

# VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

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## EDUCATION DEPARTMENT

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### RETURN TO WORK ACTION PLAN

The AHRDA program is intended to provide you with assistance to *return to work* or become *self-sufficient* as soon as possible. With this in mind we ask you to develop a **Return to Work Action Plan**. The following questions will help to both develop and communicate your plan to us. Without a solid action plan, we will be unable to consider you for funding. Please feel free to add paper if you need it, and don't be afraid to consult with other sources, friends, employers, Employment & Training Officer, counsellor's etc.

**1. What are the barriers preventing you from finding OR keeping employment?**

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**2. With the course of action you have in mind, what kind of work or job(s) would you be pursuing?**

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**3. Please explain why you feel there is work in this field.** You need to be sure that the course you choose is likely to result in employment. Some further research may be necessary in order to complete this question such as: contacting employers regarding future job prospects, internet research or contacting your local Service Canada office. You may also include letters of support from employers stating that you would qualify for a position once you have completed the training in question.

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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.

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

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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.

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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.

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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.

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

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

<b>Support Requested</b>	<b>Amount</b>
Direct Training Costs	
Indirect Training Costs	+
<b>TOTAL SUPPORT REQUESTED</b>	=