

Subject: Business Process for Further Training Benefits Requests

Number: ETS-MEMO-2014-007

Date Issued: October 23, 2014

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-based Public and Private Training Providers
Student Aid Alberta

MESSAGE:

Alberta Works learners who complete or exit a Service Plan may return for further Human Services full-time funded training after a "suitable passage of time" (4 years) has elapsed since the withdrawal or completion date of the last full-time training activity.

Further Training Benefits, without the required lapse of a "suitable passage of time", can be granted by a Learner Specialist if exceptional circumstances are present. A [business process](#) for these requests has been developed to help facilitate the processing of these requests.