
Externals Learner Income Support Program

Subject: New Advanced Education Learner Income Support Policy Manual

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MESSAGE:

Advanced Education is implementing a new Learner Income Support Policy Manual for Foundational Learning Programs. This new policy manual is specifically for learners accessing approved training programs through Advanced Education. The new policy is reflective of the current delivery model and streamlines rules while increasing transparency. Unless otherwise indicated, the policies described in this manual are **effective for study periods starting on or after August 1, 2021**.

Learners with start dates prior to August 1, 2021 will be subject to policies and procedures found in the [Alberta Works Policy Manual](#).

The Learner Income Support Policy Manual is divided into eight chapters that are outlined in the Table of Contents. The policy manual provides guidance for training providers and individuals wanting to attend full-time and part-time training, other external stakeholders, as well as internal staff who process or support the processing of learner income support applications.

The information provided in the Learner Income Support Policy Manual is subject to change. Please refer to the [academic upgrading and adult learning webpage](#) on Alberta.ca for the most up-to-date copy of this manual.

Highlights of Policy Changes

- **New Pre-Apprenticeship program policy**
 - The intent of this program is for learners to develop the necessary academic competencies and meet the minimum entrance requirements in apprenticeship education so they can continue to pursue their educational goals. In addition, learners will gain job specific skills that employers find invaluable, which may help to create a pathway to apprenticeship programs designated under the *Apprenticeship and Industry Training Act*. The required program components are outlined in the Pre-Apprenticeship program policy.
- **Streamlined Acceptable Progress and Maximum Duration of Training policy**
 - Learners may receive up to 30 months when combining program streams.
 - Learners with low literacy or education level are allowed up to 40 months of funding when learning streams are combined.
 - Learners unable to attend training full-time due to a documented disability may be approved to take a reduced course load. These learners may access up to 50 months of training.

- **New history of withdrawals criterion added to the ready, willing and able requirement.**
 - A history of withdrawals and/or no shows indicates the individual is not suitable for training. Any individual who withdrawals and/or is a no show for training twice within their Service Plan is not eligible for further funding for 12 months from the date of their second withdrawal.
- **Updated Counsel to Leave criterion**
 - An individual can be considered for a Counsel to Leave their employment if the unemployment rate in their community is less than 5%.

The Advanced Education Learner Income Support Policy Manual can be accessed [here](#).