

May 2005

Workplace Training – Client Information

Workplace Training is a tailor made, client-focused program that supports the training needs of eligible clients and uses work site based training opportunities to teach specific skills for occupations that are in demand.

Client Eligibility

Albertans eligible to participate in Workplace Training include:

- Those who are legally entitled to work in Canada
- Those who are having difficulty finding and keeping employment

Clients must

- Need skills training
- Adhere to the employer's attendance policy
- Be 18 years or older
- Be out of school for one year

Training Duration

- Four to 32 weeks of full-time training (minimum of 30 hours/week)
- Part-time hours are available for persons with disabilities

What's Expected

- Agreement to a training plan developed with the employer and Workplace Training service provider
- Completion of a monthly progress report
- Continued employment after training is completed

For more information

- **Call:** Toll-free, 310-0000 and ask to be connected to your nearest HRE office
- **Click:** www.gov.ab.ca/hre/skillsinvestment/reg/pdf/pp_wt.pdf
- **Local office locations:** www.gov.ab.ca/hre/ets/contact/index.asp