

What is Trainee Allowance?

There are currently two types of trainee allowances:

- ## Who is eligible?

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.

Important Notes

- Last updated: Sept. 2021



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:
 - 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 staff from KI to fill out Part 3.
 - b. Participants can also approach the Local Employment Officer (LEO) in their community to get support with filling out the form.



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 direct deposit form from their bank OR a void cheque, 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.
4. Instructors must complete and submit the **Training Attendance Sheet** directly to the Student Project Officer **bi-weekly** 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.