



# Indigenous Employee Training Fund (IETF)

Learn. Discover. Grow!

## Application Form 2026-2027

### Privacy Disclosure

The information you provide is collected under the authority of subsection 13 (1) (b) and 13 (3) (b) of the Parks Canada Agency (PCA) Act for the purpose of offering learning to Indigenous employees within the Agency.

The information you provide may also be used within the Agency for the purpose of evaluation of the Indigenous Employee Training Fund Program for statistical purposes as well as for policy analysis, research and/or evaluation purposes. Your personal information is administered in accordance with the Privacy Act and other applicable laws. You have the right to the protection of, access to, and correction of your personal information, which is described in Treasury Board Secretariat Standard Personal Information Bank PSE 905 (Training and Development). Instructions for obtaining this information are outlined in the government publication entitled Info Source, which is available at the following address: [www.infosource.gc.ca](http://www.infosource.gc.ca).

### Key Considerations

- The IETF is open to Indigenous Parks Canada employees who are indeterminate (seasonal or full-time) AND to terms over three months, who can complete their learning activity before the end of their term.  
Please note: Students and Parks Canada executive employees are not eligible to apply for funding.
- Each eligible applicant may receive up to \$5,000 in funding.
- Applications are reviewed by the Employee Experience (EE) Team to confirm eligibility and assessed against pre-established criteria.
- Travel requests are evaluated based on budget availability. Preference may be given to employees in remote and Northern regions.
- The following requests are **not** eligible: mandatory or job-specific training, second official language training, programming materials (e.g., props), conference attendance, or remuneration.
- Learning activities must be paid in full by March 31, 2027. Activities may extend beyond that date if payment is made in advance with approval.
- [GC211 Training Application and Authorization](#) forms must be approved and submitted to the Employee Experience Team within 30 days of IETF approval for fund transfer and reimbursement.
- Managers and supervisors will be copied on all communications related to approvals and funds transfers to support a smooth and collaborative process.
- If you would like any support during the application process, please reach out to the Senior Human Resources Advisor at [ffea-ietf@pc.gc.ca](mailto:ffea-ietf@pc.gc.ca).

#### Manager/Supervisor Responsibilities

- Discuss the employee's learning objectives, operational considerations, and available options to ensure the employee can successfully complete the approved learning activity.
- Offer guidance in completing the application.
- After receiving approval for funding, submit the completed and signed [GC211 Form](#) for budget transfer purposes.
- Assume responsibility for managing transferred funds for payment or reimbursement as delegated authority.
- Inform the Employee Experience team promptly if the activity is cancelled or funding is no longer required. In such cases, a budget transfer back to Human Resources and Employee Wellness Directorate (HREWD) Finance will be necessary.

#### Applicant Responsibilities

- Discuss your interest in applying with your manager and propose a plan that outlines how you will complete the learning activity (e.g., outside work hours, with dedicated time away, or a hybrid approach).
- Ensure your application is complete, including all required signatures, and is submitted by June 19, 2026. Late applications will be placed on a waiting list.
- Notify your manager and the Employee Experience team promptly if the activity is cancelled or funding is no longer needed.
- Complete the learning activity by March 31, 2027.  
Please note: Applicants employed as terms over three months, must complete their learning activity before the end of their term.

- Submit a post-learning evaluation questionnaire upon completion of the activity.

## Application Checklist

<input type="checkbox"/>	<ul style="list-style-type: none"> <li>➤ Discuss with your manager the proposed learning activity in the context of your Learning and Development Plan. For additional information, refer to the <a href="#">Learning and Development Plan Guide</a> (PDF, 480 kb).</li> </ul>
<input type="checkbox"/>	<p><b>The application deadline is June 19th, 2026.</b></p> <ul style="list-style-type: none"> <li>➤ Employees approved for funding will receive an email confirmation, which will include a link to the <a href="#">GC211</a> form to complete and return to the <a href="mailto:ffea-ietf@pc.gc.ca">ffea-ietf@pc.gc.ca</a>.</li> <li>➤ Following the receipt of a completed GC211 form, a funds transfer will be issued to your manager's cost center by the Human Resources Directorate Finance team.</li> <li>➤ If your learning activity extends beyond March 31<sup>st</sup>, but has been paid in full beforehand, please let the Human Resources Advisor within the <a href="#">Employee Experience team</a> know.</li> </ul>

## Self-Declaration

Parks Canada is committed to support the career development of Indigenous employees. The information you provide in this section of the form will confirm your eligibility to participate in the Indigenous Employee Training Fund, serve to support the ongoing need for the program and provide statistical data necessary for future planning and implementation.

By checking this box, I declare that I am an Indigenous person according to the following definition: Indigenous Peoples are First Nations, Inuit or Métis.

At Parks Canada, acceptance of and adherence to the [Parks Canada Values and Ethics Code](#) is a condition of employment for all employees.

I understand that providing false or misleading information may also lead to an investigation by a delegated authority. If the investigation finds wrongdoing, corrective actions may be imposed, including the rejection of my IETF application.

- First Nation
- Inuit
- Métis

## Applicant Information

Full Name	Phone Number or Email address	Job Title/Group/Level	Name of Field Unit or Directorate
Employment Type*	Region or Work Location	Full Name of Supervisor/Manager	Supervisor/Manager's Email Address
Have you previously received funding from the IETF?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please answer the following:			
Year(s) funded:	Learning activity title(s):		

\* If your position is seasonal or term, please indicate the duration of the season; the start and end dates.

## Proposed Learning Activity Type

Activity Type		Description
<input type="checkbox"/>	Career Development	Learning activities that are career advancement or development driven by acquiring new skills for job satisfaction and professional growth.
<input type="checkbox"/>	Cultural Learning	Learning activities grounded in cultural enrichment, wellness, and knowledge.

## Learning Activity Details



**Applicants must be as comprehensive as possible when describing their learning rational.** Please include the timeline of your activity (start and end date), how this activity aligns with your professional or cultural development goals, and the expected outcome after completing your learning activity.

What learning activity are you planning to pursue with this funding? Please include the provider and, if applicable, include a link to the learning activity.	Start Date	End Date


How will this learning activity be delivered?	<input type="checkbox"/> Virtual	<input type="checkbox"/> In-Person	<input type="checkbox"/> Formal learning institution
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**1. How does this learning activity support your professional and/or cultural development goals? Please outline your goals and explain how this activity will help you achieve them.**

**2. Describe what you hope to achieve or accomplish following the completion of your learning activity?  
How do you plan to use your new skills and/or knowledge?**

Empty response area for describing goals and plans.

**Learning Activity Cost Estimate (up to 5.0k per applicant)**

 **To aid in the review process applicants must provide an initial cost estimate.** This can be inclusive of an official invoice or cost summary from the learning activity provider (if applicable).

Activity Fee/Cost/Tuition	
Resources (documents, books, tools, material, gifts in lieu of payment to Elders or Knowledge Keepers, etc.).	
Travel Cost including meals, accommodations, fuel, transportation.	
Total Estimated Expenses	

