

Step by Step

Employment and Training Policy

1. Read over the policy; there is important information in there that explains how everything works.
2. All policies must be read and understood; if you need help understanding, please ask, and we will explain.
3. No reimbursement will be given as stated in the policy:
*** PLEASE NOTE* Training/PPE/Electronics/Accommodations that has started before applying and receiving approval, is not eligible for sponsorship or reimbursement.**
4. The policy must be signed and dated.

SFN Employment and Training Application Form

1. Your SIN number needs to be filled out, and funding is based on it. No SIN, no funding.
2. Please have your employee and the position that you work filled.
3. A member of good standing is explained in your policy on what that means.
4. All receipts must be handed in to be reimbursed for any PPE, Training courses, and Accommodations.
5. Resume needs to be attached; if you need a new one, make an appointment with Ginette or Jamie.
6. A letter of request is needed; your letter is straightforward and needs to state why you need support from SFN and what it is you need. There is a breakdown of what you need on the application.

What happens next?

1. Staff will review the application and ensure the above is completed.
2. **An appointment will be made (in-house, over the phone, zoom) to review the application as we enter the information into the system; * approval once completed.**
3. Then, an email is sent to all the departments asking if they owe anything in arrears. Once all departments agree that no arrears are owed, we make an appointment to sit, talk, and move to approval.
4. If arrears are owed, we will make an appointment to discuss them and set up an arrears—payment agreement.
5. Failure to follow the arrears agreement will result in no more funding through employment and Training until all is paid back to SFN.

Missed Courses

1. 24-hour notice needs to be given to the place of your booking or Ginette if you cannot make it.
2. No notice will result in you owing SFN for the course cost and possibly a no-show fee.

Certificates/Confirmation of Completion

1. **A copy of the certificate must be sent in, and a copy of the ticket must be forwarded, or you will be placed in arrears.**
2. **Confirmation that the course was completed and passed.**
3. **NO NEW FUNDING WITHOUT THESE TWO ABOVE & WILL BE IN ARREARS.**

Thank you.
Employment & Training Department

Signature _____