




Indigenous Skills and Employment Training (“ISET”) Policy

Approved by First Nations Council: June 20, 2023

Effective Date: June 20, 2023

Education Department
Champagne and Aishihik First Nation
Haines Junction | Whitehorse, Yukon



Dän nātthe āda K’úkhjá
Chief Barb Joe



PART I – GENERAL PROVISIONS

1.0 Introduction

Kats'udän (Learning)

Champagne and Aishihik Dän are a hunting and fishing people, with close ties to the land. In our traditional way, being “smart” means knowing the animals and your country. Our people have always been innovative, making do with the materials on hand.

2.0 Purpose

The Indigenous Skills and Employment Training Program (“ISET”, or the “Program”), is designed to help CAFN Citizens gain and improve their skills and find employment to promote the achievement of their long-term employment and career objectives. In delivering the Program, administrators focus on accountability and results. This ISET Policy, (the “Policy”) supports fair, effective and accountable delivery of Program funding.

3.0 Definitions

The definitions in CAFN’s *Dän K’é Post-Secondary Education Policy* apply in this Policy, along with the following specific definitions:

“Accredited Post-Secondary Institution” means a degree, diploma or certificate granting institution, which is recognized by a Province or Territory, and includes educational institutions affiliated with or delivering post-secondary programs by arrangement with an eligible post-secondary institution, or an institution that has been approved by CAFN’s Department of Education consistent with section 8;

“Applicant” means a person who has submitted an application for support under the ISET program;

“CAFN” means Champagne and Aishihik First Nations/Shadhäla yè Äshèyi kwädän;

“Citizen” means a Citizen of the CAFN unless the context suggests otherwise (i.e. for the purposes of eligibility where “Canadian Citizenship” is specified in addition to “Citizenship”);

“Default” means a failure to fulfill an obligation under this Policy with respect to the payment/repayment or use of program support funding provided under the Policy;

“Department of Education” means CAFN’s Department of Education, which is the Department within CAFN responsible for administering the ISET program;

“Enrolled” means enrolled under CAFN’s *Äghàatän (My Relatives) Enrollment Act*;

“Good Standing” for the purpose of this Policy means that if the Applicant owes money to CAFN, they have entered into an agreement with CAFN in respect of the money owed;

“Indigenous” means First Nations, Inuit or Metis consistent with the Constitution of Canada;

“Personal Information” means information about an identifiable individual, but does not include the name, title, business address or telephone number of an Employee of CAFN;

“Procedural Error” occurs when different procedures are used to answer the same question and provide slightly different answers;





“Yukon Resident” means a person who resides in the Yukon or declares the Yukon as their primary residence for tax purposes.

PART II – ELIGIBILITY

4.0 Eligibility (Applicants)

Who can apply for funding under ISETS?

- 4.1 To be eligible for funding under ISETS, an Applicant must:
 - 4.1.1 be Enrolled under CAFN and a CAFN Citizen;
 - 4.1.2 be a Canadian Citizen;
 - 4.1.3 be a Yukon Resident; and
 - 4.1.4 be in Good Standing.
- 4.2 Where practicable and upon request, CAFN may provide Indigenous persons who live within CAFN’s traditional territory but who are not Citizens and are not enrolled under CAFN’s Final Agreement with access to relevant labour market data and literature, information on employment prospects and trends and other employment related materials and/or referrals to other service providers to obtain employment related services.
- 4.3 Indigenous persons who live within CAFN’s traditional territory but who are not Citizens and are not enrolled under CAFN’s Final Agreement are not entitled for funding under ISETS through CAFN.
- 4.4 ISETS Funding is available to people who meet the eligibility criteria under ss. 4.1.1 through 4.1.3, and
 - 4.4.1 are unemployed, under-employed, or who are able to demonstrate to CAFN that they are in immediate risk of becoming unemployed, or
 - 4.4.2 can provide a letter from their employer stating that they are not eligible to receive funding from them for the training they are applying for under the Program.
- 4.5 Recent recipients of ISET funding must demonstrate the following before they are eligible for additional funding under the Program:
 - 4.5.1 reasonable use of the skills and knowledge gained through training achieved with use of Program funding, and active job searching in the area of skills and training achieved, and
 - 4.5.2 a certificate of completion for their funded training.





5.0 Eligibility (Programs and Institutions)

What training programs/institutions can I attend using ISET funding?

- 5.1 Training programs/institutions must meet one of the following criteria to receive ISET funding under the Policy:
 - 5.1.1 delivered by an Accredited Post-Secondary Institution that is authorized or certified within their respective industry/regulating body, or
 - 5.1.2 delivered by an organization or individual who has been contracted directly by CAFN to deliver a training program.

PART III – PAYMENT AND FUNDING

6.0 Expenses

What can I use my ISET funding for?

- 6.1 Successful Applicants for ISET funding may use the funds for the following types of expenses; expense amounts are consistent with the Post-Secondary Education Policy:
 - 6.1.1 course tuition;
 - 6.1.2 books / other support materials, up to a maximum of \$500.00/term;
 - 6.1.3 examination fees associated with the training funded under ISET;
 - 6.1.4 transportation to the approved training program;
 - 6.1.5 living allowance, if living away from home is required to attend an approved training program; and
 - 6.1.6 personal protective equipment (or “PPE”, including hard hat, boots, safety vest, safety glasses ONLY) up to \$200.00 on a **bi-annual** basis only (every 2 years and payment by purchase order – no cash).

What can't I use my ISET funding for?

- 6.2 Successful Applicants for ISET funding **cannot** use ISET funding for the following expenses:
 - 6.2.1 workshops or conferences;
 - 6.2.2 computers or cell phones;
 - 6.2.3 Internet costs; or
 - 6.2.4 clothing for work (except PPE).

What are the specific rules about how I use my ISET funding for travel?

- 6.3 ISET funding can be used for travel, but only up to a maximum of \$500.00/semester.
- 6.4 The following things are eligible for funding under ISET for travel:
 - 6.4.1 ground travel reimbursement rates are based on Federal Treasury Board Regional rates for meals, accommodations and mileage, and





6.4.2 living allowances, for those taking extended programs (15 days or more), are consistent with the Post-Secondary Policy.

6.5 The maximum amount allowed for travel under ISET will be halved for part-time students.

7.0 Procedures for Funding and Reimbursement

7.1 Successful Applicants must register and pay for their approved training program.

7.2 Applicants who need support to pay approved training program fees or PPE can enter into an agreement with the Director of Education to get funding for the registration fees in advance of payment, but this is not the preferred model for funding under ISET and the Recipient will be required to repay the fees to CAFN if they fail to complete the approved training program.

7.3 When a recipient of ISET funding has successfully completed their training program, the recipient shall submit Proof of Completion and an Expense Report to the Employment & Training Officer for reimbursement.

7.4 If a recipient of ISET funding under this Policy does not complete the training they have received funding for under ISETS, it may negatively affect future requests.

PART IV – REVIEW OF APPLICATIONS, DECISIONS, AND APPEALS

8.0 Review

Who reviews my application and decides whether or not I get ISET funding?

8.1 Applications for ISET funding are reviewed based on the level of funding being requested by the Applicant:

8.1.1 under \$10,000 - Employment & Training Officer and the Post-Secondary Support Officer;

8.1.2 between \$10,000-\$25,000 - Director of Education; and

8.1.3 between \$25,000-\$40,000 – Executive Director or similar level position.

9.0 Appeals

What do I do if I don't think the decision on my Application for ISET funding was fair?

9.1 CAFN strives to provide equitable and consistent treatment of Applications in accordance with program objectives, selection criteria and available budget, but Applicants may appeal a decision on their Application made under this Policy based on the following:

9.1.1 procedural errors, including departures from CAFN's policies/procedures in relation to decision-making on an application; for example:

- an undeclared or unaddressed conflict of interest (the decision-maker must be impartial), or
- mis-interpretation or mis-application of the Policy.

9.2 The onus is on the Applicant to demonstrate that a procedural error was made in the review of their Application.





- 9.3 Applicants must submit their appeal to CAFN in writing on the form attached as Appendix "D" within two months of receiving a decision from CAFN on their Application.
- 9.4 No new supporting material will be considered on an Appeal.
- 9.5 Decisions on appeals are made by the Executive Director.
- 9.6 Decisions on an appeal are final.

10.0 Reasons for a Decision - Appeals

- 10.1 CAFN provides reasons in writing to an Applicant who appeals a decision on their Application within 14 days from the date on which the Appeal is received.
- 10.2 A successful appeal by an Applicant could result in any of the following outcomes:
 - 10.2.1 more/less funding may be provided;
 - 10.2.2 the duration of funding may be increased/decreased; or
 - 10.2.3 the original funding decision could remain unchanged.





Appendix "A" ISET Application Form

CLIENT INFORMATION

Surname		Given Names	
SIN #		Also Known As	
Date of Birth		Sex	<input type="radio"/> Male <input checked="" type="checkbox"/> Female
Marital Status	<input type="radio"/> Divorced <input checked="" type="checkbox"/> Married/Common-Law <input checked="" type="checkbox"/> Separated <input checked="" type="checkbox"/> Single <input checked="" type="checkbox"/> Widowed		

RESIDENCE/MAILING ADDRESS

Address		Postal Code	
Town/City		Contact Number	
Territory/Province		Email Address	

NEXT OF KIN/SPOUSE

Name		Address	
Town/City		Territory/Province	
Phone Number		Relationship	

PERSONAL

Citizenship	<input checked="" type="checkbox"/> CANADIAN	Aboriginal Group	
Citizen Number		Referred By	
Language(s) Spoken		Language Preferred	
Community			
Have a Disability	<input type="radio"/> Yes <input checked="" type="checkbox"/> No	Labour Force Category	<input type="radio"/> Employed <input checked="" type="checkbox"/> Student <input checked="" type="checkbox"/> Unemployed
Employment Readiness	<input type="radio"/> Not Ready to Work <input checked="" type="checkbox"/> Ready to Work <input checked="" type="checkbox"/> Unable to Work <input checked="" type="checkbox"/> Working		
Own a Vehicle	<input type="radio"/> Yes <input checked="" type="checkbox"/> No	License Class *	
Territory/Province		Expiring	

* If you don't currently have a Driver's License, please note a plan to get one or why you are unable to get one

DEPENDENTS (Under 18 years old and living with you)

Surname	Given Names	Date of Birth	Relationship	Living with You





CHAMPAGNE AND AISHIHIK FIRST NATIONS

EMPLOYMENT HISTORY (Information must be filled out in full including dates)

Employer	Job Title	Start Date	End Date	Reason for Leaving

ACTION PLAN ASSESSMENT (filled out by ETO)

Employment Dimension	Employment Status (Start)	Is Childcare Required	Action Plan Description
Employment Barriers		Plan to Overcome	
1. None 2. Lack of labor force attachment 3. Lack of work experience 4. Lack of transportation 5. Remoteness 6. Language 7. Education 8. Economic 9. Dependent care 10. Lack of marketable skills 11. Physical, emotional or mental health 12. Other _____		 	

PROGRAM INFORMATION

Program/Other			
Institution			
Location			<input type="radio"/> Accepted <input checked="" type="checkbox"/> Confirmation Pending
Start Date		End Date:	Year ____ of a ____ Year Program
Level	<input type="radio"/> Full Time <input checked="" type="checkbox"/> Part Time <input checked="" type="checkbox"/> Distance Education		

EDUCATION INFORMATION (Trades etc.) (indicate if graduated)

Level	Discipline	Certification	Date Completed	Institution

Examples for Level: High School, License, Certificate, Diploma, Degree, Undergraduate, Masters, Doctorate



CHAMPAGNE AND AISHIHIK FIRST NATIONS

EMPLOYMENT SEEKING

Industry Type	Job Title	Special Needs	Comments

YUKON STUDENT FINANCIAL ASSISTANCE (Deadline dates are June 30th and January 15th)

Applied for SFA	<input type="radio"/> Yes <input checked="" type="radio"/> No	Status of application	<input type="radio"/> Approved <input checked="" type="radio"/> Denied
If No, please explain why (i.e. NA)			

* Please attach correspondence (required)

EMPLOYMENT INSURANCE BENEFITS

Are you receiving EI	<input type="radio"/> Yes <input checked="" type="radio"/> No	If answer is Yes start date	
Worked full-time in last 6 months	<input type="radio"/> Yes <input checked="" type="radio"/> No	Received EI last 3-5 Years	<input type="radio"/> Yes <input checked="" type="radio"/> No

BUDGET PLAN (ask for assistance if required)

Description	Notes	SFA Funding	ISETP Funding
Tuition and Fees			
Travel to School			
Required Books and Supplies			
Living Allowance			
Child Care Costs			
Accommodation			
Other Costs (indicate)			
TOTAL			

BANKING INFORMATION

Clients applying for a living allowance must provide banking information for EFT

RECOMMENDATIONS

OFFICE USE:			
APPLICATION RECEIVED DATE		APPROVAL DATE	
CAFN CASE MANAGER?:		CODING	





CONSENT CLAUSE, DECLARATION AND RELEASE OF INFORMATION

(Please read carefully)

1. I consent to and authorize the release of any personal information by my employer, banks or other financial institutions, mercantile organizations, aboriginal organizations, educational institutions and by federal, provincial, territorial and municipal government departments and agencies, including the Canada Customs and Revenue Agency to the Champagne & Aishihik First Nations (CAFN). My personal information will be used to determine my initial and continued eligibility for funding and for the effective and efficient general administration and enforcement of the CAFN Indigenous Skills Employment Training Program (ISETP).
2. In addition, I consent to and authorize CAFN to the release of any personal information to any Indigenous organizations and/or federal, provincial, territorial and municipal government departments and agencies to assist me in the purpose of the effective planning, development, delivery and monitoring of the CAFN ISETP.
3. I understand that "personal information" means and includes:
 - my name, home or business addresses or home and business telephone numbers,
 - my national or ethnic origin;
 - my age, sex, marital status or family status, and date of birth,
 - my financial status and history;
 - any identifying numbers, symbol or other self-identifying assigned to me such as my social insurance number, health care card number, or personal identification number;
 - information about my educational or employment status and history.
4. I understand that the personal information that may be released to banks or other financial institutions, mercantile organizations, Indigenous organizations, government organizations and educational institutions are:
 - my name, home or business addresses or home and business telephone numbers;
 - my national or ethnic origin;
 - my age, sex, marital status or family status, date of birth; and
 - my financial status and history.

I agree to provide such additional consent to the release of my personal information as may be required from time to time by CAFN.

DECLARATION

I declare that the information submitted in this form and appendices are correct to the best of my knowledge. I agree to:

- use any funding received from the CAFN ISETP funds towards the cost of my education and return any refunds of tuition or other fees and any CAFN Employment and Training funding that I am not entitled to;
- immediately notify the CAFN Education & Training Officer (ETO) if I change my status as a full-time student in an approved program, my study period, my marital status, the status of my dependents or financial status, any changes to my address(s), phone numbers and bank accounts;





- provide information or documents requested by the CAFN ETO to verify any statement made in this application; and
- to follow the terms and conditions of any funding documents that I may receive.

I understand that:

- all training funds are considered income under the Income Tax Act (Canada). CAFN is obligated to report the amount of the Contribution on a T4A, provide the T4A to me, and I am required to include the amount of the Contribution when computing my income for the fiscal year;
- I may have to repay my financial assistance now or in the future to CAFN if there are changes to my financial, marital, dependents or my status as a full-time student in an approved program;
- I may be denied financial assistance now and, in the future, if:
 - I make false or misleading statement in this application;
 - I do not comply with a request from the CAFN ETO to provide information or documents so that information in this application may be verified;
 - my eligibility for CAFN ISETP funds may be affected by income that I, or my spouse, receive from other sources; and
 - I have an outstanding debt to CAFN or its affiliates or to other funding agencies.

I consent to and authorize the release of any personal information by CAFN. My personal information may be used for effective planning and delivery of career development and employment initiatives of the CAFN Education Department.

SIGNATURES

Applicant Signature		Date	
CAFN Signature		Date	





Appendix "B" Applicant Checklist

Have you done all of the following:

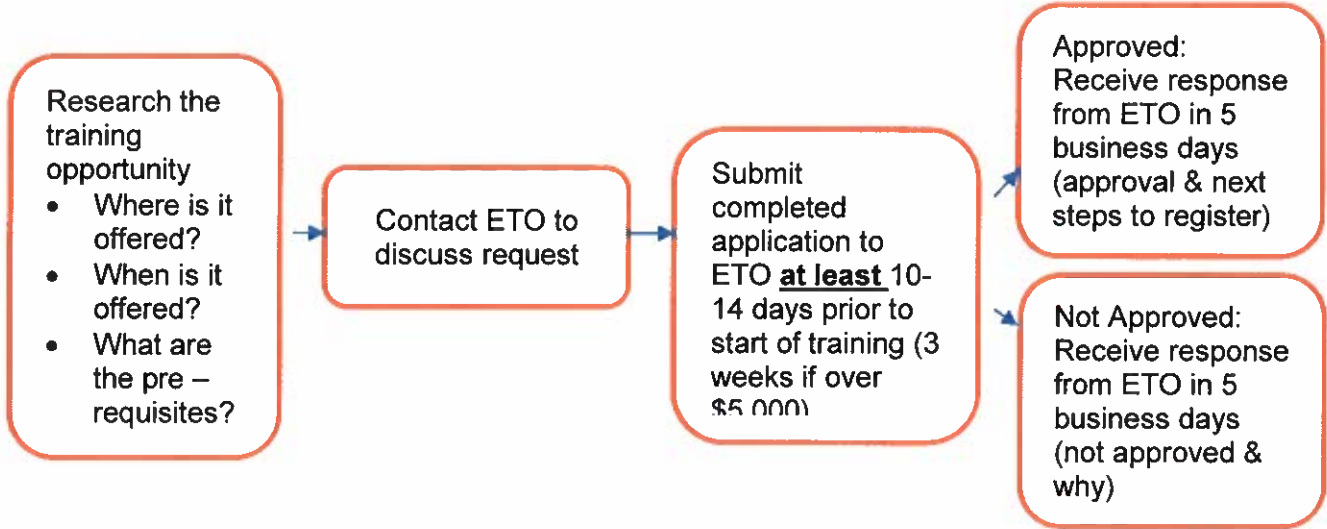
- look at the eligibility criteria in the Policy (do you qualify for ISET funding? (s.
- Research the training program – does it qualify under the Policy? (s.
- Do you have the pre-requisites you need to take the training?
- Register for the training course if you are approved for ISET funding
- Attend the approved training program
- Pass any completion exams for the course
- Submit any required receipts & proof of completion to the CAFN ETO for reimbursement
- Provide completed program documentation to the ETO for your file
- Housing
 - Can I stay with family?
 - Is there student housing? IF yes, how much does it cost?
 - If no student housing, what are other options (motel, AirBnB etc.)
- Computer/Equipment
 - Do I need one for the course?
 - If yes – do I have one that meets the requirements or can I borrow one?
 - If no – what are my other options to get funding to get one?
- Childcare
 - Will I need childcare? If yes, what are my options and how much do they cost?
- Travel
 - Do I need to travel to my course?
 - Can I drive or fly? Will I need a vehicle when I am at my training location?
 - What are the various costs and options?

****Note:** If you do not attend or complete the program, all funds must be repaid to CAFN, as per the promissory note, to qualify for any future funding. To help yourself to be successful, consider researching the following items when you are researching your training program. The Education Department Committee may suggest that you work with a CAFN case manager for self-sufficiency plan.





Appendix "C"
Application Process Guide/Deadlines





**Appendix "D"
ISET APPEAL FORM**

CAFN strives to provide equitable and consistent treatment of Applications in accordance with program objectives, selection criteria and available budget, but Applicants may appeal a decision on their Application made under this Policy based on the following:

- Procedural errors, including departures from CAFN’s policies/procedures in relation to decision-making on an application, for example:
 - an undeclared or unaddressed conflict of interest (the decision-maker must be impartial);
 - miss-interpretation or miss-application of the Policy

The onus is on the Applicant to demonstrate that a procedural error was made in the review of their Application. No new supporting material will be considered on an Appeal. Decisions on appeals are final.

Applicants must submit their appeal to CAFN in writing within two months of receiving a decision from CAFN on their Application.

Name: _____

Reason for Appeal:

Thank-you, you will receive formal communication on your appeal within 14 days of submission to CAFN.