
Memorandum

Subject: Training and Employment Service Request – EMP 0016

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Issuer: David Schneider
Executive Director
Employment and Financial Program Policy

Distribution: Human Services Employment and Financial Supports Division
Human Services Common Service Access Division:
Common Service Delivery
Tuition and Contract-based Public and Private Training Providers

MESSAGE:

A multi-purpose form has been developed to assist in the collection of key pieces of information for individuals requesting training and employment services. The "[Training and Employment Service Request](#)" form establishes the essential information to be collected and maintained in Mobius, when training and/or employment services are provided. The four key areas of information are:

- Personal Information
- Education
- Employment
- Employment Insurance

The front page of the "Training and Employment Service Request" form has been designed to support in-person service delivery. Albertans requesting training and employment services should be asked to update their information in Mobius on each visit.

Completion of the back page will vary, based on the training and/or employment service an individual is accessing. Each section lists the type of participant expected to sign the declaration/acknowledgement. Signatures are not required if an individual has completed a Learner Income Support Application. Forms with signatures in one or more of the sections, must be retained in accordance with records management practices. Unsigned forms are considered to be transitory records and may be disposed of once the information collected has been recorded in Mobius.

Service providers who have developed their own data collection tool may choose to continue to use their own form, as long as all of the essential data elements and signatures are collected.

Three questions have been included to facilitate discussion and assist in the determination of the individual's eligibility for training and employment services. The responses to the following questions are not expected to be collected in Mobius:

- Personal Information - Status in Canada
- Employment Information - What was your reason for leaving?
- Education Information - Have you received government funded training in the past 4 years?

As a result of the recent cabinet changes, a specific department name will be added to the form at a later date. In the interim, it is recommended that only small quantities be printed. Please begin distributing this new form and collecting the essential information from individuals immediately.

Data Entry Reminders

- Enter the Social Insurance Number without spaces
- Individuals whose name includes an apostrophe or hyphen are to be entered with a space rather than an apostrophe or hyphen.
- Address – Use caution – Special handling is required if they are a learner in receipt of Alberta Works funding.
- Education – The information contained in this section is used by Mobius as part of the Eligibility Determination and Benefit Calculation (EDBC). Use caution – Special handling is required if they are a learner in receipt of Alberta Works funding.
- In the event that you come across duplicate files, click on the link for [handling instructions](#).