

Anishinabek Employment and Training Services

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Ojibways of the Pic River First Nation
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Heron Bay, Ontario
P0T 1R0



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Dear AETS Client,

Registration & Research for AETS Training Funding Consideration

This letter is to advise you of the process and requirements you are required to fulfill in order to be considered for course training funding. In applying for assistance for specific training the following registration and research is required. Attached are the forms and information that AETS requires the client to have in place for consideration for specific training funding requests.

Part I - Registration

- 1) Complete and sign the “AETS Client Registration” form (see www.aets.org website – under forms)
- 2) Complete and sign the “Consent to the Release of Information” form (see www.aets.org website – under forms)
- 3) Complete and sign the “Consent to Photograph Release” form (see www.aets.org website – under forms)
- 4) Complete and sign the “Request for Disclosure of EI Program Eligibility” form (see www.aets.org website – under forms)
- 5) A Photocopy of both sides of your Indian Status Card
- 6) An updated copy of your resume
- 7) Offer of Employment or
- 8) Offer of Acceptance

Part II – Research

- a) Complete 2 interviews (see attached template forms) with two training providers which could provide the requested training. Of the two, decide which training provider offers the better training package that will meet your needs. Also, a tentative letter of acceptance from the trainer outlining the course start and end dates, course tuition and related cost is required.
- b) Complete 2 Job Interviews (see attached template forms) with individuals who are employed in the field for which the client is applying for training in. This is to ensure the client knows about the various aspects of the employment conditions which further ensure the client will be making an informed decision about this training.
- c) The client is also required to provide a half dozen job vacancy postings that demonstrates that there is employment in the field. These can come from HRDC job bank print outs or the newspaper classified ads. The positions should be local unless the client is specifically intending to leave the area for his/her employment opportunities.
- d) A compulsory letter of potential employment offers upon completion of the training. Far too often clients receive their training and are not able to obtain employment.

The above are the basic requirements clients are obligated to meet in order to be considered for course funding. If you have any questions or require further clarification on any of the above please feel free to call me collect (if necessary) at your convenience.

Yours Sincerely,

Russell Twance
Employment Counsellor



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Training Information Information From Trainer #1

Institution: _____

Address: _____

City: _____ Postal Code: _____

Contact Person: _____ Tel: (____) _____

Name of course: _____ Length of course (# of weeks): _____

Start date: D _____ M _____ Y _____ End date: D _____ M _____ Y _____

What is the cost of the training/program? \$ _____

of classroom hours per week: _____ Is there on-the-job training? Yes No

What are the pre-requisites for this course: _____

Course description (attach if available) _____

What skills will I gain? _____

What is the Institution's record of placing graduates in a related field after completion of training? _____%.

Is the school licensed to operate in Ontario Yes No Unknown

Is the school accredited by the Ministry of Education? Yes No Unknown

Is the training course recognized by employers? Yes No Unknown

Who hires graduates from this course? List employers contacted:

1. _____
2. _____
3. _____
4. _____
5. _____

Are the skills obtained through this course available elsewhere?

Volunteer Work On-the-Job Training Other

Is this course offered other than full-time? Yes No

Part-time Correspondence Distance Learning Video Conferencing Other

Do you have a job offer secured upon completion of this training? Yes No

Is a deposit required to secure a placement in the classroom? \$ _____ No

What is the school policy regarding payment, schedule and/or funds? _____



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Training Information Information From Trainer #2

Institution: _____

Address: _____

City: _____ Postal Code: _____

Contact Person: _____ Tel: (____) _____

Name of course: _____ Length of course (# of weeks): _____

Start date: D _____ M _____ Y _____ End date: D _____ M _____ Y _____

What is the cost of the training/program? \$ _____

of classroom hours per week: _____ Is there on-the-job training? Yes No

What are the pre-requisites for this course: _____

Course description (attach if available) _____

What skills will I gain? _____

What is the Institution's record of placing graduates in a related field after completion of training? _____%.

Is the school licensed to operate in Ontario Yes No Unknown

Is the school accredited by the Ministry of Education? Yes No Unknown

Is the training course recognized by employers? Yes No Unknown

Who hires graduates from this course? List employers contacted:

1. _____
2. _____
3. _____
4. _____
5. _____

Are the skills obtained through this course available elsewhere?

Volunteer Work On-the-Job Training Other

Is this course offered other than full-time? Yes No

Part-time Correspondence Distance Learning Video Conferencing Other

Do you have a job offer secured upon completion of this training? Yes No

Is a deposit required to secure a placement in the classroom? \$ _____ No

What is the school policy regarding payment, schedule and/or funds? _____



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Job Information Interview #1

Obtain information from two employers or someone presently employed in the field that you are interested in. Below are some suggested questions.

Name of person interviewed: _____

Place of employment: _____

Job Title: _____

Telephone: (____) _____

What are your major responsibilities? _____

What do you like most about this job? _____

What are the major frustrations about this job? _____

What are the education and experience requirements for this job? _____

What are the working conditions? (e.g. hours of work, seasonal, physical requirements) _____

What advice would you give a person coming into a job like yours? _____



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Job Information Interview #2

Obtain information from two employers or someone presently employed in the field that you are interested in. Below are some suggested questions.

Name of person interviewed: _____

Place of employment: _____

Job Title: _____

Telephone: (____)_____

What are your major responsibilities? _____

What do you like most about this job? _____

What are the major frustrations about this job? _____

What are the education and experience requirements for this job? _____

What are the working conditions? (e.g. hours of work, seasonal, physical requirements) _____

What advice would you give a person coming into a job like yours? _____
