

Working UP

Funding for individuals to help you:

- ▶ Take the next steps toward your work or learning goals
- ▶ Improve literacy and essential skills
- ▶ Increase your workplace skills and experience, including apprenticeship
- ▶ Get workplace or learning support
- ▶ Explore options for self-employment

What is the “labour market”?

The interaction between workers and employers, where employers compete for the most suitable workers and workers compete for the job that best suits their needs.

A strong labour market exists when:

- ▶ workers have satisfying and well-paying jobs
- ▶ employers are able to fill their staffing needs and
- ▶ both have access to resources they need to make positive choices

Before you start

Am I eligible to apply?

YES, if you are:

- ▶ 16 years or older
- ▶ Out of the public school system
- ▶ Legally entitled to work in Canada and expect to remain so

To approve your application, we must demonstrate how it meets the government's priorities.

What if I am an organization or an employer seeking support?

Check out our other programs:

Building UP

Direct funding support for organizations

Staffing UP

Direct funding support for employers

How to apply

Your first step is to talk to a case manager, apprenticeship officer or similar service. If you haven't done so, contact us and we'll set this up for you.

Reach us by phone at **867-667-5906**, or toll-free at **1-800-661-0408 ext. 5906**.

Email us at **edu-pslm@gov.yk.ca**.

A case manager will help you develop and submit a specific plan for funding. Your plan will detail your next steps, what you need and how you will measure progress toward your goal.

What are the government's priorities?

We focus on helping people who are not yet self-sufficient in Yukon's workforce.

For us, this means that you need support to:

- ▶ Develop skills, particularly essential workplace skills
- ▶ Gain relevant work experience
- ▶ Address health, wellness, social or cultural challenges
- ▶ Address previous lack of resources or opportunities

Tell us your story, develop your plan

A case manager will start with your story:

I am a . . .

(How do you describe your situation?)

I would like to . . .

(What's the next step for you?)

So that I can . . .

(What result do you want?)

You are the best person to decide what success means to you. Defining success is a critical part of your application.

Turning your story into one or more of the following actions is the next step in building your application:

- ▶ Increase your skills
- ▶ Receive workplace or learning supports
- ▶ Explore or develop your own business

How will you measure success?

Success is setting learning and employment goals and making progress toward reaching those goals. Your learning and employment plan is part of your application, and it will set out your goals.

Activities and services we fund

Explore your options

Further develop your plan and determine the next steps, including:

- ▶ Learn about career choices, available jobs and job search strategies
- ▶ Go to workshops to help you discover your strengths, interests and learning style
- ▶ Take part in a project or service offered by another organization
- ▶ Get professional assessment services or supports
- ▶ Get help to access, or continue to receive, other benefits such as Employment Insurance while you carry out your action plan.

Increase your skills

Training programs can be delivered in a variety of ways, including:

- ▶ Formal, in-person courses, full- or part-time
- ▶ Online or distance learning
- ▶ Non-certificate workshops or short courses
- ▶ Mentorship
- ▶ Work placement or on-the-job training

Training goals falls into one of three categories:

- ▶ Increasing foundational skills such as literacy, numeracy or other essential skills that you need prior to further training;
- ▶ Increasing skills required by employers to perform specific jobs; and
- ▶ Apprentice training, specific certification for tradespersons (for example, carpenter, hair dresser, electrician).

Receive workplace or learning support

You may need specific support to accept or keep a job or to participate in training, for example:

- ▶ Specialized tools or equipment to accommodate unique personal needs
- ▶ Personal support, such as a tutor or job coach

Note: An employer may also apply for workplace supports under Staffing Up. Contact us for more details.

Explore or develop your own business

Sometimes the best path for you to become self-sufficient is to start your own business. We can:

- ▶ Support you to determine if self-employment is right for you
- ▶ Refer you to services to help you develop a business idea
- ▶ Provide you with business planning workshops and courses
- ▶ Provide financial support while you start your business

What costs will we cover?

You may receive funding for costs directly related to your plan. We use the following categories:

Direct costs

Costs of the activity, for example:

- ▶ **Tuition:** payment for taking part in formal training
- ▶ **Course-related costs:** books, materials and supplies, school fees
- ▶ **Fees** paid to providers of the activity (for example, workshop fees)

Personal supports

Costs to meet your personal needs while you take part in the activity, for example:

- ▶ Living supports: housing, food, utilities
- ▶ Associated costs: travel, transportation
- ▶ Supports related to a disability
- ▶ Dependent care: costs paid to third parties to care for children or adult dependents

For training other than apprenticeship, you may request funding based on the costs of the activity minus what you are able to contribute. We work with you to set an amount that is both enough for you to be successful and a reasonable cost.

Funding for apprentices

For apprenticeship training, we provide a set amount toward tuition, course related books, transportation, travel and living allowance. Additional funding for disability supports and child care may be available. Contact us for more information.

Making a successful application

Your case manager will give you more information and tools to help develop your application and budget.

There is generally more demand for funding than the available budget. You are more likely to be successful in your funding application if:

- ▶ You have clear and reachable employment or learning goals
- ▶ Your application is the best way to move you toward your goals
- ▶ You clearly demonstrate need for support to reach your goals
- ▶ You have made previous, reasonable attempts to meet your employment goals before you applied for funding
- ▶ The funding is a reasonable cost
- ▶ We receive your application before the start of the activity. For example, if you are applying to go to school, we should receive your application prior to your first day of class

Let's get started

Your first step in applying for funding is to get in touch with us. Reach us by phone at **867-667-5906**, or toll-free at **1-800-661-0408 ext. 5906**, or email us at **edu-pslm@gov.yk.ca**.

Make an appointment to come and see us at 1000 Lewes Blvd. in Whitehorse.

Canada Yukon