

## Memorandum

## **Employment & Training Programs and Services**

Subject: Updated Skills Investment Bursary Application and Completion Instructions

Number: ETS-MEMO-2016-008

Date Issued: July 25, 2016

Issuer: David Schneider

Executive Director Foundational Learning Advanced Education

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:

In order for an Albertan to access part-time funding for English as Second Language (ESL) training through the Alberta Works program, they must provide proof of English language proficiency. This requirement ensures that Albertans have accessed their full entitlement to Language Instruction for Newcomers to Canada (LINC) and have reached a certain language benchmark prior to applying for the Alberta Works program.

The Skills Investment Bursary Application and Completion Instructions have been updated to request proof of English proficiency from prospective learners. This information was previously collected through the Authorized Official, however will now be captured on the Skills Investment Bursary Application.