

May 2005

## Workplace Training – Employer 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.

### Employer Eligibility

Employers are selected based on:

- Capacity to train, to the identified training needs of a client
- Ability to deliver work site training
- Ability to provide ongoing employment after the Workplace Training contract is over

### *Employers must*

- Have a position available and training opportunity in the company
- Be able to provide skills training and supervision
- Comply with Alberta laws
- Be a legal entity with a current business licence

### Training Duration

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

### Costs

- Human Resources and Employment will reimburse participating employers up to 70% of training costs, but not more than \$300/week

### What's Expected

- Participation in development of a training plan for the trainee
- Training delivery
- Completion of a monthly progress report

### 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](http://www.gov.ab.ca/hre/skillsinvestment/reg/pdf/pp_wt.pdf)
- **Local office locations:** Click [www.gov.ab.ca/hre/ets/contact/index.asp](http://www.gov.ab.ca/hre/ets/contact/index.asp)

