

Subject: Training and Employment Service Request form

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### MESSAGE:

The Training and Employment Service Request form is a tool to be completed by individuals requesting or receiving training and employment services from staff and/or contracted providers acting on behalf of the Ministries of Labour and Community and Social Services. The Training and Employment Service Request form has been modified to reflect the **core data required to meet the terms of our current federal government transfer agreements** (Labour Market Development Agreement, Canada-Alberta Job Fund Agreement and Labour Market Agreement for Persons with Disabilities Agreement).

All data fields (with the exception of the three boldly outlined boxes)<sup>1</sup> are expected to be entered and/or updated in Mobius. Supervisors and Contract Services Coordinators are responsible for ensuring that the required data has been entered into Mobius, when random monitoring is conducted.

The following modifications have been made to the [Training and Employment Service Request](#) form:

Section	Change
FOIP Statement	Created a joint FOIP statement including ministry contacts.
Personal Information	Added gender and designated group membership.

<sup>1</sup> The three outlined boxes are: Status in Canada; What was your reason for leaving?; and Have you received government funded training in the past 4 years?.

	Added options to the Status in Canada.
Employment Information	Added wage and/or salary information from current/last place of employment.
EI Claim Information	Modified the questions to align with changes made to the Preliminary EI/Non-EI Profile screen as a result of the expanded definition for former claimants (from 3 years to 5 years).
EI Declaration and Consent	Removed programs no longer delivered by Community and Social Services and/or Labour.
WCB Acknowledgment	Removed programs no longer delivered by Community and Social Services and/or Labour.
	Modified grammar in the acknowledgement statement.

Please discontinue using/destroy all previous versions of this form.