

Trainee Allowance Guide

What is Trainee Allowance?

The trainee allowance is a weekly rate paid to eligible participants of trainings which are a minimum of 30 hours, and for which the participant is not eligible for any other allowances.

There are currently two types of trainee allowances:

1. Weekly trainee allowance

Weekly basic living allowance for trainees

2. Childcare allowance

Weekly allowance for trainees with dependants 12 years old and under

Who is eligible?

If the participant is...

- 1. in training that is a minimum of 30 hours or 4 days;
- 2. **not** already receiving a training allowance from KI, being paid by their employer or receiving any other allowance to take the course;
- 3. AND they fall into one of the categories below, they are likely eligible.

Situation	Eligible?
Unemployed, not receiving EI, CSST, or QPIP	Yes
Receiving Employment Insurance (EI)	Only childcare allowance is paid
Employed but will not receive a salary during the training period (employer must confirm in writing)	Yes
EI benefits expired during the course of their training	Yes

Important Notes

- Participating in training will not negatively effect trainees' receipt of EI benefits. We encourage ALL participants
 receiving EI to submit a Training Allowance Request Form so that the Student Project Officer can inform Service
 Canada that the participant is attending training and ensure their EI is not penalized.
- Any participant taking long term training or upgrading should apply for EI (if eligible), as they will receive higher rates from EI than from Trainee Allowance.
- If the training is the minimum hours for which the KRG provides allowances and the participant has not completed all 4 days, or all 30 hours, they will not be eligible for allowance.

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Why could someone be denied trainee allowance?

- Do not meet eligibility criteria (e.g. employed individuals receiving income during training)
- If receiving EI and has no dependants
- If they are self-employed

Rates

- As you can see on the Allowance Rates document, Trainee Weekly Allowance Rates vary based on:
 - o the number of dependants the trainee has;
 - actual attendance in training (as determined by the instructor). Payments can be higher or lower than
 the weekly rates listed as they are calculated by the number of hours of training completed by the
 participant.
- Childcare Rates apply to trainees with dependants 12 years old and under. These rates vary based on the childcare situation of the child.
- Please refer to the **Allowance Rates** document for details of rates.

Host Family Boarding

- For trainees taking training outside of their community and staying with a family, the KRG also offers a Family Boarding rate paid directly to the family for hosting the trainee.
- The host family must complete a **Family Boarding Claim**.

Pay Calendar

Trainee allowances are paid every 2 weeks on a Thursday. In order for the Student Project Officer to submit the completed pay list to the KRG finance department on time, attendance sheets and forms must be submitted no later than the Friday after the pay day at 5pm.

Please refer to the Pay Calendar for pay dates.

What is the process?

- 1. During orientation (Day 1 of training), Instructors should provide information on Trainee Allowances and have copies of the **Training Allowance Request** form available.
 - a. Note that there are two versions of the Training Allowance Request form **Basic Request** or **Upgrading Request**. The Upgrading Request requires <u>staff from KI to fill out Part 3</u>.
 - b. Participants can also approach the Local Employment Officer (LEO) in their community to get support with filling out the form.

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- 2. Participant fills out the Training Allowance Request form.
 - a. **Important Note!** Please review the forms thoroughly with participants before submission as the most common reason that payments are delayed or not delivered is due to incomplete or inaccurate information.
 - b. Fields that often get missed include:
 - birthdate (both for applicant and dependants)
 - Social Insurance Number
 - PO Box
 - Who provides care currently for the dependant children (e.g. daycare, student, or babysitter).
- **3.** Participant submits the **Training Allowance Request form** to the Student Project Officer along with either a <u>direct deposit form</u> from their bank OR a <u>void cheque</u>, and, if required, a letter from their employer confirming they will not be paid for the period they are receiving training.
 - a. Please note, handwritten bank account numbers will not be accepted.
- Instructors must complete and submit the Training Attendance Sheet directly to the Student Project Officer biweekly on Friday afternoons, following our Pay Calendar.
- **5.** Submit all forms to:

Sheila Gordon, Student Project Officer ShGordon@krg.ca or by fax to 819-964-2934

Partner Resources

To access all of the required documents (listed below), please visit the **Partner Resources** section of the Sustainable Employment Department page at www.krg.ca.

- 1. Training Allowance Request Form
- 2. Training Attendance Sheet
- 3. Allowance Rates
- 4. Pay Calendar
- 5. Family Boarding Claim

Questions?

Have any questions? Email etprograms@krg.ca and a member of our team will get back to you.

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