines Junction or Champagne-Aishihik Traditional Territory for at least one year.
- Must be 18 or older (no educational level restriction).
- Must have sought other sources of funding (TIA, Social Assistance, RPAY, LDAY, etc.) as well as indicate financial need.
- Must have applied to a registered institution or credentialed course.

Who cannot apply?

- A person taking the course as part of a diploma/degree program.
- A person who works for any level of government or who is applying for a course required by employer.

Evaluation of Application:

- Must have completed the application for Training Trust Fund assistance legibly and signed it.
- Must state how taking the particular course or workshop could lead to *greater employment opportunities* (skill enhancement, essential skills).
- Applications must be received by the Monday prior to the quarterly meeting.
- Courses will not be funded retroactively.

Restrictions for funding:

- The Training Trust Fund Society Board reserves the right to refuse funding.
- Applicants *must* attend a minimum of 75% of classes and complete the course.
- Invoices/payment receipts must be received by the Treasurer not more than 30 days after course completion. If not, the TTF is not obligated to reimburse. Approved applications that remain incomplete for more than 90 days, inclusive of the initial 30 day deadline, will be considered inactive and the applicant's file will be closed.

Meeting Dates:

The Training Trust Fund Society Board meets quarterly on the last Wednesday of the month. Upcoming meetings:

- May 25, 2016
- August 31, 2016
- November 30, 2016
- February 22, 2017

Eligible Costs:

- Registration or tuition for the course (receipts required)
- Consumable materials, textbooks, supplementary materials (receipt required)
- If travel is required, costs such as accommodation or fares may be considered.

Training Eligible for Funding:

- First aid and rescue courses
- Entry level skill training in areas such as finances, marketing, web design, tourism, mining, etc.

Application/Agreement Haines Junction Training Trust Fund Society

Identification Information (You)

Last Name		First Name and Initial	
Gender	First Nation YES NO	Date of Birth	
Permanent Address			
City		Territory	Postal Code
Home Phone Number		Alternate Phone Number	
Number of Years in Haines Junction Area:			

Course Details

Course Name		
Training Institution		
Location		
Duration	From:	To:
Costs (Including GST)		
Tuition		
Books		
Other (Please Specify)		
Total		
Your Contribution Amount		
Are travel supports required (e.g. for disability)? Please explain.		

Sources of Financial Support Details

Current/Last Employer	
Status	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Self-Employed <input type="checkbox"/> Casual <input type="checkbox"/> AOC <input type="checkbox"/> Retired <input type="checkbox"/> Other (Please Specify)
Other Sources of Funding and Amount Provided	

Other Important Information

Describe why you are taking this course and how it will help you retain or gain employment. How might this course increase your knowledge, skills or abilities?
What other information can you provide which will assist us in considering your application?

Applications will be considered on the basis of merit and financial need. Please make sure you have completed the application thoroughly. By signing below, you agree that all information is accurate and that you accept the terms of our funding.

Signature _____ Date _____

Please submit all application documents to:

Haines Junction Training Trust Society,
Box 5363, Haines Junction, YT Y0B 1L0

Or

The Village of Haines Junction Office

Office Use Only:
Date Application Received:
Date Application Reviewed:
<input type="checkbox"/> Approved <input type="checkbox"/> Not approved