



GABRIEL DUMONT INSTITUTE

of Native Studies and Applied Research

Gabriel Dumont Institute of Native Studies and Applied Research Policies and Procedures

5.0 Program Specific Policies

- 5.1 Dumont Technical Institute
 - 5.1.1 Student Policies
- 5.2 Saskatchewan Urban Native Teacher Education Program
 - 5.2.1 Student Policies
 - a) Saskatoon Campus
 - b) Regina Campus
 - c) Prince Albert Campus
- 5.3 Gabriel Dumont College
- 5.4 Gabriel Dumont Institute Training and Employment Inc.
 - 5.4.1 Program Policies
 - a) Individual Sponsorship Program
 - b) Employment Based Programs
 - c) Immediate Employment Assistance Program
 - d) Partnership Program
 - 5.4.2 Financial and Administrative Policies
 - a) Strategic Planning
 - b) Financial Reporting
 - c) Budgets
 - d) Purchases and Disposition of Assets
 - e) Payments to Vendors
 - f) Payments to Clients
 - g) Approval Authority for Amendments
 - h) Payroll Administration
 - i) Travel
 - j) Contracts
 - k) Conflict of Interest
 - l) Confidentiality
 - m) Funding Through Other Agencies
 - n) Client Top-Ups
 - o) Overpayments
 - p) Collection

- 5.4.3 Program Monitoring
- 5.4.4 Appeals Process
- 5.4.5 Student Attendance
- 5.4.6 Ethical Conduct Guidelines
- 5.4.7 Selection Committees
- 5.4.8 Protection of Personal Information
- 5.5 GDI Scholarship Foundation
- 5.6 Publishing and Library



GABRIEL DUMONT INSTITUTE
of Native Studies and Applied Research

Policy No: 5.0
Approved by:
Effective:
Revised:

5.0 PROGRAM-SPECIFIC POLICIES

POLICY

Each Gabriel Dumont Institute (GDI) program—Dumont Technical Institute, Saskatchewan Urban Native Teacher Education Program, Gabriel Dumont College, and Gabriel Dumont Institute Training and Employment—has its own unique policy considerations based on the needs of the student base and the Institute, and in terms of the contract related to the program. GDI tries to maintain consistent policies across programs when possible, but is sensitive to the needs of each program to develop ways of solving problems and more efficiently deliver programming.



Policy No: 5.1
Approved by:
Effective:
Revised:

5.1 DUMONT TECHNICAL INSTITUTE

The Dumont Technical Institute (DTI) is federated with Saskatchewan Polytechnic. DTI is a post-secondary institution, legally, and financially independent, but academically integrated with Saskatchewan Polytechnic.

This means:

- 1) DTI employs its own administrative, academic, and support staff, and identifies and provides for its own facility requirements.
- 2) Saskatchewan Polytechnic and DTI remain financially independent and will be responsible to receive and administer funds appropriated by the Minister for core operations and targeted training programs.
- 3) DTI may offer courses and programs including extension services which are part of Saskatchewan Polytechnic's programs. DTI's students may take other classes needed for certificates, diplomas or program completion from other institutions or Saskatchewan Polytechnic.
- 4) The academic standards of brokered programs are governed by Saskatchewan Polytechnic.
- 5) The DTI Principal appoints an academic member to serve on the Saskatchewan Polytechnic program council.
- 6) Minimum academic qualifications for instructional staff will be established by Saskatchewan Polytechnic. Saskatchewan Polytechnic will communicate to DTI the minimum academic qualifications prior to hiring instructional staff. In consultation with Saskatchewan Polytechnic, DTI will select and appoint instructional staff provided they meet the academic qualifications set by Saskatchewan Polytechnic. Conditions of hiring and employment will be in accordance with the policy of the party hiring the instructor. Saskatchewan Polytechnic and DTI will share the responsibility of providing support to the instructor.
- 7) The Agreement signed by the Minister, the Métis Society of Saskatchewan (now the Métis Nation—Saskatchewan) and DTI on October 14, 1992 is known as the Master Agreement.

DTI shall be recognized as a federated institute of Saskatchewan Polytechnic under the following conditions:

- 1) Certificates and diplomas will be granted by Saskatchewan Polytechnic to students who have satisfactorily completed the curriculum requirements for Saskatchewan Polytechnic certificate and diploma programs. DTI will be recognized on certificate and diplomas granted by Saskatchewan Polytechnic to DTI students.
- 2) Where the general terms of federation provide for interaction and agreement on academic program matters between DTI and Saskatchewan Polytechnic, such interaction and agreement will occur between

senior DTI and Saskatchewan Polytechnic program officers.

- 3) In matters of disagreement over programming and delivery of Saskatchewan Polytechnic-brokered programs by DTI, the following process is to be followed to resolve the issues:
 - i) Senior DTI program officers (program coordinators) and Saskatchewan Polytechnic (dean) meet with the objective of resolving the issue. If satisfactory resolution is not reached, then the parties agree to move to the next step within the process.
 - ii) Unresolved issues regarding programming from step one will result in a meeting between the DTI Principal and Saskatchewan Polytechnic's Vice-President of programs, with the object of resolving the issue. If satisfactory resolution is not reached, then the parties will agree on a process to resolve the issue.
- 4) While DTI will serve primarily Métis people, Saskatchewan Polytechnic services will continue to be available to Métis students through programs and services offered at the four Saskatchewan Polytechnic campuses.
- 5) DTI will be recognized as the training institution of choice for the Métis communities where Saskatchewan Polytechnic has delivery or certification jurisdiction.
- 6) When a program is requested by a Métis community, regardless of whether Saskatchewan Polytechnic or DTI is contacted first, the following consultative process will apply:
 - i) DTI or Saskatchewan Polytechnic, in a timely and direct manner, notifies the other of its interest in having the program delivered.
 - ii) DTI confirms its intent to have the program offered.
 - iii) Saskatchewan Polytechnic agrees to provide the program.
- 7) On the basis of space availability, Saskatchewan Polytechnic may make provision for such facilities as required for DTI's senior administrative officers and counselling offices for DTI staff located at Saskatchewan Polytechnic. Facilities for on-campus programs offered by DTI may be provided subject to review by Saskatchewan Polytechnic's Vice-President, Programs and the local campus director. DTI will be responsible for the provision of facilities for the operation of the Institute's off-campus programs.
- 8) Where Saskatchewan Polytechnic collects tuition fees for programs offered by DTI, these tuition fees will be returned to the Institute. Tuition fee schedules for DTI programs will be subject to mutual agreement by Saskatchewan Polytechnic and DTI.
- 9) Métis people may contact DTI and ask for support in applying for admission to any courses offered by Saskatchewan Polytechnic. In such cases, DTI will provide career counselling and support when appropriate.
- 10) Saskatchewan Polytechnic will, on a regular basis, monitor the operation of its brokered certificate and diploma programs offered by DTI to ensure that they comply with mutually agreed upon standards.
- 11) DTI will have access to the same range and quality of services available to Saskatchewan Polytechnic students registered in similar programs. Arrangements for the provision of student services will be reviewed annually.

- 12) Where DTI is involved in program delivery, DTI faculty will participate with Saskatchewan Polytechnic faculty in program meetings which consider academic planning, development, and maintenance of academic standards.
- 13) DTI officers and faculty will be members of the following academic and other bodies of Saskatchewan Polytechnic:
 - i) Program Council—member appointed by the DTI Principal.
 - ii) Subject to mutual agreement, other academic bodies that may be constituted within Saskatchewan Polytechnic.
- 14) Arrangements for students registered in DTI training programs who wish to register in a course or courses offered by Saskatchewan Polytechnic may be made on an individual basis. Required course fees may be remitted to Saskatchewan Polytechnic through DTI. Similarly, arrangements for Saskatchewan Polytechnic students who wish to register in courses offered by DTI may be made on an individual basis. These students may remit to DTI, through Saskatchewan Polytechnic, such additional payment fees as required by DTI. All requests are subject to training seat availability.
- 15) DTI and Saskatchewan Polytechnic will provide the other party with annual information on program offerings. The objective of sharing such information will be to eliminate competition for the same program contracts and duplication of effort, through mutually agreed processes.
- 16) DTI and Saskatchewan Polytechnic will jointly plan a schedule of programs and services on an annual basis. A joint mid-year review of the plan will be held in order to review and assess progress upon the request of senior program officers of either organization. Such plan may be altered by mutual agreement.
- 17) This Agreement becomes effective on the day it is signed. It may be reviewed and amended at any time by DTI and Saskatchewan Polytechnic's mutual consent, and will remain in effect for a five-year period or until terminated by DTI or Saskatchewan Polytechnic upon six months written notice, which shall include the reasons for termination stated in the notice of termination.
- 18) This Agreement shall be governed and construed in accordance with the laws, acts, policies, and procedures existing prior to the signing of this Agreement, which govern either party with respect to the subject matter of this Agreement.



Policy No: 5.1.1
Approved by:
Effective:
Revised: October 2003

5.1.1 DUMONT TECHNICAL INSTITUTE STUDENT POLICIES AND PROCEDURES MANUAL

WHAT WE BELIEVE:

The Dumont Technical Institute (DTI) provides upgrading opportunities, certificate and diploma programs for Métis people across the province. DTI is proud to be a part of the only Métis institution of its kind in Canada. Because DTI works within Métis Nation—Saskatchewan regions and areas, and provides community-based educational opportunities, it is both important and necessary to foster a sense of culture and community, within the classroom and in the larger society. DTI’s Métis cultural component is one of the keys to the success of our learners.

DTI endeavors to follow a philosophy of education that focuses on learner needs and successes. This means that **learners come first** to provide a quality education, to strive for the success of every learner, and to continually work towards ensuring a transformative and empowering education for each student.

DTI’s educational opportunities are as flexible as possible, and our focused on keeping all potential avenues of achievement open for learners. One of the highest compliments that DTI staff and the Institute as a whole receives is that DTI employees go above and beyond what learners expect, and show compassion, encouragement, and genuine concern for the accomplishment of all learners. The emotional support is often as critical as the academic; learners have said that once they know someone cares, then they can learn.

Learners who come to DTI are adults returning to school after periods of being out of formal learning environments. The decision to return to school is not always an easy one, and the transition to the school routine may take some adjustment. DTI incorporates these adult education principles and practices as a means of providing appropriate education for our learners:

1. We all bring knowledge and experience to the learning situation and the knowledge and experiences of adult learners need to be respected. Adult learners will be infinitely more interested and engaged in learning if their experiences and knowledge are incorporated into the classroom; if they are treated as equals with respect to their knowledge and experience; and if they are encouraged to voice their ideas freely in class. Educators of adults should be looking for ways to reduce “top heavy” hierarchies in the classroom, operating on more equal footing with adult learners with a focus on cooperative and collaborative teaching and learning, capitalizing on the experiences of learners. The adult education class is one where both educators and learners have something to learn.
2. Adult learners learn better in supportive, non-threatening situations where different learning styles are understood and built upon. Such learning environments can help to increase self-esteem and confidence,

important factors in successful learning. When learners experience mutual respect, when their particular needs are accounted for, when their situations as adults are understood and affirmed, and when they are not under duress within the learning environment, then we can proceed with the more “academic” part of learning. We all need to feel safe before we can turn our attention to the business of learning.

3. Adult learners thrive in learning environments that are learner-centred and learner-directed. Learners will be more successful if they have control over the nature and direction of the learning situation. Educators should provide as much choice and input as possible into the leaning process. Adults also have a need to determine the value of what they are learning and will look for ways that the learning is relevant and meaningful to them.

Finally, it is necessary to articulate the understanding that while the learning process for adults may be inhibited by rules, there is a need to incorporate certain standards or rules within an institution the size of DTI. This point is made self-consciously within the *Student Policies and Procedures Manual*, which articulates the “rules” that students must follow. The following policies and procedures are laid out because it is necessary to have some type of guide to follow, for students, instructors, and counsellors. By laying out the parameters in advance, all parties can know what boundaries are. At the same time, the principles of fairness, flexibility, and caring are to guide the application of these policies.

DUMONT TECHNICAL INSTITUTE STUDENT POLICIES AND PROCEDURES MANUAL

Table of Contents

1.0 STUDENT ATTENDANCE POLICY

- 1.1 Classroom Hours
- 1.2 Student Attendance Expectations
- 1.3 Absences Over Three Days in a Row
- 1.4 Pressing Necessity/Bereavement Leave
- 1.5 Medical Leave
- 1.6 Leave for Addiction Treatment

2.0 ETHICAL CONDUCT GUIDELINES

- 2.1 Government Laws
- 2.2 Program Policies and Procedures
- 2.3 Dispute Protocol
- 2.4 Confidentiality
- 2.5 Accountability
- 2.6 Discontinuation Protocol

3.0 STUDENT RESPONSIBILITIES

- 3.1 Alcohol and Other Drugs
- 3.2 Academic Honesty
- 3.3 Internet Use

4.0 PROTOCOL GUIDELINES

- 4.1 Phone Calls and Communication Devices
- 4.2 Nutrition Breaks
- 4.3 Smoking
- 4.4 DTI Property

5.0 STUDENT REVIEW PROCESS

- 5.1 Verbal Reminder
- 5.2 Written Agreement
- 5.3 Final Agreement Plan
- 5.4 Student Withdrawals
- 5.5 Student Discontinuations

6.0 STUDENT APPEAL

- 6.1 Student Status While on Appeal
- 6.2 Appeal Timelines
- 6.3 Appeal Process

7.0 FUNDRAISING

8.0 LIVING ALLOWANCES/SPONSORED PROGRAMS

- 8.1 PTA Sponsorship
- 8.2 GDIT&E and Other Sponsorships

9.0 APPENDICES

- Appendix A: Student Verbal Reminder
- Appendix B: Student Written Agreement
- Appendix C: Final Agreement Plan
- Appendix D: Student Appeal Request Form

Appendix E: Appeal Process Information
Appendix F: Background Form for Appeals
Appendix G: Acknowledgement of Student Rights

Authorization Release/Exchange Information
Photograph Permission
Computer Use Agreement

DTI requires all students to conduct themselves in accordance with the following regulations.

1.0 STUDENT ATTENDANCE POLICY

1.1 Classroom Hours

Classroom hours are 9:00 am-12:00 pm and 1:00 pm-4:00 pm unless otherwise stated by the instructor. Students are expected to arrive before the class start time. Classroom instruction will begin promptly at 9:00 am and 1:00 pm. Any student arriving after the start of class will be considered late.

1.2 Student Attendance Expectations

One of the key strategies to achieving success in school is regular attendance during class time. There is a general expectation that students will attend 100% of their classes.

- Students are responsible to contact the instructor prior to the start of class in which they will be absent and should provide a valid reason for the absence, and provide adequate documentation if necessary.
- Students are responsible for completing course work and assignments due to absence.
- Personal appointments should be scheduled for after class hours.
- Back up childcare should be arranged.

1.3 Absences Over Three Days in a Row

Any student who misses three (3) school days in a row without providing acceptable reasons (including not contacting their instructor) may be discontinued/suspended from the program regardless of the student's attendance/academic status.

1.4 Pressing Necessity and Bereavement Leave

Pressing necessity and bereavement leave will be considered in the case of serious illness, accident, or death in the student's family. Additional leave may be granted at the program coordinator's discretion.

1.5 Medical Leave

Requests for maternity leave and extended sick leave may be granted on a case-by-case basis and must be made in writing to the program coordinator. Where leave is requested for a period not exceeding three (3) weeks, medical and/or other certificates shall be requested specifying that the medical or other leave is required as well as the expected date that the student can resume attendance. Where leave is requested for a period in excess of three (3) weeks, the student will be required to discontinue from the Provincial Training Allowance (PTA) without prejudice when applying for re-admission to the next available course.

1.6 Leave for Addiction Treatment

Leave for addiction treatment may be granted on a case-by-case basis. Where leave is requested for a period not exceeding three (3) weeks, medical and/or other certificates shall be requested specifying that medical and/or other leave is required as well as the expected date that the student can resume attendance. Where leave is requested for a period in excess of three (3) weeks, the student will be required to discontinue from PTA without prejudice when applying for re-admission to the next available course.

2.0 ETHICAL CONDUCT GUIDELINES

DTI students are expected to behave in a professional and ethical manner. Actions or behavior by any student that are harmful, or reflect negatively on the Institute, will result in disciplinary action. Disciplinary action may include being subjected to a Verbal Reminder, a Written Agreement, or being placed on a Final Arrangement Plan. The following guidelines are minimal expectations of all students.

2.1 Government Laws

Follow all government laws, including those pertaining to copyright, human rights, libel, unauthorized use of facilities or property, and indecent acts.

2.2 Program Policies and Procedures

Follow all program policies and procedures, such as those regarding assignments, attendance, and academic performance.

2.3 Dispute Protocol

Follow proper protocol procedures for concerns or disputes. For example, if you have a concern with a staff member, instructor or student, if at all possible, speak to that person first to see if you can resolve the dispute informally. If you are unable to speak to the person directly, seek the support of the student counsellor or another staff member. If you can't resolve the issue at the informal level, talk to the program coordinator. They will advise you as to what formal or informal steps you may take next.

2.4 Confidentiality

Respect the confidentiality of others in the program by not discussing any information you receive in the classroom.

2.5 Accountability

Every student is accountable to the instructor for their conduct on the school premises during school hours or during those hours that the student is engaged in authorized school activities conducted during or out-of-school hours, on or off school premises.

2.6 Discontinuation Protocol

Students may be suspended or discontinued from a program if the student has:

- Threatened or subjected anyone to physical or mental harassment, indignity, defamation, injury, or violence;
- Disturbed, disrupted, or interfered with the studies or activities of others;
- Attended classes under the influence of alcohol or drugs; and
- Engaged in any other type of gross misconduct.

3.0 STUDENT RESPONSIBILITIES

3.1 Alcohol and Other Drugs

It is expected that students will not attend the Institute under the influence of alcohol or other drugs. Students who are impaired through the use of alcohol or drugs will be subjected to disciplinary action including immediate discontinuation.

DTI prohibits all students and their guests from any possession or use of alcohol or illegal drugs on its premises. This includes occasions when students represent DTI in the community (e.g., field trips and graduations). Any student in breach of this section will be subjected to disciplinary action including immediate discontinuation.

3.2 Academic Honesty

Students are expected to behave honestly in the production and completion of academic work. Students who cheat, plagiarize, or otherwise behave dishonestly in relation to academic work and exams will face disciplinary action that may include re-doing assignments, having reduced grades, or being suspended or discontinued from the program.

3.3 Internet Use

Students must maintain ethical and responsible conduct on all online activities as per Gabriel Dumont Institute

Policy 3.18: Acceptable Use Policy for Internet and Other Electronic Resources. Policy can be obtained from DTI staff.

4.0 PROTOCOL GUIDELINES

4.1 Phone Calls and Communication Devices

Students are not to make or receive phone calls or use communication devices during class time, except in the case of an emergency. This policy includes the use of cellular phones, which should be turned off during classroom hours.

4.2 Nutrition Breaks

Nutrition breaks will be arranged with the instructor.

4.3 Smoking

DTI is a smoke-free environment. Smoking, or other tobacco use (e.g., chewing tobacco), is not allowed in any DTI facility. This includes offices, classrooms, coffee rooms, student lounges, and washrooms. Smoking should occur in the designated smoking section (at least three (3) metres away from the doorways, windows, and air intakes).

4.4 DTI Property

Students are expected to treat DTI property and resources with respect. It is expected that students will not write on, or otherwise cause damage to desks, tables, textbooks, equipment, or other institute property.

5.0 STUDENT REVIEW PROCESS

Student reviews assist students, instructors, and counsellors to identify areas of concern and to work positively and jointly toward a solution in order to ensure the success of students.

5.1 Verbal Reminder

A student whose attendance, academic achievement, and/or attitude that does not meet required expectations may be given a Verbal Reminder for the purpose of monitoring and correcting the concern(s). Verbal reminders may be documented and placed in the student's file. If the concern continues, the student will be subjected to a Written Agreement.

5.2 Written Agreement

A student whose attendance, academic achievement, and/or attitude that continues to not meet the required expectations of their Verbal Reminder may be given a Written Agreement for the purpose of monitoring and correcting the concern(s) for a maximum of two (2) weeks. If the concern continues, the student will be subjected to a Final Agreement Plan.

5.3 Final Agreement Plan

A student whose attendance, academic achievement, and/or attitude that continues to not meet the required expectations of the Written Agreement may be placed on a Final Agreement Plan for a maximum of two (2) weeks for the purpose of very closely monitoring and correcting the concern(s). The student should consider the Final Agreement Plan as the final step before possible discontinuation.

5.4 Student Withdrawals

A student may withdraw from a program at any time for any reason. The student must notify the instructor or Program Coordinator in writing if they wish to withdraw. Written confirmation of the withdrawal will be provided to the student and a copy placed in the student file.

5.5 Student Discontinuations

A student will be notified in writing from the program coordinator or designate that they have been discontinued. The student may appeal a discontinuation. The policy for appeals is outlined in the Appeal section of this document.

6.0 STUDENT APPEAL

The following is a summary of the Student Appeal Process. Any student registered in a DTI program may appeal any Institute decision or treatment in which the student feels that they have been treated unfairly (e.g., placement on contract, disciplinary action, suspension, or discontinuation).

Student Appeals are treated very seriously by DTI faculty and administration. When filing an appeal, it is the student's responsibility to provide grounds, evidence, or documentation to support claims of unjust treatment.

Throughout the process, students are encouraged to enlist the advice of others, such as counsellors, staff members, program coordinators, and student association representatives in writing their letter of appeal and in gathering other information.

6.1 Student Status While on Appeal

A student who has been discontinued or suspended and who has initiated the appeal process will attend classes unless the Director decides otherwise.

6.2 Appeal Times

The appeal process must follow definite time lines. The appeal process must be initiated by the student in writing within five (5) school days of the incident or decision.

6.3 Appeal Process

The student submits a *Student Appeal Request Form* along with a letter detailing their reasons for appealing the decision to the program's coordinator, faculty, or counsellor (see Appendix A). This initiates the appeal process. Appeals applied for outside of the allotted time frame (see 6.2 above) will not be considered.

Submission of the *Student Appeal Request Form* initiates a review. Appeals involving discontinuations are independently reviewed by two (2) Institute senior managers not involved in the case. All other appeals are dealt with by the Director. Appeal hearings will be convened only on recommendation by the senior managers responsible for the review.

In the event that the decision is split, the case will automatically be referred to the Appeal Hearing. These senior managers will have ultimate authority and will decide whether the student has grounds for the appeal and if the process will continue.

The DTI Appeal Committee will consist of the following representatives:

- a) A Gabriel Dumont Institute (GDI) senior manager (or designate) not involved with the disciplinary action being appealed;
- b) A representative at large from the Métis community; and
- c) A GDI/DTI faculty member not involved with the disciplinary action being appealed.

As an institute, we recognize that there are concerns expressed by students and staff in regards to programming, scheduling, and instruction. The steps listed above are fair for both parties involved. We make it a priority to ensure that the students of the program are treated fairly and justly. The Student Appeal Process was developed to protect the rights of the students.

7.0 FUNDRAISING

DTI recognizes the need for students to raise funds for graduations and extracurricular activities. DTI has set guidelines for the fundraising activities as the Institute's name is associated with many of these activities, and some of these activities are carried out on the Institute's premises.

- All fundraising activities must receive approval from the program coordinator.
- If funds are raised for a specific, stated purpose, then the funds must be spent for the stated purpose and not for other activities.
- All fundraising activities must be of a nature that is appropriate to be associated with a publicly-funded educational institution. The activities should be in accordance with *Student Policy and Procedures Manual* and conform to all federal, provincial, and municipal regulations.

- Fundraising activities have a cumulative, maximum limit of two-thousand (\$2,000) dollars. If a class has a sound rationale, it must be sent to the program coordinator for approval.
- No alcohol or drugs are to be associated with a DTI fundraising event.
- If funds are raised from a fundraising activity that does not use DTI's name and the funds are deposited into the student account, then these funds are subject to all DTI's policies regarding expenditures from student fundraising accounts.
- Student fundraising activities will not expend or commit more financial resources than they currently possess in their accounts (e.g., student bodies will not establish credit with suppliers that they intend to pay in the future).
- All funds raised must be deposited into a bank and when a bank is not available; the Northern Store will be used for deposits.
- Bank accounts will require two signatures: that of a student and that of an Institute staff member.
- Bank statements will be posted in the classroom or program facility at regular intervals. Financial information regarding student accounts will be made available upon request.
- The student body will elect and maintain a representative council for the process of administering this policy.
- At the end of the program year, any funds remaining in the student account are to be turned over to the next year's class. No funds are to be distributed directly to students. If a program ends and there are still funds in the account, these funds will be donated to a registered charity. The charity will be selected through a poll of the student body conducted by the program coordinator.
- A listing of all expenses and revenues, including copies of all receipts, deposits, and withdrawals will be kept on file. The program coordinator will ensure that these records are included in the program master file located at DTI head office.

8.0 LIVING ALLOWANCES—SPONSORED PROGRAMS

8.1 PTA Sponsorship

Provincial Training Allowance (PTA) is a Government of Saskatchewan student living allowance program with its own set of regulations. A DTI staff member may assist students with applications or other questions and may contact a PTA representative on the students' behalf.

8.2 Gabriel Dumont Institute Training and Employment and Other Sponsorships

By registering as a student in a sponsored program, you are agreeing to DTI sharing your information concerning attendance and student performance generally with your sponsoring organization. If you do not agree with DTI sharing information with your sponsoring organization, you must discuss this with your sponsor and with DTI prior to registration. In sponsored programs, students receive living allowances from organizations that are not under DTI's control. Often these allowances come from Gabriel Dumont Institute Training and Employment. In such programs, the funding agency has jurisdiction over how living allowances are administered. This may include provisions to deduct allowances for late and problematic attendance.

Appendix A:

STUDENT VERBAL REMINDER: (To be completed by Instructor)

STUDENT: _____

PROGRAM AND LOCATION: _____

INSTRUCTOR: _____

COMMENTS: (include what reminder was given)

INSTRUCTOR STRATEGIES TO ASSIST STUDENT PERFORMANCE:

Date: _____

Instructor Signature: _____

Program Coordinator Signature: _____

Copy to student file

Appendix B:

STUDENT WRITTEN AGREEMENT: (To be completed by Program Coordinator)

STUDENT: _____

PROGRAM AND LOCATION: _____

Reason for Written Warning:

Attendance Academic Attitude Other

CONCERN(S): _____

SOLUTION: (Instructor and Program Coordinator input)

STUDENT INPUT: (Include own concerns and possible solutions, written by student)

GOALS ACHIEVED BY: _____ (date)

*Written Warnings are for two weeks.

*If goals have not been met, student will be placed on a Final Agreement Plan.

STUDENT SIGNATURE: _____ **DATE:** _____

PROGRAM COORDINATOR SIGNATURE: _____

Copy to instructor(s), student, and student file

Appendix C:

FINAL AGREEMENT PLAN (to be completed by Program Coordinator)

Student: _____

Program and Location: _____

Program Start Date: _____ **Program End Date:** _____

Month	% Attendance	Absences	Excused Absences	Unexcused Absences	Late
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					
July					
August					

Academics: (Instructor(s) include input)

Student feedback on why Verbal and Written did not work:

Solutions: (to be determined by student, Instructor(s), and Program Coordinator)

GOALS ACHIEVED BY: _____

Student Signature: _____ **Date:** _____

Program Coordinator Signature: _____ **Date:** _____

Appendix D:

STUDENT APPEAL REQUEST FORM

Complete this form and attach a letter detailing your reasons for the appeal. Please refer to Appendix E for further information regarding the appeal process.

Name: _____ **Program and Location:** _____

STUDENT CONCERN: (attach a separate sheet if necessary)

REASON FOR APPEAL:

DATE OF INCIDENT: _____

DATE OF REPORT RECEIVED: _____

Signature of Student: _____ **Date:** _____

Program Coordinator: _____ **Date:** _____

***OFFICE USE ONLY**

Person(s) involved: _____

Steps taken: _____

How issue was resolved:

Appendix E: Appeal Process Information

Appeal Process Instructions for Students

1. Complete the DTI *Student Appeal Request Form* and attach a letter detailing your reasons for the appeal. It is important that you state all of the reasons in detail as to why you think you have been treated unfairly.
2. You are responsible for providing documentation and evidence to support your appeal. Documentation (e.g., copies of contracts, attendance reports, medical notes, and other pertinent information, etc.) will be provided by a faculty member, counsellor, or program coordinator upon request.
3. You are encouraged to seek the assistance and advice of others, such as counsellors, staff members, program coordinators, and student association representatives.
4. You are responsible for ensuring that the timelines for appeal are followed and that all documentation is submitted.
5. You may contact DTI by phoning 1-877-488-6888.
6. You will be notified about the date for an appeal hearing, receive an appeal kit, and have the opportunity to attend and speak on your behalf.
7. You may bring a support person to the appeal hearing.

What to Expect at an Appeal Hearing (for Students)

1. Students whose appeals go to an Appeal Committee hearing can expect to be notified of the time and place of the appeal hearing.
2. You can expect to receive the appeal kit pertaining to your own appeal. This will help you prepare.
3. Appeal hearings may be in-person or by conference call.
4. The following three people sit on the Appeal Committee.
 - a) A GDI senior manager (or designate) not involved with the disciplinary action being appealed;
 - b) A representative at large from the Métis community; and
 - c) A GDI/DTI faculty member not involved with the disciplinary action being appealed.
5. You may bring a support person to the appeal hearing. This person's role is to provide moral support, to provide background and information for the Appeal Committee to consider, and to be there to assist you in whatever capacity is necessary.
6. You will be interviewed at the appeal hearing, as will your instructors.
7. The Appeal Committee will advise you of the outcome of your appeal through a letter or a telephone call, or both.

Application for Student Appeal Process—Guidelines for Program Staff

1. Students must be advised of their right to appeal any decision or treatment in which they feel they have been treated unfairly.
2. Students must be made aware of the timelines that the appeal must follow. This is the responsibility of the

program staff. (Note—numbers one and two may be accomplished in the formal letter of discontinuation that the student receives).

3. Program staff will provide a copy of the *Student Appeal Request Form* and the *Student Policies and Procedures Manual*, if requested by the student.
4. Program staff are responsible to direct the student to sources of assistance to complete the *Student Appeal Request Form* and appeal letter. Program staff may elect to assist students in completing the appeal form and letter.
5. Program staff are responsible for receiving the appeal documents and forwarding them to the program coordinator.
6. Program staff are responsible for providing the following documentation to the program coordinator:
 - Attendance records—daily attendance documents;
 - Contracts and action plans;
 - Documentation relevant to attendance and performance (e.g., medical notes or records of marks, summary of student performance, etc.);
 - Records of telephone calls received from the student explaining absences;
 - Notes and documentation regarding incidents and meetings;
 - Notes regarding the current decision being appealed and the events leading up to it; and
 - Completed *Background Form for Appeals* found in Appendix F.
7. Program staff are responsible for ensuring that all documentation submitted protects the privacy of other students and that the information submitted reflects only those matters applicable to the student appealing.

Student Appeal Process—Guidelines for DTI Administrative Staff

1. When an appeal hearing is being convened, students must be notified about the appeal hearing and invited to attend and to speak on their own behalf.
2. Students must be notified that they are allowed to bring a support person to the appeal with them.
3. Appeal Committee members will receive the appeal kit on the day of the review and adequate time will be allocated for review.
4. Students should receive the appeal kit in advance of the hearing.
5. Care should be taken to ensure that all documentation submitted protects the privacy of other students and that the information submitted reflects only those matters applicable to the student appealing.

Guidelines for Appeal Committee

Role of Appeal Committee

As Appeal Committee members, your role is vital to ensuring that the Institute's students are treated fairly and given adequate opportunity to be successful in their program of study. Furthermore, you play a key role in ensuring the integrity and transparency of the Institute in relation to its student policies.

Conflicts of Interest

For the reasons outlined above, it is imperative that Appeal Committee members declare any bias or personal conflicts of interest related to the appeal at hand and excuse themselves from the appeal hearing in such cases.

Oath of Confidentiality

DTI endeavours to protect the privacy of all Institute members, including students and staff. As such, Appeal Committee members will be asked to sign an oath of confidentiality prior to participating in an appeal hearing.

Student Appeals

Students are provided with the opportunity to appeal decisions made by the Institute which adversely affect their position as students. Most commonly, student appeals are for discontinuations and suspensions.

Procedure

The GDI senior manager (or designate) should chair the appeal hearing. The decision(s) along with any specific conditions for the student should be recorded, and a designate from the Institute assigned to write the letter to the student. Any written notes and/or comments for the Institute regarding policy and recommendations for practice can be given to administrative or program staff to be typed. All Appeal Committee decisions and reports should be directed to the Director.

Guidelines

When reviewing the materials presented to you, please use the following guidelines:

1. Review the decision being appealed and the events leading up to that decision. This information will be provided in the form of notes made by the program staff, discontinuation letter, contracts, attendance records, and the *Student Appeal Request Form* and appeal letter.
2. Review the *DTI Student Policies and Procedures Manual* to determine specific policy related to the decision being disputed.
3. Interview the student (who may bring a support person with them) as well as the program staff involved.
4. Does the decision follow Institute policy or generally accepted conduct for students in similar situations?
5. Has the student been given opportunities to be successful? Has the student taken advantage of opportunities to be successful?
6. Is the decision fair given the circumstances surrounding the case?
7. Does the committee uphold the decision? If so, on what grounds? Can the committee make any recommendation for the student for future programming?
8. If the committee does not uphold the decision, what is the committee's recommendation (e.g., to reinstate the student, to reinstate the student with conditions, to uphold part of the decision but rescind another part, etc)?
9. Does the committee have any recommendations to improve Institute policy or process in cases such as the one reviewed?

Appendix F: Background Form for Appeals (to be completed by program staff. Copies will go to Appeal Committee and student.)

Program Name and Location: _____

Student: _____

Date: _____

Attendance:

Month	% Attendance	Absences	Excused Absences	Unexcused Absences	Late
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					
July					
August					

Background:

Performance:

Documentation:

Appendix G:

ACKNOWLEDGEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES

I have read the Student Policies and Procedures Manual and I agree to abide by the Policies and Procedures stated in this manual.

AUTHORIZATION FOR RELEASE/EXCHANGE OF INFORMATION

I hereby agree to the exchange or release of information between **Dumont Technical Institute** and **sponsoring agencies**, where such information is relevant to my situation as a student of Dumont Technical Institute.

AUTHORIZATION FOR PHOTO RELEASE

I hereby give permission for Dumont Technical Institute to take my photograph for the purpose of activities related within the realm of Dumont Technical Institute/Gabriel Dumont Institute.

COMPUTER USE AGREEMENT

I have read, understand and will abide by the Acceptable Use Policy when using computers and other electronic resources owned leased, or operated by the Dumont Technical Institute/Gabriel Dumont Institute. I further understand that any violation of the regulations is unethical and may constitute a criminal offence. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be initiated.

Name (please print): _____

Signature: _____

Date: _____

Witness (please print): _____

Signature: _____



GABRIEL DUMONT INSTITUTE
of Native Studies and Applied Research

Policy No: 5.2
Approved by:
Effective:
Revised:

5.2 SASKATCHEWAN URBAN NATIVE TEACHER EDUCATION PROGRAM

POLICY



GABRIEL DUMONT INSTITUTE
of Native Studies and Applied Research

Policy No: 5.2.1
Approved by:
Effective:
Revised:

5.2.1 STUDENT POLICIES

POLICY



GABRIEL DUMONT INSTITUTE
of Native Studies and Applied Research

Policy No: 5.2.1a
Approved by:
Effective:
Revised:

5.2.1a SASKATOON CAMPUS

POLICY



GABRIEL DUMONT INSTITUTE
of Native Studies and Applied Research

Policy No: 5.2.1b
Approved by:
Effective:
Revised:

5.2.1b REGINA CAMPUS

POLICY



GABRIEL DUMONT INSTITUTE
of Native Studies and Applied Research

Policy No: 5.2.1c
Approved by:
Effective:
Revised:

5.2.1c PRINCE ALBERT CAMPUS

POLICY



GABRIEL DUMONT INSTITUTE
of Native Studies and Applied Research

Policy No: 5.3
Approved by:
Effective:
Revised:

5.3 GABRIEL DUMONT COLLEGE

Gabriel Dumont College policies and procedures are consistent with those of the Saskatchewan Urban Native Teacher Education Program.



Policy No: 5.4
Approved by:
Effective:
Revised:

5.4 GABRIEL DUMONT INSTITUTE TRAINING AND EMPLOYMENT INC.

Gabriel Dumont Institute Training and Employment Inc. (GDIT&E) was established in 2006 to assist Saskatchewan’s Métis looking to improve their educational and employment outcomes. GDIT&E programs and services allocate programming based on labour market needs and trends. Students may receive financial support through tuition support, living allowances and/or employer subsidies where eligible. A strong link between the training and sustained employment is a key element of the service.

GDIT&E has eleven (11) regional offices to ensure that Saskatchewan’s Métis have direct access to this service in their home community. GDIT&E also includes travel to outlying area communities to make sure that the entire Métis populace has reasonable access. GDIT&E will continue to improve and build capacity as a result of its close link to its sister companies and their programs offered by the Gabriel Dumont Institute.

Funding for GDIT&E programs is provided through the Aboriginal Skills and Employment Training Strategy (ASETS). Under this strategy, Aboriginal agreement holders design and deliver employment programs and services best suited to the unique needs of their clients. ASETS focuses on three (3) main priorities:

- ∞ Support for demand-driven skills development;
- ∞ Fostering partnerships with the private sector and the provinces and territories; and
- ∞ Placing emphasis on accountability and results.

Programs

Under ASETS, GDIT&E offer four (4) types of training and employment programs:

- ∞ Individual Sponsorship Program (for complete program description refer to Section 5.4.1a);
- ∞ Employment-Based Programs (for complete program description refer to Section 5.4.1b);
- ∞ Immediate Employment Assistance Program (for complete program description refer to Section 5.4.1c);
and
- ∞ Partnership Program (for complete program description refer to Section 5.4.1d).



Policy No: 5.4.1
Approved by:
Effective:
Revised:

5.4.1 PROGRAM POLICIES

The programs provided by Gabriel Dumont Institute Training and Employment Inc. (the “Organization”) shall meet the following standards:

- a) The parties recognize inclusivity as a guiding principle in the development, administration and delivery of employability improvement measures.
- b) The parties agree that equity of access is an essential characteristic of all employability improvement measures, and that this principle must be applied to decisions regarding programming and service delivery.
- c) The parties recognize the principle of gender equality as an essential characteristic of the development, administration, and delivery of employability improvement measures, and agree that this principle must be applied to decisions regarding programming and service delivery.
- d) The parties recognize the special needs of persons with disabilities, and agree that qualifying individuals with special needs must be taken into consideration in decisions regarding programming and service delivery.

Agreements with Individuals and Third Party Organizations

The Organization will design and deliver programs to assist Aboriginal people find, obtain, and maintain employment, as set out in Schedule B.

The programs designed and delivered by the organization under this agreement shall comply with the Terms and Conditions of the Aboriginal Human Resources Development (AHRD) program.

The Organization agrees to provide the programs described in Schedule B to this Agreement (the “programs”) to Aboriginal peoples described in Schedule C (the “eligible clientele”). The parties agree that in delivering the programs, the Organization may do so in various ways. It may:

- a) Provide financial assistance directly to individuals to support the costs of their participation in activities that are eligible for support under the programs;
- b) Provide financial assistance to other organizations acting as project sponsors to support the costs of a specific activity or project that qualifies for support under a program;
- c) Provide financial assistance to sub-agreement holders that further distribute the financial assistance to other Aboriginal organizations or to individuals to support activities or projects that qualify for support under the programs; or

- d) Act itself as a project sponsor in carrying out a specific activity or project that qualifies for support under a program and utilize funds provided under this Agreement for program assistance costs incurred by it in carrying out the project.

When the Organization provides financial assistance to an individual or entity referred to in paragraphs 19(a), (b) or (c), it shall ensure that there is a written agreement between it and the individual, project sponsor or sub-agreement holder, as the case may be, that sets out the obligations of the parties and the terms and conditions under which the Organization is providing funding to the individual, project sponsor or sub-agreement holder.

A written agreement referred to in section 20 shall include, as a minimum, the requirements set out in Schedule F.

When the Organization is itself acting as a project sponsor under section 19(d), it shall maintain a project record containing a detailed description of the project, the results to be achieved, the project costs and disbursements and copies of all supporting documentation such as invoices, receipts, etc., regular progress reports on the project, and a final report on the outcome of the project describing the result achieved and containing a statement, certified by a financial officer of the Organization itemizing all the project costs.

Upon request, the Organization shall provide Canada with a copy of all agreements and records referred to in sections 20 and 22.

The Organization is responsible to Canada for all expenditures and any overpayments that may arise as a result of third party transactions. Overpayments will be established as a debt to the crown.

The Organization shall be responsible for exercising due diligence in managing the program. The Organization shall furnish the project sponsors and sub-agreement holders with necessary advice, support, and training to assist them carry out the project activities being funded and in realizing the objectives of the activities, and shall take appropriate measures for ensuring compliance by the project sponsors and sub-agreement holders with the terms and conditions of the agreement. Such measures include:

- a) Monitoring the activities through periodic visits to the activity site and other means such as telephone calls and questionnaires to project sponsors and sub-agreement holders;
- b) Undertaking audits or inspections of financial records to verify that costs claimed were actually incurred and were in accordance with the agreement; and
- c) Making all reasonable efforts to recover any overpayments made to the project sponsors and sub-agreement holders under the agreements.

The Organization shall put in place written operational policies and procedures relating to the financial management of Canada's contribution and the administration of the projects.

The Organization shall provide a copy of those policies and procedures to Canada, together with the names and positions of personnel within the Organization with responsibilities for the financial management and decision making in the connection with the carrying out of responsibilities of the Organization under this Agreement. The Organization shall notify Canada promptly of any changes in such personnel that occur from time to time.

The Organization shall also ensure that funding proposals for all eligible clients, projects, goods, and service contracts are assessed and selected in an open, impartial, and fair manner.

The Organization shall inform every client that the information set out in Schedule I will be shared with Canada and the purpose for which the information is being collected or compiled and shall obtain the client's written consent to the disclosure of the information to Canada. The Organization shall also inform each client of their rights under *Canada's Privacy Act* to obtain access to that information from Canada.



Policy No: 5.4.1a
Approved by:
Effective:
Revised:

5.4.1a GABRIEL DUMONT INSTITUTE TRAINING AND EMPLOYMENT TRAINING AND EMPLOYMENT INDIVIDUAL SPONSORSHIP POLICY

Gabriel Dumont Institute Training and Employment Individual Sponsorship Program

The Individual Sponsorship Program (ISP) prepares Métis clients for the workforce by having them attend recognized provincially or federally accredited institutes that will help them obtain and maintain long-term, quality employment.

Recent Client Eligibility

To receive Gabriel Dumont Institute Training and Employment Inc. (GDIT&E) funding, clients must:

- 1) Be a Métis person;
- 2) Be a minimum of 18 years of age or meet the minimum requirements of a chosen training program (clients 15-17 years of age may be considered for youth-at-risk programming);
- 3) Have barriers to employment that prevent them from securing long-term employment; and
- 4) Be unemployed or underemployed and actively seeking employment.

Students currently enrolled in the K-12 system are not eligible for the Individual Sponsorship Program.

Students who are currently enrolled in full-time post-secondary programs are not eligible for the Individual Sponsorship Program for their current year. In extenuating circumstances, they may be eligible if assistance is not provided and all other avenues for funding have been exhausted.

Eligible Training Programs

Individual Sponsorship initiatives will always include a recognized and accredited education or training component. Programs must be student loan eligible or industry recognized.

Clients are only eligible to receive Individual Sponsorship funding for training courses up to a maximum of 36 months. However, in special circumstances GDIT&E can extend Individual Sponsorship funding based on the client’s career plan and needs assessment.

Out-of-province training may only be considered if the applicant provides evidence of the following:

- 1) Program is unavailable within Saskatchewan;
- 2) Program is credible and recognized, but is more cost effective outside Saskatchewan; and/or
- 3) program provides a demonstrated link to employment.

GDIT&E limits investment for estheticians, cosmetologists, hair stylists and for related programs to one hundred-thousand (\$100,000) dollars per fiscal year.

GDIT&E limits investments in university training. Only the last year of a university degree program, leading to employment, is eligible for GDIT&E funding. For university clients, only tuition, book, and employment transition funding is available. In cases of single parents or clients with a disability in their last year of a university program, GDIT&E may provide funding for other eligible costs.

Post degree/professional university programs are not eligible for funding (e.g., Law, Dentistry, Medicine, Pharmacy, and Optometry, etc.)

Eligible Costs

All eligible costs are taxable, but not insurable, and are paid in accordance with GDIT&E rates. GDIT&E will issue a T4A to each funded client. Eligible costs are entered on the Contract Purchase Notice (CPN) and must be signed by the client (see Appendix 11 for CPN).

Clients attending full-time training and receiving income support may work in part-time or temporary employment up to twenty-five (25) hours per week in addition to the program. Any income from such employment will not affect client allowances. Any earnings over twenty-five (25) hours per week will be deducted from the client's eligible support costs. Clients attending distance or part-time training are not limited in the number of hours worked.

1) Income Support

- a) Income support rates are based on individual client's living arrangements, number of dependents, and education status (see Appendix 7 for Client Training Allowance Rates);
- b) A dependent means a dependent child or dependent. This is a person who:
 - i. Is under the age of 18 or considered permanently disabled by a physician;
 - ii. Is the natural child or the adopted child of the client or the client's spouse and resides with the client and is under the client's care. This includes a child who is adopted legally or a child where the client or client's spouse is recognized as the legal guardian;
 - iii. Has a spouse with an income that is not greater than one-hundred and seventy-five (\$175.00) dollars per week and;
 - iv. Is wholly or substantially dependent for financial support on the client;
- c) Clients who are living with a parent, but have dependents of their own (who are not dependents of the client's parents) will have their allowances adjusted by ten (\$10) dollars per day for the first dependent and a additional \$5 per day for each subsequent dependent to a maximum of fifty-five (\$55) dollars per day. Attached is an amended Appendix 7 reflecting the recommended change; and
- d) A dependent will normally reside in the residence maintained by the client.

2) Client Travel

- a) These funds are paid in addition to client living allowances, and are available to subsidize commuting costs or to cover travel costs associated with attending training programs outside of a client's home community (see Appendix 8 for Client Travel Allowance Rates); and

- b) Client Travel Allowance may not be paid when client is not in training (e.g., statutory holidays and Christmas). Class schedules may be requested.
- 3) Living Away From Home Allowance
- a) Additional accommodation allowances can be paid to clients who are required to participate in training such as practicum or short training programs outside of their home community, and are maintaining two residences (see Appendix 8 for Living Away From Home Allowance Rates).
- 4) Daycare Reimbursement
- a) Daycare reimbursement is issued for any individual from birth to 11 years or an individual who is disabled as identified by a physician;
 - b) Daycare reimbursement is paid on the basis of hours of care required (e.g., training and commuting time) per day for each individual requiring care (see Appendix 9 Daycare Reimbursement Rates); and
 - c) Daycare reimbursement may not be paid when client is not in training (e.g., statutory holidays and Christmas). Class schedules may be requested;
 - d) Each client requesting daycare reimbursement must submit a Daycare Verification Form (see Appendix 10) completed by their daycare provider including the provider's Social Insurance Number or Business Number;
 - e) Receipts must be provided on a monthly basis. Failure to comply will result in discontinued benefits. Original receipts should be provided, copied and then returned to client; and
 - f) Client must declare all financial support related to daycare.
- 5) Special Needs
- For the purpose of this section, a disability means having any permanent physical, mental, psychiatric, sensory, or learning impairment.
- a) Special needs support costs should enable clients living with a disability to participate fully in their training programs;
 - b) Special needs requests must be validated by a letter of support from a professional identifying that there is a disability and a need for support (e.g., doctor, Saskatchewan Government Insurance employee, physiotherapist, and education counsellor); and
 - c) Diagnostic tools to assess a disability may be considered as an eligible expense.
- 6) Tuition
- a) Clients may receive funding for tuition costs incurred at a recognized and accredited training institute that is student loan eligible and/or industry recognized;
 - b) GDIT&E will pay a maximum in tuition costs of ten-thousand (\$10,000) dollars per year of study; and
 - c) Upon approval, GDIT&E advises institute/school to send the invoice to GDIT&E. Tuition costs will be paid directly to the institute/school.
- 7) Books
- a) Clients may receive funding for textbooks as required in their course outline; and
 - b) GDIT&E may advance book costs as outlined for the course and approved on an individual Contract Purchase Notice (CPN) basis (see Appendix 11 for CPN). Original book receipts should be provided, copied, and returned to client. If this is not possible, duplicates may be submitted by client.

- 8) Supplies
 - a) Clients may receive funding for required course supplies or materials. Three (3) quotes may be required;
 - b) GDIT&E may advance supplies costs as outlined for the course and approved on an individual CPN basis. Original receipts should be provided, copied, and returned to client. If this is not possible, duplicates may be submitted by the client; and
 - c) Clients may be eligible for a one time reimbursement for National Exam Fees and Licensing Certification Fees, etc. Receipts must be provided.
- 9) Employment Transition
 - a) Clients who successfully complete their program may be eligible to receive a one-time two-hundred (\$200) dollars allowance to provide assistance in transitioning to employment. Clients have up to 24 weeks to submit course completion documents to GDIT&E (e.g., certificate, diploma, tickets, and final transcripts).

Note: Clients participating in distance learning programs are NOT eligible to receive income support, client travel, living away from home allowance, or daycare reimbursement. However, they may be eligible to receive funding for costs associated with special needs, tuition, books, supplies, and employment transition.

Consolidated Revenue Funds and Employment Insurance Funds

There are two allocations of funds that can be used to provide financial support to the training and employment intervention:

- 1) Consolidated Revenue Funds (CRF); and
- 2) Employment Insurance Funds (EI).

EI funds come from two separate sources. Part II (Reachback) dollars are administered through GDIT&E. Part I dollars are administered through Service Canada. Eligibility for EI Part I benefits is ultimately determined by Service Canada.

Client training sponsorship through EI Part I is the preferred source of funding. Client eligibility for EI sponsorship is determined by a number of criteria that need to be assessed by an EI Inquiry (see Appendix 4).

Confirming Client EI Status

- 1) Basic client eligibility for EI may be determined by a client. EI Inquiry to be completed by an employment counsellor or program coordinator by submitting an inquiry;
- 2) EI inquiries should be submitted well in advance of the program start date (i.e., thirty (30) days);
- 3) An average of five (5) business days must be allowed for response to the EI inquiry; and
- 4) An EI inquiry is one of the first steps in processing client funding applications. Failure to determine a client's EI status may jeopardize the client's benefits to the point where they may be cut off from receiving EI benefits.

Determination of Sponsorship Options

If a client is not EI eligible:

If a client is found to not be EI (Part I or Part II) eligible, then they may be eligible to be funded as a regular client through CRF monies.

If a client is EI eligible:

If a client is found to be EI eligible, then an EI Inquiry will have further indicated that the individual is either EI Part I or EI Part II (Reachback). In some cases, the client may be a combination of Part I and Part II (Reachback). For example, Part I can pay for income supports while Part II (Reachback) pays for tuition.

EI Part I Eligible Clients

- 1) EI Part I clients are jointly administered by Service Canada and GDIT&E;
- 2) The duration of funding under EI Part I is for a specific time that will be indicated on the EI Inquiry form;
- 3) An EI Part I client must be unemployed, entitled to receive EI benefits under the *The Employment Insurance Act* and actively seeking work; and
- 4) Under very exceptional circumstances, a client may be “Counseled to Quit.” GDIT&E may allow a client to terminate their current employment, no sooner than two (2) weeks prior to the start date of training in order to participate in a training program that leads to sustainable employment where one or more of the following circumstances occur:
 - a) Client is employed part-time, seasonally or underemployed (Underemployed means low wages, low skilled, no chance of advancement, and/or insufficient income to sustain family life);
 - b) Client is in receipt of notice of imminent layoff;
 - c) The client’s employment is threatened in the absence of training, and the client will remain employed with the organization or business once the training is successfully completed;
 - d) Client cannot continue present employment due to medical reasons; and/or
 - e) The client action plan involves training and the client enters into temporary employment until the training commences. This option may not be used if the client is a continuing student.

If a client quits employment to go to school without receiving prior approval from GDIT&E, the Institute will not authorize a referral to training (T-171), and the client may be disqualified from receiving Part I benefits.

As a guideline, clients receiving minimum wage or slightly higher salaries can be defined as low wages, but all other factors must be taken into consideration.

See Appendix 5 for *Request for Approval of Counsel to Quit* form.

- 5) Clients receiving Part I Benefits may be eligible for training allowance top up. See Appendix 7 Client Training Allowance Rates for examples.

- 6) Clients receiving Part I Benefits may be eligible to receive supports during their two-week waiting period if they are in training during those dates. If a client does not have a two-week waiting period (i.e. reactivation clients), they are not eligible for supports.

Referral to Training and EI Benefits—T-171 Special Claim Form

Refer to Appendix 6 for T-1 71.

The T-1 71 can only be submitted once the client is approved for funding.

There are three (3) possible situations for Part I clients:

- 1) They are expected to qualify for a new claim—client completes EI application and advises EI that they have been referred to training;
- 2) They need to apply to renew (activate) an inactive claim—the client will advise EI that they would like to reactivate their claim; or
- 3) They are already on an active claim—no action is required with the exception of client reporting.

A T-1 71 must be processed to allow the client to receive Part I benefits while attending training.

A client claim cannot be processed if the client answers “yes” to training when reporting without the T-171 having been submitted. Any delays in this process may result in the client not receiving their EI benefits on time.

During training, any changes in course or client information must be communicated and may require an amended T-171. This is then forwarded to Service Canada. Examples requiring an amended T-171 may include when the client finishes early, drops out, or the course date is extended. If the client’s information does not match the information that Service Canada has, the client’s EI benefits may be jeopardized.

If the course lasts longer than the EI claim, as is indicated on the EI inquiry form, Part II or CRF money payments may be issued from GDIT&E to cover the last portion of the course.

EI Part II Eligible Clients (Reachback Clients)

Part II clients are those former EI clients who are requesting assistance to receive employment benefits established under Part II of *The Employment Insurance Act*. Such eligible claimants are referred to as “Reachback clients.”

Definition of a Reachback Client as determined by an EI Inquiry:

- 1) A former claimant for whom a benefit period is established or whose benefit period has ended within the previous thirty six (36) months; or
- 2) For whom a benefit period has been established in the previous sixty (60) months and who was paid special benefits during the benefit period (maternity, parental, compassionate care, and/or illness).

Voluntarily Quits Employment

Before Request of Service:

If a client voluntarily quits their employment within the previous three (3) months to their request of service, the client must provide documentation showing that they would meet the Counsel to Quit (for eligibility purposes

only) criteria during that employment. Upon approval of the Counsel to Quit, clients would qualify for CRF/Part II (Reachback) resources based on the results of the EI Inquiry.

After Request of Service:

If a client voluntarily quits their employment after a request of service, they will be disqualified from all GDIT&E program resources (not services) if they cannot demonstrate they would have met Counsel to Quit criteria.

Funding from Other Agencies

If a client is receiving funding (partial or otherwise) through another agency, all funds must be reported to GDIT&E. Failure to report these funds could result in the termination of GDIT&E funding.

1) Provincial Training Allowance (PTA):

a) Clients who are enrolled in PTA programs are not eligible for GDIT&E funding.

2) Scholarships: This policy does not apply to university clients receiving only tuition and book funding.

a) Clients in receipt of scholarships and/or bursaries that are for specific support (e.g., purchase of computer or tuition) will be allocated for that specific item and will be deducted from that specific GDIT&E support.

For example, if a client receives a scholarship designated for tuition in the amount of one-thousand (\$1,000) dollars, GDI T&E will not support the client for that \$1,000; and

b) In total, the first three-thousand (\$3,000) dollars scholarship and/or bursary will not be deducted from GDIT&E support, except in those circumstances listed above. Any amounts over three-thousand (\$3,000) dollars will be deducted from the client's GDIT&E support.

3) Top-ups:

a) When an eligible client is receiving assistance through another organization, GDIT&E will top-up that support to our maximum eligible amount. This will include any eligible support costs (See Appendix 7 Client Training Allowance Rates for examples).

APPLICATION PROCESS

To apply for the ISP, Métis individuals must complete the *Client Application Form* (see Appendix 1) and develop a Career Action Plan (see Appendix 3). Métis individuals interested in participating in this program should contact GDIT&E. Employment Counsellors are responsible to put together application packages for each client going forward to Selection Committee meetings. A Funding Request Summary (FRS) is created to give the Selection Committee a brief overview of the intervention and summary of the total cost (see Appendix 12 for FRS form). Métis individuals interested in applying for the ISP are required to sign and abide by the ethical guidelines and attendance policy outlined in GDIT&E's Student Contract (see Appendix 13). GDIT&E requires sixty (60) days to review and approve funding requests.

SELECTION PROCESS

The ISP selection process aims to provide prioritized, open, and transparent client selection for GDIT&E, which is related to labour market needs that will result in measurable outcomes.

There are two ways clients can be approved for the ISP:

- 1) Selection Committee—Independent community-based selection committees have been established to assess the applicants according to the established selection criteria and determine allocations of programming and training. (See Appendix 24 for Selection Committee Members Terms of Reference); and
- 2) Service Delivery Office—Applications for clients interested in short courses (5 days or less) with a total cost of less than one-thousand (\$1,000) dollars can be approved without going to the selection committee. These clients must be approved by the appropriate program coordinator.

APPROVED CLIENTS

The following information is relevant to clients who have been approved for funding and are classified as in-training.

- 1) First Payment
 - a) All clients receive their first training allowance on the pay period following their program start date or date of approval, whichever is the latter. If the program start date is directly after Selection Committee meeting, the first payment may be delayed;
 - b) It is very important that clients are informed of their first pay period prior to the start of their intervention. This can be critical information when clients are required to travel to attend training; and
 - c) Under no circumstances will clients be allocated advances.
- 2) Direct Deposit
 - a) All clients are required to use direct deposit (see Appendix 2 for Direct Deposit Application Form);
 - b) Payment by cheque will only be authorized if a client is unable to obtain a bank account. Clients must provide a letter/statement from a minimum of two financial institutions (verification from one institute will be accepted if the client can prove that this is the only financial institution within a reasonable distance of their community);
 - c) Clients may be eligible for payments by cheque if they can demonstrate that payments by direct deposit will lead to financial hardship thereby jeopardizing their chance of success;
 - d) Cheques will be mailed to the address provided to their counsellor; and
 - e) Payment by cheque will only be authorized for a maximum of three (3) months. After three months, the client will have to either switch to direct deposit or provide further verification. Failure to do so may result in a disruption of funding.
- 3) Timing of Payment
 - a) All allowances are disbursed on a two week schedule;
 - b) Allowances will be deposited into client's designated bank account by Friday at 12 am; and
 - c) The schedule will be provided to clients by their employment counsellor.

- 4) Overpayments
 - a) An overpayment is any amount received that is not verified through an original receipt or dollars provided when a client did not attend training; and
 - b) Clients are required to pay back any overpayment and these overpayments may affect future allowances.
- 5) Client Follow-up
 - a) Clients are required to submit monthly progress reports (see Appendix 15 for Monthly Follow-up);
 - b) Clients receiving Living Away From Home Allowance, Special Needs Allowance and/or Daycare Allowance must submit receipts no later than the 15th of the following month; and
 - c) In certain circumstances, clients who are having difficulty abiding by the Student Contract (see Appendix 13) may be required to complete a Student Improvement Plan (see Appendix 14) with their Employment Counsellor.
- 6) Attendance Report
 - a) Throughout the duration of the program, attendance reports will be kept for all clients (see Appendix 15 for Monthly Follow-up).
- 7) Eligible Leaves
 - a) Clients are only eligible for funded leaves up to three (3) consecutive weeks; and
 - b) Eligible leaves are at the discretion of the training institute, but may include: breaks in training, maternity leave, medical leave or family leave.
- 8) Change in Circumstance
 - a) Clients are responsible to submit documentation for any changes in circumstance to their employment counsellor; and
 - b) Changes in circumstance include, but are not limited to, address, daycare provider, dependent status, employment status, financial circumstances, practicum arrangements, travel arrangements, and training status (fulltime, part-time, withdrawn).
- 9) Discontinuation
 - a) Clients are considered ineligible for funding when they discontinue, terminate or take a leave from any GDIT&E sponsored program; and
 - b) The client is responsible to notify GDIT&E immediately following the change.
Failure to do so will result in an overpayment where the client will be responsible for an immediate repayment plan.
- 10) Program Completion
 - a) Upon completion of the program, the client will report their employment status and complete a final follow-up (see Appendix 16 for Final Follow-up Form);
 - b) Clients are responsible to submit a photocopy of their final Transcript/Certificate/Diploma/Degree/Tickets; and
 - c) Clients who successfully complete their program may be eligible to receive an employment transition allowance.
- 11) Amendments
 - a) Any changes to the client situation require an amendment to the CPN (see Appendix 11 for the CPN Amendment Form); and

b) Any amendments having financial implications will be processed according to the following approval authority:

- i) Downward Amendments—Program Coordinator
- ii) Upward Amendments less than \$1,999—Program Coordinator
- iii) Upward Amendments greater than \$2,000—Director.



Policy No: 5.4.1b
Approved by:
Effective: Oct. 10, 2014
Revised: Oct. 9, 2014

5.4.1b EMPLOYMENT-BASED PROGRAMS

POLICY

Employment-Based Programs

In employment-based programs delivered by Gabriel Dumont Institute Training and Employment Inc. (GDIT&E), there are two allocations of funds that can be used to provide financial support to the training and employment intervention:

- 1) Consolidated Revenue Funds (CRF); and
- 2) Employment Insurance Funds (EI).

Wage Subsidy Program (WSP)

Objective:

To assist Métis clients to make the transition to career-related employment and to help them develop marketable skills and experience with a plan leading to long-term employment.

The Eligible Client must:

- 1) Be Métis;
- 2) Be a minimum of (18) years of age;
- 3) Have barriers to employment that prevent them from securing long-term employment; and
- 4) Be unemployed or underemployed and actively seeking employment.

Eligible Employer:

Any organization, including non-profit organizations, for-profit organizations, and all levels of government are eligible for the Wage Subsidy Program. Employers must provide documentation showing that they are currently registered with the Workers' Compensation Board and the Canada Revenue Agency.

Criteria:

General

- 1) Full-time employment up to 26 weeks;
- 2) Generally, wage subsidies that do not include client applications can only be approved up to a maximum of 50% where GDIT&E contribution does not exceed minimum wage plus Mandatory Employee-Related Costs (MERC) such as EI, CPP, and Vacation Pay; and
- 3) The Employment Counsellor must demonstrate clear rationale (may include supporting documentation and completed client application) for the provision of a higher subsidy for the client. The maximum eligible subsidy provided to any employer is 80% and cannot exceed minimum wage plus MERC.

Employer Responsibilities

- 1) Be willing to provide work experience/on-the-job training and mentorship to the client;
- 2) Review and sign contract;
- 3) Ensure the client is not an existing employee and that the contract does not displace any existing employees;
- 4) Ensure client eligibility is confirmed by GDIT&E prior to hiring;
- 5) Have support from union (where applicable);
- 6) Adhere to GDIT&E's wage subsidy contract terms and conditions;
- 7) Provide reasonable opportunity for the client to be retained as part of the employer's workforce once the contract is complete; and
- 8) Fill position within 60 days or employer will be required to re-submit contract.

Client Responsibilities

- 1) Complete wage subsidy application form;
- 2) Participate in follow-up monitors;
- 3) Report any employment related changes to employment counsellor; and
- 4) Adhere to employer expectations.

GDIT&E Responsibilities

- 1) Meet with prospective employers to describe the program and responsibilities;
- 2) Assist employer with completing the contract and ensure they meet program criteria;
- 3) Ensure employer is aware that the client cannot be hired until their eligibility is confirmed;
- 4) Review and submit contract to Selection Committee;
- 5) Meet with potential client, complete application, including career action plan and ensure eligibility;
- 6) Input all data into client data tracking system;

- 7) Monitor the activities as stated in the contract to ensure compliance and objectives are being met; and
- 8) Perform follow-up to confirm client status at the end of the intervention.

Application Process:

Employers and/or Métis individuals interested in participating in this program should contact GDIT&E. Employers will be required to submit a contract (see Appendix 17) which will then be submitted to the Regional Selection Committee for approval. GDIT&E will provide written notification of the Selection Committee decision. Client eligibility must be confirmed prior to hiring.

Apprenticeship Subsidy Program (ASP)

Objective:

To assist Métis clients to secure apprenticeship positions with employers to help them develop marketable skills and experience with a plan leading to journeyperson status.

The Eligible Client Must:

- 1) Be Métis;
- 2) Be a minimum of (18) years of age;
- 3) Have barriers to employment that prevent them from securing long-term employment;
- 4) Be unemployed or underemployed and actively seeking employment;
- 5) Have a genuine interest in working in the trades; and
- 6) Meet the eligibility requirements for registering as an apprentice in the appropriate designation.

Eligible Employer:

Any organizations, including non-profit organizations, for-profit organizations, and all levels of government are eligible for the Apprenticeship Subsidy Program. In order to receive a subsidy for an apprentice, an employer must agree to indenture the client for the duration of the subsidy period. Employers must provide documentation showing that they are currently registered with the Workers' Compensation Board and the Canada Revenue Agency.

Criteria:

General

- 1) Full-time employment up to 52 weeks;
- 2) Generally, apprenticeship subsidies that do not include client applications can only be approved up

to a maximum of 50% where GDIT&E's contribution does not exceed minimum wage plus MERC. The employment counsellor must demonstrate clear rationale (may include supporting documentation) for the provision of a higher subsidy for the client. The maximum eligibility subsidy provided to any employer is 80% and cannot exceed minimum wage plus MERC;

- 3) Financial assistance may be provided in **exceptional circumstances** to cover all or part of mandatory employment costs related to participation (e.g., supplies, tools, books, and/or safety equipment) up to a maximum of four-hundred (\$400) dollars (three (3) quotes may be required); and
- 4) Individual sponsorship costs associated with required apprenticeship training are eligible under this program. Clients are not required to go to Selection Committee.

Employer Responsibilities

- 1) Be willing to provide work experience/on-the-job training and mentorship to the client;
- 2) Be eligible to have an apprentice;
- 3) Review and sign contract;
- 4) Ensure the client is not an existing employee and that the contract does not displace any existing employees;
- 5) Ensure client eligibility is confirmed by GDIT&E prior to hiring;
- 6) Have support from union (where applicable);
- 7) Register client with Saskatchewan Apprenticeship and Trade Certification Commission within ninety (90) days of commencement of the apprenticeship subsidy;
- 8) Encourage and accommodate client apprenticeship training;
- 9) Ensure the client receives required experience according to apprenticeship guidelines specific to their trade;
- 10) Adhere to GDIT&E's apprenticeship subsidy contract terms and conditions;
- 11) Provide reasonable opportunity for the client to be retained as part of the employer's workforce once the contract is complete; and
- 12) Fill position within sixty (60) days or employer will be required to re-submit contract.

Client Responsibilities

- 1) Complete apprentice subsidy application form;
- 2) Register with the Saskatchewan Apprenticeship and Trade Certification Commission within ninety (90) days of commencement of the apprenticeship subsidy;
- 3) Attend apprenticeship training when offered;
- 4) Participate in follow-up monitors;
- 5) Report any employment related changes to employment counsellor; and
- 6) Adhere to employer expectations.

GDIT&E Responsibilities

- 1) Meet with prospective employers to describe the program and responsibilities;
- 2) Assist the employer with completing the contract and ensure they meet program criteria;
- 3) Ensure that the employer is aware client cannot be hired until client eligibility is confirmed;
- 4) Review and submit contract for approval through three-step approval process;
- 5) Meet with the potential client, complete application, including career action plan and ensure eligibility;
- 6) Input all data into client data tracking system;
- 7) Ensure the client is registered with the Saskatchewan Apprenticeship and Trade Certification Commission (documentation required);
- 8) Monitor the activities as stated in the contract to ensure compliance and objectives are being met; and
- 9) Perform follow-up to confirm client status at the end of the intervention.

Application Process:

Employers and/or Métis individuals interested in participating in this program should contact GDIT&E. Employers will be required to submit a contract (See Appendix 17), which will require a three-step review and signature approval of (1) GDIT&E Program Coordinator, (2) GDIT&E Director (or Designate), and (3) GDI Executive Director (or designate). GDIT&E will provide written notification of the approved contract. Client eligibility must be confirmed prior to hiring.

Student Subsidy Program

Objective:

To provide Métis students with valuable work experience related to their career action plan, the Student Subsidy Program (SSP) offers a wage subsidy for employers hiring Métis students.

The Eligible Client Must:

- 1) Be Métis
- 2) Be legally entitled to work in Canada; and
- 3) Be enrolled in full-time studies during part-time SSP intervention or be returning to full-time studies upon completion of full-time SSP intervention.

Eligible Employer:

Any organizations including, non-profit organizations, for-profit organizations, and all levels of government are eligible for the SSR. Employers must provide documentation showing that they are currently registered with the Workers' Compensation Board and the Canada Revenue Agency.

Criteria:

General

- 1) Full-time employment 4-18 weeks; or
- 2) Part-time employment, for clients not on an active intervention, for up to a maximum of 44 weeks up to 25 hours per week while in full-time studies;
- 3) The program is designed to create employment opportunities for secondary and post-secondary clients;
- 4) Generally, student subsidies that do not include client applications can only be approved up to a maximum of 50% where GDI contribution does not exceed minimum wage plus MERC. The employment counsellor must demonstrate clear rationale (may include supporting documentation and completed client application) for the provision of a higher subsidy for the client. The maximum eligibility subsidy provided to any employer is 80% and cannot exceed minimum wage plus MERC; and
- 5) Each Métis Nation—Saskatchewan Region that meets program criteria is eligible for 100% full-time (4-18 weeks) student subsidy (not exceeding minimum wage) plus MERC. Only one 100% student subsidy program will be allowed per Region per year.

Employer Responsibilities

- 1) Be willing to provide work experience/on-the-job training and mentorship to the client;
- 2) Review and sign contract;
- 3) Ensure that the client is not an existing employee and that the contract does not displace any existing employees;
- 4) Ensure client eligibility is confirmed by GDIT&E prior to hiring;
- 5) Have support from union (where applicable);
- 6) Adhere to GDIT&E's student subsidy contract terms and conditions; and
- 7) Fill position within 60 days or employer will be required to re-submit application.

Client Responsibilities

- 1) Complete student subsidy application form;
- 2) Participate in follow-up monitors;
- 3) Report any employment related changes to Employment Counsellor; and
- 4) Adhere to employer expectations.

GDIT&E Responsibilities

- 1) Meet with prospective employers to describe the program and responsibilities;
- 2) Assist the employer with completing the contract and ensure they meet program criteria;
- 3) Ensure the employer is aware the client cannot be hired until client eligibility is confirmed;

- 4) Review and submit contract to Selection Committee;
- 5) Meet with the potential client, complete application, including career action plan and ensure eligibility;
- 6) Input all data into client data tracking system;
- 7) Monitor the activities as stated in the contract to ensure compliance and objectives are being met; and
- 8) Perform follow-up to confirm client status at the end of the intervention.

Application Process:

Employers and/or Métis individuals interested in participating in this program should contact GDIT&E. Employers will be required to submit a contract (see Appendix 17), which will then be submitted to the Regional Selection Committee for approval. GDIT&E will provide notification of the Selection Committee decision. Client eligibility must be confirmed prior to hiring.



Policy No: 5.4.1c
Approved by:
Effective:
Revised: Nov. 9, 2011

5.4.1c IMMEDIATE EMPLOYMENT ASSISTANCE PROGRAM

POLICY

IMMEDIATE EMPLOYMENT ASSISTANCE PROGRAM OVERVIEW

The Immediate Employment Assistance program aims to assist Métis clients who have an offer of employment but require monetary assistance to start their job.

BASIC CLIENT ELIGIBILITY

To receive Gabriel Dumont Institute Training and Employment (GDIT&E) funding for the Immediate Assistance program, clients must:

- 1) Be Métis;
- 2) Be a minimum of 18 years of age or meet minimum requirements of chosen training;
- 3) Have barriers to employment that prevent them from securing long-term employment;
- 4) Be unemployed or underemployed and actively seeking employment; and
- 5) Have a letter of offer for guaranteed employment from an employer.

Clients who receive Employment Transition allowance are not eligible for the Immediate Employment Assistance program.

Eligible Costs

All eligible costs are taxable, but not insurable, and are paid in accordance with GDIT&E rates. GDIT&E will issue a T4A to each funded client. The Immediate Employment Assistance funds received by a client can be used for whatever they require in order to start employment.

Examples include, but are not limited to, work boots, fuel, bus ticket, appropriate work clothes, a medical examination, and pre-employment drug and alcohol screening, etc. The maximum amount allowable under the Immediate Employment Assistance program is one-hundred and twenty-five (\$125) dollars.

APPLICATION PROCESS

To apply for the Immediate Employment Assistance program, Métis individuals must complete pages 1, 2 and 7 of the *Client Application Form* (see Appendix 1), develop a Career Action Plan (see Appendix 3) and produce a letter of offer for guaranteed employment from an employer. Métis individuals interested in participating in this program should contact GDIT&E. Employment counsellors may contact employers to verify employment. GDIT&E aims to release funds quickly as possible, but may require up to five (5) days for reviewing and approving Immediate Employment Assistance funding requests. Clients are only eligible, for ONE TIME ONLY, to participate in the Immediate Employment Assistance program.

SELECTION PROCESS

Applications for clients interested in the Immediate Employment Assistance program can be approved at the Service Delivery Office by the appropriate program coordinator. Upon approval, payment will be issued in the form of cash. Clients will be required to sign a receipt of payment. Each program coordinator is responsible for a petty cash float of five-hundred (\$500) dollars.

APPROVED CLIENTS

Employment counsellors are responsible to follow-up with clients funded through the Immediate Employment Assistance program to ensure employment success.

NOTE: This project will be piloted for six (6) months upon approval in a limited geographical area.



Policy No: 5.4.1d
Approved by:
Effective:
Revised:

5.4.1d PARTNERSHIP PROGRAM

POLICY

PROGRAM OVERVIEW

Gabriel Dumont Institute Training and Employment (GDIT&E) has the ability to participate in partnership programming with other organizations to improve training and employment services to Métis clients in Saskatchewan. Usually partnership programming involves a memorandum of understanding (MOU)/agreement. GDIT&E may provide an in-kind and/or monetary contribution to the partnership agreement.

APPLICATION PROCESS

To apply for partnership programming, all interested parties, including GDIT&E must develop a partnership agreement. Once the terms of the agreement are known, a partnership document will be created and signed by all partners. Financial obligations by all parties will be clearly outlined in the agreement. Any organizations, including non-profit organizations, for-profit organizations, and all levels of government are eligible for the partnership program. Any organizations interested in participating in a partnership program should contact GDIT&E.

SELECTION PROCESS

The GDI Board of Governors has ultimate authority on decisions regarding approval of partnership programs with monetary contributions. Partnership programming that has no financial commitments may be approved by the GDIT&E Director. Once an agreement has been approved, it will be signed by GDIT&E.

APPROVED AGREEMENTS

Follow-ups will be done periodically throughout the agreement to ensure the partnership's success.



Policy No: 5.4.2
Approved by:
Effective:
Revised:

5.4.2 FINANCIAL AND ADMINISTRATIVE POLICIES

POLICY

Gabriel Dumont Institute Training and Employment shall put in place operational policies and procedures relating to the financial management of Canada’s contribution and the administration of the projects.



Policy No: 5.4.2a
Approved by:
Effective:
Revised:

5.4.2a STRATEGIC PLANNING

POLICY

Gabriel Dumont Institute Training and Employment Inc. (henceforth known as the “Organization”) will submit an annual work plan to Canada for approval no less than (30) thirty days prior to the beginning of the fiscal year. The plan must, at a minimum, demonstrate:

- a) An identification of local labour market priorities (supply and demand);
- b) The consultations with other stakeholders in identifying labour market needs;
- c) The identification of targeted clientele for labour market interventions;
- d) The identification of programming interventions, timeframes, and outcomes;
- e) The identification of delivery mode; and
- f) A breakdown of the planned program assistance costs associated with the categories in the Expenditure Plan.

For each fiscal year during the funding period, the Organization will carry out its responsibilities under sections 4 to 33 in accordance with the *Annual Expenditure Plan* for the year. The *Annual Expenditure Plan* will be in the format specified in *Schedule G* and will be submitted to Canada for approval no later than (30) thirty days prior to the beginning of the fiscal year. The *Annual Expenditure Plan* will show the total amount of the Organization’s planned expenditures on program costs together with a breakdown of that amount including:

- a) The amount of the planned expenditures on EI-related program administration and assistance costs;
- b) The amount of non-EI related program administration and assistance costs; and if applicable
- c) The amount of planned expenditures on capacity building costs.

The Organization shall implement the programs in accordance with its *Annual Work Plan* and *Expenditure Plan*.

The Organization may revise its approved *Expenditure Plan* for a fiscal year to reduce planned expenditures on program assistance costs for programs described in section 8-10 (Labour Market Programs), and reallocate any excess contribution funds provided, or to be provided, by the Minister under the Aboriginal Human Resources Development (AHRD) Program to program assistance costs for any other program described in sections 12 and 13.

Where the Organization makes such a revision and reallocation of funds, it shall promptly notify Canada of the changes. With respect to its planned expenditures on program assistance costs for any program described in sections 12 and 13 or capacity building costs, the Organization may not modify the approved *Expenditure Plan*

to reduce the expenditures and reallocate excess funds for expenditures on program assistance costs for another program or for expenditures on other program administration costs without the prior approval of Canada.

To improve the Organization's capacity to administer the programs, the Organization undertakes to carry out capacity-building activities as defined in *Schedule A* and described in its *Capacity Building Plan*. The Organization's *Capacity Building Plan* shall be in the format set out in *Schedule G* of this Agreement and be submitted to Canada for approval no later than (30) thirty days prior to the beginning of the fiscal year. The Organization shall not make changes to its *Capacity Building Plan* or to its planned expenditures for any year on capacity building costs, as set out in its *Expenditure Plan* for the year, without the prior written approval of Canada.

The Organization's approved *Work Plan*, *Expenditure Plan*, and *Capacity Building Plan* for the first fiscal year of the funding period are attached as *Schedule G*.

Forecast of Cash Flow

In addition to the *Expenditure Plan* in *Schedule G*, the Organization will submit to Canada for approval no later than (30) thirty days prior to the beginning of the fiscal year, a monthly *Forecast of Cash Flow* which will rationalize the [monthly]<>[quarterly] funding advances provided by Canada.



Policy No: 5.4.2b
Approved by:
Effective:
Revised:

5.4.2b FINANCIAL REPORTING

POLICY

No later than 120 days following the end of the fiscal year during the funding period, the Gabriel Dumont Institute Training and Employment Inc. (henceforth known as the “Organization”) shall provide Canada with an annual financial and performance audit report of the management of the Contribution covering the fiscal year. The audit shall be conducted by an independent auditor and shall include:

- a) Audited financial statements (income statement and balance sheet) adhering to Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS);
- b) A statement certifying that costs reviewed and claimed by the Organization for the fiscal year were in accordance with the Agreement except as noted in the report;
- c) Identification of unexpended balances of advances of the Contribution;
- d) Identification of other income relative to the Agreement as such as interest earned and GST/HST rebates as well as funding received from any other government or private sector source;
- e) A list of any claimed costs which are not supported by adequate documentation or were ineligible;
- f) An opinion on the adequacy of the Organization’s internal financial management procedures and controls. The auditor should conduct a sample account verification of claims and supporting documentation submitted by sub-agreements holders and project sponsors to ensure that the Organization has adequate controls in place to ensure that funds are used as intended under the Agreement. The size of the sample should be based on relative risk associated with sub-agreement holders and project sponsors.
- g) An opinion on the effectiveness of the Organization’s project and sub-agreement monitoring. At a minimum, the auditor should review the Organization’s monitoring plans and document the basis and frequency for monitoring, review the tools for documenting/monitoring visits to assess their effectiveness, and review actual monitoring reports for comparison to plans;
- h) Suggestions for improvements to remedy any deficiencies noted in the opinions referred to in paragraphs (f) and (g); and
- i) Comments on the steps taken by the Organization to remedy any deficiencies noted in the previous year’s audit report.

The scope of the audit reporting requirements specified in section 74 shall be set out in the letter of engagement to the auditors which shall be in a format prescribed by Canada.

Canada may withhold further payments if the audit requirements in section 74 are not adhered to.



Policy No: 5.4.2c
Approved by:
Effective:
Revised:

5.4.2c BUDGETS

POLICY

Each Gabriel Dumont Institute Training and Employment regional budget is the responsibility of the respective program coordinator, who will:

- 1) Through consultations with the Department of Finance and Operations, be responsible for adhering to, and administering, the budgets for their offices; and
- 2) Ensure that no changes are made to these budgets without prior consultation, and approval, from the Director or Director's designate.

PROCEDURE

The program coordinator must approve all purchases for their regional offices:

- 1) When the program coordinator receives a purchase request they will review to ensure all items are within budgetary, organizational, and Aboriginal Human Resource Development Agreement guidelines;
- 2) Once said request is approved, the program coordinator will obtain a purchase order from the Department of Finance and Operations; and
- 3) Only after the purchase order has been created, can the program coordinator notify the regional office that the request has been approved and the order can proceed.



Policy No: 5.4.2d
Approved by:
Effective:
Revised:

5.4.2d PURCHASES AND DISPOSITION OF ASSETS

POLICY

All capital assets acquired by Gabriel Dumont Institute Training and Employment (henceforth known as the “Organization”) as per the definition in *Schedule A* valued at five-thousand (\$5,000) dollars or more require written approval by Canada prior to purchase.

The Organization shall preserve any assets costing five-thousand (\$5,000) dollars or more acquired with the contributions provided by Canada under this Agreement and use them for the purpose of the programs during the funding period unless:

- a) Canada authorizes their disposition;
- b) Replacement of assets subject to wear is necessary; or
- c) Assets which have become outdated require replacement.

The Organization agrees that at the end of the funding period, or upon termination of this agreement, if earlier, and if directed to do so by Canada, any assets referred to in section 111 that have been preserved by it or turned over to it, as the case may be, and any assets turned over to it under agreements referred to in section 19, shall be

- a) Sold at fair market value and that the funds realized from such sale be applied to the costs of the programs to offset Canada’s contribution to the costs of the programs;
- b) Turned over to another person or organization designated or approved by Canada; or
- c) Disposed of in such other manner as may be determined by Canada.

The Organization shall ensure that a requirement to preserve and dispose of assets similar to those requirements set out in sections 112 and 113 are included in every financial assistance agreement it has with a sub-agreement holder or project sponsor under its programs. It shall also ensure that such agreements include a requirement that, upon termination of such agreement, the third party shall:

- a) Sell any assets which are no longer required by the project sponsors and sub-agreement holders to support its activities and use the funds realized to off-set the Organization’s contribution to the costs of its activities; or
- b) Turn over the assets to the Organization for disposal as per section 113.

POLICY

Purchasing Goods and Services

This section outlines the Organization's policies and procedures to be used when purchasing goods and services for the Organization's use.

Without Exception:

- 1) A purchase order or formal contract will be issued for ALL purchases;
- 2) The Director or the Director's designate must approve all purchases prior to ordering; and
- 3) Budgets will not be exceeded on a year-to-date basis without the prior approval of the Director, or the designate.

General Purchasing Procedures

- 1) Price Quotes
 - a) Price quotes must be obtained in writing on all major individual purchases/services over two-hundred and fifty (\$250) dollars, as well as the credit terms available, shipping/delivery costs and any other pertinent factors, in order to obtain the best financial arrangements for the Organization; and
 - b) Price quotes must be obtained from at least three competitive sources.
- 2) Purchase Orders
 - a) Purchase orders (PO)s are required prior to the actual purchase of the goods or service. THERE ARE NO EXCEPTIONS;
 - b) A PO request must be submitted to the Organization's central office. This request should be submitted to the respective program coordinator who will obtain a PO through consultations with the Department of Finance and Operations;
 - c) Finance and Operations will then verify if the purchase is an AHRDA-eligible expenditure and will also verify if there is enough budget allocation remaining for that particular line item;
 - d) Once this has been verified, a PO will be issued using the Great Plains accounting system only and signed by the designated issuer;
 - e) The PO is then issued in duplicate; one copy forwarded to the requestor, and the other copy kept at Finance and Operations to match the original invoice;
 - f) Once a signed PO has been received by the requestor, then the transaction for goods and/or services may be carried out; and
 - g) Any special terms and/or conditions with a vendor must receive prior approval, in writing, from the Organization's director.
- 3) Placing Orders
 - a) Any ordering of services/supplies must have prior approval of the program coordinator in the case of the regional offices and the Director in the case of central office;
 - b) When it has been determined that services/supplies will be required in order to maintain services, the

- respective office will determine what is required and then contact the vendor to obtain a price quote;
- c) Once that quote has been obtained a PO request—detailing items, amounts, and vendor information—will be forwarded to the program coordinator/director (or designate) for approval;
 - d) Said approval will be in the form of a signed PO. Once the PO has been received, the order can then be placed; and
 - e) When the order is received, any relevant documentation (packing slips, invoices, etc.) must be forwarded to central office to ensure prompt payment.



Policy No: 5.4.2e
Approved by:
Effective:
Revised:

5.4.2e PAYMENTS TO VENDORS

POLICY

Processing Accounts Payable

- 1) Upon receipt of an original invoice, Gabriel Dumont Institute Training and Employment will pay suppliers within thirty (30) days of the receipt and will pay invoices immediately when cash discounts are provided for prompt payment;
- 2) All copies of each invoice will be date stamped upon receipt;
- 3) All original invoices must be immediately submitted to the Department of Finance and Operations upon receipt of that invoice. Original copies of invoices are kept only at the central office;
- 4) The invoice should be coded and integrated into the accounting system;
- 5) All payments shall be made by cheque (or if applicable, electronic transfer), which have been certified correct by the Director or the Director's designate on the basis of proper supporting documentation, such as an original bill (invoice), payment voucher, and purchase order;
- 6) A copy of the cheque or the cheque requisition along with the purchase order shall be attached to the invoice and filed by the supplier. Packing slips should be attached to invoices whenever possible.

Responsibility of Management

The Director or Director's designate shall be responsible, prior to payment approval, to verify that:

- 1) Goods and services supplied have been ordered;
- 2) Computations are mathematically correct;
- 3) Discounts, if applicable, have been deducted;
- 4) Inadmissible extras have not been added;
- 5) The account has not been previously paid;
- 6) The name of the supplier, location of goods, unit prices, and quantities match those on the purchase order; and
- 7) Prior approval has been requested and received (this is verified by the presence of a signed purchase order).

Paid Invoices

After a cheque has been issued for an invoice, the invoice should be attached to the cheque stub and filed. This will clearly indicate that the invoice has been paid and will prevent accidental duplication.

Charging Payments

All payments should be charged to the activity to which they properly belong, regardless of the activity's surplus or deficit.



Policy No: 5.4.2f
Approved by:
Effective:
Revised:

5.4.2f PAYMENTS TO CLIENTS

POLICY

Payment of Client Funds to Gabriel Dumont Institute Training and Employment (GDIT&E)

Issuing of Client Funds

- 1) The Gabriel Dumont Institute (GDI) Department of Finance and Operations, on behalf of the Local Delivery Offices, transmits all program funding directly to the client via direct deposit (or in exceptional circumstances—via cheque);
- 2) If a client has any questions or concerns regarding their funding, these should be addressed at the Local Delivery Office; and
- 3) Local Delivery Offices are responsible for processing all required documentation to ensure a timely allocation of funds; and
- 4) The GDI Department of Finance and Operations processed client benefits every two (2) weeks;

Method of Payment Benefits

All students receiving funding through GDIT&E must sign up for direct deposit. Direct deposit eliminates the possibility of cheques being lost, or delayed due to mail delivery. Direct deposit also provides assurances to students that payment will be deposited directly into their bank account eliminating the need to go to the bank in order to cash the cheque.

The following guidelines apply to direct deposits for students receiving funding through GDIT&E:

- 1) Direct deposit is mandatory for all clients/students;
- 2) Payment by cheque will only be authorized if a client/student is unable to obtain a bank account. Clients/students must prove they are unable to obtain a bank account by providing a letter/statement from a minimum of two (2) financial institutions (verification from one institute will be accepted if the client/student can prove that this is the only financial institution within a reasonable distance of their community);
- 3) Clients/students may be eligible for payment by cheque if they can provide sufficient proof that payment by direct deposit will lead to financial hardship thereby jeopardizing their chances of success;
- 4) Clients/students receiving payment by cheque will have their payment mailed to the address provided to their counsellor;

- 5) Payment by cheque will only be authorized for a maximum of three (3) months after which, the client/student will have to either switch to direct deposit or provide further verification of their inability to secure a bank account. Failure to do so may result in a disruption of funding.
- 6) IMPORTANT: In order to avoid delays in the processing of payroll, any changes to a client/student's banking information must be received by GDIT&E head office absolutely no later than eight (8) calendar days prior to the payment date.

Timing of Payment of Benefits

The following schedule will outline the standard release of client allowances:

Tuition

Tuition is paid upon receipt of eligible invoices from educational institutions.

Books

- 1) Books are paid upon receipt of eligible invoices from educational institutions. This option is required for the following institutes: Dumont Technical Institute, Northlands Regional College, North West Regional College, and the Saskatchewan Indian Institute of Technologies. This is done with direction on the Contract Purchase Notice (CPN); or
- 2) Paid directly to the student on the closest pay period to the start of the program. This is done with directions on CPN.

Note that both book payment options require direction on the CPN.

Training Allowances

All clients receive their first training allowance on the pay period following their program start date. This amount is calculated from program start date to payroll date. It is very important that clients are informed of this information prior to the start of their intervention. This can be critical information when clients are required to travel to attend training programs. Under no circumstances will clients be allocated advances.

Emergency Cheques

In exceptional circumstances, clients may be issued emergency cheques. An emergency cheque will be issued to clients when the written request is received from the Local Delivery Office and approved by GDIT&E. The Local Delivery Office will then submit a request on behalf of the client for the issuing of this cheque to the GDI Department of Finance and Operations.



Policy No: 5.4.2g
Approved by:
Effective:
Revised:

5.4.2g APPROVAL AUTHORITY FOR AMENDMENTS

For Gabriel Dumont Institute Training and Employment, the following approval authority will apply for client intervention amendments:

- 1) Downward adjustment—Program Coordinator
- 2) Upward adjustment less than one-thousand nine-hundred and ninety-nine (\$1,999) dollars—Program Coordinator
- 3) Upward adjustment in excess of two-thousand (\$2,000) dollars—Director

Please ensure that the actual amendment amounts are clearly calculated in the “Changes to Original” section.

Short Courses

Applications for clients interested in short courses (five (5) days or less) with a total cost of less than one-thousand (\$1,000) dollars can be approved without going to the regional selection committee.

The appropriate Program Coordinator must approve these clients. Once approved, they should be forwarded to the Department of Finance and Operations for processing.



Policy No: 5.4.2h
Approved by:
Effective:
Revised:

5.4.2h Payroll Administration

POLICY

Direct Deposit for Gabriel Dumont Training and Employment (GDIT&E) staff is mandatory. Only under special circumstances will GDIT&E issue payment by cheque for staff payroll. An example of this would be an individual's banking information has changed and it is too late to change the direct deposit file. In this instance, GDIT&E will attempt to stop the payment and re-issue by cheque. In situations such as this, it is entirely possible that the payment will be delayed.

In order to avoid a disruption in payroll, any changes to an employee's banking information must be received by Payroll at least eight (8) calendar days prior to the payment date.



Policy No: 5.4.2i
Approved by:
Effective:
Revised:

5.4.2i TRAVEL POLICY

POLICY

Staff Travel

All Institute employees who are required to travel regularly as part of their work will be required to supply their own vehicle. All travel must receive prior approval by the Director or designate.

Approval for travel will be subject to:

- 1) The relevant budget having provision for such travel costs;
- 2) Budget funds being available; and
- 3) The travel having an acceptable purpose.

PROCEDURE

Employees must account for all travel expenditures in accordance with the standard Gabriel Dumont Institute Travel Policy rates and require documentation for all items in order to be reimbursed.

Client Travel

Living in Home Community

Client Travel Allowance is for travel to and from the training location each day. Travel Allowance is based upon thirty (30) cents per kilometre from the town closest to the participant’s residence to the training location if it is further than thirty (30) kilometres for a round trip, to a maximum of one-hundred (100) kilometres per day.

Living Away From Home Allowance does not apply in this instance.

Living Away From Home Community

Travel Allowance is for mileage to the course at the start date and from the course at its end date. This is over and above the six-hundred (\$600) dollar return trip home allowance. Clients may be eligible for return trip home reimbursements to a maximum of six-hundred (\$600) dollars in each four- (4) month training period, to a maximum of two (2) trips per academic year. Travel must be conducted by the most reasonable means. Original receipts must be submitted.

Living Away From Home Allowance may also be paid in this instance. See Section II Article 4.



Policy No: 5.4.2j
Approved by:
Effective:
Revised:

5.4.2j CONTRACTS

POLICY

Unless otherwise authorized in writing by Canada, Gabriel Dumont Institute Training and Employment (henceforth the “Organization”) shall use a fair and accountable competitive process in procuring goods and services for the Program where the value (including GST/HST) of the goods or services is twenty-five thousand (\$25,000) dollars or more.

Canada shall exercise its discretion in requiring the Organization to use a fair and accountable competitive process in procuring goods and services for the Program where the value (including GST/HST) of the goods or services is below twenty-five thousand (\$25,000) dollars.

The Organization shall, unless otherwise authorized in writing by the Canada, obtain a minimum of three (3) bids or proposals and shall select the bid or proposal offering the lowest cost or best value. The Organization must not unnecessarily divide an aggregate requirement into a number of smaller contracts to avoid this requirement.



Policy No: 5.4.2k
Approved by:
Effective:
Revised:

5.4.2k CONFLICT OF INTEREST

POLICY

All goods or service contracts, regardless of their value, entered into between Gabriel Dumont Institute Training and Employment (henceforth the “Organization”) and:

- a) an officer or director of the Organization;
- b) a member of the immediate family of an officer or director of the Organization;
- c) a business in which an officer or director of the Organization, or a member of their immediate family has a financial interest; or
- d) a business, which is related to, or associated or affiliated with, the Organization

require that prior notice of such intent be communicated to Canada and require Canada’s prior written approval.

PROCEDURE

The Organization agrees to provide a copy of the proposed contract, and such other information, concerning the proposed contract as may be requested by Canada. It is understood and agreed upon by the Organization that the reimbursable costs of such goods and services shall not exceed fair market value.



Policy No: 5.4.21
Approved by:
Effective:
Revised:

5.4.21 CONFIDENTIALITY

POLICY

Client's Rights under Canada's *Privacy Act*

The Gabriel Dumont Institute (GDI) shall inform every client that the information set out in *Schedule I* will be shared with Canada as well as the purpose for which the information is being collected or compiled. GDI shall also obtain the client's written consent to the disclosure of the information to Canada. The Institute shall also inform each client of their rights under Canada's *Privacy Act* to obtain access to that information from Canada.

Program Confidentiality (WSP and SWE)

- 1) Program proposals, while under review, will be considered confidential and proposal information will not be discussed outside of the GDI office unless it is authorized in writing by a proposal applicant. (The release of information must be signed and completed by the applicant prior to the release of information.)
- 2) Once approved, however, proposal information will not be considered confidential and general financial and program information, as determined by GDI/the Local Delivery Office, will be available to the public.
- 3) GDI's Executive Director must first approve all reports, in any form, to the media before such reports are released.
- 4) Those individuals authorized to do so as GDI's official representative will only release media reports.
- 5) Program proposals will be discussed with Employment and Social Development Canada (ESDC).
- 6) GDI Board of Governors will not use board and/or GDI information for their own direct benefit or advantage. This requires that the information be kept confidential whenever required, which is in the Institute's best interests.
- 7) The proceedings of any board meeting or any part of a board meeting of, or of any committee thereof, which is conducted in camera, will be kept confidential.
- 8) All in camera issues or human resource matters that are disclosed shall be kept confidential.
- 9) In camera and ESDC Board Members and authorized GDI staff shall keep minutes or records in confidence.
- 10) Any member of any committee or other person(s) invited or permitted to attend an in camera meeting is required to keep this information confidential.
- 11) All Board Members will sign the *GDI Oath of Confidentiality Form*.

Documenting Individual Sponsorships/Employment-Based Programs

Outlined within the context of this section is the process for documenting every individual client. The processing of Individual Sponsorships and employment-based programs will be administered in conjunction with the Client Data Tracking System. The Client Data Tracking System will maintain an online file for all Individual Sponsorship and employment-based program clients.

Application for Sponsorship

Application for Sponsorship is used to gather basic information about the client in order to determine if the client can be considered for sponsorship. The client must complete their own application form and submit it to the counsellor thirty (30) days in advance.

Documentation

All clients, whether eligible or ineligible, waiting review or approval must have a complete paper file. New file numbers will be assigned to clients immediately upon receipt of a completed application form. A file will be started for each client. These files must include all original forms completed by the client.

Privacy Act

All files must be kept within the guidelines and requirements of the *Privacy Act*. As such, all files must be maintained within a locked and secure location. Access to client file is only available to the Local Delivery Office authorized personnel and authorized GDI/ ESDC staff.

Disclosure retrieval of unnecessary client information could result in legal action.

Central Filing

- 1) Location—central filing is held at the GDI offices. The central file must be regularly updated with both Individual Sponsorship and employment-based program information.
- 2) Individual Sponsorships
 - a) This original document information shall be kept at the Local Delivery Office. During the course of sponsorship, GDI filing requires the following documents to be copied, for processing purposes: *Course Purchase Notice* (Appendix 4); *Employment Insurance Claim Inquiry* (Appendix 1); *Client Action Plan* (Appendix 2); *Trainee Documentation Form* (Appendix 3); and other special documents as required.
 - b) After the sponsorship's completion, the original file, in its entirety, needs to be securely stored. It is the responsibility of the employment counsellor to ensure that a complete copy of the file has been stored.
 - c) If a client will be obtaining additional sponsorship, the Local Delivery Office should continue utilizing the client's existing file.
 - d) Files must be kept for a minimum of five (5) years.

- e) Employment-based programs—The original files of an employment-based program (Wage Subsidy Program and Student Work Experience Program), including the client files, will be held by the Local Delivery Office until the completion of a sponsorship, at which point in time the original file(s), in its entirety, needs to be securely stored.

Information Collected

The Organization shall, with respect to each participant in its programs, keep records containing the following information:

- a) Name
- b) Social Insurance Number (SIN)
- c) Address
- d) Date of birth
- e) Phone number
- f) Gender (where available as self-identified information)
- g) Aboriginal status (non-status Indian, Inuit, or Métis)
- h) Marital status
- i) Number of dependents
- j) Disability status (where available as self-identified information)
- k) Educational attainment
- l) Assessment regarding employability
- m) Name of program in which individual is involved
- n) Length of program (start and finish dates)
- o) Cost and income support information
- p) Completion information (certificate issues, incomplete, etc.)
- q) Follow-up information (e.g., type of employment [employment with an employer or self-employment], occupation, whether employment is part-time or full-time, date of return to work, earnings, etc.)
- r) Change in dependency upon government support.

Prior to collecting or compiling the information referred to in section 82, GDI shall inform each participant that the information will be shared with Canada as well as the purpose for which the information is being collected or compiled. GDI shall also obtain the client's written consent to the disclosure of the information to Canada. The Institute shall also inform each client of their rights under Canada's *Privacy Act* to obtain access to that information from Canada.

All information about the participants collected by GDI shall be treated as confidential, and the Institute shall take all measures reasonably necessary for the protection of it against release or disclosure except in accordance with this Agreement.



Policy No: 5.4.2m
Approved by:
Effective:
Revised:

5.4.2m FUNDING THROUGH OTHER AGENCIES

POLICY

If a client is receiving partial funding from the Gabriel Dumont Institute Training and Employment (GDIT&E) and partial funding through another agency, all funds must be reported to the Local Delivery Office. Failure to report these funds could result in the termination of GDIT&E’s funding.

Provincial Training Allowance (PTA) Funding

- 1) Clients that are eligible for PTA will not be eligible for GDIT&E income supports;
- 2) If a client is deemed ineligible for PTA, they may be considered for GDIT&E support at the discretion of the Selection Committee; and
- 3) If a client is in overpayment with PTA, that client will not be eligible for GDIT&E support. The overpayment must be cleared with PTA.

PROCEDURE

To address questions or concerns regarding GDIT&E funding, clients should consult a counsellor at their Local Delivery Office.



Policy No: 5.4.2n
Approved by:
Effective:
Revised:

5.4.2n CLIENT TOP-UPS

POLICY

The following policy applies for client “top-ups”:

When an eligible client is receiving assistance through another organization, Gabriel Dumont Institute Training and Employment (GDIT&E) will top-up that support to our maximum eligible amount. This will include any supplementary allowances (childcare, LAFHA (Living Away from Home Allowance), or travel).

Example 1:

A single client receives \$185/week through a student loan. GDIT&E’s weekly rate is \$225/week. The client would be eligible for a top-up of \$40/week from GDIT&E.

Example 2:

A single client received \$400/week on EI Part 1 Benefits and travels daily 80km round trip to training. The client would not be eligible for a top-up because, using GDIT&E assessment guidelines, she would be eligible as follows: Income support—\$225/week and Travel—\$120/week = Total—\$345/week.

As the client is already receiving more than this amount, she will is not eligible for a GDIT&E top-up.



Policy No: 5.4.2o
Approved by:
Effective:
Revised:

5.4.2o OVERPAYMENTS

POLICY

- 1) Clients are considered ineligible for funding when they discontinue, terminate or take a leave from Gabriel Dumont Institute Training and Employment (GDIT&E)-sponsored programs; and
- 2) The client is responsible to notify the Local Delivery Office immediately following the change. Failure to do so will result in an overpayment where the client will be responsible for an immediate repayment plan.

Overpayment with Other Agencies

If a client is in overpayment with the Provincial Training Allowance (PTA), that client will not be eligible for GDIT&E support. The overpayment must be cleared with PTA.



GABRIEL DUMONT INSTITUTE
of Native Studies and Applied Research

Policy No: 5.4.2p
Approved by:
Effective:
Revised:

5.4.2p COLLECTIONS POLICY

POLICY



Policy No: 5.4.3
Approved by:
Effective:
Revised:

5.4.3 PROGRAM MONITORING

POLICY

Monitoring is an integral part of program delivery, and as such, is linked with:

- 1) The quality of service provided to Métis clients; and
- 2) Local planning strategies (Planning and Accountability Process—Local Delivery Office level).

Monitoring can:

- 1) provide the Local Delivery Office with insights that improve program delivery;
- 2) facilitate the selection of programs which work best within the community; and
- 3) identify the most appropriate employers and identify local training needs.

These insights should be incorporated into the planning process.

Frequency/Method of Monitoring

Program monitoring is conducted one to four (1-4) times per program.

Objectives of Monitoring

Monitoring is important in that it creates an accountable organization in terms of:

- 1) Client satisfaction;
- 2) Financial accountability;
- 3) Compliance with AHRDA; and
- 4) Ensuring compliance with provincially approved policies and procedures.

Elements of Monitoring

The monitoring process will be conducted as outlined in the Aboriginal Human Resources Development Agreement (AHRDA).

Problems Identified Through the Monitoring Process

Programs that are found to have any irregularities must be brought to the attention of the Local Delivery Office and the Gabriel Dumont Institute (GDI). The Labour Market Analyst, Director of Programs, and GDI's Executive Director will address irregularities or problems with a program.

Responsibility of the GDI Office

It is the responsibility of the GDI office to ensure AHRDA compliance as outlined in the AHRDA. Please refer to the applicable schedule of the AHRDA.

GDI agrees to provide Canada with progress reports no later than (30) thirty days after the end of each quarter of the funding period. Each quarterly report shall outline the progress made during the quarter in implementing the Annual Work Plan referred to in section 60.

The quarterly reports shall include statistical data showing the progress made during the quarter in achieving the results targets set out in Schedule H.

If there are systems or other problems causing delays of quarterly uploads of the data referred to in section 70, GDI shall notify a representative of Canada of the delay and the parties will negotiate a new deadline for the upload.



Policy No: 5.4.4
Approved by:
Effective:
Revised:

5.4.4 APPEALS PROCESS

POLICY

The Appeals Process is available to ensure fair and equitable access to training and employment programs to individuals and organizations whose applications have been refused by the Regional Selection Committee. This process plays a key role in ensuring that the Gabriel Dumont Institute Training and Employment (GDIT&E)'s integrity and transparency of is of high quality.

Eligibility

Métis individuals or organizations that have been officially refused funding by the Regional Selection Committee are eligible for an appeals hearing unless the client does not meet criteria. Lack of funding is not a reason for an appeal.

Process

- 1) If a client is denied funding, an initial attempt will be made to notify them by telephone or email. Upon receipt of written notification of a denial of funding, the client must contact GDIT&E within ten (10) working days of notification that the funding has been denied. The program coordinator will provide verbal explanation of the decision in question. The program coordinator is required to document the verbal discussion and include this in the client's file.
- 2) If the client is not satisfied with the verbal explanation by the program coordinator, the client will be required to make a written appeal to the GDIT&E Director. This written appeal must be received within five (5) working days of the verbal discussion with the program coordinator. Clients can obtain the *Client Appeal Request Form* from the program coordinator (see Appendix 25 for *Client Appeal Request Form*).
- 3) Two (2) Institute senior managers not involved in the case will independently view appeals. The senior managers will have ultimate authority and will decide whether the client has grounds for an appeal, and if the process will continue. If both senior managers recommend an appeal, it will move to an appeal. If both senior managers agree with the Selection Committee, the decision will be upheld and will not move to an appeal. In the event that the decision is split, the case will automatically be referred to an appeal. This will be complete within ten (10) working days upon receipt of *Client Appeal Request Form*.
- 4) In the event of an appeal, the Director will establish an Appeals Committee, which shall meet within ten

(10) working days. The applicant will be notified of the meeting and will be invited to participate. In the event an appeal is denied, the client will be informed in writing.

Appeal Committee Process

- 1) The Appeal Committee will consist of the following members:
 - a) Senior manager or designate (who will act as Chair);
 - b) Métis community member; and
 - c) GDIT&E staff member not involved with the application.

Appeal Committee members must declare any conflict or perceived conflict and not participate.

- 2) The goal of the Appeal Committee will be to find consensus in the decision. If consensus is not attained, the final recommendation will be made by majority vote.
- 3) The Appeal Committee will review all information, including related policy pertinent to the decision in question and prepare a written decision. The client will be informed of the decision within five (5) working days.

Upholding the Verdict

The Appeal Committee decision cannot be appealed, and a case can only be reviewed once. Therefore, it is important that all information relevant to a case be presented for review at the hearing.

Coverage of Cost

All Appeal Committee members, including the client travelling for the appeal, will have their accommodations; meals, and travel covered by GDI approved rates. Métis community members who participate in Appeals Hearings are eligible to receive an honorarium based on GDI approved rates.

Location

All appeals will be held at the affected Local Delivery Office.



Policy No: 5.4.5
Approved by:
Effective:
Revised:

5.4.5 STUDENT ATTENDANCE POLICY

POLICY

The Gabriel Dumont Institute (GDI) requires all students to conduct themselves in accordance with the following regulations:

- 1) Students are expected to attend 100% of their classes. Any absences must be immediately reported to the student's Local Delivery Office (LDO) counsellor;
- 2) Students may be absent to a maximum of one point two-five (1.25) days per month due to sickness. Absences in excess of the maximum may result in an adjustment to the student's funding. Special exemption may be granted in some cases with supporting documentation to determine eligibility;
- 3) A Student Formal Learning Plan will be developed and monitored closely to give the student the opportunity to correct the problem before they are removed from the program;
- 4) The student can earn their way off the Student Formal Learning Plan with successful attendance;
- 5) Students on Formal Learning Plans who continue to have poor attendance may be discontinued from funding and may incur an overpayment as a result;
- 6) Students are expected to arrive prior to the start of class;
- 7) Students receiving three (3) lates in a one month period will be counted absent for one-half (1/2) a day;
- 8) Appointments should be scheduled so as not to interfere with classroom hours;
- 9) Childcare should be arranged to ensure attendance;
- 10) Leave for exceptional circumstances may be considered with the approval of the Institute as well as the LDO. Requests must be in writing prior to the leave starting; and
- 11) Maternity and extended sick leave may be considered for a period not exceeding four (4) weeks. This must be supported by medical documentation. In cases where the leave is expected to be longer than four (4) weeks, the student will be discontinued from funding.

NOTE:

GDI's attendance policy supersedes any Institute's attendance policy when GDI is providing student funding.



Policy No: 5.4.6
Approved by:
Effective:
Revised:

5.4.6 ETHICAL CONDUCT

POLICY

ETHICAL CONDUCT GUIDELINES

Students are expected to conduct themselves in a professional and ethical manner. If any student's behaviour reflects negatively or is harmful to the Gabriel Dumont Institute (GDI)/ Local Delivery Office (LDO), they will receive disciplinary action which may include suspension or termination from the program/funding. The following are minimal guidelines for all students:

- 1) Follow all government laws, including those pertaining to copyright, human rights, libel, unauthorized use of facilities or property, and indecent acts;
- 2) Follow all program policies and procedures, such as those regarding assignments, attendance, and academic performance;
- 3) Follow proper protocol procedures for concerns and disputes;
- 4) Students may be suspended or terminated from the program/funding if the student has:
 - a) Persistently displayed overt opposition to authority;
 - b) Refused to conform to the rules of the school;
 - c) Wilfully destroyed school property; and/or
 - d) Engaged in any other type of gross misconduct.
- 5) Students must behave responsibly. This includes:
 - a) Not threatening or subjecting anyone to physical or mental harassment, indignity, defamation, injury, or violence;
 - b) Not disturbing, disrupting, or interfering with the studies or activities of staff or students; and
 - c) Not attending classes while under the influence of alcohol or drugs.
- 6) Internet use is restricted to research purposes only. Students are not to utilize the Internet to access chat rooms or pornography. Student Internet use may be monitored. Students who utilize the Internet for unsanctioned purposes may be suspended or discontinued from their program/funding.



Policy No: 5.4.7
Approved by:
Effective:
Revised:

5.4.7 SELECTION COMMITTEES

POLICY

Gabriel Dumont Institute Training and Employment Inc. Selection Committees Terms of Reference

Purpose

To provide prioritized, systemic, open, and transparent student sponsorship selection for the Gabriel Dumont Institute Training and Employment (GDIT&E) related to labour market need that will result in measurable outcomes.

Locations

- ∞ Northern Selection Committee—serving northern delivery offices
- ∞ Central Selection Committee—serving central delivery offices
- ∞ Southern Selection Committee—serving southern delivery offices

Composition

Each selection committee will be composed of six (6) voting members.

A GDIT&E manager will facilitate meetings. The facilitator is a non-voting member.

Resource People

Resource people from the following organizations will be invited to attend Selection Committee meetings:

- ∞ Two (2) GDI staff members
- ∞ Regional College representative
- ∞ Employment and Social Development Canada (ESDC) representative
- ∞ Canada-Saskatchewan Career and Employment Services representative

The role of the resource people will be to provide information relating to labour market needs.

Nomination and Selection Committee Members will:

- 1) Call for resumes from the impacted region;
- 2) Determine the applicants' skill and qualification; and
- 3) Ensure that consideration will be made to provide adequate regional representation and gender equity.

The GDI Board of Governors appoints these committees.

Qualifications of Committee Members

The following principles will apply when composing the Selection Committees:

- 1) Members must be Métis and must have a solid knowledge of Métis history and culture;
- 2) Members must possess knowledge, skills, and expertise in the area of training and employment;
- 3) Members must have knowledge of labour market and training trends within the area of impact; and
- 4) Members must be reputable with a solid history of community service.

Elected officials of the Métis Nation—Saskatchewan or their immediate family members, GDI Board members, and GDI staff members are ineligible to serve on a selection committee.

Term of Committee Members

Initial terms will be for the agreement's duration.

Vacancies

Vacancies will be advertised in the impacted area and will be appointed by the GDI Board of Governors.

Call of Meetings

Each meeting called will require seven (7) days notice.

Quorum

Quorum shall consist of three (3) voting members.

Attendance

A member missing two (2) consecutive meetings will be required to show cause acceptable to the other Committee Members, otherwise they will be replaced.

Call of Meeting

Meetings will be regularly scheduled for every second month, if needed. Special meetings may be called as required. The GDIT&E Director will schedule/call all Selection Committee meetings.

Conflict of Interest

- 1) Committee members must declare any affiliation with a specific applicant and any other potential conflict of interest;
- 2) Committee members should avoid situations which are an actual conflict of interest and also those that may be perceived by others as a conflict of interest;
- 3) If unsure, members should discuss the concern of a potential conflict of interest with the GDIT&E Director; and
- 4) If there is a conflict of interest, committee members must remove themselves completely from the discussion and decision concerning the applicant.

Professionalism and Ambassadorship

All committee members are expected to promote GDIT&E's purpose and objectives in a positive and professional manner.

Reimbursement of Expense

Committee members will be reimbursed for eligible travel and sustenance expenses in accordance with GDI policy.

GDIT&E will cover lost wages with proper documentation while participating in Selection Committee meetings to a maximum of two-hundred (\$200) dollars. Expense claim forms will be provided to committee members.

Reporting

- 1) The GDIT&E Director will ensure that audited financial statements are prepared on a yearly basis for all activities within GDIT&E; and
- 2) The Administrative Assistant for each Selection Committee will ensure that minutes of all committee meetings are kept and made available to the GDIT&E Director and to GDI's Executive Director.

Selection Criteria

All approved program and training allocations must meet the Aboriginal Human Resources Development Agreement (AHRDA) requirements and must align with the GDIT&E Work Plan.

Selection Process

- 1) Packages will be available for review ninety (90) minutes prior to meeting start (8:30 am-10:00 am);
- 2) Committee members will assess the applicants according to the established selection criteria and determine allocations of programming and training; and
- 3) Committee members will aim for a consensus model in reaching their decision. If consensus cannot be attained, a majority vote will be required for approval.

GDIT&E Selections Committee Guiding Principles

- 1) The Selection Committee will operate as a team;
- 2) Decisions are made in GDIT&E's best interests;
- 3) Selection Committee members and employees are on the same team, working towards the same objective. Each agrees to trust the others' professionalism;
- 4) The committee's focus will remain on the committee's scope rather than on debates outside of that scope (e.g., Métis status, eligibility criteria, or regional allocations); and
- 5) Mutual respect will be displayed at all meetings.

By agreeing to serve on a Selection Committee, members agree to conduct themselves according to the guiding principles outlined above. All members will sign an agreement to this effect.

Frequently Discussed Topics

- 1) Métis Status
 - a) Defined in the AHRDA as a "self-declaration." There is no flexibility on this issue and discussion regarding this issue at the Selection Committee meetings should not occur.
- 2) Client Eligibility
 - a) The Selection Committee will only review eligible client applications. All files presented to the committee will meet the basic eligibility criteria, as follows:
 - i. The client must self-declare as a Métis residing in Saskatchewan;
 - ii. The client must be nineteen (19) years of age or older;
 - iii. The client must require assistance to overcome existing or anticipated labour market barriers;
 - iv. The proposed training must fill an identified labour market need and must be part of the client's defined career plan; and
 - v. The client must complete all required GDI documentation.
- 3) Financial Need
 - a) GDIT&E programming is not based on financial need. Universal rates are established for the Individual Sponsorship Program.
- 4) Client Names Withheld
 - a) Client names will not be visible for Selection Committee Members. This will provide confidence in

the system, should a client appeal a decision (the Selection Committee will NOT make the decision based on client identity). It will also prevent discussion among committee members regarding client identity. This practice ensures the integrity of the process, in that adjudication decisions are based on the merits of the application as it relates to labour market attachment, rather than on the individual identity of clients.

5) Committee Facilitator

- a) A senior GDIT&E staff member will act as facilitator for the Selection Committee. This position will lead the meetings. This will allow consistency among and within committees. It also allows all members of the committee to vote.

6) Consensus

- a) Selection Committees will function as a team. Consensus will be sought in making decisions. Should consensus not be possible and the result is a split vote, the application will be denied since a majority vote is required for approval. The committee's facilitator will not have voting privileges.

7) Declaring a Conflict of Interest

- a) The agenda of each meeting includes an item where Selection Committee members have the opportunity to declare any conflicts of interest they may have. Conflicts may arise when committee members have an affiliation with a specific applicant or any other potential conflict. Because applicant names are withheld in this process, the chances of conflicts of interest are greatly reduced, but are not altogether eliminated. If there is a conflict of interest, committee members must remove themselves completely from the discussion and the decision concerning the applicant.

PROCEDURE

GDIT&E Selection Committee Meeting Agenda

- 1) Review Period
- 2) Call to order
- 3) Prayer
- 4) Regional Labour Market/Training Overview
 - a) Regional College Rep
 - b) Can-Sask Rep (LMI)
- 5) Budget Overview
- 6) Declaration of Conflict of Interest
- 7) First pass of applications by Sector (discussion)
- 8) Decision pass of applications relative to budget (prioritizing if necessary)
- 9) Adjourn



Policy No: 5.4.8
Approved by: GDI Board of Governors
Effective:
Revised: Oct. 10, 2014

5.4.8 PROTECTION OF PERSONAL INFORMATION

POLICY

To provide training and employment services to its clients, Gabriel Dumont Institute Training and Employment (GDIT&E) is required to collect and maintain their personal information. The GDIT&E Protection of Personal Information Policy outlines expectations for the collection and management of this personal information and summarizes reasonable measures to ensure the security, confidentiality, and integrity of information that is collected, stored, and exchanged.

Personal Information

Section 3 of *The Privacy Act* defines personal information (in part) as: information about an identifiable individual that is recorded in any form, including information relating to the race, national or ethnic origin, colour, religion, age or marital status of the individual; information relating to the education or the medical, criminal or employment history of the individual; information relating to financial transactions in which the individual has been involved; as well as any identifying number, symbol or other particular assigned to the individual; the address, fingerprints or blood type of the individual; and the name of the individual where it appears with other personal information relating to the individual or where the disclosure of the name itself would reveal information about the individual.

Privacy Impact Statement

All clients registering for GDIT&E services must sign the privacy impact statement (Appendix 26) as a part of regular client intake before any personal information is recorded.

Electronic and Physical Access, Sharing and Storage

GDIT&E will collect only the personal information that is needed for the purpose of providing relevant client services and to meet reporting requirements. Personal information will only be accessed and shared on a “need to know” basis.

GDIT&E will not share any personal information outside of Canada. In the case of clients attending international training, GDIT&E clients may attend training institutions in the United States when there are clear benefits to the client. These clients will be instructed to provide any necessary personal information directly to the training institution, and will be informed that by providing their personal information to an organization within the United States, their personal information will be subject to United States laws and acts.

Electronic Storage and Transmission

Electronic storage and transmission of files and/or databases containing personal information in GDIT&E's care and control may only be authorized where personal information is encrypted and protected at all times while in transit.

- ∞ Personal information will be stored on GDIT&E computer systems only. All systems will be password protected.
- ∞ Client information will not be saved to an external hard-drive, flash drive, CD, or any other storage media not approved by GDIT&E.

Email

Personal information should only be transmitted electronically by first placing the information in a password protected document before attaching it to an email. The password for the attached document should then be subsequently shared either by phone or by using a separate email (the "password" must not be specified in the subject line) with the authorized party receiving the document.

- ∞ Client information will not be shared through email unless necessary and only in the way described in Appendix 27.
- ∞ KETO client identifiers will be used instead of personal information whenever possible.

Public Areas

Publicly accessible areas must be kept clear of personal information except when client's files are under the direct care and control of GDIT&E employees.

Printing

When printing is necessary, documents containing personal information that is sent to the printers will utilize a secure print option encrypted with a password.

Physical Storage

Physical documents containing personal information in GDIT&E's care and control will be stored using locked cabinets or secure containers. Such documents may be kept temporarily on open shelving within areas that are continually monitored and where access is controlled and limited to the organization's authorized personnel or to the security staff.

- ∞ Authorized GDIT&E personnel may transport physical documents containing personal information from Service Delivery Offices to Outreach Sites in secure containers only when those documents are being transported to provide client services.

Paper Retention and Destruction

All paper records with personal information in GDIT&E's care and control must be retained for a period of six (6) years after completion of the federal Aboriginal Skills and Employment Training Strategy (ASETS) agreement as per Schedule D Section 16 (b). Once this six-year period is complete, paper records will be destroyed using a commercially available strip-cut shredder. The same will apply to any subsequent funding agreements unless otherwise stipulated in the terms of the contract.

Mailing in Canada

When personal information in GDIT&E's care and control needs to be sent as lettermail, it will be in a double envelope, gum-sealed, with no security markings on the outer envelope.

Fax Transmission

Personal information will only be faxed between parties using a secure fax machine equipped with the appropriate and compatible security software.

- ∞ All fax transmissions containing personal information will include a fax cover sheet.

Transportation in Canada

All paper records with personal information in GDIT&E's care and control that are transported outside of a controlled area will be in a double envelope, gum-sealed, with no security markings on the outer envelope and appropriately addressed. In instances where delivery is urgent, transportation should be managed by a reliable courier service or similar postal service with a record of transit and delivery, packaged as for communication lettermail.

- ∞ The reliability of a courier service must be established through verification with other clients, the Better Business Bureau, or the local police.

Nightly Closing

All GDIT&E employees must remove all personal information from their desks and store it in a locked cabinet before they leave for the day. They also must remove all documents containing personal information from printers and fax machines and place the documents in a locked cabinet. All GDIT&E employees must log out of all computers, lock the doors and secure the premises (e.g., enabling the alarm system and locking the doors, etc.) at the end of each workday.



CLIENT TRAINING ALLOWANCE RATES

Dependents	Part-time Weekly	Full-time Weekly	Part-time Weekly Residing with parents	Full-time Weekly Residing with parents
No Dependents Basic Allowance	\$110=\$22/day	\$250=\$50/day	\$60= \$12/day	\$125=\$25/day
1 Dependent	\$125=\$25/day	\$300=\$60/day	\$110=\$22/day	\$175=\$35/day
2 Dependents	\$135=\$27/day	\$325=\$65/day	\$135=\$27/day	\$200=\$40/day
3 Dependents	\$150=\$30/day	\$350=\$70/day	\$160=\$32/day	\$225=\$45/day
4 Dependents	\$160=\$32/day	\$375=\$75/day	\$185=\$37/day	\$250=\$50/day
5 or more dependents	\$175=\$35/day	\$400=\$80/day	\$210=\$42/day	\$275=\$55/day

Note:

- ∞ The training allowances payable are based on a full-time or part-time weekly rate structure.
- ∞ Part-time = 16-25 hours per week
- ∞ Full-time = 26 or more hours per week
- ∞ T&E may elect to use educational institute's definitions upon approval of the Program Coordinator.
- ∞ For simplicity of administration, in cases where hours are irregular, allowances may be paid on the basis of the average weekly hours over the period of time involved.
- ∞ Clients participating in distance learning programs are not eligible to receive training allowance.

Top-up:

When an eligible client is receiving assistance through another organization, GDI will **top-up** that support to our maximum eligible amount. This will include eligible support costs.

Example 1: Single client receives \$200/week through a student loan client would be eligible for a top-up of \$50/week from GDI. This client would bring the client to our basic allowance rate of \$250/week.

Example 2: Single client received \$400 per week on EI Part 1 Benefits and travels daily 80km round trip to training. Client would not be eligible for top-up because using our assessments client would be eligible as follows:

Income Support \$250/week + Travel \$120/week = TOTAL \$370/week

Client is already receiving more than this amount from EI is therefore not eligible for a top-up.



CLIENT TRAVEL ALLOWANCE

Client Travel Allowance is for travel to and from the training location each day. Living Away From Home Allowance does not apply in this instance.

Travel Allowance is for mileage to the course at course start date and from the course at course end date. A return trip may also be paid by way of reimbursement in accordance with Policy and Procedures for the client to travel home. Living Away From Home Allowance may also be paid in this instance.

Travel Allowance is based upon thirty (30) cents per kilometre from the town closest to the participant's residence to the training location, if it is further than 30 kilometers for a round trip, to a maximum of 100 kilometers per day.

In special cases, GDI can fund clients for other special travels costs (e.g., reimburse airfare for clients travelling in from Northern communities, or practicum).

Clients may be eligible for travel reimbursements for one trip every two months, to a maximum of six hundred (\$600) dollars.

If residence is available, then daily travel may not be provided.

LIVING AWAY FROM HOME ALLOWANCE

Living Away From Home Allowance may be available for clients who are required to participate in training such as practicum or short training programs outside of their home community, and are maintaining two residences. Clients must provide evidence they are maintaining two residences.

Living Away From Home Allowances rates are twenty-five (\$25) dollars per day and are available up to a maximum of 16 weeks.



DAYCARE REIMBURSEMENT RATES

FULL-TIME STUDENTS

Hours of Supervision	Hourly Rate	Daily Maximum
1 st Dependent	\$5.00	\$30.00
2 nd Dependent	\$2.50	\$15.00
3 or more Dependents	\$2.50	\$10.00
Daily Maximum	\$10.00	\$55.00

Daycare Reimbursement may be paid to a participant when:

- ∞ The participant has one or more eligible dependents requiring paid supervised care while the participant is attending the program and/or traveling to and from the program site; and
- ∞ The participant signs a Course Purchase Notice, declaring that the payment of an additional amount in respect of the care of these dependents is required in order to take part in the program.

Daycare Reimbursement Rates are paid on the basis of actual costs incurred, supported by receipts (e.g., training and commuting time) per day for each dependent as defined by the GDIT&E approved Daycare Reimbursement Rate Table. The maximum daily allowance is payable for each dependent requiring five or more hours of supervised care per day, as shown above.

The receipt must declare all financial support related to Daycare.



GABRIEL DUMONT INSTITUTE
of Native Studies and Applied Research

Policy No: 5.5
Approved by: GDI Board of Governors
Effective: Feb. 27, 2015
Revised: Jan. 30, 2015

5.5 GABRIEL DUMONT SCHOLARSHIP FOUNDATION

PURPOSE

The Gabriel Dumont Institute has been administering scholarships for Saskatchewan’s Métis since the early 1980s. The scholarship fund is based on a \$2.34 million capital investment. Scholarships are awarded on the interest earned on the fund’s principal and through several corporate partnerships and donations.

The Gabriel Dumont Scholarship Foundation (GDSF) was established to encourage Saskatchewan Métis people to pursue full-time education and training in academic studies that lead toward their social, cultural, economic, and personal growth.



GABRIEL DUMONT INSTITUTE
of Native Studies and Applied Research

Policy No: 5.6
Approved by:
Effective:
Revised:

5.6 LIBRARY AND PUBLISHING

POLICY