

**SHORT-TERM TRAINING AND CERTIFICATIONS
PROGRAM**

1. Overview

1.1 Introduction

This policy outlines a Tahltan Nation program aimed at providing financial support for Tahltans pursuing short-term training or certification opportunities. This policy is one of two Tahltan Nation programs relating to education and training. If you are seeking funding for post-secondary education or longer-term trades training opportunities, please refer to the applicable policy. This policy is subject to change at any time and will be administered at the discretion of the Advisory Board.

1.2 Objectives

The goals of this program are to:

- support Tahltans pursuing a variety of training and certification opportunities
- maximize the benefits of economic growth in Tahltan territory
- strengthen connections between the Tahltan Nation and individual Tahltans
- promote greater self-reliance throughout Tahltan communities
- ensure that financial support is spread broadly throughout the Tahltan Nation

1.3 Education Director

The Education Director is employed by the Tahltan Central Government and is responsible for: (i) managing the implementation of this policy, (ii) being the key contact person for all potential applicants, (iii) approving all funding requests.

Any questions regarding this policy should be directed to the Education Director.

1.4 Tahltan Education and Training Advisory Board

The Tahltan Education and Training Advisory Board (“**Advisory Board**”) was formed in response to a members’ resolution at the 2017 Tahltan Central Government Annual General Assembly. The Advisory Board’s primary role is to develop and implement policies aimed at supporting Tahltans pursuing education and training opportunities. The Advisory Board is also responsible for overseeing the work of the Education Director.

The Advisory Board consists of:

- Chad Norman Day, acting as Chair,
- Adrian Carlick, representing the Tahltan Central Government,
- Curtis Rattray, representing the Tahltan First Nation,
- Jolene Hawkins, representing the Iskut First Nation, and
- Ann Ball and Maureen Johnstone, representing the Tahltan community at-large.

2. Eligibility

2.1 Applicant Eligibility

To qualify for funding under this policy you must be of Tahltan ancestry and be a registered member of the Tahltan Central Government.

2.2 Program Eligibility

This policy is intended to provide financial support for Tahltans pursuing training programs that do not qualify for funding through the Tahltan Post-Secondary and Trades Training policy. Given the range of short-term training and certification programs that exist, program eligibility will be assessed by the Education Director on a case-by-case basis.

Some examples of the types of programs that this policy is intended to support include: high school equivalency and upgrading, first aid, commercial driving, machine technician, food and beverage service, office management, and many other similar vocations.

3. Funding

3.1 Maximum Funding

The Tahltan Nation will reimburse the program tuition and other mandatory costs up to a total of \$1000 per program.

3.2 Travel Expenses

Applicants who reside within Tahltan Territory and are taking a course located outside of Tahltan Territory may be eligible for up to an additional \$1000 in travel expense reimbursement, over and above the maximum funding amount.

3.3 Payment Method

All funding provided under this policy will either be paid directly to the provider of the program or reimbursed to the applicant upon submitting receipts to the Education Director.

4. Applications

4.1 Application Deadlines

Applications for funding under this policy will be accepted on a rolling basis throughout the year. Although applications may be submitted at any time, applicants should allow up to one month for a funding decision to be made.

4.2 Application Response

Within 30 days of submitting an application, applicants will receive a notice with one of the following responses:

- confirmation that the applicant has been awarded funding and the amount of the funding,
- confirmation that the applicant has not qualified to receive funding, including a summary of the reasons why, or
- a request for further information to supplement the application before a final funding decision can be made.

5. Funding Decisions

5.1 Assessment Criteria

The Education Director will be responsible for assessing applications under this policy and making all funding decisions. The primary assessment criteria that the Education Director will consider is whether the program is credible and whether successful completion of the program is likely to support the applicant in achieving his or her career objectives.

5.2 Appeals

Any disputes regarding a funding application or payment must be submitted to the Education Director within a timely manner. The Education Director will forward any appeals to the Advisory Board for a final determination.

5.3 Student Expectations

Successful applicants will not be expected to adhere to any formal reporting requirements; however, the Education Director may from time to time reach out to check in on an applicant's progress. Should this occur, it is expected that the successful applicant will respond promptly to the Education Director.

Successful applicants are expected to successfully complete the program. If at any time a successful applicant discontinues his or her program, he or she must notify the Education Director immediately. Should this occur, the successful applicant will not be asked to repay any funding already provided; however, any future funding requests by the same applicant will be assessed on a case-by-case basis.