

## **CORPORATE HUMAN RESOURCE SERVICES BRANCH (CHRS)**

### **FIRST NATIONS TRAINING CORPS Guidelines**

#### **A. BACKGROUND**

The First Nations Training Corps (FNTC) was created in February 1986 as the Native Training Corps. The program offers employment/training opportunities to Yukon First Nations people to obtain training, employment experience and promotion with a variety of occupations at various levels in the government. It is not the intent of the program to impact, by itself, the level of representation of aboriginal people in government. The program is a single special measure, which, in conjunction with other special initiatives undertaken by departments, will further support progress toward a representative public service.

#### **B. OBJECTIVES**

1. Encourage and promote the external hire and internal promotion of Yukon First Nations people, who lack the full working level qualifications normally required for targeted positions.
2. Provide targeted training opportunities at all levels and occupations.
3. Provide employment and training opportunities that significantly impact on the corporate culture (e.g. impact on decision-making, service-delivery, role-modeling).

#### **C. ELIGIBLE TRAINING POSITIONS**

1. Training positions proposed/sponsored by a Government of Yukon department or crown corporation.
2. Training positions proposed/sponsored jointly by a Government of Yukon department or crown corporation and a Yukon First Nation government.
3. Training positions that have adequate supervision and trainer(s) with the ability to provide training.
4. Training positions that allow the participant an opportunity to acquire all the skills and experience required at the full working level of the position.
5. Training positions at all levels, in all occupational groups and all employment categories.
6. Training positions where FNTC funds will not replace the funds of a vacant position.

#### **D. ELIGIBLE APPLICANTS**

Training opportunities are restricted to persons of Yukon First Nation aboriginal ancestry.

## E. TRAINING PROPOSALS

1. Departments are responsible for identification of training positions.
2. Departments submit proposal in writing, identifying:
  - the training position, location, anticipated implementation date;
  - anticipated length of training;
  - name of supervisor if different from the trainer;
  - availability and ability of trainer(s) to train;
  - general description of the methods by which skills will be developed;
  - identification of potential employment options for the participant upon successful completion of training within:
    - the host training branch;
    - the host training department;
    - the public service of the Yukon government or of a Yukon First Nation government;
    - the private sector;
  - FNTC requirements (e.g. primarily - salary/wages; all other costs must be negotiated); and
  - department, crown corporation or First Nation government financial contributions (e.g. cost sharing - salary/wages, training costs (tuition or attending conferences, etc.), employment related costs such as travel).
3. A letter from the sponsoring department's deputy minister supporting the training initiative is to accompany the proposal.

## F. SELECTION OF PROPOSALS

1. Proposals are reviewed and approved by the Corporate Human Resource Services Branch (CHRS) in the Yukon Public Service Commission.
2. All proposals received are assessed on the following criteria:
  - validity and availability of departmental resources to support training proposal;
  - potential employment options available to the participant upon successful completion of training (a position upon completion is not mandatory for approval however is desirable);
  - FNTC requirements (e.g. primarily - salary/wages; associated training costs – negotiable);
  - department and First Nation government financial contributions (e.g., cost sharing - salary/wages; training costs (tuition or attending conferences, etc.) provided by sponsor); and
  - the extent to which the training will meet the goals of the:
    - participant;
    - Yukon government; or
    - Yukon First Nation government.

## G. RECRUITMENT OPTIONS

The selection process to be approved and managed by CHRS.

### 1. Competition Based:

- governed by the PSC staffing process
- conducted with the participation of the sponsoring department
- conducted with the participation of a sponsoring Yukon First Nation (if there is one)

### 2. Exemption/Direct Hire:

- a) to hire a targeted candidate for training selected by Yukon First Nation Government
  - may be used, if appropriate, only with proposals jointly sponsored by a department and a First Nation
- b) upon successful completion of training
  - can be approved by CHRS based on the intent of the proposal
  - governed by the PSC staffing process

## H. DEPARTMENTAL RESPONSIBILITIES

1. Development of supporting documentation required to initiate recruitment action for approved department proposals, which includes:
  - an Action Request Form (ARF);
  - a position description for the *full working level* of the position to be trained for; and
  - a recruitment ad in cooperation with CHRS if required depending on the recruitment process *that reflects the minimum qualifications required at the training level and the qualifications that will be (rated through interview, reference checks) for the training position.*
2. Department provides to CHRS all documentation required to initiate recruitment within agreed upon time frame.
3. Department provides to CHRS interview questions in advance of scheduled interviews, to review and revise if necessary.
4. Department provides to CHRS a detailed training plan within one month of appointment of the participant. A comparison of the employee's level of skills, knowledge, and abilities; to what is required of the position; will determine the skill gaps which will determine the content of the training plan. The plan shall identify:
  - objectives - that clearly state what the participant should be able to know/understand/do upon completion of training;
  - activities - required in terms of training or development to help the participant meet the objectives;
  - source - describes who is responsible for the component of training (supervisor, trainer, course). (Provide also in this section location and associated costs if applicable.);
  - timing - when training will take place for each training component, to cover the entire training period; and

- evaluation - What the individual will be doing to demonstrate that they have learned the skill; or how the training component will be measured; by whom and when.
5. Department can request CHRS to coordinate with the Staff Development Branch assistance in developing a detailed training plan for the participant.
  6. Department supervises the participant, ensures that the participant is integrated into the department and receives the appropriate training as identified in the approved training plan.
  7. Department is responsible for overtime/time in lieu related to the training opportunity.
  8. Department assumes training cost for training that is department-specific and training normally provided to employees in similar positions.
  9. Department provides the participant with performance evaluations in a timely manner in accordance with set review dates established between the department and CHRS.
  10. Department consults with CHRS prior to taking any disciplinary action involving the participant.
  11. The hired participant is an employee of the department therefore the Department will journal voucher PSC/CHRS for the agreed upon FNTC funds based on the approved training plan.

## I. CORPORATE HUMAN RESOURCE SERVICES BRANCH RESPONSIBILITIES

1. CHRS in consultation with the training department shall consider the various staffing options available and select the option that is in the best interest of the public service and the Department.
2. CHRS will take the lead on the development of a recruitment ad in cooperation with the Department if required depending on the recruitment process *that reflects the minimum qualifications required at the training level and the qualifications that will be* (rated through interview, reference checks) *for the training position.*
3. CHRS conducts the recruitment process and ensures wide spread dissemination of information, e.g., employment opportunities, to target group members.
4. CHRS assists the department in identifying a Yukon First Nation representative to assist in the recruitment process.
5. CHRS approves training plans in consultation with the host training department and representatives of Staff Development if assistance has been provided.
6. CHRS ensures the participant receives a copy of the approved training plan within one month of commencement of training and ensures that the participant receives revised training plans as they are approved.
7. CHRS in consultation with the host training department establishes a performance review schedule.

8. CHRS notifies the Director, Finance and Administration Branch, Public Service Commission by forwarding a copy of the letter of offer and any agreements between CHRS and the department to inform them of the financial figures that departments will journal voucher for salary and benefits or any other agreed upon funds from the FNTC.
9. CHRS provides to the host training departments, FNTC funds as identified in approved training proposals.
10. CHRS monitors the participant's progress and performance.
11. CHRS in consultation with the host training department shall review evaluations, approve salary increments, and notify the change in salary to the Director, Finance and Administration, Public Service Commission.
12. CHRS ensures the participant is consulted regarding revisions to training plan.
13. CHRS approves revised training plans in consultation with the host training department and representatives of Staff Development Branch if assistance has been provided.
14. CHRS provides assistance with job search after successful completion of training if employment has not been identified as an option for the participant. Assistance will consist of one on one counseling on the Yukon government staffing process and by providing feedback on their resume. CHRS will also contact the sponsoring department or Yukon First Nation government concerning employment options.

## J. MANAGEMENT AND FINANCIAL ADMINISTRATION

1. Salary administration is in accordance with the policies that normally apply to UNDERFILL appointments, Policy Directive 1/43, Section 7 (A).
2. Based on performance and skill acquisition general salary increments may be available during the training period.
3. The collective agreement between the Government of Yukon and the Public Service Alliance of Canada and all acts, policies and regulations of the Government of Yukon which apply to employees in similar positions also apply to the participant.
4. Undue delay by the department in providing support and documentation to CHRS to initiate Recruitment Action within the agreed upon time frame may result in withdrawal of program resources and cancellation of training assignment.
5. In the event of cancellation by the department of an approved training proposal, FNTC funds may, with approval from CHRS be reassigned to an alternate training proposal. Alternate proposals must meet criteria identified in Section E (2) and Section F.
6. Notwithstanding Section E (2) (Employment options), three months prior to the completion of training assignments, CHRS will consult with the host training department or the participant's Yukon First Nation government (if jointly sponsored) to identify any potential employment options for the participant, pending successful completion of training.