

Alberta Skills Fund

A new skills training program for small business

Jobs, Skills, Training and Labour

Alberta Skills Fund – What is it?

- **Employer-demanded skills training program**
- **Aligns with Alberta's Small Business Strategy and Rural Economic Development Action Plan**
- **Targets small Alberta businesses and non-profits**
- **Provides flexible employer-led training investment options**

Eligibility

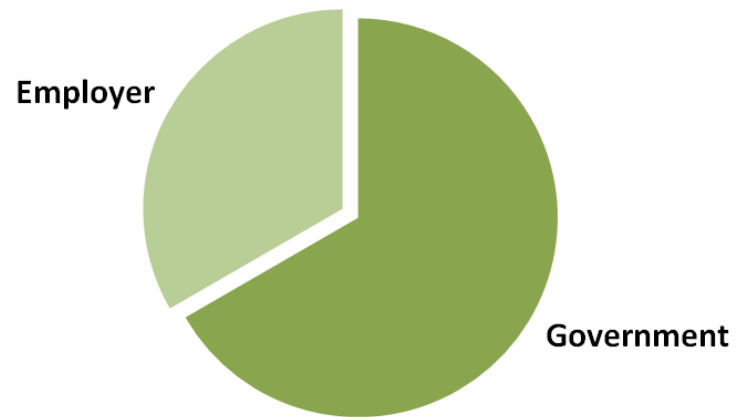
- **Applicants**
 - **Alberta businesses and non-profits with 50 employees or less**
 - **Employers must operate in Alberta**
- **Trainees**
 - **Open to all current Alberta employees who are Canadian Citizens, Permanent Residents, or Protected Person under the *Immigration and Refugee Protection Act***
- **Eligible Trainers**
 - **Third-party trainers**
 - **In-house staff (of the employer) with expertise**

Training

- **Type of Training:**
 - **No credential required**
 - **Training must take place in Alberta**
 - **Learning outcomes based on business need**
 - **Flexible formats:**
 - on-the-job, e-learning, part/full-time, classroom, etc.
 - **Examples of skills training:**
 - customer service skills, supervisory skills, literacy skills, succession planning, business/project planning, technical knowledge related to the job
- **Duration**
 - **Short-term, maximum 12 weeks training**

Program Funding Model

- Total eligible costs are shared between the employer and government
- The employer will cover a minimum of 1/3 and government will cover 2/3 of training costs
- Maximum \$4,000 of government funding per employee
 - **Example of cost-share:**
 - \$2,000 employer
 - \$4,000 government



Eligible Training Costs

- **Eligible costs include:**
 - **Third-party instructor fees**
 - **Pre- and post-training assessment / training plan fees**
 - **Curriculum and materials development**
 - **Tuition and related fees**
 - **Textbooks, software and other required materials**
 - **Replacement wages for in-house trainers**

Ineligible Training Costs

- **Ineligible costs:**
 - **Travel related costs (food, meals, mileage)**
 - **Health care fees/premiums**
 - **Recreation/fitness fees**
 - **Non-mandatory tuition fees**
 - **Child care**
 - **Assets the business already has or needs to operate such as computers, phones, and office/worksites spaces**

Application Process

Application

- Employer submits application
- Includes training information / costs

Approval

- Government reviews application and sends approval notice to employer

Payment

- 50% of government contribution is paid through direct deposit

Training

- Training is completed

Reporting

- Employers complete a survey & submit receipts and financial declaration

Payment

- Remaining 50% of government contribution paid through direct deposit

Alberta 

Questions?