

Mobius Data Helper's Guide

MOBIUS DATA QUALITY WORKING GROUP

GoA

September 2022

The Cross Ministry Mobius Data Quality Working Group is a tri-ministry forum created to provide advice to support consistent and quality data collection in Mobius. This document has been developed by the working group to address issues identified by internal and external Mobius users. The Mobius Data Helper’s Guide will facilitate consistent messaging to clarify business processes, standards and best practices to ensure quality federal and provincial reporting of employment and training services delivered.

Additional topics are planned that will enhance this resource and support continuous improvement to address concerns identified. As processes and practices evolve this document will be updated.

Release date	Status	Topic
February 2022	Launch	Social Insurance Number
September 2022	Update	TESR Data fields

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SOCIAL INSURANCE NUMBER

What is a Social Insurance Number (SIN)?

The Social Insurance Number (SIN) is a 9-digit number that is required to legally work in Canada or to have access to government programs and benefits.

What are temporary Social Insurance Numbers (SINs)?

Temporary SINs begin with the number “9” and have a period of validity corresponding to the date an individual is authorized to work in Canada. The SIN is issued for employment purposes to people who are not Canadian citizens or permanent residents (for example, temporary workers), but who are legally entitled to work in Canada. The use of these SINs is temporary and are valid only until the expiry date indicated on the Immigration document authorizing them to work in Canada.

What is the purpose of a Social Insurance Number (SIN)?

The SIN is used to identify people who earn money through work, pay taxes, contribute to pension plans and use a variety of federal/provincial government benefits and services.

Who is authorized to ask an individual to provide their Social Insurance Number (SIN)?

Specific government departments and programs are required to collect and use the SIN. There is no legislation that prevents a private organization from requesting the SIN. If the request is for a purpose linked to a government requirement, such as employment or income tax, opening an account at a financial institution for which interest is earned and/or to access government programs and benefits, the organization is required to ask for the SIN. An organization is required to explain why the SIN is being collected.

How does an individual apply for a Social Insurance Number (SIN) or get confirmation of their SIN number?

An individual can [apply for a SIN](#) or get confirmation of their SIN number from Service Canada either in person, [online](#) or by mail. A completed application form and original [supporting identity documents](#) (photocopies are not accepted) are required to apply in person or can be mailed to: Service Canada – Social Insurance Registration Office – PO Box 7000 Bathurst NB E2A 4T1. Digital copies can be used if applying online. Individuals can contact [Service Canada](#) if they have additional questions. If unable to print the application form one can be ordered by calling 1-855-274-6627.

Where can an individual get confirmation of their Social Insurance Number (SIN)?

Production of the plastic SIN card has stopped; however, SIN cards that are not expired and are currently in circulation can still be used. An individual can request a Confirmation of SIN letter from Service Canada using the process above. Neither the confirmation of SIN letter nor the SIN card is an identity document; they contain no photo and have no security features to guard against fraud. Individuals can also find documentation of their SIN on other records such as income tax return; tax slips (T4s), banking / RRSP information or their record of employment.

Why does the Government of Alberta collect the Social Insurance Number (SIN) for training and employment services?

The Labour Market Development and Workforce Development Agreements are transfer agreements between the Government of Canada and the Government of Alberta. The transfer of funds are used to design and deliver programs and services that help Albertans find and keep employment. The SIN is a mandatory data element that is sent to the federal government to identify funded participants.

Where can I find more information on the legislated and authorized uses of the Social Insurance Number (SIN)?

Additional information on the collection, use and disclosure of the SIN is available on the [Government of Canada website](#).

Is collecting the Social Insurance Number (SIN) in Mobius a best practice?

The GOA is required to collect the SIN to identify individuals who receive a variety of federal/provincial benefits and services including taxable benefits like financial/social assistance, exposure course funding, Disability Related Employment Supports, etc. The SIN is also a key identifier when searching for individuals in the Mobius system and it is used for LMTA reporting. If the individual has a SIN and they are accessing services, it is required that the SIN be entered in Mobius.

If an individual is registered without their Social Insurance Number (SIN) what follow-up is required?

The GOA is required to collect the SIN to identify individuals who receive federal/provincial benefits and services. Taxable benefits like financial/social assistance, exposure course funding, Disability Related Employment Supports, should never be provided to an individual without a SIN.

For individuals who do not have a SIN or cannot recall their SIN, refer to the [“Where can an individual get confirmation of their SIN”](#) section above.

If you register someone in Mobius without adding their SIN, the best practice is to add an alert to their registration. Choose ‘Information as the Category ‘Other Critical Information’ as the Type. When the SIN is added to the file this Alert can be end-dated by editing the record and recording the ‘To’ date.

How does a Mobius user replace a temporary Social Insurance Number (SIN) with the permanent number or add the SIN after the initial registration?

To update an existing Social Insurance Number (SIN) start by end dating the existing SIN.

1. Under the Identify Tab.
2. Select the Alternative IDs from the left-hand navigation panel.
3. Select the List Action Menu for the SIN you want to end date.
4. Select Edit. The Modify Alternative Identifier page will display.

Alternative Names	Primary	Alternative Identifier	Type	From	To	Status
Alternative IDs	No	780836383	Social Insurance Number	Jun-01-2018		Active
Duplicates	Yes	6010834643	EIID	Jun-01-2018		Active

5. Enter the End Date using the calendar in the To field. Choose a date earlier than the current date.
6. Select Save.

To add a new Social Insurance Number (SIN) as an Alternate ID

1. Under the Identify Tab.
2. Select the Alternative IDs from the left-hand navigation panel.
3. Select the New (Blue star) from the Action Menu area. The Create Alternative Identifier page will display.
4. Complete the following mandatory fields, identified with a red * asterisk
 - a. Alternative identifier* (enter the SIN)
 - b. Type* (Select from the drop-down menu)
 - c. From* (The start date, pre-fills to today's date. The start date should be the day after the end date of the previous SIN. There should be no overlapping dates.)
 - d. To (When recording a temporary SIN – do not use this block for the expiry date. End dating is not done until the permanent SIN has been provided. End dating the SIN removes it from the federal data tab and will cause data integrity issues if a new SIN has not been entered)

5. Select Save. The SIN will display on the Alternative Identifiers page and in the Federal Data tab.



Remember, the SIN is required data for federal reporting under the Labour Market Transfer Agreements (LMTA). If there is incomplete or inaccurate data entered into Mobius the Alberta Government will not get the budgeted dollars from the federal funding.

If a Person Search returns a Mobius record using the same Social Insurance Number (SIN), for what looks like another individual, what is the process?

First, confirm that the record you found with that SIN is not the individual you are working with. If it is not, ask the individual to double check that the SIN they gave you is accurate by checking their records.

If you determine that a participant's SIN is entered on another individual's file, contact your support team for the next steps to correct this error.

Training and Employment Service Request Form Meta Data

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Training and Employment Service Request Form Meta Data

Personal information collected on the Training and Employment Service Request form is used to record information about individuals seeking to participate in employment and training services delivered by or on behalf of the Ministries of Community and Social Service and Labour and Immigration. The data fields collected include demographic descriptors, education and employment history.

Alberta collects detailed personal information:

- to determine eligibility for training and employment services,
- as an accountability measure to report to taxpayers, and
- to assess and evaluate the effectiveness of the programs and services offered.

Alberta has agreed to collect and share data with the federal government about participants in Labour Market Transfer Agreements (LMTA) funded training and employment services. This meets a requirement outlined in the provincial-federal agreements. Mobius stores and sends agreed upon data to the federal government, at specified intervals, so they can conduct analysis about the impact and success of federally funded interventions delivered by the Government of Alberta.

This objective of this reference tool is to assist internal and external staff/Mobius users to understand the data fields.

Personal Information

Social Insurance Number

Description

The Social Insurance Number (SIN) is a 9-digit number required to legally work in Canada or to have access to government programs and benefits.

Purpose

The Social Insurance Number (SIN) acts a unique identifier for individual participants. It is required for linking participant data with Employment Insurance (EI), Canada Revenue Agency (CRA), and social assistance data to assess longer-term outcomes of participation. This is mandatory for all LMTA participants.

Options/Notes

A Social Insurance Number (SIN) must contain nine digits/numbers and must be in effect (active without an end date). Temporary SINs begin with the number “9” and have a period of validity corresponding to the date an individual is authorized to work in Canada. A review of their Immigration documents is required to determine an individual’s status in Canada. A temporary SIN is issued for employment purposes to people who are not Canadian citizens or permanent residents, but who are legally entitled to work in Canada. A temporary SIN is valid only until the expiry date indicated on the Immigration document.

Protected A

- a. 'TO' date field in Mobius (When initially recording a temporary SIN – do not use the TO block to record the expiry date. End dating is not done until the permanent SIN has been provided. End dating the SIN removes it from the federal data tab and will cause data integrity issues if a permanent SIN has not been entered in Mobius).

Date of Birth

Description

The calendar day, month and year of an individual's birth.

Purpose

An individual's date of birth is used to understand the outcomes for different age groups accessing employment programming. Outcome demographic used in both federal performance measures and provincial reporting. This data field is mandatory for all LMTA participants.

Options/Notes

A date of birth must contain eight (8) digits and cannot be future dated.

First and Last Name

Description

An individual's last or surname is their family name. An individual's first or given name(s) is the name(s) given to a person at birth and is most commonly used to refer to that person. A person's given name(s) include his or her first and middle name. A person may have one or more given names. .

Purpose

An individual's name is requested for communication purposes (e.g. to conduct surveys and focus groups) and for federal performance measures and provincial reporting when needed to complement assessments based on administrative data.

Options/Notes

Both a first and last name are mandatory in Mobius. Individuals should be registered with their legal names. Alternative names can be added to reflect their preferred name. (e.g. Beth for Elizabeth, or Bob for Robert)

Address (Full mailing address)

Description

A collection of information used to aid in the routing of mail. An address consists of a location on a street, roadway, or an artery within a municipality or a post office box and city, province and valid postal code. If an apartment number exists, it is added before the street number and separated by a hyphen.

Protected A

Purpose

Individual's addresses are required in order to disaggregate results according to region. Individual's full address is also required due to the need to conduct surveys and focus groups to complement assessments based upon administrative data. Used for both federal performance measures and provincial reporting. This data field is mandatory for all individuals.

Options/Notes

Participants in LMTA activities must have an Alberta address (or reside in an eligible community (e.g. Lloydminster)) at the time they request and receive services. No fixed address is not an acceptable response for LMTA activity participants.

Phone (Telephone)

Description

A sequence of digits assigned to a fixed-line telephone subscriber or a wireless electronic device for data transmission.

Purpose

An individual's phone number(s) are essential for contacting participants (e.g. survey and focus group) for federal performance measures and provincial reporting.

Options/Notes

A telephone number is a 10-digit number including the area code. This data field can be left blank if the individual does not have a telephone number.

E-mail (Electronic mail)

Description

Electronic mail is a communication medium used to exchange messages between people using electronic devices.

Purpose

An individual's email address provides an alternate way to contact participants (e.g. survey and focus group) and to support federal performance measures and provincial reporting.

Options/Notes

In Mobius this is a free text field that must contain an @ symbol; must contain a period (.) after the @ symbol and must be between 6 and 254 characters in length. Special characters <>& are not acceptable. An individual's email address provides an alternate way to contact participants for survey and focus group purposes. Can be left blank if the individual does not have an email address. Individuals requesting Foundational Learning Assistance from Advanced Education are required to provide a valid email address as part of the application process.

Protected A

Preferred Language

Description

Official language of choice to interact with service delivery staff or contracted service providers.

Purpose

This data field captures an individual's federal official language of choice and is required to meet the federal government's requirements under the Official Languages Act. It is mandatory that this data field be reported for all LMTA participants.

Options/Notes

English
French

Gender

Description

Gender is the range of characteristics pertaining to femininity and masculinity and differentiating between them. Gender identity is the personal sense of one's own gender. Gender identity can correlate with a person's assigned biological sex or differ from it.

Purpose

Gender is used to understand the different outcomes for men and women in employment programming. It is mandatory that this question be asked of all LMTA participants and that the response is reported for federal performance measures and provincial reporting.

Options/Notes

Female

Male

Gender X - An individual who does not identify as male or female, or to capture individuals that identify as non-binary in terms of their gender identity and who has chosen to self-identify as "X" uses Gender X.

Prefer not to report

Marital Status

Description

A term used to describe whether a person is single, married or in a relationship with a significant other.

Protected A

Purpose

This data field provides information about the family composition and/or family size of the participant (when combined with the number of dependants). Marital status is used to assess the impact of interventions on under-represented groups identified through family composition/size for federal performance measures and provincial reporting. It is mandatory that this question be asked of all LMTA participants and that the response reported.

Options/Notes

Single - A person who has never been married.

Married - A person who is in a legally recognized union; has not separated or obtained a divorce; and whose spouse is still alive.

Partner - A person who is living in a conjugal relationship with another person but who is not legally married to that person. A partner can be same or opposite sex.

Separated - A married person who is no longer living with his/her spouse (separated).

Divorced - A previously married person who has obtained a legal divorce and has not remarried.

Widowed - A married person who has been widowed and has not remarried.

Number of Dependants

Description

A dependant is defined as an individual, who lives in the same household as the participant and for whom they have caregiving responsibilities. The dependant may be a child by birth, marriage or adoption, may be a foster child or is an adult dependant (e.g., an adult offspring with a disability).

Purpose

This data field is a count of the dependants in the households of LMTA participants. The number of dependants provides additional information to determine family size/composition (in conjunction with marital status) for federal performance measures/LMTA reporting. It is required to assess the impact of interventions on under-represented groups identified through family composition/size. It is mandatory that this question be asked of all LMTA participants and that the response is reported.

Options/Notes

Numeric value

Status in Canada

Description

An individual's official standing in Canada, at a point in time. The official classification of an individual determines their rights and responsibilities in Canada.

Purpose

Used to determine eligibility for LMTA funded programming.

Options/Notes

Protected A

Canadian citizen – A person described as a citizen under the Citizenship Act. In Canada this means a person who:

- is Canadian by birth (either born in Canada or born outside of Canada to a Canadian citizen who was themselves either born in Canada or granted citizenship) or
- has applied for a grant of citizenship and has received Canadian citizenship (naturalization)

Permanent Resident – A permanent resident is someone who has been given permanent resident status by immigrating to Canada, but is not a Canadian citizen. Permanent residents are also citizens of other countries.

Protected Person (includes Convention Refugee) – A person who has been determined to be a Convention refugee or person in similar circumstances by a Canadian visa officer outside of Canada. A person whom the Immigration and Refugee Board of Canada has determined to be a Convention refugee or in need of protection in Canada, or a person who has had a positive pre-removal risk assessment (in most cases).

Refugee claimant – A person who has applied for refugee protection status in Canada and is awaiting a decision from the Immigration and Refugee Board of Canada.

Temporary Resident - A foreign national who is lawfully authorized to remain in Canada for a short period. Temporary residents include students, foreign workers and visitors, such as tourists. Examples of temporary resident documents are study permits, work permits or visitor records.

[Terminology source](#)

Effective Date

The date an individual was granted the status they currently hold in Canada. If they were born in Canada the effective date is their date of birth.

Identity Factors

Disability

Description

Provinces and territories can apply their own definitions of disability status. For the purpose of LMTA reporting Alberta's LMTA Executive Director's Steering Committee approved the following definition: A disability refers to a physical, mental, sensory, intellectual or learning impairment, which in interaction with various barriers may hinder labour market participation. Individuals may self-identify as a person with a disability. No medical evidence is required.

Purpose

This data field ultimately provides a count of the number of persons served who have self-declared as being a person with a disability. It is mandatory that this question be asked of all LMTA participants and that the response is reported for federal performance measures reporting.

Options/Notes

Yes- self-declared response indicating the participant has or identifies as a person with a disability.

Protected A

No – self-declared response indicating that the participant does not have or does not wish to identify as person with a disability.

Prefer not to report

Indigenous Identity

Description

The LMTA performance measurement definition is the definition used by Statistics Canada for the national census. Indigenous Identity refers to whether a person self identifies as being an Indigenous person, that is, First Nations (North American Indian), Métis, or Inuk (Inuit) and/or being a Registered or Treaty Indian (that is, registered under the *Indian Act* of Canada) and/or being a member of a First Nation or Indian band. Indian status is a legal standing of a person who is registered under the *Indian Act*. Registered persons have certain benefits and rights and are eligible for a range of federal and provincial or territorial programs and services.

Definition Source (LMTA Performance Measurement Plan 1.1.11)

Purpose

This data field ultimately provides a count of the number of persons served, who have self-declared to being an Indigenous person. It is mandatory that this question be asked of all LMTA participants and that the response is reported for federal performance measures and provincial reporting.

Options/Notes

Yes - Self-declared response indicating the participant is or identifies as an Indigenous person.

No – Self-declared response indicating the participant is not or does not wish to identify as an Indigenous person.

Prefer not to report

Indigenous Type

Description

There are three types of Indigenous peoples in Canada: First Nations, Métis and Inuit. Individuals are asked to self-declare a response.

Purpose

The classification into three types of Indigenous peoples provides a detailed demographic breakdown for provincial reporting.

Options/Notes

Status – First Nations persons with registered status under the *Indian Act*.

Non-status –commonly refers to people who identify themselves as Indians but who are not entitled to registration on the Indian Register pursuant to the *Indian Act*.

Métis – While there is no legal or legislative definition of Métis, they are recognized as one of three Indigenous/Aboriginal peoples under section 35 of the *Constitution Act, 1982*.

Protected A

Inuit - The Inuit peoples are recognized as Indigenous peoples who primarily inhabit the northern regions of Canada.

Immigrant Status

Description

The LMTA performance measurement definition is the definition used by Statistics Canada for the national census. Immigrant refers to a person who is or has ever been a permanent resident (also known as landed immigrant). This person was granted the right to live in Canada permanently by immigration authorities. Some immigrants have resided in Canada for a number of years, while others arrived recently. Some immigrants are Canadian citizens, while others are not. Most immigrants are born outside Canada, but a small number are born in Canada (e.g. individuals born of embassy staff). Definition Source (LMTA Performance Measurement Plan 1.1.12)

Purpose

This data field ultimately provides a count of the number of persons served, who have self-declared as being an Immigrant to Canada. It is mandatory that this question be asked of all LMTA participants and that the response is reported for federal performance measures and provincial reporting.

Options/Notes

Yes - Self-declared response indicating the participant is or identifies as an Immigrant to Canada.

No - Self-declared response indicating the participant is not or does not wish to identify as an Immigrant to Canada.

Immigration Year/Year of Landing

Description

The year in which the final interview with an immigration officer occurred at either the port of entry or a local Immigration, Refugee and Citizenship Canada (IRCC) office within Canada, during which an applicant becomes a permanent resident. This happens when the person signs the confirmation of permanent residence. The immigration year (also known as year of landing) is the calendar year.

Purpose

Immigration year is required to assess the results of programs and services for recent immigrants. Since definitions for what constitutes a recent immigrant vary across provinces and territories, collecting the year of immigration allows ESDC to look at different cohorts based upon their length of time in Canada. It is mandatory that this question be asked of all individuals who self-identify as immigrants and that the response is reported for federal reporting.

Options/Notes

Immigration year is a numeric value formatted as YYYY. Conditional value required if response to Immigrant Status is 'Yes'. For individuals who do not feel comfortable providing this information, the province may report "0000" or an approximate year of landing is acceptable.

Visible Minority

Description

A visible minority refers to whether a person self-identifies as belonging to a visible minority group as defined by the Employment Equity Act. The LMTA performance measurement defines visible minorities as "persons, other than Indigenous, who are non-Caucasian."

Definition Source (LMTA Performance Measurement Plan 1.1.14)

Purpose

This data field ultimately provides a count of the number of persons served, who have self-identified as belonging to a visible minority group for federal performance measures reporting. It is mandatory that this question be asked of all LMTA participants and that the response is reported for federal reporting.

Options/Notes

Yes - Self-declared response indicating the participant is or identifies as belonging to a visible minority group.

No – Self-declared response indicating the participant is not or does not wish to identify as a visible minority.

Prefer not to report

Employment Information

Employment Status (at Intake)

Description

This data field captures the status of the individual prior to starting their LMTA intervention. This data field is mandatory for each LMTA intervention. The drop down options/descriptors are based on federal definitions contained in the (LMTA Performance Measurement Plan 2.1.12) and presented in a way as to maximize accurate reporting. The data field records the employment status at a point in time, specifically prior to commencement and remains static throughout the service plan.

Purpose

This data field captures the employment status of the individual prior to starting their LMTA intervention. Collection is mandatory as this data field is required for federal reporting.

Options/Notes

Employed – Employed individuals are those who work at a job or business, and have an employer-employee relationship (not including self-employment). This includes those who have a job, but are not at work due to personal or family responsibilities, vacation or other reasons. Employment may be permanent or temporary (temporary employment comprises work under a fixed term contract, in contrast to permanent work where there is no end-date), full-time or part-time.

Protected A

Off work due to strike or lockout - An individual who has a job but is not at work due to a labour dispute.

On medical leave – An individual who takes leave from work, for medical reasons including illness, injury, quarantine or any medical condition that prevents them from working.

On compassionate leave - An individual who takes leave from work, to provide care for or support a critically ill or injured patient or to provide support to a person who requires end-of-life care.

On maternity/parental leave - An individual who takes leave from work, to care for their newborn or newly adopted child.

Unemployed – Individuals who (a) are on a temporary layoff with an expectation of recall and are available for work, or (b) are without work, have actively looked for work in the past four weeks, and are available for work, or (c) have a new job to start within four weeks, and are available for work.

Self-employed – Individuals who are working owners of an incorporated or unincorporated business, farm or professional practice, with or without paid help. The “unincorporated” group includes self-employed workers who do not own a business (such as babysitters and newspaper carriers). Self-employed workers include unpaid family workers, i.e. individuals who work without pay on a farm or in a business or professional practice owned and operated by another family members living in the same dwelling.

Current or most recent employer name

Description

The company name (legal or operating) of the individual’s current or most recent workplace where skills and work experience were acquired.

Purpose

Employment information reflecting an individual’s labour market attachment is used to guide the assessment process as it relates to an individual’s employment status, strengths, barriers, skills and work experience.

Options/Notes

Text field

Occupation

Description

This data field captures a job title, vocation, or profession. It describes the nature of the work performed. The occupation is classified using the National Occupational Classification (NOC) system (Canada’s national reference for occupations)

Purpose

Occupational information is collected to inform the assessment process as it relates to an individual’s employment status, strengths, barriers, skills and work experience. This information may be used for pre and post intervention analysis as part of Ministry evaluation of program impact and effectiveness.

Options/Notes

Protected A

Every ten years, the National Occupational Classification (NOC) undergoes a major structural revision whereby the framework of the classification and the existing occupational groups are reviewed. In 2021 the structural revision was a move from a four-digit to five-digit format.

Employment start date and end date

Description

This data field captures the actual or estimated period(s) of labour market attachment with an individual employer.

Purpose

Labour market attachment information can be an Indicator of reliability or can identify a gap in employment (potential barrier). Sporadic employment can also be an indication of short-term employment suitable for an unskilled person (e.g. labourer) or seasonal employment

Options/Notes

Approximate dates are acceptable.

Wage/Salary before deductions including frequency (Pre-intervention earnings)

Description

This data field captures the amount of financial compensation (before standard deductions for Canada Pension Plan, Employment Insurance and Income Tax.) for work performed. The frequency (hourly, weekly, monthly, etc.) is required to organize the data for analysis.

Purpose

This data field may be used for impact analysis including aggregate pre/post-intervention earnings comparison for provincial reporting.

Options/Notes

\$ per Hour – hourly rate of pay

\$ per Week – weekly rate of pay

\$ Biweekly – gross earnings every 2 weeks

\$ Monthly – fixed gross monthly salary

\$ Annually - yearly salary

Protected A

Type of pre-intervention employment

Description

This data field classifies the type of employment held prior to participation in an employment and/or training service.

Purpose

Categorization of employment type for provincial reporting.

Options/Notes

Permanent – a job that does not have a predetermined or set end date.

Temporary – a job that has a predetermined or set end date or is expected to end as soon as the project is completed.

Seasonal – a job that employs individual to perform services on a seasonal basis.

Reason for leaving most recent employment (if not working)

Description

The reason for leaving employment can provide insight and an opportunity for discussion about potential barriers and strength as it relates to employment readiness (e.g. intrinsic versus external motivators, resiliency etc.)

Purpose

This data field is collected to assist with the employability assessment process as it relates to identification of strengths and barriers to employment and for provincial reporting.

Options/Notes

The best response for leaving their most recent employment is to be selected. If currently employed, a response is not required

Laid off – shortage of work or term of employment ended

Dismissed or fired – The employer initiated the termination of the employment.

Quit - The worker initiated the termination of the employment.

Resigned due to family responsibilities - The worker initiated the termination of the employment due to family responsibilities.

Project ended - a project that had a predetermined or set end date is complete.

Company sold or closed

Medical reasons - medical reasons including illness, injury, quarantine or any medical condition that prevents them from working. Alberta legislation entitles eligible employees to a period of leave without pay, at the end, of which they are to be reinstated in their same, or an equivalent, job.

Protected A

Leave of absence - Alberta legislation entitles eligible employees to a period of leave without pay, at the end, of which they are to be reinstated in their same, or an equivalent, job.

Retired - The worker initiated the termination of the employment.

End of seasonal job - a seasonal job that had a predetermined condition (e.g. weather) or set end date is complete.

Strike or lockout – a work stoppage resulting from a labour dispute

Maternity/parental leave – Alberta legislation entitles eligible employees to a period of leave without pay, at the end, of which they are to be reinstated in their same, or an equivalent, job.

Return to training - The worker initiated the termination of the employment to return to school or temporary employment aligned with an educational break, is complete.

Education Information

Highest Level of Education

Description

This data field captures curriculum based knowledge, and skills instruction, usually delivered at a school, university or college. Formal education can include secondary, post secondary, trade qualifications, credential, non-credential and micro-credential training. All education records are to reflect formal education that has been taken, not currently underway or planned for the future.

Purpose

The highest level of formal education completed is a mandatory requirement for federal performance measures reporting.

Options/Notes

Post secondary education – Doctoral degree; Master’s Degree; Applied Degree; Bachelor’s Degree; 2-Year Diploma; 1-Year Diploma; 1-Year Certificate; Non-credential Training

Trades qualification – Journey person; 4th-Year Apprentice; 3rd-Year Apprentice; 2nd-Year Apprentice; 1st-Year Apprentice

Adult Upgrading – Academic Upgrading 10-12; Adult Basic Education 7-9; Basic Skills 4-6; Basic Skills 1-3; University/College Entrance; GED (General Educational Development); English as a Second Language (ESL)

Regular school system (K-12) – High School Diploma; Grade 12 completed; Some Secondary (10-12); Grade 7-9; Grade 4-6; Grade 1-3

Institution Name – The name of the school/provider of the training/education.

Start Date (mmm-dd-yyyy) – the actual or estimated date the training/instruction started

End Date (mmm-dd-yyyy) the actual or estimated date the training/instruction ended

Have you received government-funded training in the past 4 years?

Description

This data field captures whether or not the individual believes they have been provided government-funded (non-repayable grant) assistance for skills, language or academic education/training.

Purpose

The intent of department-funded programs is to provide an intervention that leads to self-sustaining long-term employment. If an individual has recently participated in funded training and they are returning to access more programs/services, there is a need to understand their previous involvement, outcome and skills provided. It is recommended that, as part of the assessment process, a review be completed to determine the appropriateness/need for additional training and or employment services.

Options/Notes

Yes

No

Source of Income

Description

This data field captures an individual's primary source of income. An income that provides a regular supply of money such as employment, government financial assistance programs, investments, etc. to support an individual's living costs/basic needs (food, shelter, clothing, etc.).

Purpose

Understanding an individual's current source of income can help identify potential obstacles that may interfere with an individual's ability to successfully complete a program and/or service. Posing the question also provides an opportunity to discuss potential financial resource options available to Albertans.

Options/Notes

EI – Regular benefits

EI – Maternity benefits	EI – Special benefits
EI – Sickness benefits	
EI – Parental benefits	
EI – Caregiver benefits	

Provincial Income Support – Expected to Work

Provincial Income Support – Barriers to Full Employment

Student Loan/Grant

Provincial Income Support – Full-time Learner

Protected A

Assured Income for the Severely Handicapped (AISH)
Band funding
Disability Pension
Worker's Compensation Pension
Retirement Pension (non-government) – other than CPP and OAS
Spouse, Parents, Family or Friends
Employment
No Income

EI Declaration/Consent

The EI Declaration/Consent section is to be completed by active Employment Insurance claimants seeking permission to attend full-time contracted or self-funded training. Completion of this section is not otherwise required.

EI Claim Information – Claim type

Description

To be eligible to participate in approved full-time training and continue to receive employment insurance benefits, an EI claimant must be unemployed and in receipt of regular benefits. Several types of employment insurance benefits are provided to individuals who are on leave from their employment.

Purpose

The response is used as part of the eligibility determination process. The Labour Market Development Agreement (LMDA) delegates the authority to the Government of Alberta to provide options to Albertans receiving EI to prepare for, gain, and maintain employment. Authorized officials may approve individuals to attend a full-time training program and be permitted to continue collecting **regular** employment insurance benefits. This data is used to support the administrative process known as a Section 25 referral.

Options/Notes

Regular – temporary income support, to individuals who lose their jobs through no fault of their own, and are available for and able to work, but cannot find a job.

Sickness – temporary income support to an eligible individual, who takes a leave from work, for medical reasons including illness, injury, quarantine or any medical condition that prevents them from working. A medical certificate is required to show that they are unable to work for medical reasons.

Under Alberta labour laws, eligible employees can take [job-protected](#) leave for long-term illness and injury. Employees cannot be terminated or laid off while on a job-protected leave unless the employer suspends or discontinues the business. Legislation entitles eligible employees to a period of leave without pay, at the end, of which they are to be reinstated in their same, or an equivalent, job.

Parental – temporary income support to an eligible individual, who takes a leave from work, to care for their newborn or newly adopted child. Parental benefits can be shared between the parents of the newborn or newly adopted child.

Under Alberta labour laws, eligible employees can take [job-protected](#) parental leave. Employees cannot be terminated or laid off while on a job-protected leave unless the employer suspends or discontinues the business. Legislation entitles eligible employees to a period of leave without pay, at the end, of which they are to be reinstated in their same, or an equivalent, job.

Maternity – temporary income support to an eligible individual who takes a leave from work because they are pregnant or have recently given birth. A person receiving maternity benefits may also be entitled to parental benefits.

Under Alberta labour laws, eligible employees can take [job-protected](#) maternity leave. Employees cannot be terminated or laid off while on a job-protected leave unless the employer suspends or discontinues the business. Legislation entitles eligible employees to a period of leave without pay, at the end, of which they are to be reinstated in their same, or an equivalent, job.

Caregiver – temporary income support to an eligible individual who takes a leave from work to provide care for or support a critically ill or injured patient or to provide support to a person who requires end-of-life care.

Under Alberta labour laws, eligible employees can take up to 27 weeks of [job-protected leave](#) to care for gravely ill family. Employees cannot be terminated or laid off while on a job-protected leave unless the employer suspends or discontinues the business.

WCB Acknowledgement

The WCB Acknowledgement section must be completed by individuals participating in one of the listed training and/or employment services. The Worker's Compensation Board requires that deemed workers be notified of the deeming order since it affects them directly, including decisions they may make on their own coverage and their legal rights in the event of an injury.