

Subject: Exposure Courses Policy Update

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Effective Date: Immediately

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BACKGROUND:

Exposure Courses is an element under Career and Employment Information Services (CEIS). Exposure Courses provide job ready individuals with funding for short-term courses in order to assist individuals to obtain the certification and/or the job specific skills they require to meet conditions of employment in a specific occupation as prescribed by employer or industry expectations.

Updates to the Exposure Courses policy:

- Additional references for Authority to provide Exposure Courses
 - Acknowledges in greater detail the agreements or legislation that provides Authorized Officials the authority to offer specific programs or services
- Expanded criteria for Training Providers
 - Clarification that Training Providers must be separate and distinct from the employer and must be in the business of being a training provider
- Expanded criteria for Program Components
 - Specifically states what an Exposure Course is to do and what it is to contain i.e. elimination of a barrier to employment, specific completion time, and the monitoring of progress and completion.

- Removes the “not through distance learning or correspondence” stipulation to acknowledge the ability to deliver Exposure Courses in other settings beyond formal classroom i.e. online

INTENT: The Exposure Courses Policy has been updated to:

- Enable delivery staff to improve processes
- Provide easy access to the legislation and federal agreements that provide the authority to deliver this service
- Remove the possibility of an employer acting as a training provider and being paid to train their own staff
- Acknowledge how Exposure Courses are currently delivered in other formats beyond classroom
- Provide additional components of an Exposure Course for an Authorized Official to consider when making a decision on a request
- Align with federal expectations and practices.
- Provide resources in support of the policy with the inclusion of hyperlinks to Process, Related Policies, and Appeal/Review of Decision information.
- Remove references to “Human Services” and visually align with recent policy updates i.e. [ETS-2021-003](#)

POLICY: The following CEIS policy was updated:

- [Exposure Courses](#)