

VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

EDUCATION DEPARTMENT

4. **What steps have you taken so far to move you towards your goal?** It is perfectly alright for this to be your first step, but if you have taken steps prior to this please let us know.

5. **What training are you planning on taking?** Please include the name of the course, course outline and location of the training.

6. **Do you have the pre-requisites for this course or have you already been accepted?** You will need to provide a letter of acceptance from the training facility.

7. **Is there a certificate, ticket or diploma upon completion?** _____

8. **Once you have completed this training, what is your job search strategy?** If you plan to contact several employers, please include them in your answer. It is useful to be specific where possible.

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9. **Other than the need for training, do you see any problems that could prevent you from implementing this plan?** This can include, but is not limited to; lack of family support, other personal issues, lack of adequate resources, lack of adequate childcare or any other issues that might make it difficult for you to complete your program.

The Employment & Training Officer may ask questions to clarify the information you have provided. You may find that after your discussions, changes will need to be made to your Return to Work Action Plan. This is a normal part of the procedure. It is necessary that both you and the ETO agree on your plan before funding can be considered.

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CALCULATING YOUR REQUEST FOR ASSISTANCE

Now you can begin to assess the level of support necessary to attend the training you require. First list the **Direct Training Costs**. These are usually incurred as a lump sum, either at the start of your training, or at the start of each semester if you are on a lengthily course.

Direct Training Costs	Term 1	Term 2	Amount
Tuition			=
Student Fees (lab fees, exam fees etc.)			=
Books			=
Uniforms, Equipment & Supplies			=
Other (please list)			=
TOTAL Direct Training Costs			=

Indirect Training Costs	Amount
Travel (to another city)	
Accommodation	
Meals & Incidentals	
Childcare	
Other (please list)	
TOTAL Indirect Training Costs	=

Support Requested	Amount
Direct Training Costs	
Indirect Training Costs	+
TOTAL SUPPORT REQUESTED	=