



Wikwemikong Development Commission o/a  
Enaadmaagehjik

**Wii-ni n'guch-tood**  
Labour Market Services (LMS)

# Course Purchase Guidelines

## 1.0 Objective

Course Purchase funding is designed to assist band members with training initiatives that improve their employability and self-sufficiency.

## 2.0 Scope

### 2.1 Wiikwemikoong Unceded Territory Band Members

The client must provide proof of WUT band membership.

### 2.2 Non WUT Band Members

If the client is not a registered WUT band member:

- a) Wii-ni n'guch-tood LMS will forward a request for funding to the home LDM of the applicant;
- b) If the home LDM approves the requested amount WLMS will follow the home LDM's contracting procedures;
- c) If the client's home LDM does not approve the request the WLMS will accept the other LDM's decision.

### 2.3 Non-Eligible Clients

WLMS will not fund non-aboriginal clients as funding is designated for Aboriginal people.

## 3.0 Approval Limits

WLMS can potentially approve Course Purchase requests up to a maximum of \$22,000.00. Requests greater than \$22,000.00 must be approved by the WDC Board.

### 3.1 Eligible Applications

WLMS's funding is prioritized for unemployed band members. WLMS does not fund employed band members, with the exception of:

- a) Apprentices who can apply every year (provided it is a continuation of previous training); and/or
- b) Band members who can demonstrate themselves to be underemployed:
  - i) Underemployment for our purposes is defined as "the underutilization of a band member's skills, experience and/or availability to work".

### 3.2 Training Requirements

- a) The training program must be one year or less;
- b) The training program must be accredited and/or sanctioned according to ministry standards;

- c) The training program must be career and/or work related – WLMS does not fund first-year non-specific training programs (e.g. General Arts and Science);
- d) The training program must be within the province where the client resides; or
- e) Out-of-province training programs will be considered under special circumstances.

### 3.3 Ineligible Expenses

Ineligible expenses include but are not limited to:

- a) Emergency funding;
- b) Reimbursements (purchases made prior to submitting application to WLMS);
- c) Upgraded and/or optional training material/supplies that are not considered compulsory for the training program;
- d) Absenteeism without third-party professional validation (i.e., doctors, lawyers, social worker, funeral director etc.).

### 3.4 Time Frame for Assessment

The minimum duration for proper intake and assessment of a completed application is twenty (20) to thirty (30) business days. A completed application is one where the client has submitted all required documentation as prescribed in the Application for Course Purchase Checklist (CKL-LMS 003).

## 4.0 Client Responsibilities

The client is responsible for submitting the following information:

- a) Bi-Weekly Attendance/Child Care (if applicable)/ Travel (if applicable) forms to process bi-weekly payments.
- b) Copy of marks and certificates from the training program;
- c) Notification of any changes regarding their situation that may affect their ability to complete the training program;
- d) Formal written notification of cancellation/withdrawal from the training program;
- e) Employment status twelve (12) months after completion of the training program.

### 4.1 Client Eligibility for Funding

Band members are eligible for Course Purchase funding once a year (Twelve months prior to the application date).

## 5.0 Compliance

Failure of the client to fulfil obligations under [Section 4](#) will result in the client being ineligible to access WLMS Course Purchase funding for a period of four (4) years.



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## CP Application Checklist

Name: \_\_\_\_\_ Application Date: \_\_\_\_\_

Course/Program: \_\_\_\_\_ Training Provider: \_\_\_\_\_

Start date: \_\_\_\_\_ End Date: \_\_\_\_\_

Deadline for Course Purchase Applications:

- **May 6, 2024** (applications requiring \$500 security deposit)
- **June 3, 2023** (all other applications)
- **\*\*Continuous intake for applications that are 12 weeks or less and apprenticeship programs\*\***

<b>Apprentice:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Trade:</b>	<b>Level:</b>
Last Institution attended:		
Duration:		
Apprentices are not required to complete #5 of the checklist.		

Note: Wii ni n'guch tood LMS staff are authorized to add or note non-applicable forms relevant for each program. *The minimum duration for proper intake and assessment of a complete application is twenty (20) to thirty (30) business days (Course purchase guidelines – Section 3.4)*

- |   |  |
|---|--|
| <input type="checkbox"/> 1. Updated Resume                      | <input type="checkbox"/> 7. Essay/Career Plan (CKL-LMS005)                     |
| <input type="checkbox"/> 2. Copy of status card (front & back)  | <input type="checkbox"/> 8. Conflict of Interest form-LMS008                   |
| <input type="checkbox"/> 3. Client Registration form LMS002     | <input type="checkbox"/> 9. Photo Release-LMS012                               |
| <input type="checkbox"/> 4. Data Disclosure-LMS003              | <input type="checkbox"/> 10. Birth Certificates of dependant(s)(if applicable) |
| <input type="checkbox"/> 5. Training Information/Course Outline | <input type="checkbox"/> 11. Direct deposit information LMS014                 |
| <input type="checkbox"/> 6. Acceptance Letter-Training Provider | <input type="checkbox"/> <b>12. ALL FORMS ARE SIGNED AND COMPLETED</b>         |

### LMS Staff only:

Initial ARMS input – Intake  Yes  No  
Approval input – ETO  Yes  No

LMDA check  Yes  No  
Is the client compliant?  Yes  No

### APPLICATIONS MUST BE SENT TO: ADMINISTRATIVE SUPPORT WORKER – DINAH PELTIER

Email: [administrationlms@wikydevcom.ca](mailto:administrationlms@wikydevcom.ca) Fax: 705-859-2000 Telephone 705-859-3001

Notes:

\_\_\_\_\_

Only return the application form and the requested documentation.  
Do not return the guidelines. These documents are for your information



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## **GUIDELINES FOR ESSAY**

**Essay must be 100-300 words**

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### **Must provide the following information:**

1. Indicate your program of choice and why?
2. Provide a list of three possible employers.
3. Future plans after graduating/long term goals.
4. Research labour market in your region.



## Client Registration Form

Date: \_\_\_\_\_

### Client Identification

Have you ever accessed funding from Wii-ni n'guch-tood LMS?  Yes  No

If yes, for what purpose: \_\_\_\_\_ Year: \_\_\_\_\_

Social Insurance Number:	Last Name:	First Name:	Middle Initial:
Phone Number #1:	Alternate Number:	Email Address:	
Date of Birth: (dd / mm / yy):		Disability: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Language: <input type="checkbox"/> English <input type="checkbox"/> Other: _____ <input type="checkbox"/> Written <input type="checkbox"/> Spoken	
Band Name:		Band Number (10 digits):	
Address (Place of residence):		Mailing Address (if different):	
City:	Province:	Postal Code:	City: Province: Postal Code:

### Status at time of application to determine eligibility for allowance – Check ALL that apply

Employment:	Residency:	Financial Recipient of:	Family Status:
<input type="checkbox"/> Employed <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> Self-Employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Student	<input type="checkbox"/> Status <input type="checkbox"/> Non-Status _____ <input type="checkbox"/> On Reserve <input type="checkbox"/> Off Reserve	<input type="checkbox"/> Social Assistance <input type="checkbox"/> Canada Pension Plan <input type="checkbox"/> Ontario Disability Support Program <input type="checkbox"/> Workers Compensation <input type="checkbox"/> Employment Insurance <input type="checkbox"/> Employed Spouse <input type="checkbox"/> No Income <input type="checkbox"/> OSAP	<input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Married or Equivalent <input type="checkbox"/> Number of Dependants _____ Spouse's Name: _____
Highest grade completed: _____ Did you receive a diploma? _____ If yes, what year? _____			

### Barriers to Employment – Check ALL that apply

<input type="checkbox"/> Education <input type="checkbox"/> Language <input type="checkbox"/> Economic <input type="checkbox"/> Remoteness	<input type="checkbox"/> Lack of Labour force attachment <input type="checkbox"/> Lack of work experience <input type="checkbox"/> Dependent care <input type="checkbox"/> Physical, emotional, or mental health	<input type="checkbox"/> Lack of marketable skills <input type="checkbox"/> Lack of transportation <input type="checkbox"/> Substance Abuse <input type="checkbox"/> Other barrier not listed: _____
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### Service Type (Check one)

<input type="checkbox"/> Course Purchase <input type="checkbox"/> Mobility Assistance <input type="checkbox"/> Skill Enhancement <input type="checkbox"/> Apprenticeship	<input type="checkbox"/> Pre-registration <input type="checkbox"/> Targeted Wage Subsidy <input type="checkbox"/> Projects <input type="checkbox"/> Self Employment Assistance	<input type="checkbox"/> Adult Education <input type="checkbox"/> Youth Focus <input type="checkbox"/> Waa-naang-izheyaanh (SSEP)
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### Training/Employer Information

Training Provider/Employer: \_\_\_\_\_

Training Type/Job Title: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Duration: \_\_\_\_\_

### Financial Assistance Required

Living Allowance: <input type="checkbox"/> Yes <input type="checkbox"/> No	Child Care: <input type="checkbox"/> Yes <input type="checkbox"/> No
Books:	Tuition:
Other:	

I certify to the best of my knowledge that the above information is accurate and complete and I understand that it may be subject to verification by the Wii-ni n'guch-tood or its representatives.

Signature of Client

Date

Signature of LMS Representative

Date



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## Client Consent to Data Disclosure

I authorize an ongoing exchange of information between the Wii-ni n'guch-tood L.M.S. and

- a) Service Canada (Human Resource Development Canada);
- b) Wikwemikong Unceded Indian Reserve (band administration/payroll/Ontario Works) and related departments;
- c) Wikwemikong Board of Education/Counsellor: \_\_\_\_\_ Telephone: \_\_\_\_\_
- d) Training Institution/College: \_\_\_\_\_
- e) Social Assistance/Ontario Works/Caseworker: \_\_\_\_\_ Telephone: \_\_\_\_\_
- f) Other (please list): \_\_\_\_\_
- g) Banking Information: Authorization Signature \_\_\_\_\_

This information exchange relates to my application for assistance with employment services and training programs associated with the Wii-ni n'guch-tood. I realize this information will be used only as an aid in vocational guidance and for verification of Employment Insurance (E.I.) and other eligibility requirements.

For Statistical purposes the trainee agrees to update Wii-ni n'guch-tood LMS on employment status 12 months upon completion of intervention. Trainees can either mail/telephone/fax information to: Enaadmaagehjik (Wikwemikong Development Commission) 2102 Wikwemikong Way, Wikwemikong, ON POP 2J0 Telephone (705) 859-3001 Fax (705) 859-2000 or Toll free 1-888-801-9422

I also authorize the release of my progress report, final grades and certification to the Wii-ni n'guch-tood L.M.S. staff.

I acknowledge that I have read and received a copy of the Policies and Guidelines for my reference.

CLIENT: \_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Signature

*Note: This form will be kept on file for a period of 12 months from the date of signature.*

### Privacy and Access to Information:

Information on this form is collected under the authority of the Employment Insurance Act, and is to be used for the administration of the employment benefit to which you have applied. Completion is voluntary; however, failure to complete this form will result in you not being considered for the employment benefit. The information collected may be shared with the Canada Revenue Agency and/or the Department of Justice for the purposes of administering the Income Tax Act and/or the Family Orders and Agreements Enforcement Assistance Act. The information will also be shared with Social Development Canada to administer the Employment Insurance Act. The information may also be used for policy analysis, research and/or evaluation purposes. In order to conduct these activities, information under the custody and control of Human Resources and Skills Development Canada may be linked. Your personal information is administered in accordance with the Employment Insurance Act and the Privacy Act. This authorization will remain in effect until I give written instruction to cancel the authorization.



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## Conflict of Interest Form

**Are you related directly (i.e. family member) to the Employment Training Officer or Operations Supervisor/Intake Worker and/or staff at Wii-ni n'guch-tood L.M.S.**

This acknowledges that even if there is no direct conflict of interest, any potential or perceived conflict of interest is being declared in order to prevent misunderstandings. The Employment Training Officer or Operations Supervisor/Intake Worker acknowledges that the program intervention stated in the contract is based on individual need of the client and is not agreed upon as a result of any relationship between the Employment Training Officer or Operations Supervisor/Intake Worker and the client.

The term "Immediate Family" means:

Spouse (including same sex and opposite sex partners in a legal marriage or a common law relationship), son, daughter, father, mother, brother, sister, stepson or stepdaughter, or a person residing in the same household.

This document recognizes the Declaration of Conflict of Interest between the undersigned and understands and agrees to the terms outlined within.

- I declare no Conflict of Interest;**
- If conflict, please indicate staff member name below.**

Staff Member: \_\_\_\_\_ Client/Applicant Relationship: \_\_\_\_\_

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

Employment Training Officer/Operations Supervisor/Intake Worker:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date



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## Photo/Statement Release Form

I hereby grant Wii-ni n'guch-tood Labour Market Services (WLMS) to use my photograph and/or any statements made by me in any and all of its publications, including website entries, without payment or any other consideration.

I understand and agree that the photo and/or statement will become the property of WLMS and will not be returned.

I hereby authorize WLMS to edit, alter, copy, exhibit, publish or distribute this photo and/or statement for purposes of marketing WLMS programs or for any other lawful purpose. In addition, I waive the right to inspect or approve the finished product, including written or electronic copy, wherein my photograph appears.

I hereby hold harmless and release and discharge WLMS from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

- I give permission to WLMS to use my photo in any publications and/or website entries by Wii-ni n'guch tood L.M.S.
- I do NOT give my permission to WLMS to use my photo in any publications and/or website entries by Wii-ni n'guch tood L.M.S.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name and Date)

**If the person signing is under age 16, there must be consent by a parent/ guardian as follows: I hereby certify that I am the parent/guardian of \_\_\_\_\_, named above, and do hereby give my consent without reservation to the foregoing on behalf of this person.**

\_\_\_\_\_  
(Parent/Guardian's Signature)

\_\_\_\_\_  
(Parent/Guardian's Printed Name and Date)





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## Direct Deposit Authorization

Wii-ni n'guch-tood L.M.S. can do deposits locally with the three banks listed below.

TD Canada Trust

Bank of Montreal

Royal Bank of Canada

Clients with accounts at other banks can have their allowance deposited via Electronic Funds Transfer (EFT) All EFT transactions require an email address associated with your bank account.

Please provide your email address: \_\_\_\_\_

To eliminate errors and to ensure your payment is processed in a timely manner, please submit either:

➔ A Direct Deposit/Pre-authorized form issued from your financial institution Yes

➔ A cheque marked 'VOID' for chequing accounts Yes

I authorize the Wii-ni n'guch-tood L.M.S. to deposit my training allowance directly into my bank account. I understand that this information is collected in order to register for Direct Deposit service with a Canadian Chartered bank.

I will notify Wii-ni n'guch-tood L.M.S. immediately if I change banks, branches or close my account.

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)