

# RSTS Training Provider Tips

Review these Re-Open Saskatchewan Training Subsidy (RSTS) training provider tips for information on applying to the RSTS program.

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 employers' training, applications should be submitted at least 10 days before the start date of training. This will allow for a complete assessment and application decision to be provided to the employer prior to the training start date. Training started prior to an approved contract is not eligible for RSTS funding.

## Training Providers and RSTS Applications

### Who is considered a Training Provider?

Training providers are persons or organizations who offer training as a main business service. To be eligible for RSTS, training providers must be a third-party and cannot be affiliated with the employer. Training providers may include post-secondary education institutions, private vocational schools, trade unions, and private industry trainers. Only Saskatchewan-based training providers are eligible for RSTS funded training.

## What to Expect When an Employer Applies

### Who should submit the application?

Employers need to be prepared to provide information on how the pandemic has impacted their business and be legally able to represent their business. As such, applications and their content must be completed and submitted directly by the employer.

Employers that have questions about applying to the RSTS or general program parameters should be referred to the Ministry of Immigration and Career Training to discuss their training needs.

### What information will be needed?

When reviewing applications for RSTS, training providers can support employers by providing:

- Publicly posted program website links. If the program information isn't publicly available or doesn't include the following details, a course outline may be requested. Course outlines should include:
  - training program description and objective description;
  - program structure, including a description of each component (course or module) of the program with the intended learning outcomes;
  - instructional hours per trainee for each component and in total;
  - description of how trainee(s) will receive instruction (eg. online, in-person, combination, etc.) for each component of the program;
  - description of how trainee learning will be assessed/evaluated;
  - training hours per trainee for each component and in total; and,

- training cost breakdown per participant and the program capacity (number of participants), if applicable.
- Confirmed start and end dates of training (training must be a minimum of 8 hours to a maximum of 4 months)
- Information on the credential awarded upon completion of training. Training must result in the awarding of a credential such as a record of completion, certificate, diploma, degree, mark or industry-recognized credential.
- Training cost breakdowns, per participant and for the training program in total, including:
  - tuition, instructional fees;
  - any mandatory student fees;
  - text books or software required;
  - examination fees, other training materials necessary to complete the training; and,
  - PST and GST incurred on any of the eligible training costs identified.

Costs that are not eligible for RSTS funding include:

- exams offered separately by a training provider or granting institution, but not required to complete the program;
- training that is self-study, where materials are purchased but no training program occurs; and,
- any costs incurred but not agreed to within an approved RSTS contract.

### **What happens if an employer is approved for funding?**

Employers approved for RSTS funding 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;
- Copy of certificate awarded showing the credential obtained upon the completion of training (if available)

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](mailto:cansaskjobgrant@gov.sk.ca)

Saskatoon and Area call: (306) 964-1005

Regina and Area call: (306) 787-4677