
Memorandum

Subject: Occupational Training programs 12 weeks or longer in duration

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Human Services Common Service Access Division:
Common Service Delivery
Tuition-based Public and Private Training Providers

MESSAGE:

In the previous memo ([ETS Memo–2013-007](#)) dated August 16, 2013 on the same subject, we committed to sharing additional information to support a smooth transition of funding for learners commencing Occupational Training programs 12 weeks or longer in duration on or after April 1, 2014.

We have received a number of questions asking about “grandfathering”. Our deliberate choice not to use this terminology is intended to reduce potential confusion or misunderstandings.

In question L3 of the [Q & A document](#) – the answer reminds the reader that the development of a Service Plan is to identify the activities and training programs needed to achieve a career goal. It does not assign or guarantee funding for any or all of the training programs recommended. An application for financial assistance is required for each period of training.

Individuals who submit a Learner Income Support application are issued a funding decision letter advising them of their eligibility. The funding decision letter is Human’s Services commitment to provide Alberta Works funding for the training period identified. Operationally, the training period details may be captured in Mobius using one or more sessions however the commitment to fund is based on the training period outlined on the funding decision letter. Human Services’ commitment to funding ends when;

- a learner fails to complete their program,
- a learner is terminated from the program,
- a learner withdraws from the program or
- the program is cancelled.

As a general rule, Occupational Training programs are delivered without an interruption. In accordance with [policy](#), when there is a break between sessions of three or more weeks, a second funding application is required. As the second funding application is treated as a new request for funding:

- If the training period commences prior to April 1, 2014, an individual may apply using a Learner Income Support application.
- If the training period commences on or after April 1, 2014 the individual will apply to Student Aid Alberta.

A question has also been raised in regards to Human Services' commitment to provide Alberta Works funding to the end of an Occupational Training program for learners authorized to attend at a reduced course load. A decision has yet to be made and will be addressed in a future communication.

Any additional questions, in relation to the transition of Occupational Training should be discussed with your regional Human Services' representative. We remain committed to sharing additional information or clarification, as required, to support a smooth transition.