

Subject: Workplace Training

Number: ETS-2016-005

Date Issued: December 2, 2016

Issuer: Deb Kaweski  
Executive Director  
Policy, Evaluation and Collaboration Branch  
Alberta Labour

Distribution: **Labour**  
Workforce Strategies Division:  
Policy, Evaluation and Collaboration  
Regional Employment and Training  
**Human Services**  
Employment and Financial Supports Division  
Common Service Access Division:  
Common Service Delivery  
**Advanced Education**  
Foundational Learning  
Student Aid Alberta  
**Training Providers**  
All public subscribers to Alberta Works Updates Distribution list

---

**BACKGROUND:**

As part of the Government of Alberta's work in reviewing the delivery of its employment and training programs, the ministries of Advanced Education (AE), Human Services (HS) and Labour shifted responsibility for various existing programs. As part of the Mandate Alignment, Labour is the lead for Workplace Training (effective April 1, 2016).

An initial technical review of the Workplace Training policy has been completed, with revisions to reflect the Mandate Alignment, provide additional clarity on program eligibility, and update policy criteria with respect to the minimum wage.

Highlights of the policy and technical changes:

- 1) Identification of Labour as the program lead.
- 2) Removal of web links that are no longer relevant or point to a web page that has been removed.

- 3) Incorporated existing General Programs and Services Eligibility for Individuals
- 4) On-the-Job Training (OTJ) and Paid Work Experience (PWE) contributions updated to reflect changes to the Alberta minimum wage.

**INTENT:**

Additional information on general individual eligibility will provide clarification for program participants, making the policy less cumbersome and easier to understand.

Revised information on the minimum wage will allow for the policy manual to remain up-to-date while the Government of Alberta phases in changes to the minimum wage.

**POLICY:**

The following policy has been updated:

[Workplace Training](#)