

Workplace Training for Innovation Pilot Program – Questions and Answers
November 20, 2009

| Question | Answer |
|--|---|
| Organization Eligibility | |
| <p>1. Can companies that are sole proprietors or partnerships apply for funding?</p> | <p>Yes, but only employees of sole proprietors or partnerships are eligible to participate in training (not the owners).</p> |
| <p>2. If an employer owns more than one small business, would each of these businesses be eligible for funding? What if these companies are in different communities (e.g., someone owns three muffler repair or three restaurant franchises)?</p> | <p>As long as each business is a separate legal entity in good standing with the BC Corporate Registry, then each business may be eligible for funding. A separate application would have to be submitted for each business (see Question #3).</p> |
| <p>3. Can multiple organizations share the cost of a training program or course?</p> <p>For example, 3 organizations each want to send 4 employees (12 employees total) to the same training course which costs \$1,000 per employee.</p> | <p>Yes, however each participating organization would need to submit a separate application for a share of the training costs.</p> <p>For example, if the training cost is \$12,000 for the 12 employees, each of the 3 organizations could apply for \$4,000 in funding – then the 3 companies could pool the funds to pay for the training.</p> <p>The applications should cross-reference each other so the application reviewer understands the nature of the joint venture.</p> <p>Each organization would still need to complete the Funding Reconciliation Form to account for their share of the funds.</p> |
| <p>4. What if an employer has on-call or part-time employees?</p> | <p>It doesn't matter how many hours employees work. As long as they are employees of the company, they are eligible to participate in training funded by WTIP.</p> |

| | |
|---|---|
| <p>5. Are workers in Canada on a Temporary Foreign Worker visa eligible to participate in WTIP funded training?</p> | <p>Yes, as long as an individual has employee status with a company (e.g. on payroll, benefits, etc.) they are eligible.</p> |
| <p>6. Are employees who own stock in a company (shareholders) eligible to participate in WTIP funded training?</p> | <p>Potentially. Each application involving employees who are shareholders would be reviewed on a case-by-case basis. Employees deemed to own enough shares to give them a say in the operation of the company would not be eligible. However, employees who own a minority of shares in the company and have no say in its operation could potentially be eligible.</p> |
| <p>7. Are volunteers of not-for-profit organizations eligible to participate in WTIP funded training?</p> | <p>No. Only paid employees of a not-for-profit organization are eligible to participate.</p> |

| | |
|---|---|
| <p>Training Eligibility</p> | |
| <p>8. Can different employees working for the same employer receive different training?</p> | <p>Yes.</p> |
| <p>9. Can an employee(s) go through multiple training courses?</p> | <p>Yes, as long as the total cost per employee for all the courses does not exceed \$1,500.</p> |
| <p>10. Is a conference considered an eligible training option?</p> | <p>Potentially. If the conference includes training sessions that address WTIP training objectives (e.g. improve productivity, introduction of new technology, etc.) then it <i>could</i> be eligible. Each application involving a conference will be reviewed on a case-by-case basis. Employers should submit the conference program with their application.</p> |

| Funding Questions | |
|---|---|
| <p>11. In cases where different employees working for the same employer go through different training, is each employee limited to \$1,500 or is this an average for all training?</p> | <p>Cost is limited to \$1,500 per employee – no single employee can receive training with a total value in excess of \$1,500.</p> |
| <p>12. If an employer has employees taking different courses with different end dates, when should they submit the Funding Reconciliation Form?</p> | <p>Within 30 days of the last day of the last training course. Regardless of the number of training courses that employees of any one employer take, only one Funding Reconciliation Form needs to be submitted.</p> |
| <p>13. Can an employer submit multiple funding applications?</p> | <p>Yes, but only one will be approved (the first one received that meets all eligibility requirements). That is, if an employer submits an application for training that is not eligible for funding, they can submit a new application for different training.</p> |
| <p>14. If an employer applies for and receives funds and subsequently finds out there are (otherwise eligible) costs they didn't anticipate (e.g., books, manuals, another employee wants to register for training), can they apply for additional funds as long as the total amounts stay within the guidelines?</p> | <p>An employer can only apply once for funding so they should ensure costs are accurately determined prior to submitting their application.</p> |
| <p>15. Can I apply for funding to pay for training that costs more than \$5,000 and pay the difference myself?</p> <p>For example, training for 6 employees will cost \$6,500 – can I apply for \$5,000 and pay the additional \$1,500 myself?</p> | <p>Yes, the funding could be applied to training with a cost greater than \$5,000 in total and/or greater than \$1,500 per employee. Employers would have to contribute to the cost of training that is greater than the amount allowable under the program.</p> <p>For example:</p> <ul style="list-style-type: none"> - Training for 6 employees will cost |

| | |
|---|--|
| | <p>\$6,500. The maximum funding available through WTIP would be \$5,000. Therefore, the employer would have to contribute \$1,500.</p> <ul style="list-style-type: none">- Training for 2 employees is \$4,000. The maximum funding available through WTIP would be \$3,000 (\$1,500/employee x 2 employees). Therefore, the employer would have to contribute \$1,000. |
| <p>16. In the program guidelines, it says that “funding will be exclusive of the amount of GST for which the employer is eligible to claim an input tax credit or rebate”. What does that mean?</p> | <p>This means that...</p> <p>...if you are a business, your funding request should only include the amount of GST not recoverable as an input tax credit or rebate from the federal government.</p> <p>(Note: most businesses are eligible for a 100% input tax credit or rebate from the federal government and, therefore, should not include GST in their funding request)</p> <p>...if you are a not-for-profit organization, you should include 50% of the applicable GST in your funding request as you are eligible for a 50% input tax credit or rebate from the federal government.</p> |

| Training Organizations | |
|---|---|
| <p>17. Is there a list or database of qualified trainers that employers can access?</p> | <p>No.</p> <p>The following websites may assist in the search for an external training provider...</p> <ul style="list-style-type: none">- www.aved.gov.bc.ca/institutions- www.pctia.bc.ca <p>These websites do not represent a comprehensive listing of training providers - there are many other qualified trainers in BC who are able to provide eligible training to employees.</p> |
| <p>18. What is the definition of "arms-length" in the context of a trainer?</p> | <p>The term "arms-length" describes a relationship where persons act independently of each other or who are not related. The term "not at arms-length" means persons acting in concert without separate interests or who are related.</p> <p>Related persons are individuals who are related to each other by blood, marriage or common law partnership, or adoption.</p> <p>Related persons also include individuals or groups and the corporations in which they have a controlling interest. Persons related to these individuals or groups are also considered related to those corporations.</p> |