

IRC ISET Training on the Job Guidelines

The IRC ISET Training on the Job (TOJ) program provides a wage subsidy to private and public employers to help them hire and train unemployed or under-employed workers. The training may be delivered on the job site. The expectation is that the employer will hire the trainee at the end of the training period.

Apply to TOJ by completing TOJ application forms.

For assistance or application forms please contact Veronica Kasook, Director of Education, Training and Capacity.

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Eligibility

The TOJ program is available to both the public sector and private sector. Private sector employers should have fewer than 25 employees. The trainee should be training to fill a full-time, part-time (minimum of 20 hours per week) or a seasonal job. Trainees may be unemployed or underemployed. IRC TOJ can assist up to 26 weeks of support.

Trainees should be beneficiaries of the Inuvialuit Regional Corporation 18 years of age and over.

Subsidy Amounts

For an agreement for those in the private sector, the TOJ rates are:

- Up to \$25.00 an hour maximum.
- 50% of the wages up to a maximum of 40 hours a week.
- The employer must contribute a minimum of 50% of the apprentice's wage
- No wage subsidies are paid for holidays, sick time and overtime.
- Wage reimbursement will be paid for regular hours worked only.

For an agreement for those in the public sector, the TOJ rates are:

- Up to \$25 an hour maximum.
- 100% of the wages up to a maximum of 40 hours a week.
- No wage subsidies are paid for holidays, sick time and overtime.
- Wage reimbursement will be paid for regular hours worked only.

How it works

EMPLOYER/TRAINEE APPLICATIONS

The employer must complete an application to the IRC ISET office for a Training on the Job position/project. The application must provide the following information:

- Employment position that is available
- Job description of position
- A TOJ candidate recommendation (the candidate must be unemployed or underemployed as required under ISET funding guidelines)
- The candidate's ISET Application and an up-to-date current resume
- The candidate's official transcripts for proof of education, if requested
- A TOJ training plan
- Salary structure.
- Copy of business license.

The IRC Training and Education Committee will review the proposal.

EMPLOYER RESPONSIBILITIES

The employer will sign a Service Provider Agreement with IRC with the following:

- Provide a valid business license.
- Confirmation of wage contributions,
- The term of the training period,
- The employer's agreement to offer employment after successful completion of training, notwithstanding the employer's rights to manage and assess the employee's suitability for the position,
- The employer will provide the trainee with IRC issued forms and forward completed forms to IRC,
- The employer is fully responsible for the issuance of trainee's wages,
- The employer will contact IRC directly when issues with the candidate arise pertaining to performance behaviour and attendance if required,
- The employer may be responsible for repayment of funding support if the employer abandons its commitments and founded by IRC as inexcusable,
- The employer reserves the right to assess the trainee for position suitability prior to or at the end of the training period and
- The employer will submit written confirmation to IRC within 30 days of completion of project, confirming that the trainee has been moved to the position on a full-time basis.

TRAINEE RESPONSIBILITIES

- Complete and submit various IRC forms, as required,
- Release performance assessments to IRC, if requested,
- Responsible for meeting expectations of employment agreement,
- Be available for monthly training and performance reviews with IRC and employer, if requested,
- Contact IRC with any concerns regarding the program and/or the employer,
- Agrees that the employer may share all employment related information to IRC,
- Agrees to regular monitoring by the employer and IRC (during training period and up to one year following the training period) and
- The trainee may be responsible for repayment of funding support if the trainee abandons his/her commitments and they are funded by IRC as inexcusable.