

How do I start?

BEFORE YOU HIRE

Contact

Careers for Everyone

at

403-556-3808

or for more information
visit our website

at

www.c4e.ca

BEFORE YOU HIRE CONTACT



A division of

Accredited Supports to the Community

**Telephone
(403) 556-3808**

Before you hire

Consider

Workplace Training



A division of Accredited Supports to the Community

What is it?

- Workplace Training (WPT) is a program funded by Alberta Employment and Immigration (AE&I).
- It provides money for employers and new employees to implement a training plan to learn specific work skills.
- The program reimburses employers up to 70% of the employee's wage, to a maximum of \$390.00/week for up to 6 months
- The subsidy enables the employer to design a training program specific to the position

Who is eligible?

Employers

- Employers must carry a minimum of \$2 million liability insurance, WCB Coverage and possess a business license
- Work position(s) must be at least 30 hours per week
- Wage/Salary must be competitive within the industry

Trainees/Employees

- Eligible Albertan who needs to learn specific skills to gain employment

How is it done?

- A company identifies a new employee who needs specific training for a position.
- The employer contacts '**Careers for Everyone**' (C4E)
Phone 403-556-3808 or email admin@c4e.ca for assistance
- C4E assists the employer to develop a detailed job/position description and contact AE&I to confirm eligibility.
- Progress reports and invoices are submitted to AE&I, employers are reimbursed for the amount of subsidy granted.

Why would I do it?

- It is an effective resource to develop a skilled workforce
- It assists Employers to recruit, select and retain great staff
- Administration is minimal
- Ongoing assistance for employers is readily available through staff at **Careers for Everyone**