

Building a skilled
and productive workforce

Training on the Job

Helping Northerners develop
workplace skills

Other Brochures in this Series

- ▶ Apprenticeship Training on the Job
- ▶ Building Essential Skills
- ▶ Community Literacy Development Fund
- ▶ Cultural Projects Contributions
- ▶ Employment Assistance Services
- ▶ Graduate Transition Program
- ▶ Individual Skill Enhancement
- ▶ Learning Support for Persons with Disabilities
- ▶ Local Labour Market Partnerships
- ▶ Self Employment Option
- ▶ Youth Employment

NWT Career Centre, Canada/NWT Service Centre

Fort Simpson

2nd Floor, Deh Cho Hall 695-7338 Fax 695-7351

Fort Smith

Sweetgrass Building 872-7425 Fax 872-4507

Hay River

Courthouse Building 874-5050 Fax 874-5062

Inuvik

Mack Travel Building 777-7365 Fax 777-7218

Norman Wells

Town Square 587-7120 Fax 587-2612

Yellowknife

Greenstone Building 766-5100 Fax 873-0423

www.ece.gov.nt.ca

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Si vous désirez ces renseignements dans une autre langue officielle, veuillez communiquer avec nous.

What is the *Training on the Job Program*?

The Training on the Job (TOJ) Program enables Northerners to acquire the workplace skills needed for meaningful employment. Wage subsidies are provided to employers to offset training costs.

Am I Eligible?

Employers must be:

- ▶ Licensed to operate in the NWT;
- ▶ In business for a minimum of 6 months; **and**
- ▶ A municipality, Aboriginal organization, friendship centre, housing authority, volunteer organization, board or agency, non-profit organization, business or professional association, or a non-governmental health or educational institution.

Potential employees must be:

- ▶ A resident of the NWT; **or**
- ▶ Currently receiving Employment Insurance (EI) benefits, or have had an EI claim which ended within the past 3 – 5 years.

All participants must also complete a Career Action Plan to identify career and employment needs. Note that priority for training opportunities will be given to Affirmative Action candidates.

Financial Assistance

The Department of Education, Culture and Employment will review all training requests and make recommendations for approval. Upon approval for the program, a wage subsidy will be provided to the employer at a regionally negotiated rate.

Length of Program

The length of the program will vary depending on training requirements. The program duration must be a minimum of 6 weeks, a maximum of 52 weeks and provide at least 30 hours per week.

How to Apply

Contact your local Career Centre for more information. Note that employers are required to submit a training plan.

