

# Anderson Career Training Institute

## Self-Employment Program Acknowledgements

### 1. Program Commitment

I am committed to the goal of starting the business described in my program application. As part of achieving this goal, I commit to completing the following steps:

1. Attending ten weeks of group instruction beginning on the program start date.
2. Spending a minimum of 30 hours per week for the duration of the 26-week program on the development and operation of my business.
3. Choosing and registering a business name.
4. Ensuring that business operations meet all applicable legislation, regulations, local bylaws, and zoning requirements.
5. Completing and submitting my Business Plan to ACTI within ten weeks of the SE Program start date.
6. Maintaining contact with a Mentor once per week for 16 weeks following the group instruction phase and completing a Monthly Activity Report online once per month.
7. Actively pursuing clients for my business for the duration of the 26-week program.
8. Fully participating in and responding in a timely manner to 2 surveys from ACTI, documenting the progress of my business development. (At the end of the Mentoring Phase and a 90-day Follow-up after completion of the program).

### 2. Eligibility Criteria

This training program is administered and funded by **the Government of Alberta (GOA)**. As part of the application process, each applicant must meet the eligibility criteria established by the GOA before being accepted into the program.

As a starting point, the GOA uses the following guidelines in determining the eligibility of applicants. **Applicants must:**

1. Be unemployed (not working or only working sporadically)
2. Be a permanent resident (landed or Canadian citizen) and legally entitled to work in Canada
3. Be 18 years of age or older
4. Be ready, willing, and able to start the business.
5. Have a viable business idea for starting a new business or taking over an existing business where the applicant has not had prior ownership
6. Demonstrate a need for entrepreneurial training in order to set up and operate a business
7. Have sufficient cash or capital, or access to cash or capital, to start the business
8. Have operational control (**51% or greater ownership**) of the business, which will be operated within the province of Alberta.
9. Not be on “special” Employment Insurance benefits (e.g. Maternity, Parental or Medical)
10. Not be receiving business training from a franchise company.

A factor which will not automatically rule out an applicant, but which will be considered is recent participation in another government-funded training program.

Any questions about these eligibility criteria or about individual situations may be directed to the Program Manager at any time.

### **3. Freedom of Information and Protection of Privacy (FOIPP) Act**

Information about me collected by ACTI will be used to verify my eligibility to enter the Self-Employment Program. This information may be forwarded to representatives of the Government of Alberta. This information will be protected from unauthorized access, collection, use or disclosure in accordance with the provisions of the FOIPP Act.

### **4. Employment Insurance Benefits**

Individuals who are receiving regular EI benefits at the time of entering the program, or who establish a claim and begin receiving regular EI benefits while enrolled in the program, will continue to receive those benefits until the expiration of the benefits or the end of the program, **whichever comes first.**

### **5. I Am Responsible For The Success Of My Business**

This program provides **information and encouragement** in the form of group instruction and individual coaching by program staff along with interaction with program classmates. This information and encouragement will provide me with tools necessary to start and operate my business but it is **not a guarantee** of success. Success in my business will depend on my consistent and successful efforts in seeking out customers, persuading those customers to buy from me at a profitable price, and fulfilling those purchases efficiently and in a volume sufficient to cover the costs of my desired lifestyle. In writing my business plan, I will set goals which lead to this outcome and it is my responsibility to achieve those goals.

### **6. Client Appeal Process**

Anderson Career Training Institute (ACTI) has a responsibility through its contract agreement with the Government of Alberta to accept into the Self-Employment program *only* those applicants who

1. meet the stated eligibility criteria, and
2. currently possess an appropriate combination of education, experience, financial capacity, and communication skills leading to a high likelihood of successful self-employment following participation in the program.

**The application process involves many steps and acceptance is never implied during the process. Only when all steps are complete including a review of each application by the Government of Alberta will a decision be made regarding acceptance into the program.**

In the event that a Client's application to enter the Self-Employment program at ACTI is declined and the Client believes the decision to be incorrect, he/she can appeal the decision using the following steps:

1. Request a follow-up meeting with the Program Manager to discuss the reasons for the disapproval and provide additional information if applicable.
2. If the Client is not satisfied at this point, he/she can request a follow-up meeting with the President of ACTI to discuss the reasons for the disapproval and provide additional information if applicable.
3. If the Client is not satisfied at this point, he/she can request a follow-up meeting either in person or by telephone with representatives of the Government of Alberta to discuss the decision.

At any time during this process, the Client has the option to approach the other provider of the Self-Employment training program in Edmonton and submit an application to that program.

The Client also has the option to approach any offices of the Government of Alberta for assistance in pursuing other career, education or training programs that may be appropriate.

## **7. Email Opt-In**

Email is one of the means by which we wish to communicate with you throughout your participation in and following the Self-Employment program.

Please opt in to email contact from us. You may "unsubscribe" at any time although this may limit our ability to share program information with you if you are still actively in the program.

Anderson Career Training Institute is committed to adhering to Canada's Anti-Spam Legislation (CASL) and protecting the privacy of your personal information.