

Training and Employment Support Initiative

General Principle

The Training and Employment Support Initiative (TESI) is intended to assist **income assistance** recipients in developing the skills they need in order to enter vocational training, educational programs, or employment.

Policy

Client Eligibility

In order to receive benefits under TESI, an individual must be in receipt of basic **income assistance** in accordance with the *Social Development Policy and Procedures Manual*.

Priority is to be given to employable singles and childless couples, particularly those under the age of 25.

Program Eligibility

In order to access TESI programs, services, or benefits, a person must first be an eligible recipient of basic **income assistance** allowances.

TESI will not duplicate or displace any existing federal or provincial programs, services, or funding for which the client would otherwise be eligible.

Benefits under TESI must be administered within available resources and in accordance with the principles of equity.

TESI is to be a client benefit.

Eligible Projects

TESI must form part of a case plan for an eligible recipient to access training or employment support to develop the necessary skills to enter vocational training, educational programs, or employment.

Client involvement in the following types of training and employment support could be eligible for TESI funding:

Readiness	life skills programs
Pre-education	<ul style="list-style-type: none"> • basic literacy and numeracy programs not funded or available from other sources, which are preparatory to upgrading or vocational skills training • could also include “stay in school/return to school” support
Pre-employment	job readiness, job shadowing, job search skills, specific occupational skills training requirements
Employment support	job placement assistance, job shadowing, work site support, training on the job

Projects Not Eligible

TESI is not intended to duplicate or replace other programs or sources of funding for which the client would otherwise be eligible.

TESI funds may not be used to purchase training that is covered by any other source of funding, nor may TESI funds be used to enhance the work opportunities program dollars.

Client Benefits

Client benefits under this program may include:

- tuition costs for eligible program or project, as outlined earlier in this module
- per diem participation fees for eligible program or project as outlined earlier in this module
- fee for service costs for individual clients
- actual cost of materials, books, and transportation to and from program
- other expenses not provided elsewhere but necessary for the client to participate in the program or initiative
- basic **income assistance** may continue as long as the client remains eligible under **income assistance** terms and conditions

Procedures

TESI Proposals

The administering authorities are to develop TESI proposals each year and submit them to INAC regional office (refer to your *First Nations Reporting Guide*).

TESI proposal should reflect the following:

- administering authority name and number;
- project title;
- type of project;
- purpose of project;
- activities of project;
- expected accomplishments of project;
- method of evaluating project;
- expenditures; and
- contact information.

The INAC regional office will assess the TESI proposal to ensure they meet the TESI objectives and criteria. If they do, INAC will approve funding.

Administering authorities who pool their TESI funding together are required to submit one TESI proposal for all administering authorities involved. If approved, INAC will flow TESI funds to the administering authority that submitted the proposal (refer to your *First Nations Reporting Guide*).

Client Documentation

Expenditures under TESI will be identified with individual clients as a **income assistance** benefit.

Client benefits must be documented on the *Budget and Decision Form (901-25)*, in the Comment section, describe project title, expenditures, start and end date.

Individuals receiving benefits under TESI must have a case plan documented on their file which identifies the type of training or employment support the client has accessed under TESI, and further education, training, or employment preparation that they will undertake following TESI involvement.

Outcome Indicators

Each administering authority must report annually on the results and outcomes for each TESI project, demonstrating that the project met its initial proposal objective.

The measurement information is essential to substantiate the effectiveness of TESI in meeting its objectives.

Annual Report

INAC requires a TESI Annual Report to be completed each year that provides a description of project initiatives for which funding is approved, as well as participant information is required. Statistical and program information must be provided in a final report each year (refer to your *Allocation Reporting and Coding Handbook* and *First Nations Reporting Guide*).

Annual Report should include the following:

- name and number of administering authority (if applicable, include others administering on behalf);
- details of expenditures – unit size and status (i.e., single employable, employable childless couple, youth 25 and under);
- effectiveness of project;
- financial resources (i.e., TESI funds and other funds); and
- contact information (i.e., signature and title)