

Training		
Plan Item	Formerly Known As / Abbreviation	Definition
Apply Disability Supports		This plan item is selected when it is agreed that an individual will complete an application for Disability Related Employment Supports to request financial assistance for the educational supports needed to overcome the barrier(s) created by their disability. The plan item start date is set to reflect the date of request and the plan item end date is set to reflect the date the application is made. An outcome of complete indicates that the application was completed. An outcome of incomplete indicates that the application was not completed.
Attend Academic Upgrading	Attend Acad Upgrd	This plan item is selected when it is agreed that an individual will attend an approved full-time Academic Upgrading program to develop the competencies/pre-requisites needed to enter post-secondary level program or to pursue further employment-related training. (General Education Development (GED), Grade 10-12, Technical Entrance Preparation, University College Entrance Preparation) This plan item is to be linked to a provider via the Programs and Services Catalogue. The plan item start date is set to reflect the expected start date of training. The plan item end date is set to reflect the expected end date. An outcome of complete that the training was completed. An outcome of incomplete indicates that the training was not completed.
Attend Alberta Job Corps	Attend Temp Emp Trg	This plan item is selected when it is agreed that an individual will attend an approved training to obtain the work related skills needed for employment. This plan item is to be linked to Alberta Job Corps or Alberta Supports site via the Programs and Services Catalogue. The plan item start date is set to reflect the expected start date of training. The plan item end date is set to reflect the expected end date. An outcome of complete indicates that the training was completed. An outcome of incomplete indicates that the training was not completed and will reflect the most appropriate reason the activity was not completed.
Attend Appointment		This plan item is selected when it is agreed that an individual will arrange an appointment with the person(s) responsible to provide the needed support. For example career consultant, Doctor, counsellor, school, service manager, bank, etc. The plan item start date is set to reflect the expected activity start date. The plan item end date is set to reflect the expected completion date. An outcome of complete indicates that the activity was completed. An outcome of incomplete indicates that the activity was not completed.
Attend ASIP	Attend Alberta Settlement & Integration Program	This plan item is selected when it is agreed that an individual will attend an Alberta Settlement & Integration Program. This plan item is to be linked to a provider via the Programs and Services Catalogue. The plan item start date is set to reflect the expected start date of training. The plan item end date is set to reflect the expected end date. An outcome of complete indicates that the training was completed. An outcome of incomplete indicates that the training was not completed and will reflect the most appropriate reason the activity was not completed.
Attend Basic Skills		This plan item is selected when it is agreed that an individual will attend an approved full-time Basic Skills program to develop the basic competencies needed to obtain employment and/or to pursue further employment related training. (Grade 1-3, 4-6, 7-9, life skills and personal management) This plan item is to be linked to a provider via the Programs and Services Catalogue. The plan item start date is set to reflect the expected start date of training. The plan item end date is set to reflect the expected end date. An outcome of complete indicates that the training was completed. An outcome of incomplete indicates that the training was not completed.
Attend Integrated		This plan item is selected when it is agreed that an individual will attend an approved Integrated Training program which combines academic and general employability skills with occupation-related skills that will help to maintain a long-term employment. (Immigrant Bridging, Regular Integrated Training) This plan item is to be linked to a provider via the Programs and Services Catalogue. The plan item start date is set to reflect the expected start date of training. The plan item end date is set to reflect the expected end date. An outcome of complete indicates that the training was completed. An outcome of incomplete indicates that the training was not completed and will reflect the most appropriate reason the activity was not completed.
Attend Integrated Foundational Pathways		This plan item is selected when it is agreed that an individual will attend an approved Integrated Foundational Pathways program. This plan item is to be linked to a provider via the Programs and Services Catalogue. The plan item start date is set to reflect the expected start date of training. The plan item end date is set to reflect the expected end date. An outcome of complete indicates that the training was completed. An outcome of incomplete indicates that the training was not completed.

Attend LMDA Skills Development		This plan item is selected when an individual has been deemed eligible to participate in a Mandatory Entry Level Commercial Truck Driver training as Driving Back to Work Grant through the Ministry of Transportation. The plan item start date is set to reflect the expected start date of the training. The plan item end date is set to reflect the expected training end date. An outcome of complete indicates that individual successfully obtained a Class 1 driver's license. An outcome of incomplete indicates that the individual participated in training but was unable to pass the required examinations required to be licensed.
Attend Language Training	Attend Language Trng	This plan item is selected when it is agreed that an individual will attend an approved full-time language training program to improve their proficiency in the English language. (English as a Second Language, Enhanced Language Training) This plan item is to be linked to a provider via the Programs and Services Catalogue. The plan item start date is set to reflect the expected start date of training. The plan item end date is set to reflect the anticipated end date. An outcome of complete indicates that the training was completed. An outcome of incomplete indicates that the training was not completed.
Attend Occupational Skills	Attend Occupational	This plan item is selected when it is agreed that an individual will attend an approved full-time Occupational skills training program to obtain occupation-specific training. This plan item is to be linked to a provider via the Programs and Services Catalogue. The plan item start date is set to reflect the expected start date of training. The plan item end date is set to reflect the expected end date. An outcome of complete indicates that the training was completed. An outcome of incomplete indicates that the training was not completed.
Attend Self Employment	Attend Self Emp	This plan item is selected when it is agreed that an individual will attend an approved Self-Employment training program to obtain formal instruction on business plan development, business counselling, coaching and guidance to start their own business. This plan item is to be linked to a provider via the Programs and Services Catalogue. The plan item start date is set to reflect the expected start date of training. The plan item end date is set to reflect the expected end date. An outcome of complete indicates that the training was completed. An outcome of incomplete indicates that the training was not completed and will reflect the most appropriate reason the activity was not completed.
Attend Part Time Academic Upgrading		This plan item is selected when it is agreed that an individual will attend an approved part-time Academic Upgrading program to develop the competencies/pre-requisites needed to enter post-secondary level program or to pursue further employment-related training. This plan item is to be linked to a provider via the Programs and Services Catalogue. The plan item start date is set to reflect the expected start date of training. The plan item end date is set to reflect the expected end date. An outcome of complete that the training was completed. An outcome of incomplete indicates that the training was not completed.
Attend Part Time Basic Skills		This plan item is selected when it is agreed that an individual will attend an approved part-time Basic Skills program to develop the basic competencies needed to obtain employment and/or to pursue further employment related training. This plan item is to be linked to a provider via the Programs and Services Catalogue. The plan item start date is set to reflect the expected start date of training. The plan item end date is set to reflect the expected end date. An outcome of complete indicates that the training was completed. An outcome of incomplete indicates that the training was not completed.
Attend Part Time Language Training		This plan item is selected when it is agreed that an individual will attend an approved part-time language training program to improve their proficiency in the English language. This plan item is to be linked to a provider via the Programs and Services Catalogue. The plan item start date is set to reflect the expected start date of training. The plan item end date is set to reflect the anticipated end date. An outcome of complete indicates that the training was completed. An outcome of incomplete indicates that the training was not completed.
Attend Part Time Occupational Skills		This plan item is selected when it is agreed that an individual will attend an approved part-time Occupational skills training program to obtain occupation-specific training. This plan item is to be linked to a provider via the Programs and Services Catalogue. The plan item start date is set to reflect the expected start date of training. The plan item end date is set to reflect the expected end date. An outcome of complete indicates that the training was completed. An outcome of incomplete indicates that the training was not completed.

Attend TVP		This plan item is selected when it is agreed that an individual will attend an approved Transitional Vocational Program (TVP). This plan item is to be linked to a provider via the Programs and Services Catalogue. The plan item start date is set to reflect the expected start date of training. The plan item end date is set to reflect the expected end date. An outcome of complete indicates that the training was completed. An outcome of incomplete indicates that the training was not completed.
Attend Workplace Training	Attend Workplace Trng	This plan item is selected when it is agreed that an individual will participate in an approved Workplace training activity with an employer to acquire specific job skills and work experience. This plan item is to be linked to a provider via the Programs and Services Catalogue. The plan item start date is set to reflect the expected start date of training. The plan item end date is set to reflect the expected end date. An outcome of complete indicates that the training was completed. An outcome of incomplete indicates that the training was not completed and will reflect the most appropriate reason the activity was not completed.
Complete Business Plan		This plan item is selected when it is agreed that a Self Employment program participant will complete a business plan. This plan item is to be linked to a provider via the Programs and Services Catalogue. The plan item start date is set to reflect the expected activity start date. The plan item end date is set to reflect the expected completion date. An outcome of complete indicates that the activity was completed. An outcome of incomplete indicates that the activity was not completed.
Complete Career Investigation Report	Complete CIR	This plan item is selected when it is agreed that an individual will complete a Career Investigation Report (CIR). The report will contain information to demonstrate that the proposed training identified will support the occupational goal selected. The plan item start date is set to reflect the expected activity start date. The plan item end date is set to reflect the expected completion date. An outcome of complete indicates that the activity was completed. An outcome of incomplete indicates that the activity was not completed.
Complete Entrance Test	Complete Placement/Entrance Testing	This plan item is selected when it is agreed that an individual will complete placement and/or entrance testing to determine their eligibility for a specific educational institution and/or program. The plan item start date is set to reflect the expected activity start date. The plan item end date is set to reflect the expected completion date. An outcome of complete indicates that the activity was completed. An outcome of incomplete indicates that the activity was not completed.
Conduct Follow-up	Complete Follow up	This plan item is selected when it is agreed that a follow-up interview will be conducted after the completion of a Service Plan. This plan item is to be linked to a provider via the Programs and Services Catalogue. The responsible Service Manager will update this plan item and include the outcome at the specified interval, verify and/or update the Education screen and if an individual identifies that they have found employment, the Employment screen. The plan item start date is set to reflect the expected follow up due date. The plan item end date is set to reflect the expected completion date. An outcome of complete indicates that the follow up interview was completed. An outcome of incomplete indicates that the follow up interview was not completed or attempts to contact were unsuccessful.
Conduct Progress Review	Complete Progress Rev	This plan item is selected as part of the service management process for an individual attending in an approved training program. At a minimum one progress review interview will be conducted per term or every six months, whichever is less to review for individuals participating in tuition based programs. A review may contain information regarding attendance, progress, issues identification and resolution and rationale for any adjustments made to the service plan. The plan item start date is set to reflect the date the interview is planned. The plan item end date is set to reflect the date the interview is conducted. An outcome of complete indicates that the interview was completed. An outcome of incomplete indicates that the interview did not occur.

Conduct Specialized Assessment (I)	Complete Specialzd Asmt (I)	This plan item is selected when it is agreed that an individual will participate in a Specialized Assessment conducted by a service provider under contract to the Government of Alberta. This counselling tool is used to identify an individual's strengths and disability related limitations that may affect career choice, skills development methods, employment outcomes and/or performance. Approval of this plan item has been delegated to authorized internal staff members. External users may add, but cannot approve this plan item. The plan item start date is set to reflect the date of the referral and the plan item end date is set to reflect the date the assessment process concludes. An outcome of complete indicates that the assessment was completed. An outcome of incomplete indicates that the assessment was not completed.
Consider Acceptable progress (L)	Review Acceptable Prog (L)	This plan item is selected when an individual has failed to meet continuing eligibility requirements necessary to maintain acceptable academic progress as required to continue in an approved training program and attempts to support the individual (as provided for in policy) have been exhausted. Exceptional circumstances are evident and documentation supports further consideration will result in a successful outcome. The approval of this plan item has been delegated to the Learner Specialist. External users may add, but cannot approve this plan item. The plan item start date is set to reflect the date of the request and the plan item end date is set to reflect the date the decision is made. An outcome of approved indicates that extenuating circumstances exist and the individual may continue at this time. An outcome of not approved indicates that the individual is/was terminated due to unacceptable progress. An outcome of incomplete indicates that a decision could not be reached.
Consider Counsel to Leave (I)	Consdrr Counsel to Leave (I)	This plan item is selected when based on an individual's circumstances, leaving employment to attend an approved training program for further education or skills training may be an appropriate and effective course of action to obtain long term employment and financial independence. Use of this counselling tool has been delegated to authorized internal staff members. External users may add, but cannot approve this plan item. The plan item start date is set to reflect the date of request and the plan item end date is set to reflect the date the decision is made. An outcome of approved indicates that the requested authorization has been granted. An outcome of not approved indicates that the authorization was not granted. An outcome of incomplete indicates that a decision could not be reached.
Consider DRES - Educational Support (I)	Apply DRES - Educ Supp	This plan item is selected when an individual has requested Disability Related Employment Supports to obtain financial assistance for the educational support(s) needed to overcome the barrier(s) created by their disability. (Assistive Services, Assistive Technologies, Interpreters, Education/Living Costs for Post Secondary Loan funded students(exhausted student loans)). Approval of this plan item has been delegated to authorized internal staff members. External users may add, but cannot approve this plan item. The plan item start date is set to reflect the date of request and the plan item end date is set to reflect the date the decision is made. An outcome of approved indicates that the request for educational supports was granted. An outcome of not approved indicates that the request was not granted. An outcome of incomplete indicates that a decision could not be reached.
Consider Duration Exception	Approve Duration Excep	This plan item is selected when is determined that an individual meets the eligibility criteria and requires an exception to be made in accordance with the policy for the duration of their Service plan to exceed the maximum. The circumstances warranting the exception will be reflected by the plan item category selected (Basic Skills stream extension, Academic Upgrading stream extension, highly barriered, reduced course load). The plan start date is set to reflect the date of the request and the plan item end date is set to reflect the date the decision is made. An outcome of approved indicates that approval has been granted. An outcome of not approved indicates that approval was considered but not granted. An outcome of incomplete indicates that a decision could not be reached.

Consider Feepayer Request (I)	Fee Payer Approval Req (I)	This plan item is selected when based on an individual's circumstances, it is agreed that a referral to training supports their need for training. The active Employment Insurance claimant does not meet the criteria to be considered to have a "financial need" but a request to allow EI Part 1 benefits is recommended. Approval will provide the authorization needed by Service Canada to allow EI Part 1 benefits to continue and has been delegated to authorized internal staff members. External users may add, but cannot approve this plan item. The plan item start date is set to reflect the date of the request and the plan item end date is set to reflect the date the decision is made. An outcome of approved indicates that the requested authorization has been granted. An outcome of not approved indicates that the authorization was not granted. An outcome of incomplete indicates that a decision could not be reached.
Consider Lack of Progress	Approve Lack of Prgrss	This plan item is selected when an individual has failed to maintain acceptable/academic progress required to continue in an approved training program and the circumstances are such that the Service Manager is recommending either continued participation, repetition of a failed course or a program extension in accordance with policy. The plan item start date is set to reflect the date of request and the plan item end date is set to reflect the date the decision is made. An outcome of approved indicates that the maximum instance(s) has/have not been exceeded and the request has been granted in accordance with policy. An outcome of not approved indicates that approval was considered but not granted. An outcome of incomplete indicates that a decision could not be reached.
Consider Reduced Course Load (I)	Consider Reducd Crse Load (I)	This plan item is selected when an individual's circumstances are such that consideration should be given to granting them full-time status while attending an approved training program at a reduced course load (in accordance with policy). Use of this counselling tool has been delegated to authorized internal staff members. External users may add, but cannot approve this plan item. The plan item start date is set to reflect the date of the request and the plan item end date is set to reflect the date the decision is made. An outcome of approved indicates that the request has been granted. An outcome of not approved indicates that approval was considered but not granted. An outcome of incomplete indicates that a decision could not be reached.
Consider Repeat Course (L)	Consdr Repeat Course (L)	This plan item is selected when an individual has not met an acceptable academic progress requirement needed to continue in an approved training program. A second occurrence of failing a prerequisite course needed to achieve their occupational goal has occurred. Exceptional circumstances are evident and documentation supports further consideration will result in a successful outcome. The approval of this plan item has been delegated to the Learner Specialist. The plan item start date is set to reflect the date of the request and the plan item end date is set to reflect the date the decision is made. An outcome of approved indicates that the request has been granted. An outcome of not approved indicates that approval was considered but not granted. An outcome of incomplete indicates that a decision could not be reached.
Consider Return to Training (L)	Recommend Ret to Trng (L)	This plan item is selected when it is agreed that exceptional circumstances are present for an individual who completed or exited a service plan involving an approved full-time training program for which funding was provided, without the lapse of a suitable passage of time as required by policy. An Employability Assessment will exist and at a minimum provide the rationale as outlined in policy. The approval of this plan item has been delegated to the Learner Specialist. External users may add, but cannot approve this plan item. The plan item start date is set to reflect the date of the request and the plan item end date is set to reflect the date the decision is made. An outcome of approved indicates that the requested authorization has been granted. An outcome of not approved indicates that the authorization was not granted. An outcome of incomplete indicates that a decision could not be reached.
Determine Ready Willing Able	Determine RWA	This plan item is selected when an individual has participated in an interview to ensure an informed choice has been made, as required by policy, and it has been determined and agreed that they are ready, willing and able to participate in an approved employment or training program. The plan item start date is set to reflect the date of the interview will occur and the plan item end date is set to reflect the date the determination is rendered. An outcome of complete indicates that an individual is considered to be ready, willing and able to make the commitment to successfully complete training. An outcome of incomplete indicates an individual does not meet one or more of the required elements.

Develop Study Skills		This plan item is selected when it is agreed that an individual needs to take action to develop the necessary study skills to perform well in school. The plan item start date is set to reflect the expected activity start date. The plan item end date is set to reflect the expected completion date. An outcome of complete indicates that the activity was completed. An outcome of incomplete indicates that the activity was not completed.
Discover Lifestyle Impacts	Det Lifestyle Impacts	This plan item is selected when it is agreed that an individual needs to determine issues/solutions relative to lifestyle choices that may or are impacting training. The plan item start date is set to reflect the expected activity start date. The plan item end date is set to reflect the expected completion date. An outcome of complete indicates that the activity was completed. An outcome of incomplete indicates that the activity was not completed.
Obtain Documentation		This plan item is selected when it is agreed that an individual will seek and obtain documentation as requested. Documentation may include but is not limited to academic transcripts, application forms, etc. The plan item start date is set to reflect the expected activity start date. The plan item end date is set to reflect the expected completion date. An outcome of complete indicates that the activity was completed. An outcome of incomplete indicates that the activity was not completed.
Obtain Information		This plan item is selected when it is agreed that an individual will obtain information about the resources available to address an identified information need. For example employers, employees, associations and other sources of occupational, educational and labour market information, etc. The plan item start date is set to reflect the expected activity start date. The plan item end date is set to reflect the expected completion date. An outcome of complete indicates that the activity was completed. An outcome of incomplete indicates that the activity was not completed.
Plan Business Start Up		This plan item is selected when it is agreed that a Self Employment program participant will commence preparation for business start up. This may include identification of the required processes and resources depending on the type and nature of the business, such as building and development permits, special licensing, business name registration, funding, etc. The plan item start date is set to reflect the expected activity start date. The plan item end date is set to reflect the expected completion date. An outcome of complete indicates that the activity was completed. An outcome of incomplete indicates that the activity was not completed.
Record Result		This plan item is selected by external service delivery partners to record Outcome Reporting data. This plan item is to be linked to a provider via the Programs and Services Catalogue. The plan item start date is set to reflect the date on which result collection commenced. The plan item end date is set to reflect the date the result is acquired. Select the most appropriate result from the outcome list provided.
Waive International Qualification Assessment Service Fee	Waive IQAS Fee	This plan item is selected when it is agreed that an individual with foreign educational credentials will complete an application to have an International Qualification Assessment Service completed and it is recommended that the associated fee be waived. The plan item start date is set to reflect the expected activity start date. The plan item end date is set to reflect the expected completion date. An outcome of approved indicates that the service fee was waived. An outcome of not approved indicates that a waiver of the fee was not granted. An outcome of incomplete indicates that a decision could not be reached.
Waive LINC Allow English as a Second Language (L)	Waive LINC allow ESL (L)	This plan item is selected when an individual has not exhausted the hours of language instruction for newcomers provided by the federal government as required to participate in an approved training program - English as a Second Language. Exceptional circumstances are evident and documentation supports consideration for the waiving of this criteria. The approval of this plan item has been delegated to the Learner Specialist. External users may add, but cannot approve this plan item. The plan item start date is set to reflect the date of the request and the plan item end date is set to reflect the date the decision is made. An outcome of approved indicates that the requested authorization has been granted. An outcome of not approved indicates that the authorization was not granted. An outcome of incomplete indicates that a decision could not be reached.

Waive out of School Requirement (L)	Waive Out of School Req (L)	<p>This plan item is selected when an individual fails to meet the minimum out of school eligibility requirement as required to receive financial assistance to participate in an approved training program. Exceptional circumstances are evident and documentation supports consideration for the waiving of this criteria. The approval of this plan item has been delegated to the Learner Specialist. External users may add, but cannot approve this plan item. The plan item start date is set to reflect the date of the request and the plan item end date is set to reflect the date the decision is made. An outcome of approved indicates that the requested authorization has been granted. An outcome of not approved indicates that the authorization was not granted. An outcome of incomplete indicates that a decision could not be reached.</p>
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