

Participant Fact Sheet

Training and Employment Services

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If you are an unemployed Albertan and need help with your job skills or job search, you may be eligible for training and/or employment services supported by Alberta Labour and Immigration at **no cost**.

Eligibility

You can apply if you are in Alberta, and are legally able to work in Canada. Specific eligibility criteria can be found within each training or service guideline ([Training and Employment Services](#)).

Training locations and availability

There are a number of programs and services offered by contracted providers throughout Alberta. For more information, visit the [Training and Employment Services Directory](#).

Training Programs

Self-Employment, Integrated Training and Immigrant Bridging

Important information before you apply

If you are already employed, you may not be eligible for training. In rare circumstances, you may be allowed to quit your job to attend training but only with the approval of an authorized counsellor with the Government of Alberta. For more information, speak with a contracted training provider.

If you are receiving regular Employment Insurance benefits, you must be approved to attend training before it begins. This will ensure your Employment Insurance benefits are not interrupted when you start training. For more information, speak with a contracted training provider.

Other considerations that may affect your eligibility for training include:

- Ability to meet the eligibility requirements of the training program.
- Commitment to pursue full-time employment following training.
- Preparedness and commitment to attend training

- The number of months since you last attended funded training.
- The total number of months of funded training you have already received.

When in training, participants must:

- Follow the policies of the training provider, including the provider's attendance policy.
- Demonstrate progress
- Advise the training provider of any changes to employment, financial or household situation, etc.

After training:

- It is the participant's responsibility to pursue full-time employment.
- The Government of Alberta will conduct a follow-up survey at three months to ask if you were able to find a job. Participants who have attended training are expected to respond to the survey.
- If you received Foundational Learning Assistance, you will also receive a tax slip at the end of the year.

Foundational Learning Assistance

Participants in training programs may be eligible for financial assistance to cover living costs. Eligibility for participant funding is determined by Advanced Education based on household composition and financial resources. Please discuss your financial situation with your training provider.

On-the-Job Training

Workplace Training

Workplace Training matches participants with an employer to gain on-the-job training or work experience.

Placements are unique to the participant's job target and include a wage from the employer. Participants must keep in regular contact with the training provider and are not eligible for financial assistance to cover living costs.

After the placement has ended, the Government of Alberta will conduct a follow-up survey at three months to ask if

you are still employed. Participants who have attended workplace training are expected to respond to the survey.

Employment Services

Transition to Employment Services

Transition to Employment Services provides an individualized service to help unemployed Albertans get full-time work.

When using these services, participants must:

- Commit to the services outlined to meet the goal of obtaining employment
- Keep in contact as agreed upon with the provider.
- Be self-supporting. Participants accessing services are not eligible for financial assistance to cover living costs.
- After these services have ended, the Government of Alberta will conduct a follow-up survey at three months to ask if you were able to find a job. Participants who have received services are expected to respond to the survey.

Decision Review

If you do not agree with a decision on your eligibility to participate in training or employment services, you can request to have the decision reviewed. The Provider will advise how to request a decision review.

Workers' Compensation

Participants in a training or services funded by Labour and Immigration are eligible under the Government of Alberta's Workers' Compensation coverage. If injured during training or work experience/placement, report your injury to the employer (if applicable), the provider and [WCB](#).