

# WORKPLACE TRAINING

## PROGRAM INFORMATION



**Workplace Training** is a program to provide financial support to employers in Prince Edward Island to assist in the development and provision of job-specific training. This program will support training initiatives by funding a portion of the salaries of employees while on training and other related training costs.

The **Workplace Training** initiative will be based on partnerships between employers, industry groups, training providers and government. The following program objectives have been identified:

- Increase training opportunities for employees who need retraining as a result of technological and workplace change (excluding software programs);
- Increase industry and employer investment in training to improve competitiveness and productivity;
- Provide employers with an opportunity to advance skills levels of existing employees;
- Assist employers to fill existing and future labour shortages by increasing skills of existing workers;
- Encourage partnerships between employers, employees and training providers to address training requirements;
- Support the portability of skills and the mobility of workers.

### ELIGIBILITY INFORMATION-INDIVIDUALS

To be eligible for participation in the **Workplace Training** program, you must be:

- An employee of an eligible organization who requires specialized skills to enhance employment and participation in the labour force.

### ELIGIBILITY INFORMATION-ORGANIZATIONS

Eligible organizations in Prince Edward Island may include:

- Private sector and incorporated business located in Prince Edward Island.

Organizations must clearly demonstrate how the proposed training is job related and how it will assist the employer in dealing with labour force adjustments.

### WHAT ELSE DO I NEED TO KNOW?

- Training may be delivered by an eligible employer's in-house instructors or by public or private training institutions.
- The following costs may be covered:
  - External instructor fees (such as public or private training institutions);
  - In-house instructor costs where the in-house trainer has the recognized qualifications to facilitate the training;
  - Portion of employee wages while participating in the training.
- The following training initiatives are priority activities:
  - The adaptation or implementation of new manufacturing and processing technologies that require existing employees to up-skill or retrain;
  - The implementation of a workplace project that develops technical training leading to increased technical skills of existing employees.

### WHO DELIVERS WORKPLACE TRAINING ?

**SkillsPEI** delivers the **Workplace Training** program in partnership with employers and training providers.

## APPLICATION INFORMATION

### Organizations

Organizations seeking assistance under the Workplace Training program must ensure the Workplace Training application is complete and submitted to SkillsPEI.

### Office Locations

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