

Kwanlin Dun First Nation Department of Education and Social Development 35 McIntyre Drive Whitehorse, YT Y1A 5A5 Phone: (867) 633-8422 Fax: (867) 633-7841

# INDIGENOUS SKILLS AND EMPLOYMENT TRAINING (ISET) PROGRAM APPLICATION INSTRUCTIONS

#### For any ISET funding application:

- 1. Please complete sections A-F of the ISET Funding Requisition form.
- 2. Please complete everything highlighted in yellow on the Consent Form.
- 3. Submit the completed forms to a Pathways Coordinator.
- 4. If you have any questions or need support filling out the forms, please contact a Pathways Coordinator for assistance.

#### For work gear applications:

- 1. Please complete the ISET application package and submit a confirmation of employment within the **first month of your employment**. Your application is not considered complete until the confirmation of employment is received.
- 2. A confirmation of employment can be:
  - a. a job offer letter,
  - b. a job contract, or
  - c. a letter from your employer (including your name, start date and job title).
  - d. Alternatively, if you provide a phone number or email for your employer, a Pathways Coordinator can contact them directly to confirm your employment.
- PLEASE NOTE: for seasonal workers returning to the same / similar employment after collecting EI during the off-season. Those returning to the same position will not be eligible for the work gear program, but citizens in need of support are encourage to reach out and discuss their individual circumstances.

### Eligibility

To be eligible for ISET funding, you must:

- Be a KDFN citizen;
- Be currently unemployed or underemployed; and
- Have not maxed out your ISET funding limits for this fiscal year (April 1 March 31)

There is no age limit to access ISET funding, however:

- Individuals who are legally required to attend school (in the Yukon, this is anyone under age 16) cannot access ISET funding for training, courses or other activities that occur during school hours;
- Individuals who are under age 19 must have a guardian sign their Consent Form.

### **Application Timelines**

Please submit your application as soon as possible. **Applications can take between 2-10 business days** to process, depending on the type of request and the time of year.

No funding will be processed without a complete application.

There are no reimbursements for expenses incurred outside of the program processing timelines, applications and funding requirements.

We do our best to support last minute requests but cannot complete same-day requests.



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# INDIGENOUS SKILLS AND EMPLOYMENT TRAINING (ISET) PROGRAM FUNDING REQUISITION

PART A: APPLICANT IN	IFORMATIO	ON					
		Middle Name	5		Last Name		
Preferred Name (optional)			Pronouns (optional)				
Date of Birth		SIN #			Driver's Licence	Class	
MM/DD/YYYY					🗆 Yes 🛛 No		
Mailing / Street Address		City / Territory		Postal Code			
Phone:		•	Email:				
Highest Level of		I education 🗌 Some Pos		st Secondary	t Secondary 🛛 University certificate		
				ceship or trad			
Education Completed:	Grade 9-10		Certificate (cert.)/dip.		University – Master's		
	□ Grade 11 □ Diploma			ert. / dip.	University	– Doctorate	
Are you currently receiving Social Assistance?			🗆 Yes 🔹 No				
PART B: CURRENT EM	PLOYMENT	INFORMATI		oloyed, name o	ofemployer		
Employed full-time	🗆 Emplo	oyed on-call	ii cinș	noyea, name (	or employer		
Employed part-time	□ Self-e	-					
Casually employed Unempl		ployed	If emp	loyed, positio	n		

Is this a new position / type of work within the past two years? If not, please explain:

PART C: REASON FOR REQUEST	
<ul> <li>Short-ticket training – (e.g. First Aid, Fall Arrest, Food Safe)</li> <li>Skill development (e.g., short-term course, one or two year)</li> <li>Upgrading (e.g. college prep)</li> <li>Job Creation Program</li> <li>Learning supports (e.g. tutoring, adaptive technology)</li> <li>Job Coach Funding Supports</li> </ul>	<ul> <li>Wage Subsidy</li> <li>PSEP (Post Secondary Employment Program)</li> <li>Participant supports (e.g., bus pass, licence fees, supplies required for school, etc.)</li> <li>Work Gear</li> <li>Other, specify:</li> </ul>

What are your short-term or long-term education and employment goals? Please provide as much information as possible for this ISET request. This cannot be left blank.
Your application is only considered COMPLETE if:
<ol> <li>Work gear – You have provided a confirmation of employment.</li> <li>Training – You have provided the dates, location, cost, and course provider of the training.</li> </ol>

PART D: APPROVALS (to be completed by staff)					
Amount of funding request:	Funding Source:				
	CRF EI Part I EI Part II				
P.O. Cheque Req Credit Card	ISET Code (1-20):				
□ AIS Direct Deposit □ Gift Card	KDFN Finance Code:				
Details / Rationale:					
Program Details:					
KDFN Employee:					
Approval Signature	Date				



I,

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## **CONSENT TO RELEASE/SHARE INFORMATION**

. of

(Print first and last name)

(Print address - city and territory)

give permission to Case Managers at the Kwanlin Dün First Nation (KDFN) House of Learning to exchange information with the following services providers and organizations, both verbally and in writing.

Service Provider	Date (M/D/Y)	Client Initial	Case Manager Initial	Specific Details (if required)
□ KDFN House of Learning Case Management Team				
KDFN Departments (Note: according to policy applications for funding also go to Finance)				
□ Yukon Government (YG) Post-Secondary and Labour Market (Formally Advanced Education)				
Employment and Social Development Canada (ESDC)				
□ Canada Revenue Agency				
Educational Institutions and/or Training Providers				
Place of Employment/Potential Employers				
Other Governments (Territorial, Federal, FN)				

I understand that the purpose for releasing this information is for case management services, including case planning, assessing needs and referring to additional support services. The information may also be used for policy analysis, statistical, research and/or program evaluation. Statistical information may be shared with funding agencies. This consent may be cancelled at any time by contacting KDFN House of Learning staff at (867) 633-8422.

⊠ AIS Database Information – I understand that my basic data (name, birthdate, address, SIN#, SCIS #, phone number and email) will be entered into the AIS Database (computer software program). This basic information will be shared with other KDFN departments.

Furthermore, I understand that any additional case management information, or notes on my file related to my supports at the House of Learning, will be entered and tracked in the AIS Database. This additional information WILL NOT however, be shared with any other KDFN departments unless stated previously on this consent form.

Individual/Legal Guardian

Date

#### WITHDRAW CONSENT

Consent has been withdrawn on		by				
L	Date	Name of person (print)				
Person receiving the call or instruction:						
Name (print)	Signatu	re	Date			
KWANLIN DÜN FIRST NATION CONFIDENTIALITY AGREEMENT						

It is the collective responsibility of all Kwanlin Dün First Nation (KDFN) employees to adhere to the provisions of the *Freedom of Information*, *Protection of Privacy Act (FIPPA)* when dealing with the personal information of other employees, our clients and Citizens.

 I, \_\_\_\_\_\_\_\_\_, through my position as \_\_\_\_\_\_\_

 Print staff members first and last name

 Print staff members position/place of work

with KDFN, agree to keep in the strictest confidence any information relating to clients both during and after my employment with KDFN in line with the KDFN Employee Oath of Confidentiality (Section 3.5 *KDFN Personnel Policy and Procedures Manual*) with KDFN.

Kwanlin Dün First Nation Staff Member

Date