

## FACT SHEET

### Employer Sponsored Training Help for employers facing situations that could result in lay offs

Employer Sponsored Training (EST) is a Government of Canada initiative to help employers avoid laying people off as a result of changes in their workplace.

EST provides eligible employers with financial assistance to support training activities for employees who would otherwise lose their jobs. The assistance can cover as much as 50% of training costs, up to a maximum of \$100,000 per agreement.

#### Are you eligible for EST assistance?

You can apply for EST funding if you are an employer in one of the following circumstances that will lead to one or more of your employees being laid off:

- a) Reduced business activity;
- b) Significant changes in market conditions;
- c) New legislative or regulatory requirements for workers.

Eligible employers include private sector/for-profit businesses (including sole proprietorships); non-profit organizations; municipal governments; band or tribal councils; cooperatives; and public health and educational institutions.

#### Which employees can benefit from EST?

Where there is a risk of job loss, all employees on your payroll, regardless of how long they've been employed or whether they work full-time or part-time, may participate in EST training activities.

#### What kind of training activities does EST cover?

EST training activities must clearly address the identified risk of job loss and help ensure employees subject to this risk retain their jobs or become more employable. This funding cannot be used to replace the regular and ongoing training you are responsible for providing to your employees.

EST can support full-time or part-time training activities such as occupational training; management training; literacy and essential workplace skills training; or training for trainers.

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**What costs will be covered?**

EST covers costs for the following: training needs analysis; skills assessment; development and adaptation of training content; adaptation of training materials; purchase of training contracts or tuition fees; training for trainers; salaries of employees in training or delivering training; overhead costs for employees in or delivering training (e.g. travel costs, living away from home allowances, dependant care, (disability needs); and evaluation tools.

Under EST, employers are required to make a financial contribution. This normally amounts to at least 50% of the expenses associated with the EST activities.

**How to get more information on EST and how to apply**

We encourage you to visit a Service Canada Centre or call 1 800 O-Canada (1 800 622-6232) for information about how the initiative is delivered in your province. You can find a Service Canada Centre near you at [servicecanada.gc.ca](http://servicecanada.gc.ca).

