

Ginew Employment & Training Services, Inc.



Employment & Training
Policy Manual & Handbook

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INTRODUCTION

The Ginew Employment & Training Services. (GETS) program provides training, skill development and employment opportunities for its tribal membership.

The Employment and Training Program Coordinator, under the direction of the Director of Operations will administer the programs through the Ginew Employment & Training Policy Manual and Handbook. Through the ISET Program, the Employment & Training Program is able to provide financial assistance to eligible Roseau River Anishinabe First Nation membership.

The Policy Manual and Handbook provides systematic and consistent procedures for administration of its programs. It also provides direction and support to ensure that funds are issued to those who meet eligibility criteria.

The Indigenous Skill and Employment and Employment Training Program (ISET) has been in existence since 2019. In 2016 and 2017, there was engagement with key indigenous partners and organizations across the country to review and renew the Aboriginal Skills and Employment Training Strategy (ASETS). The ISET Program is a result of these engagements. Roseau River Anishinabe First Nation became a sub-agreement of First Peoples Development Inc. This avenue provided the opportunity for Roseau River membership to receive employment and training services.

Under the new ISET Program there are three (3) key strategy priorities that Ginew Employment & Training Services. will follow:

1. Demand driven skills development
2. Partnership with the private sector and across the whole-of-government;
3. Accountability for improved results. (First Peoples Development Inc.)

REVISIONS

The Ginew Employment & Training Policy Manual and Handbook may be reviewed and revised annually. The GETS Coordinator makes recommendations on changes to the Director of Operations. If at any time a GETS staff member feels revisions are required, he/she can raise the issue to the GETS Coordinator.

MISSION STATEMENT

Ginew Employment & Training Services will assist, guide, advocate, mentor and counsel the underemployed and the unemployed to gain meaningful long-term employment.

MANDATE

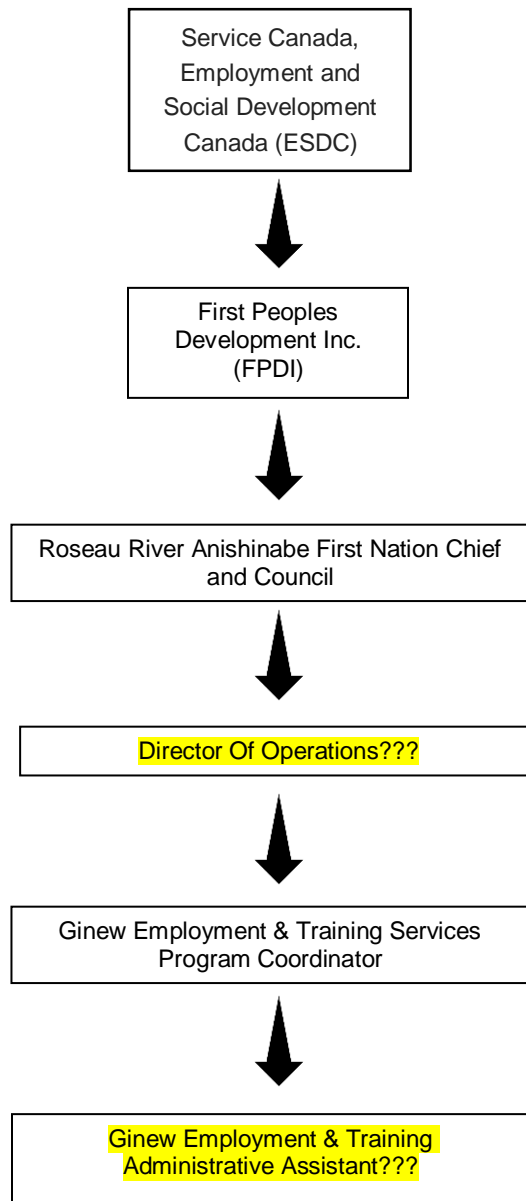
The mandate of Ginew Employment & Training Services is to support the principle of Roseau River Anishinabe First Nation Chief and Council's decision making, while promoting, advocating and addressing the needs of the Roseau River Anishinabe First Nation (RRAFN) membership with regards to employment.

The Ginew Employment & Training Services Program shall:

1. Be an advocate for quality training and increasing access to programs and services for RRAFN members with a goal of achieving equitable employment and participation in labour force;
2. Support professional development for GETS staff in all program areas through partnerships and resources;
3. Address the training and employment needs of RRAFN members, and to ensure the accessibility to quality training and employment opportunities for:
 - Unemployed
 - Underemployed
4. Provide coordination of federal, provincial and non-government programs to enhance training and employment to RRAFN members;
5. Develop methods of improving access and effectiveness of training programs for RRAFN members;
6. Assist RRAFN Program Managers in acquiring a consistent approach to deliver quality training programs and employment;
7. Monitor and evaluate the Ginew Employment & Training Services, Inc. plan in terms of effectiveness in meeting local training and employment needs;

8. Prepare monthly reports on the GETS program;
9. Provide recommendations for revisions of the Ginew Employment & Training Policy Manual & Handbook.

ORGANIZATIONAL STRUCTURE



OBJECTIVES

To assist RRAFN tribal members to enhance employability skills to gain sustainable employment through direct work experience at job placement sites. The Employment Program allows tribal members to gain experience to secure long-term employment.

To provide partnership incentives through wage subsidies to eligible businesses and RRAFN tribal members that offers employers an opportunity to tap into a diverse pool of qualified workers.

To partner with employers to balance labour market needs and enhance client employability with the opportunity to offset costs associated with recruiting, training and hiring new employees.

To assist RRAFN tribal members to receive training at accredited public educational institutions that will improve and upgrade their qualifications and employable skills to pursue trades and careers.

This policy manual and handbook outlines:

- Criteria to be met by trainees/participants in order to qualify for financial assistance
- Types of programs and maximum levels of incentives available through the program; and,
- Maximum duration of assistance that may be provided.

IDENTIFIED PROGRAMS AND FUNDING SOURCES

Service Canada

- EI
- Consolidated Revenue Fund
- First Nations and Inuit Childcare Initiative

Indigenous Service Canada

Summer Student Employment

Occupational Skills Training (OST)

CRITERIA FOR JOB PLACEMENT OR TRAINING PARTICIPATION

To be considered eligible for sponsorship from the Ginew Employment & Training Services Program, all applicants must be:

Original treaty member of Roseau River Anishinabe First Nation OR

Registered treaty member of Roseau River Anishinabe First Nation for two (2) consecutive years
OR

A previous original Roseau River Anishinabe First Nation treaty member (transfer).
Must be of employable age of 15-29 years old and have a Social Insurance Number (SIN).

GETS may refer non-Band Member to their own Band for financial funding.

Client or applicant must have a confirmation of employment from the employer if applying for Job Start Supports. Confirmation of employment must be on employer letterhead when applying.

Client or applicant must provide an acceptance letter from an eligible accredited public educational institution.

Client must provide details of the program and institution; i.e., address, phone number, fax number, contact name, program content, length of program and all costs such as tuition, books and other fees associated with the training program.

Client must go through the proper channels of applying for assistance (see page 9 for application process).

Previous clients or applicants who discontinue, terminate or withdrew from their respective program will have a three (3) year waiting period before applying for training sponsorship. Once a three (3) year waiting period has been completed, the client must submit a plan that will include goals, and a plan of action.

If termination or withdrawal was a result of addictions, the client/applicant must provide proof of successful completion in a counseling and treatment program.

Voluntary withdrawals, submitted within institution guidelines, must be in writing explaining the reason for withdrawing from the training program.

CRITERIA FOR JOB PLACEMENT OR TRAINING PARTICIPATION

Clients cannot change from one training program to another.

Clients must complete a training program before they can continue on to another training program and cannot overlap training in progress. Clients will not be eligible for any new funding for two (2) years from anniversary of successful completion date unless it is part of the client's action plan.

Applicants who have been sponsored by the RRAFN Post-Secondary program and received a certificate, diploma or degree will not be allowed to receive funding from GETS.

Applicants who had been sponsored by the RRAFN Post-Secondary program and withdrew from their educational institution will not be eligible for financial assistance from GETS for three (3) years.

Applicants or clients who are registering for training must provide a written request and fill out sponsorship application to GETS with a minimum of one (1) month in advance, prior to designated deadline every fiscal year. Absolutely no requests will be accepted and approved the same day they are received.

Workshops are not eligible, unless directly related to client's employment or action plan.

The training program must be one (1) year or less in duration. If the training program is set up by GETS, it can exceed one (1) year, such as Apprenticeship Training or ECE II. If the training program is not available in a public education institution, and only offered at a private education institution, then an exception may be considered, depending on budgetary limits and accreditation of the course.

All required documents must enter into GETS database, signed and completed (i.e., PIF form, Action Plan, Sponsorship Authorization Form, Authorization for Release of Student Information) prior to approval and disbursement of any funds, to public educational institution or to the applicant/client (participation/living allowance).

Monthly monitoring and follow-up will be carried out once the client/applicant has started training.

Client/applicant will be required to submit transcripts and/or a copy of their certification of training upon completion.

Clients/applicants spouse will not be considered eligible as a dependent, per Student Participation Allowance (Living Allowance).

The client or the public educational institution where the client/applicant is attending, will be required to submit attendance sheets on a bi-weekly basis (Sponsored Student Release Form - Appendix D). Training allowance may be reduced based on attendance.

The Ginew Employment & Training Program Coordinator may terminate sponsorship at any time, if a client/applicant does not abide by the Ginew Employment & Training Policy Manual or the training institution's policies.

APPLICATION PROCESS

Training & Application Process

- Step 1- S** **ETS Authorization for release of Student information Form (Appendix D)**
- ponsorship Application (Appendix C)**
- Step 5- entities)** **GETS Participation Form (Information for database ARMS**
- Step 6- Action Plan Signed & Dated (If Action Plan is not signed, Services can be refused)**
- Step 7 - GETS Sponsorship Form (Appendix E)**
- Step 2- L** **Step 8- Monitor and follow-up on monthly basis during and after**
- etter of Request addressed to GETS Coordinator** **completion of training program**
- Step 9- File closed once clients becomes employed**
- Step 3- A** **Step 9- File closed once clients becomes employed**
- Acceptance Letter from Recognized educational institution**
- Step 4- G**

Sponsor ship Applicat ion (Appen dix C)	of Request addressed to GETS Coordinator
	Acceptance Letter from recognized educational institution
	GETS Authorization for Release of Student Information Form (Appendix D)
L	GETS Participation Form (Information for data base ARMS entries)
e	Action Plan Signed & Dated (If action plan is not signed, services can be refused)
t	GETS Sponsorship Form (Appendix E)
t	Monitor and follow-up on monthly basis during and after completion of training program.
e	File is closed once clients becomes employed
r	

EDUCATIONAL INSTITUTION ELIGIBILITY

Applicants must attend a public accredited educational institution.

Private educational institution will only be eligible, for consideration, if the program/course is accredited and not offered at a public educational institution. This is also dependent on budgetary limits.

If Training program is offered in Manitoba and you are a resident of Manitoba, you are required to take the training within the province or closest to home.

Employment Assistance Application Process

Step 1- CI ient intake	(Appenix F)	
	Step 5 -	GETS Participation Form (Information database ARMS enties)
Step 2- L etter of Reque st addres sed to Progra m Coordi nator – Submit ted 5 days in a dvance	Step6-	Clearly stated Action Plan
	Step7-	Monitor and follow-up after six (3) months of employment
	Step8-	File is closed once employed
Step3- C onfirma tion of Employ ment Letter – must be on Employ er Letterh ead		
Step4- G ETS Employ ment Assista nce Applica tion		

Client Intake	least one (1) week in advance
Letter of Request addressed to Program Coordinator - Submitted at	Confirmation of Employment Letter - Must be on Employer Letterhead GETS Employment Assistance Application (Appendix F) GETS Participation Form (Information data base ARMS entries) Clearly stated Action Plan Monitor and follow-up after six (3) months of employment File is closed once employed

Employment Assistance Criteria

Once approved for financial assistance for employment the following conditions must be met:

- All new participants are required to take advantage of orientation sessions presented by the Employment & Training Program and/or job placement employer.
- Maintain good work ethics as expected by employers.
- Clients are expected to complete any training programs offered by employers.
- Clients are expected to remain employed.
- Clients are expected to find employment to utilize their respective training skills.
- Under the Employment Assistance program:
 - o Clients with full time employment will be assisted once every two (2) years from the anniversary date of last successful completion date of financial assistance.
 - o Clients with seasonal employment will be assisted once a year for work equipment (work boots, uniform, tool/supplies) requiring replacement due to normal wear and tear (proof may be required).

Employment Assistance Eligible Costs

- Travel to place of employment, (including meals, accommodations) up to 1st pay period.
- Training tools, supplies and uniforms up to 1st pay period - Payable to vendor
- Travel to attend job interview when unemployed or on Social Assistance
- Regular dress clothes and shoe (office) up to a maximum of \$200.00
- Un-subsidized portion of Daycare Costs
- Criminal record checks - if applicable to current/recent employment
- Child abuse registry - if applicable to current/recent employment
- If payment is made to clients, receipt is required or you will be ineligible for future assistance

Employment Assistance Ineligible Costs

- Fines or penalties
- Car repairs
- Transfer of driver's license from other Provinces and out of Country
- Criminal record checks - if not applicable to current/recent employment or required for training
- Child abuse registry - if not applicable to current/recent employment or required for training
- Vulnerable person registry - if not applicable to current/recent employment or required for training
- 5% cost of living for casual, temporary, part-time and youth employment
- Travel to attend job interview if currently employed or on EI

TRAINING ASSISTANCE

Tuition fee is limited to a maximum of \$5000.00 and is at the discretion of Ginew Employment & Training Services Program Coordinator. Tuition over \$5000.00 will be presented to the Director of Operations.

Registration fees, commitment fees, application fees, additional testing fees, CAAT testing fees that are required will be paid directly to the educational institution or reimbursed with receipt if client is approved for sponsorship. Clients run the risk of pre-paying fees before application is approved.

Books. Textbooks required by the clients will be paid directly to the public educational institution.

Conferences/Cultural Camps are not eligible costs.

Workshops are not eligible costs, unless directly related to client's employment or action plan.

Training

Academic Probation - if client's attendance and/or progress is below academic requirements of educational institution, then sponsored student will be placed on academic probation. A Probationary Action Plan will be implemented (bi-weekly attendance/progress reports and bi-weekly living allowance) until academic standing is brought to required level.

Student Participation Allowances (Living Allowances) A client claiming a dependent(s) he/she must provide proof of dependent(s) by presenting a copy of a Manitoba Health Card with dependent(s) name(s) on the card.

Single Student	\$1000.00
Student with Dependents	
1 Dependent	\$1,301.00
2 Dependents	\$1,485.00
3 Dependents	\$1,658.00
4 Dependents	\$1658.00
5 Dependents	\$1658.00

The support for living allowance is to cover all costs of living (rent, utilities, transportation costs, food, and any additional school supplies). The living allowance rate structure will be reviewed and set by the RRAFNF. A living allowance can be provided to students during their practicum as a required component of their program and are not receiving any other income. The student will continue to receive support as per rate structure and schedule. Living allowances will be set in the first month upon registration and verified by GETS. Participation may be prorated based on attendance.

A Completion Bonus will be awarded at the end of training based on the client/applicant's transcript or certificate of completion and attendance. Provided there are no INCOMPLETE classes, unauthorized voluntary withdrawals and RDNA's (registered did not attend) listed on the transcript. Academic and Graduation Incentive bonuses, to a maximum of \$500.00, can be paid to the client upon graduation. Students who receive an incentive from Roseau River Anishinabe First Nation Chief and Council or Post-secondary will not be entitled to incentive provided by Ginew Employment & Training Services.

Training and Employment Eligible Costs

- Tuition Fees - Payable to public educational institution
- Text books - Payable to public educational institution
- Registration fees - Payable to public educational institution or reimbursed with receipt
- Training uniforms - Payable to vendor
- Tests
- Participation allowance (for rent, utilities, transportation costs, food, and any additional school supplies)
- Provincial or community Daycare, non-subsidized portion
- Criminal record checks (if applicable to training program or employment) - Payable to Agency
- Child abuse registry (if applicable to training program or employment) - Payable to Agency
- Vulnerable sector check (if applicable to training program or employment)
- Identification requirements for employment or training (drivers license, birth certificate, SIN or other identification)
- Driver's license
- Other Job Start expenses in assisting employment strategy, see Coordinator for possible eligibility
- Rent and damage deposit.
- Travel from/or to public educational institute

Training and Employment Ineligible Costs

- Fines or penalties attached to driver's license
- Transfer of regular driver's license from other Provinces and out of Country
- Criminal record checks - (if not applicable to training program or employment)
- Child abuse registry - (if not applicable to training program or employment)
- Vulnerable persons check - (if not applicable to training program or employment)
- Tools or equipment for self-employment
- Vehicle repair or Vehicle registration
- Back pay for tuition costs or training allowance

Urban Clients (I removed the CRF because there are 2 programs

with the same requirements and ineligible expenses)

Aid tribal members who reside in urban areas and would like to take training for skill development and enhancement or as a job requirement.

Criteria

- Client must be residing in an urban area.

- Clients are eligible if they are taking training for skill development/enhancement or as a job requirement.
- Clients are required to seek additional financial resources to cost-share tuition, books, supplies, and living allowance. (your program should also be looking into partnerships to cost-share, putting this on a client is creating barriers for the client. You can refer the client as well to the province to apply)
- Under this program, eligible clients will only be assisted once every two (2) years from the anniversary date of last date of financial assistance.

Urban Eligible Costs

- Registration fees - Payable to public educational institution
- Tuition fees- Payable to public educational institution
- Criminal Record/Vulnerable persons and/or Child Abuse Registry (applicable to training program)- Payable to Agency
- Participant Allowance (for rent, utilities, daycare/babysitting costs, transportation costs, food, any additional school supplies)
- Daycare costs, non-subsidized rate can be covered. Clients are to apply for subsidy for childcare.
- Rent and damage deposit

Urban Ineligible Costs

- Fines or penalties
- Regular Driver's license
- Car repairs
- Transfer of regular driver's license from other Provinces and out of Country
- Criminal record checks - clients/applicants not currently employed
- Child abuse registry-clients/applicants not currently employed
- 5% cost of living
- Elected officials/directors/project coordinator fees
- Birth certificates
- Regular dress clothes and shoe (office)

Capacity Building for Staff of GETS and Daycare

Criteria

- Employees of Ginew Employment & Training Services and Ko-Ko's Daycare have the opportunity to utilize the Capacity Building Program for professional development and skill enhancement through training seminars to improve program delivery.

Capacity Building Eligible Costs

- Training courses or Seminars that provide Province of Manitoba Certification
- Tuition will be paid to service provider or educational institution

Capacity Building Ineligible Costs

- Travel not related to capacity building
- Clients sponsored by other programs

Disability Employment Program (See guideline on Eligible Expenditures)

Definition of Disability

Disabilities is an umbrella term, covering impairments, activity limitations, and participation restrictions. An impairment is a problem in body function or structure; an activity limitation is a difficulty encountered by an individual in executing a task or action; while a participation restriction is a problem experienced by an individual's involvement in life situations.

Disability is a complex phenomenon, reflecting an interaction between features of a person's body and features of the society in which he or she lives (as defined by World Health Organization).

Under this program, eligible clients will only be assisted once every two (2) years from the anniversary date of last date of financial assistance.

Disability Employment Program

Criteria (See guideline on Eligible expenditures on requirements and eligibility for assistance)

- Clients must have a recognized disability with medical documentation from a physician
- Employment is short-term up to six (6) months
- A disabled person or spouse of a disabled person
- Clients who have previously been on a disability program must wait two (2) years to be eligible

Disability Employment Program Eligible Costs

- Wages and MERCS and 4% Vacation Pay
- Daycare/Babysitting costs

Disability Employment Program Ineligible Costs

- Participation Allowance (Living Allowance)
- Incentives
- Christmas bonuses
- 5% cost of living

- Travel

EMPLOYMENT INSURANCE (EI)

Employment Insurance Program Criteria

Must be receiving Employment Insurance Benefits or have had an Employment Insurance claim within the last five (10) years, or a maternity or paternity claim within the last ten (10) years. (this has changed from 5 to 10 years) (provided attachment)

Under the Employment Insurance program, eligible clients will only be assisted once every two (2) years from the anniversary date of last date of financial assistance.

Employment Insurance Program Eligible Costs

- Top up wages
- Travel will be considered, pending budgetary limits
- Daycare/Babysitting costs

Employment Insurance Program Ineligible Costs

- Participation Allowance (Living Allowance)
- Incentives
- Christmas Bonuses
- 5% cost of living

Employment Insurance Program - Training

Criteria

- Client must be residing off-reserve and taking training
- Clients do not have to be employed within the Roseau River Anishinabe First Nation (RRAFN)
- Client who work under this program will be not eligible for travel from GETS Inc.
- Under this program, eligible clients will only be assisted once every two (2) years from the anniversary date of last date of financial assistance.

Employment Insurance Program - Training Ineligible Costs

- Fines or penalties
- Regular Driver's license
- Car Repairs
- Transfer of regular driver's license from other Provinces and out of Country
- Criminal record checks - clients/applicants not currently employed
- Child abuse registry - clients/applicants not currently employed
- 5% cost of living
- Elected officials/directors/project coordinator fees
- Birth certificates
- Regular dress clothes and shoes (office)
- Christmas bonuses & incentives

ABORIGINAL AFFAIRS AND NORTHERN DEVELOPMENT CANADA (AANDC) PROGRAMS

1. YOUTH WORK EXPERIENCE PROGRAM (AANDC)

The Youth Work Experience Program provides employment opportunities for the unemployed, underemployed youth of Roseau River Anishinabe First Nation who are not returning to school for ages 15-29. The program is employment driven meaning that the participants have to be placed in an entity for up to six (6) months and work on specific projects. Students will earn working hours for Employment Insurance eligibility.

Youth Work Experience Program Criteria

- Must have social insurance number before submitting application
- If previously employed with the youth employment program and client successfully completed employment, client must wait two (2) years before being eligible for employment
- If previously employed with the youth employment program and client unsuccessfully completed employment, client must wait three (3) years before being eligible for employment

2. SUMMER STUDENT EMPLOYMENT PROGRAM

Summer Student Employment Program Criteria

1. Eligible students must be currently enrolled and attending the regular school system, post-secondary and must be returning back to school (proof of registry may be required)
2. Must be between the ages of 15-29 years
3. Be on nominal role with Ginew School or any other Province of Manitoba school division
 - o Selection process could include verifications of Province of Manitoba school division
4. Must be a registered tribal member of Roseau River Anishinabe First Nation with a minimum membership of two (2) years
5. Must not have been employed as a Summer Student during the last two (2) years
6. Early drop-outs from regular school year will not be eligible for summer employment
7. No underage applicants will be accepted. Must be turning 15 by June 30 of current year for August intake
8. Selection committee will try and keep a gender balance for all summer student program each year i.e., -50% Male = 50% Female
9. Completion of home schooling to be confirmed by principal/school division
10. Must have social insurance number before submitting application

Rules and Regulations - Youth & Summer Students (AANDC)

- Hours of work: 8:30 a.m. - 12:00 p.m. 1:00 p.m. - 4:30 p.m.
- Monday to Friday
- No advances on wages
- No banking hours
- Payroll period will be on a bi-weekly basis for actual hours worked, payable to student the following week.
- Medical/dental or other appointments will result in deductions. Certain immediate family emergencies will be considered
- Students cannot select their own place of employment
- Use of alcohol or drugs will not be tolerated during working hours and is grounds for dismissal.
- Horseplay, fooling around and swearing will not be tolerated.
- Be on time! There will be given 1 verbal, 1 written warning and the third will be termination from the program.
- No visitors during work hours such as friends, relatives and personal companions.
- Paycheques will be ready by 3:00 p.m. the following Friday after pay period ending date, and must be signed for and picked up by summer student
- Activity reports/log books must be completed and handed in bi-weekly before pay cheques issued

- Final evaluations are to be completed by each student prior to receiving final pay cheque
- Supervisors are there for a purpose. They are to be trusted, and respected.

Supervisors of Summer Students/Youth - Roles and Responsibilities

- Must keep accurate and detailed time sheets and signed prior to submitting to Employment and Training Coordinator.
- Responsible for obtaining and maintaining material and supplies.
- Work with Youth Coordinator to secure **work** placements for participants.
- Must work with the participants regarding issues and concerns.
- Must report to GETS Inc. Program Coordinator on a weekly basis.

TRAVEL/MEAL RATES –

Travel rate @ .55/kilometer.

Meal rates - if the training or pre-employment related task is six (6) hours or more, leave before 8:00 a.m.

Breakfast	\$10.00	
Lunch	\$15.00	
Supper	\$25.00	
Parking	\$10.00	
Accommodations	\$125.00	Payable to vendor

APPEALS PROCESS

Decisions made by Ginew Employment & Training Services that directly affect the student, may be appealed to the Local Area Management Board.

RENEWAL AND AMENDMENTS TO GETS INC. POLICY AND TRAINING MANUAL

The GETS Inc. employees will review the terms of reference and any amendments of Ginew Employment & Training Policy Manual & Handbook on an annual basis and submit to Local Area Management Board for final approval.

Sub-Agreement Contribution

Local Area Management Board and Ginew Employment & Training Services, Inc. will comply with the agreement signed under the Aboriginal Human Resources Development Strategy Contribution Sub-Agreement and any amendments through this agreement.

APPENDIX A

SPONSORED STUDENTS RIGHTS

All Roseau River Anishinabe First Nation members have the right to:

1. Make application to any of the services under the Ginew Employment & Training Services, (GETS) program;
2. Expect GETS and its employees and its associates to act promptly and efficiently to process all applications;
3. Expect that GETS its employees and associates to exercise and provide the highest service, commitment and professionalism in all its dealings and affairs;
4. Be treated equally and without prejudice in all dealings with GET program and its employees and associates.
5. Appeal any decisions made by GETS Coordinator that directly affect the student to the Director of Operations.
6. Expect that GETS and its employees and associates will act in the best interest of the Roseau River Anishinabe First Nation and the students it represents;
7. Be informed of all decisions made by Roseau River Anishinabe First Nation Chief and Council and Director of Operations that affect the students within the GETS program.

APPENDIX B

SPONSORED STUDENTS RESPONSIBILITY

All Roseau River Anishinabe First Nation members have a responsibility to:

1. Ensure all necessary documents accompany the application form for enrollment (Letter of Request, Acceptance Letter, Transcripts, GETS Participation Form and Authorization for Release of Sponsored Student Information Form).
2. Make application to Ginew Employment and Training Services, program by the designated deadline every fiscal year.
3. Notify GETS employees of any changes in academic and personal status (dependants, marriage status, Social Assistance Income, withdrawals and/or probationary). Misrepresentation of academic status or personal status will result in termination of funding for a period of four (4) years.
4. Demonstrate their highest achievement in their studies and to conduct themselves so that no dishonor befalls themselves or the Roseau River Anishinabe First Nation.
5. Express any concerns they may have to the GETS program and/or Director of Operations.
6. Submit official transcripts of marks, certification, and/or any required documentation at the end of term. Failure to do so will result in disqualification in future funding.
7. Fully complete and adhere to Sponsorship Application (Appendix C).

APPENDIX C

SPONSORSHIP APPLICATION

(see attached copy)

APPENDIX D

GINEW EMPLOYMENT & TRAINING SERVICES, INC.

AUTHORIZATION FOR RELEASE OF STUDENT INFORMATION FORM

I hereby authorize that all information concerning my academics, attendance and class registration may be released upon request to the Ginew Employment & Training Services, Inc. Program as a condition for education assistance sponsorship by the Ginew Employment & Training Services, Inc. Program.

StudentName: (Pleaseprint)

Student Number:

Institution:.....

ProgramandTerm:_____

StudentSignature:_____

Date:_____

APPENDIX E

GINEW EMPLOYMENT & TRAINING SERVICES, INC.

SPONSORSHIP FORM

The Ginew Employment & Training **Services, Inc. Program will be** sponsoring the following student:

Student Name:

Student Number:

Institution:

Program and Term:

Authorizing Signature: _____

Title: _____

Date: _____

(FOR OFFICE USE ONLY)

APPENDIX F

EMPLOYMENT ASSISTANCE APPLICATION FORM

(see attached copy)

APPENDIX G

PARTICIPATION INFORMATION FORM

(see attached copy)