

Program Overview and Application Instructions

This document is used for the Re-Open Saskatchewan Training Subsidy (RSTS) program.

Ministry of Immigration and Career Training

Skills Training Branch

Regina 1-306-787-4677

Saskatoon 1-306-964-1005

Email: cansaskjobgrant@gov.sk.ca

PROGRAM OVERVIEW

The RSTS program has been launched in response to the COVID-19 pandemic. The program is an employer-driven, short term training program that provides eligible employers with financial support to train employees.

Funding to support training can help employers adjust to the impacts of the pandemic and safely align business activities with the re-opening phases of Saskatchewan's economy.

Training supports ensure employers have access to training to maintain business activities while continuing to promote workplace safety and stimulate competitiveness without a financial burden.

Employers are reimbursed at 100% of approved training costs.

The maximum reimbursement is \$10,000 to eligible employers for the program duration.

Approved employers will receive 33% of the cost of training upon entering into a training agreement with the government. The remaining 67% will be paid upon completion of final reporting and verification of actual expenditures.

To be eligible a Saskatchewan business or not-for-profit must be:

- On the Government of Saskatchewan's list of "*critical public services and allowable businesses*" during the emergency period; or
- Eligible to resume operations in a confirmed phase of the Re-Open Saskatchewan Plan.

The [list of critical public services and allowable businesses](#) is updated periodically as the provincial economy reopens to services and communities and will be used to identify eligible employers.

Eligible employers must be on the critical public services and allowable businesses list as of the application received date or during the eligibility assessment processing period.

The application deadline is December 31, 2020.

Before making an application to the RSTS program, thoroughly review the program [webpage](#).

To be eligible for the RSTS program, an employer must submit a completed application and attest to the eligibility criteria listed above.

Trainees

- Must be a Canadian citizen or permanent resident with a Social Insurance Number;
- May be either a new hire or an existing employee; and
- Temporary Foreign Workers are not eligible.

Training costs

- Tuition fees or fees charged by the training provider;
- Mandatory student fees;
- Textbooks, software and other required materials;
- Learning material fees; and
- Examination fees.

* Training taken prior to an approved contract is not eligible for funding.

Training

Employers choose the training and mode of delivery that will meet their needs within the following requirements:

- Must be delivered by a Saskatchewan based, third-party that is not affiliated with the employer
- Must be a minimum of 8 hours in length per trainee by the same training provider and completed within 4 months;
- Must result in a credential (record of completion, certificate, grade, etc.).

Trainers

Third-party trainers must be based in Saskatchewan and could include:

- Post-secondary education institutions;
- Private vocational schools, trade unions; or
- Private industry trainers.

Application Deadline

The Application deadline has been extended. Applications must be received on or before December 31, 2020.

APPLICATION STEPS

Employers should review all the eligibility criteria available on the webpage.

Complete the Application form online at saskatchewan.ca/training-subsidy

- Declare you understand the content of the Application;
- Attest to the information provided to be true and accurate; and
- Consent to the Ministry collecting information to verify details contained in the Application; and
- Click on Submit.

You will be contacted within two business days to confirm receipt of the application.

Applications will be processed on a first come first served basis. Completed applications with all required information will be given priority.

Applications may be audited after a payment is provided. Any payments that are deemed to be ineligible will be considered a debt owing to the Government of Saskatchewan and subject to collection activities outlined in **The Financial Administration Act**.

For more information, email cansaskjobgrant@gov.sk.ca or call 1-306-787-4677 in Regina or 1-306-964-1005 in Saskatoon.