

Ventrek's Guide to the B.C Employer Training Grant

About ETG

The goal of the B.C Employer Training Grant (ETG) is to help British Columbians access the skills training needed to adapt to the changing requirements of jobs and labour market while encouraging employer involvement in the training of their employees. **Ventrek will work in partnership with your company to help prepare your grant applications, ensuring a smooth and timely process. Please do not hesitate to reach out to Nadine at nadine@ventrek.com for assistance.**

Before you Apply

- 1) Identify personnel you want to train and the relevant Ventrek courses they will be taking.
 - Owners and employees are both eligible for grant funding under the Workforce Training Stream.
- 2) Ventrek will provide a detailed quote for the training. This quote will be needed to complete the grant application.
 - The maximum reimbursement amount an employer may receive is \$300,000, per fiscal year (April 1 – March 31). Individual participants will be reimbursed for 60% of training costs, up to a maximum of \$5000.
- 3) We recommend that you allow at least 6 weeks for the application to be processed before training begins.

How to Apply

Visit <https://www.workbc.ca/Employer-Resources/BC-Employer-Training-Grant.aspx> to review the application guide and application intake periods. Applications are completed and filed online through the Skills Training Grants System.

- 1) View the 'Choosing the Right Stream' Resource to confirm you are applying for the correct stream.
- 2) Complete the *Canada-Alberta Job Grant Application* online under the *Workforce Training Stream*.
 - The Workforce training stream is designed to support any training that aligns with an employer's business needs, including the development of management, business, and soft skills.
- 3) Once the Application has been submitted, you may register and pay for training.
 - Note: If the Application is declined and training has been paid, your organization is responsible for any training costs incurred.
- 4) The ETG will contact you to let you know if your application is being assessed (applications are prioritized and no longer assessed solely on a first come, first served basis).
- 5) You will be notified as soon as a decision to your application has been made.

*To access the Skills Training Grants System, applicants need a Business BCeID account. It can take up to two weeks to receive a BCeID.

Training

- 1) After approval is received, contact Ventrek to confirm registration and provide us with a copy of your successful grant letter and reference numbers.
- 2) Training will begin on scheduled date and time.

Reimbursement

- 1) Ventrek will invoice your organization for the full amount of the training as detailed in grant application. Full payment must be received before training can begin.
- 2) Ventrek will provide a receipt upon payment in full. This receipt will be needed for the reimbursement process.
- 3) A reimbursement claim cannot be completed until all Participant Information Forms (PIFs) have been submitted. PIFs are due five days prior to training starting. Participants must complete and submit their own PIF through the online Skills Training Grants System.
- 4) To receive funding, employers must submit a completed reimbursement claim through the Skills Training Grants System within 30 days of the start of training.
- 5) Upon approval, your organization will receive 60% of eligible training costs.