

RSTS Employer Tips

Review these Re-Open Saskatchewan Training Subsidy (RSTS) employer tips to help prepare an application as completely and quickly as possible.

Only complete applications are assessed for funding eligibility. Applications are assessed and approved in line with current service standards. For more information, reference the Program Overview and Application Instructions available on [Saskatchewan.ca/training-subsidy](https://saskatchewan.ca/training-subsidy).

To best support your training needs, please submit your application at least 10 days before the start date of training to allow for a complete assessment and application decision to be provided prior to training start date. Training started prior to an approved contract is not eligible for RSTS funding.

Before Applying

When reviewing your application for RSTS, be prepared to include the following information in your application and answer questions about:

The pandemic impact on your business:

- Did your business have to close due to the COVID-19 pandemic? If you were required to close, when were you able to re-open?
- Has your business experienced layoffs, financial hardship, had to change safety measures or how you do business as a result of the pandemic?

The selected training and the employee(s) to train:

- Is your training program offered by a Saskatchewan-based training provider and have the training dates been confirmed?
- How will training support your business to respond to these pandemic impacts?
- Have you selected your trainees? Trainees must be existing employee(s) of your company and be on payroll as company employees as per Canada Revenue Agency (CRA) employee definition. Trainees cannot be Temporary Foreign Workers, volunteers or business owners that are not considered employees of the business as per CRA.
- Trainees are required to provide personal, demographic and employment information for program reporting, including providing a Social Insurance Number.

Your business operations:

- Are you registered with ISC under your legal name? Please use this name on your application.
- Do you know who your legal signing authority is? This individual is legally able to represent the employer. This individual can complete the RSTS application and if approved, enter into an RSTS contract on behalf of the employer, agreeing to the legal terms and conditions outlined.
- Who is your project contact? The individual is knowledgeable about the training, trainee and will be able to answer questions regarding the application. This person may also be the legal authority, but could also be a manager or supervisor.

- Do you have WCB or General Liability Insurance in the amount of \$2 million dollars? As a condition of contracting, approved employers must have one or both of these coverages.
- If this application is approved, what is the name listed for your banking account? Payments will be directly deposited to this employer account and this information will be required for contracting.

What to Expect When Applying

- Within two days of applying, employer's will be contacted to confirm the application has been received and follow-up with assessment questions to complete, including job information for each trainee.
- If all assessment information is complete, a contract will be drafted for the employer to review and sign for approval. The employer needs to sign the contract prior to the start date of training.

What is required for final reporting:

If an employer is approved for RSTS funding, they will be required to provide the following for final reporting on the training activities, including but not limited to:

- Receipts showing the employer has paid for the approved training program in full;
- The outcome of the employee's participation in the training;
- Pay stubs demonstrating the trainee is a current employee of the employer;
- (If available) Copy of the certificate awarded showing the credential obtained upon the completion of training

Full training reimbursement is provided for approved, actual contracted training costs upon completion of final reporting requirements.

Additional Information

Review the details found in the **Program Overview and Application Instructions**.

Still have questions? For additional information contact:

Ministry of Immigration and Career Training

Skills Training Branch, Canada-Saskatchewan Job Grant (CSJG) Unit

Email: cansaskjobgrant@gov.sk.ca

Saskatoon and Area call: (306) 964-1005

Regina and Area call: (306) 787-4677