



Human Resource Development Department
Frog Lake First Nation #121 & #122
Box 451 Frog Lake, Alberta T0A 1M0
Business (780) 943-3737 Fax (780) 943-3966

Program Description - Indigenous Skills Employment & Training Services (ISETS)

Introduction

You may have heard of the Aboriginal Skills and Employment Training Strategy (ASETS), but prior to the renewal of ASETS Agreement we were known as Human Resources Development (HRD). Recently as of March 2019 ASETS has been adapted to Indigenous Skills & Employment Strategy (ISETS) that is in partnership with Tribal Chiefs Employment & Training Services Office situated in Edmonton also affiliated with Frog Lake First Nations 121&122 Chief and Council.

ISETS program focuses on both clients and employers to ensure client engage in training programs that directly lead to employment opportunities. Indigenous Skills Employment & Training Services (ISETS) is a Government program that engages with Aboriginal Agreement Holders to help Aboriginal people prepare for, find and who want to improve their education, training and skill set to secure sustainable and meaningful employment.

ISETS also has a strong partnership focus so clients are encouraged to explore other funding sources (i.e.: EI benefits, Alberta Supports, First Nations Assistance of occupancy, other aboriginal funding programs, student aid, school grants, employers, etc.) that can partner with the ISETS Departments

Location: ISETS remains under Administrative title of the Human Resources Development (HRD) that is situated at the Frog Lake First Nation Administration Office on the main floor with two separate office space.

Business Hours: HRD will assist general public Monday through Friday 8:30 am – 4:30 pm (closed 12pm-1pm) lunch hour. Office Closed during designated Statutory Holidays.

Contact Information

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HRD Personnel

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Those eligible to apply for ISETS Funding

First Nations Treaty Status residing in the parameters of the First Nations.

Students enrolled in post-secondary training courses are 2 years or less in duration (a client enrolled in a multi-year course must re-apply for funding each year) in a public accredited post-secondary institution.

Full-time studies are eligible for funding. Part-time studies are eligible for tuition fees and books but no living allowance.

Those who are unemployed, underemployed or do not possess employable skills

What is required in order to apply?

An acceptance letter from the training institution

A schedule of ALL fees for the course from the post-secondary institution

Address, phone number and fax number of the training institution or business

Contact person at the training institution or business

It is mandatory that students arrange with post-secondary institutions to get a consent of release form in order for our department to communicate with student academic advisors

A current resume

If the client is currently drawing EI benefits their caseworkers name and contact information is required

If the client is currently a social assistance recipient their case workers name and contact information is required

Details and contact information of any other funding partners that the client has already secured funding from

Important Issues Regarding Funding

All ISETS funding that a client receives directly or is paid on their behalf is taxable and the client will receive a T-4A during tax season that must be declared

Please be aware that we are required to follow a strictly Confidentiality policy, conflict of interest, as well as, the Freedom of Privacy Act (FOIP). Therefore any person who wishes to apply for funding of legal age 18 years of age **MUST CONTACT OUR OFFICE DIRECTLY** in order to apply for funding with the ISETS Department. Parents, family receive the funding must call HRD themselves in order to apply for assistance. Client information is only shared with funding agencies involved in the intervention, the training institution and client themselves.

Client Intake Process with HRD Department Program Services:

All clients requesting for funding to participate in a training or education program are required to complete an ISETS application form under the guidance of the HRD department.

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Career planning process this may include the use of assessment tools to assist with your interests, skills and past experiences. Once your career assessment is developed, the HRD representative and individual will determine what interventions are required.

You may have already determined your career path. The HRD representative will then assist you to apply for ISETS (other funding).

The HRD representative will assist you on your application and ensure that you have all the required information as required by Service Canada data base.

Representative work with individuals to explore their employment options and develop return to work action plans. This process can include several approaches, such as: resume writing, career decision making, and employer connections.

If client require new training or re-training to enter the workforce, our staff may be able to help access funding to enter a new and post-secondary career.

We provide funding for the following occupational training

Industry recognized certification

Certificate and diploma Programs

Trades Foundation Training

In-house Industry Training programs are designed for people who have a foundation of employable skills, but lack industry specific skills or certifications, industry demand safety ticket courses.

Demand driven skills required in the following industries

Construction, Road building, Oil Field Exploration and Drilling, Health, Education, Office Administration and Information Technology and other career exploration courses required for designation in professional and technical training.

Short training courses which lead to employment

Funding Education to advance students through their education/career plans)

Funding Education for a 2 year term of a diploma program

Programs in collaboration with College and other partners as identified for individual career.

Workplace readiness programming for multi-barrier clients

Students may be approved to receive student support services throughout their academic period of study for tuition fees, required text books, course fees, living costs, and additional expenses required from academic institutions.

Construction Safety Ticket

Safety Ticket Courses are available to individuals that are required to renew or enter the work-force is based on verification of employment letter prior to scheduling individual appointments for safety ticket courses or online safety tickets that are available only for some courses. Please notify our office in advance in order to make the necessary arrangements due to limited space or availability of seats with training providers; as well fill out necessary forms with HRD office. Individuals that require safety tickets will be required to contact our office to authorize service providers for any safety tickets that are required. HRD are not responsible for any payments for any unauthorized safety courses taken with a safety ticket training service provider.

Personal Protective Gear

Requests for any type of essential work gear is provided that meet the workplace and occupational safety standards requirements that are entering the workforce that provide a letter of verification of employment. Upon approval clients will be authorized to purchase personal protective gear with an authorized distributor with the HRD department with allocated costs.

Northern Eastern Alberta Apprenticeship Initiative (NEAAI) works in collaboration with the HRD department to provide multiple trades programs for individuals inspired to enter various levels of trade's orientated careers. NEAAI provides can adapt to individual aptitudes for clients engaging in long term trades exposure careers that require full pledged apprenticeship requirements to complete a specified tradesman program that is sponsored through our department for the duration of course designation. As well they also provide employment related services for clients seeking construction and entry level employment for various camp positions in various locations. Clients will be required to meet with a NEAAI representative for a work-related assessment to determine components for job requirements for industry and construction employers.