# Indigenous Employee Training Fund

*Learn. Discover. Grow!*

## Information Guide

2024-2025

Indigenous Employee Training Fund (IETF)

# Information Guide

2024-2025

# Table of Contents

**Welcome to the Information Package for the Indigenous Employee Training Fund!**

This package contains information and documents that serve as an employee guide and introduction to the IETF process. Included are useful tools that are available to help you with the application process and answer any questions you may have. The Fund has flexible learning opportunities that can be used to help you grow professionally, personally, and/or culturally.

**As this is an evolving Fund, there are updates for the 2024-2025 launch.** Have a look through the Information Guide to determine if this Fund is available to you, if it aligns with your developmental or cultural learning goals, and if it is something that could benefit you.

Be sure to discuss your learning plans and goals with your manager and discover ways this Fund may assist you with these objectives. Additionally, consider reaching out to the Indigenous Career Navigator (ICN) for assistance in generating ideas for career development and advancement that may aligning with your aspirations. You will find more information on the ICN below.

If you require further information or have any questions, please reach out to our team at: ffea-ietf@pc.gc.ca.

Good luck on your journey and we hope this package will be useful to you.
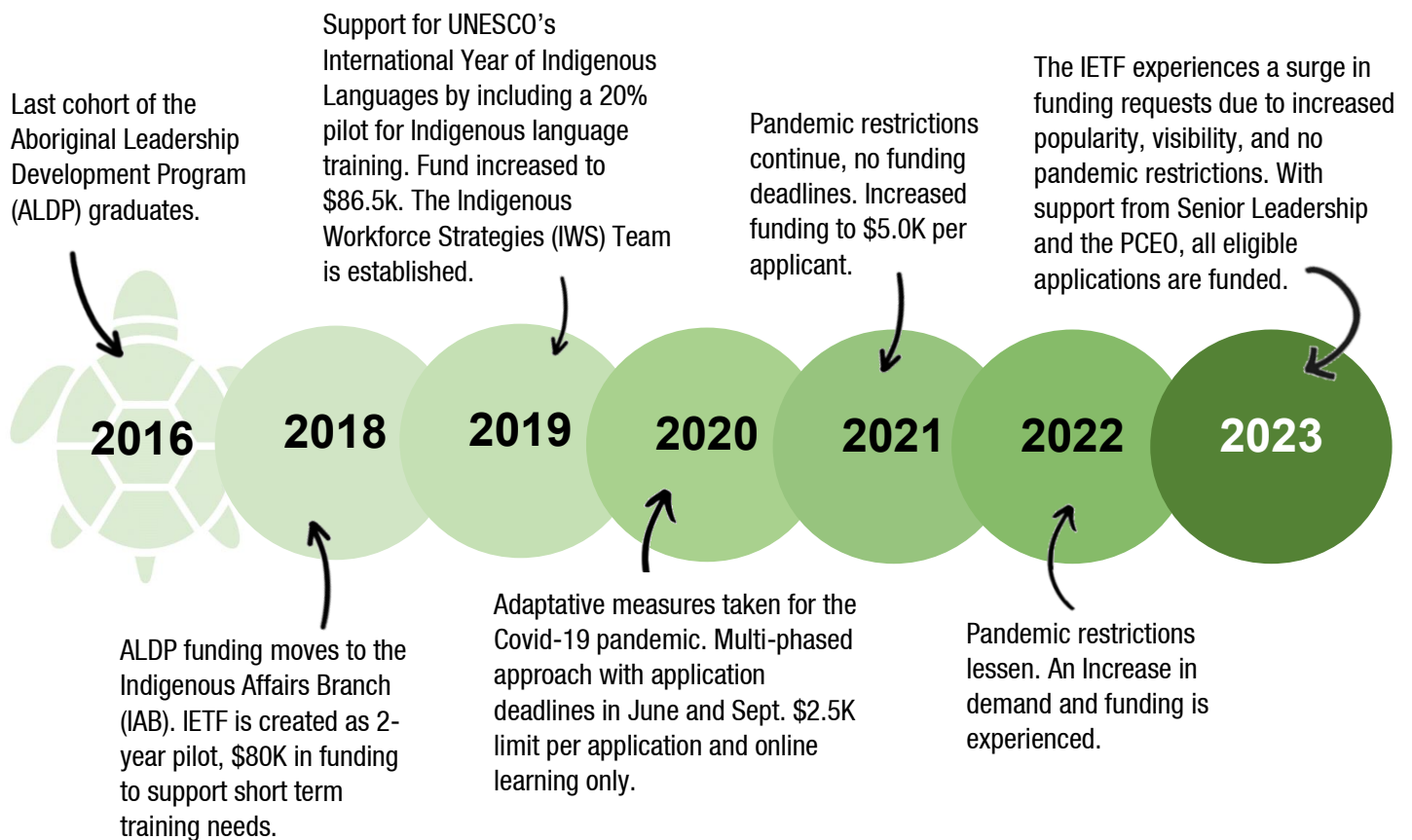
With gratitude,

Indigenous Workforce Strategies (IWS) Team

# About the IETF

The IETF is a dynamic learning fund which offers up to $5,000 per applicant to support Indigenous employees along their chosen learning paths, which could include career development and/or cultural learning opportunities. The IETF grew from the need to address barriers to retention, career development and advancement for Indigenous employees as identified in the whole of government strategy, Many Voices One Mind: A Pathway to Reconciliation Report. As a tangible response to calls to action, the Indigenous Affairs Branch (IAB) and the Human Resources and Employee Wellness Directorate (HREWD), developed the Indigenous Employee Training Fund (IETF). The IETF is presently delivered by the Indigenous Workforce Strategies (IWS) team within HREWD.

**The Evolution of the IETF**

Last cohort of the Aboriginal Leadership Development Program (ALDP) graduates.

Support for UNESCO's International Year of Indigenous Languages by including a 20% pilot for Indigenous language training. Fund increased to $86.5k. The Indigenous Workforce Strategies (IWS) Team is established.

Pandemic restrictions continue, no funding deadlines. Increased funding to $5.0K per applicant.

The IETF experiences a surge in funding requests due to increased popularity, visibility, and no pandemic restrictions. With support from Senior Leadership and the PCEO, all eligible applications are funded.

**2016   2018   2019   2020   2021   2022   2023**

ALDP funding moves to the Indigenous Affairs Branch (IAB). IETF is created as 2-year pilot, $80K in funding to support short term training needs.

Adaptative measures taken for the Covid-19 pandemic. Multi-phased approach with application deadlines in June and Sept. $2.5K limit per application and online learning only.

Pandemic restrictions lessen. An Increase in demand and funding is experienced.

**Who can apply?**

The IETF is open to the following Indigenous Parks Canada employees:

- Non-PCX,
- Indeterminate (seasonal or full-time), or
- Term over 3 months.

*Currently, students are not eligible to apply.*

**When are applications being accepted?**

To ensure that employees have ample opportunity to apply for the Fund this spring, the IETF will be open for application as follows:

- Opens for applications on May 28th, 2024.
- Application submission deadline of June 30th, 2024.

**What learning activities qualify for funding?**

Learning is a personal journey that can take on various forms, the scope of learning activities that qualify for the IETF are broad, but typically fit within the two legacy learning categories of the Fund, such as:

| Cultural Learning | Career Development |
|---|---|
| These are activities grounded in **cultural enrichment, wellness, and knowledge.**<br><br>For example:<br><br>- Indigenous language programs,<br><br>- traditional craft workshops,<br><br>- knowledge-sharing initiatives,<br><br>- Elder mentorships,<br><br>- and a full range of culturally relevant activities. | These are development learning opportunities that are focused on **preparing Indigenous employees for *future* positions.**<br><br>The fund provides support for activities such as:<br><br>- certifications,<br><br>- training and development courses or programs,<br><br>- and funding for post-secondary education (<u>no</u> *commitment on multi-year funding).*<br><br>For example:<br><br>**Scenario A)** Geneviève currently works as a Maintenance Worker and wants to enhance her skills through an Excel training course with the support of the Indigenous Employee Training Fund (IETF). Although there is no immediate need for this skill in her current role, Geneviève considers its value for a future office position. Employees in a situation like Geneviève's can apply for the IETF, justifying the strategic alignment of the Excel course with her career goals. |

| | **Scenario B)** Amirah currently works as a Resource Conservation Officer. In addition to her current field of work, she has also always had a passion for graphic design. There is an offering of a Graphic Arts Program that Amirah qualifies for. She is interested in this opportunity to explore this creative path and how it may hone her talents and expand the overall scope of her career. Employees in a situation like Amirah's *can* apply for the Indigenous Employee Training Fund (IETF), justifying this program with career development goals. |
|---|---|

In relation to the categories above, the IETF welcomes learning activities that are both **informal and formal** in nature. The IETF also supports a variety of resources that assist with learning objectives. Here are some examples:

- Informal: coaching, job shadowing, career aptitude assessments.
- Formal: workshops, technical and professional knowledge courses, post-secondary, experiential programs, or leadership programs.
- Resources: books, software, subscriptions, honoraria, etc.

*Please note: When contemplating an activity for the IETF, learning activity options must clearly demonstrate cost effectiveness.*

**What about learning activities that are job-specific and/or official language training?**
The IETF serves as a primary resource for supporting the cultural learning and career development goals of Indigenous employees. Job-specific learning and official language training are also important, but funding should be explored internally through regular learning and development discussions with a manager.

It is possible that these learning and development conversations and/or plans may not always occur or occur irregularly due to a variety of factors.

Therefore, the following learning activities that fall outside of the IETF parameters for 2024-2025 will be triaged and funnelled to the responsible Vice President (VP) for review:

| Job-Specific Learning | Official Language Training |
|---|---|
| Learning activities that will **hone an employees' skills to master their *current* position**. | Encompasses language training for **job requirements** and/or **advancement purposes**. |
| For example: | For example: |
| **Scenario A)** Peter currently works as an Administrative Assistant with Human Resources. He wants to improve his job performance by taking an Excel training course. His manager has requested that he generate reports, which justifies the need to acquire an enhanced knowledge of Excel. In this situation, it becomes the responsibility of Peter's manager to ensure that Peter receives the necessary training with funding from the team budget rather than the Indigenous Employee Training Fund (IETF). Since the training directly aligns with Peter's job requirements in his current position and was requested by his manager, the funding for the Excel training falls under the financial responsibility of the manager`s team budget. | **Scenario A)** Piper is currently works as a bilingual Visitor Services Team Lead at a National Historical Site and is proficient in both English and French, which is a position specific requirement. Despite their existing language skills, Piper expresses a desire to further enhance their French language proficiency to a higher level as part of their ongoing professional development. Official languages training falls under the financial responsibility of the manager or unit. Recognizing the importance of continuous skill development, the manager should support Piper's career advancement aspirations by ensuring the availability of funds for her second language training.

**Scenario B)** James currently works as a unilingual Visitor Facilities Attendant at a National Park Campground. The position does not require French language proficiency for his current job responsibilities. However, aspiring to advance in his career, James sees the value of learning French as a second language. In this scenario, James should include this in his learning plan and have his manager fund this type of request. For unilingual regions for language of work, on a case-by-case basis, including manager justification, James could proactively apply for the Indigenous Employee Training Fund (IETF), to support his French language training and possibly have it partially or fully funded on an exceptional basis. |

If you are interested in pursuing learning that falls within these two categories, we encourage you to do the following:

1. As indicated, have a conversation with your manager about this learning and development goal to determine if there are any existing training allocations which may be available for your learning.
2. If there are no internal mechanisms for funding, apply through the IETF and ensure you select either Job-Specific Learning or Official Languages Training within the category selection area on the application.

*Applicants are **strongly encouraged** to include a [Learning & Development Plan](#) for requests that will be triaged to the Vice President (VP) level to verify funding availability.*

**What activities are not eligible?**

Although the IETF supports and can triage a broad spectrum of learning activities, there can be some exceptions:

- The IETF does not support or triage mandatory learning and training or courses that you must successfully complete for your current position.
- Conferences.

**Still unsure if your learning activity is eligible or not?** The IETF does not want to create any unnecessary barriers to an employees personal and professional growth. Therefore, managers and/or employees are encouraged to contact the IETF administrator should they have any questions related to the eligibility of a learning activity.

**Here are some other important eligibility criteria to be aware of when applying for the IETF:**

- Applicants must indicate if they have received funding previously. From an equity perspective, new applicants will receive priority funding over applicants who were previously funded.

- Applicants must use an order of priority system if they are requesting funding for more then one learning activity. Multiple requests will only be approved if there is a surplus of funds.

- Applicants must provide a meaningful, clear, and cost-effective justification for the chosen learning activity. This must be inclusive of a clear cost breakdown of their learning activity and any travel funding requests.

- Applicants should opt for the most economical choice of learning activity, including virtual options over in person where appropriate and where learning is similar in experience.

- Applicants desired learning activity must be in Canada; international travel will not be permitted due to a variety of factors, including safety and security as well as budget constraints.

**What is the application and approval process for the IETF?**

Below is a helpful IETF process overview for both managers and employees. For additional information, please refer to the Financial Process Flowchart:

1. Before applying, seek the support and approval of your manager. Begin the process by having a conversation about your learning aspirations. All applicants are encouraged to discuss their learning goals with their manager and draft a Learning & Development Plan.

2. Review the current IETF launch information and eligibility requirements.

3. Complete the *Indigenous Employee Training Fund Application Form*.
   Include the following information:

   a. Applicant and supervisor/manager information.

   b. Financial information including correct coding for your directorate.

   c. Signed self-declaration form.

   d. Clear links between proposed learning activity and learning and development objectives. Learning and development plans are encouraged.

   e. Clear summary and meaningful rationale of the proposed learning activity.

   f. A complete itemized cost estimate (course costs, fees, books, travel costs etc.) that is demonstrative of cost efficiency.

   g. Employee and manager/supervisor signatures and Field Unit. Superintendent/Director signature for in-person learning.

   **Important:** Points d, e and f are some key areas that will be assessed. Please be sure to provide clear and meaningful justification in your application.

4. Verify that your application is complete and approved by your supervisor or manager before the deadline to submit. Applications must be approved at the manager level. In-person learning activities must also be approved at the FUS/Director level. Please ensure that all documents are approved prior to submission

5. With your manager in Cc, e-mail your completed application to the IETF inbox. Keep an eye on your e-mail as you may receive a request for further information or clarifications as required. This will be a time sensitive communication!

6. A distinctions based IETF Selection Committee will convene to review applications and determine the allocation of funding. Once decisions have been made, successful applicants and supporting managers will be informed by email confirming full, partial or no funding.

7. The IETF administrator will contact you to inform you of the status of your application. If approved, an additional Training Application and Authorization Form (GC211) must be completed with relevant information such as:

   - financial coding.

- contact information for management and finance team members.
- details about the selected learning activity you were approved for.

8. At the end of your learning activity, you will be sent a feedback form. Please share your feedback about the process. Your opinion is very valuable and helps us improve future IETF offers. Thank you!

   **<u>Important:</u>** We encourage employees and managers to reach out to us if you need any help with the application process. We are more than happy to assist you!

**I've applied for a learning activity that falls within Job-Specific Learning or Official Languages Training, what's the approval process for funding at the Vice President (VP) level?**
You will still follow the same process as stated above. Once your learning activity is approved for triage to the VP Level, it will be returned to your manager who will be responsible for its escalation to the VP Level for funding availability.

**What is the difference between self-declaration and self-identification?**
As the IETF is specifically designed for Indigenous employees, the application form includes a standard self-declaration section. All applicants are asked to acknowledge that they are Indigenous and meet the eligibility criteria of the Fund.

The self-identification process, led by Human Resources and Employee Wellness Directorate, is voluntary, and typically takes place when a new employee is hired via an employee self-identification form. Once filled out, forms are protected and sent to the Employment Equity (EE) group in national office for statistical purposes. The self-identification form serves to:  Capture demographic information that allows Parks Canada to meet employment equity legislation reporting requirements; provide the statistical data necessary for planning and implementation of employment equity activities and reporting; track our progress towards achieving a representative workforce; and pinpoint the barriers that limit or exclude employees from opportunities.

When completing the employee self-identification form, employees have the option, by checking "yes" or "no" to question D, to consent to the sharing of the completed self-identification information for other purposes. This could include referral for selection boards and/or focus groups, or consideration for training and developmental assignments and programs. Only those employees who have checked "yes" to question D will be contacted by the Employment Equity group for those purposes.

Note: IWS is no longer able to use the Employment Equity list to inform you when the IETF is being launched (based on the consent given in the self-identification form).  If you would like to be included in an IETF distribution list, please forward your request to: [pc.ffea-ietf.pc@pc.gc.ca](mailto:pc.ffea-ietf.pc@pc.gc.ca)

**What is the financial process?**

Please refer to the Financial Process Flowchart below which provides a comprehensive overview of each step of the application and financial process.

*\*\*Note: For the purposes of IETF, employees are not responsible to pay for their learning activity in advance or to provide proof of completion.*

**Financial Process Flowchart**

| Preparing to Apply |
|---|
| ▪ Employees should engage in annual discussions with managers/supervisors to outline career development goals that align with the Public Service Performance Management (PSPM) cycle. We encourage these goals to be incorporated into a Learning and Development Plan. Submitting a learning plan with your IETF application is recommended, but not mandatory. |
| ▪ Consult the IETF Toolbox, available on ParksNet for information about the program. Both employees and managers can benefit from its resources. |
| ▪ Choose a learning activity aligned with the eligible IETF categories: |
|     1. Cultural Learning |
|     2. Career Development |
| *Requests for Job-Specific and Official Language Training will be reviewed on a case-by-case basis and forwarded to the responsible Vice-President (VP) to verify funding capacity. |
| *Applicants requesting funding for multiple learning activities must list them on a priority basis within a single application. Funding may be fully or partially awarded depending on fund availability. There is a $5,000 maximum fund request per applicant. |

| Apply |
|---|
| ▪ Complete the IETF Application form and submit it to the IETF inbox. The deadline for submission is **June 30, 2024.** |
|     ▪ Ensure the application is fully completed upon submission, including all necessary signatures (FUS approval is required for in-person activities), required information, and proper financial coding. |
| **IMPORTANT:** If the employee requires assistance completing the application form or if there is a barrier preventing the employee from applying in this format, please reach out to the IETF inbox. |

| Approved Applicant Process |
|---|
| ▪ All applications will undergo a review by the selection committee to ensure fairness. |

- Approved applicants will receive an email confirmation with instructions for completing the Training Application and Authorization Form (GC211) for the approved learning activity.
  - Training Application and Authorization Form (GC211) must be reviewed and approved by the employee's manager and signed by the delegated authority.
  - The completed form should be submitted to the IETF inbox with the Human Resources Directorate (HRD) Corporate Services and **the employee's manager in Cc**.

## Accessing Approved Funds

Once all necessary documents are submitted and approved, the manager and employee will select the most suitable option for their team according to financial capacity:

**Option 1 - Advance Budget Transfer from HRD Corporate Services:**

- To initiate a budget transfer, send the invoice for the learning activity addressed to Parks Canada with the employee's name included to the IETF inbox and to the Human Resources Directorate (HRD) Corporate Services inbox. Include the cost center and the fund center coding in the email.
- Upon receipt of the invoice, funds in the approved amount will be transferred upfront from HRD Corporate Services to the Manager`s cost center; however, if a cost center is not provided, the transfer will go to the free balance of the associated funds center.

**Option 2 – Post-Learning Activity Transfer from HRD Corporate Services:**

- Managers will receive a funds transfer to their cost center from HRD Corporate Services once an employee completes their learning activity.
- The manager will email the invoice to HRD Corporate Services with the name of the employee and the coding for the cost center and the funds center.

**NOTE**: All training must be concluded by **March 31, 2025.** If the training extends into a new fiscal year, *special approval will be necessary*, and appropriate tracking measures will be implemented.

## Training Attendance

Employees attend the approved learning activity as outlined in their Training Application and Authorization Form (GC211)

## Cancellation or Changes to Training

- The IETF Team should be promptly notified of any cancellations or changes to the approved learning activity.
- In the event of a cancellation, the applicant may propose an alternative training option to the IETF Team for consideration.
  - Employees are *not* required to reapply but *must* complete a Training Application and Authorization Form (GC211) and submit it to the IETF inbox with Human Resources Directorate (HRD) Corporate Services and the employee's manager cc'd.
- Reimbursement to HRD Corporate Services must be initiated unless a similar alternate training can be completed within the same time frame.

- If an applicant terminates their employment with Parks Canada before utilizing their allocated training funds for the fiscal year, reimbursement to HRD Corporate Services is mandatory.

## Post Training Evaluation of the IETF

- Upon completion of the learning activity, employees are required to complete a program evaluation form.

- This post-training evaluation is mandatory and will be used to inform HRD Corporate Services regarding the completion status of the training for formal tracking purposes.

The information collected through this form may also be utilized to guide decisions concerning the enhancement of the IETF program.

**What should I do if I have funds left over after my learning activity is paid for?**

Any funds that remain, after paying for a learning activity, should be returned to the IETF. Please notify the IETF inbox as soon as possible and the IETF Team will coordinate a funds return.

**I have some financial questions/concerns, who should I contact?**

For financial-related inquiries, please email the IETF Inbox with HRD Corporate Services and the employee's manager cc'd.

**What is the role of employees?**

Together with supervisors/managers, applicants are to co-develop and complete the application form inclusive of a learning activity proposal and self-declaration. The identified learning activity must be clearly linked to learning objectives and provide a sound, cost effective rationale for the learning activity of choice. Applicants must be committed to completing the identified learning activity and participate in a short, post-learning survey.

Having regular conversations about learning and development goals combined with having an up-to-date learning plan in place (as supported by PSPM) that reflects your career direction, creates opportunity to be agile and responsive to emerging learning activity offers particularly during busy operational seasons. Talk to your colleagues or explore resources on the IETF site to learn more about potential learning opportunities.

**What is the role of managers?**

Managers are responsible for training employees and developing learning plans in accordance with the current PSPM to ensure they have the mandatory and job specific learning required to do their jobs and to encourage career development, inclusive of aspirational goals.

A key role for managers and supervisors as it relates to IETF, is to support Indigenous employees in applying for these funds by co-developing learning proposals, inclusive of budgets that support employee growth and development. Learning plan and career path discussions should identify **SMART objectives** (specific, measurable, attainable, results and time focused) that are linked to priorities (Parks Canada and Field Unit) and include provision of time to pursue the identified learning activity. Training authorization is required at the local level for all training through the IETF.

Applications should be clear, concise, linked to learning objectives supported by a detailed budget that considers cost effective learning options and approved by managers. Currently, the learning plan is optional, but recommended for the application. Managers are to provide financial oversight for successful applicants and work with them to find alternate learning activity solutions in the event that the specified activity is no longer available, or the applicant is unable to attend.

**How are seasonal/term employees supported?**

Seasonal and term employees, by the nature of their employment, have a limited timeframe within an incredibly busy operational season to complete non-mandatory learning activities. Upon annual completion of seasonal re-certifications and mandatory training, orientation and program delivery combined with park/site capacity challenges, the reality is that there is limited time for learning activities, particularly if it involves significant travel or significant work time commitment.

Parks Canada is committed to removing barriers to participation for employees that are off strength. Following the roll-out of the 2018/19 IETF pilot, important feedback was received regarding inclusion of seasonal/term employees and their ability to apply for and participate in off season training. This important feedback continues to inform IETF. We aim to continue to make IETF available predictably and consistently at the outset of the operational season, so that seasonal and term employees can apply and prepare in advance.

It is important to note that IETF is an employer-supported fund and is not considered mandatory training. Additionally, salary dollars are not eligible expenses under IETF. Where a desired learning activity does not occur within the defined season/term, the employer is not required to pay for salary or seasonally recall applicants for the activity.

Recognizing these challenges, it remains up to the discretion of the field unit/directorate whether to support applicants outside of the individual seasonal/term employment or to bring employees back on seasonal recall for specific learning opportunities such as IETF. Keep this in mind when selecting a learning activity. Salary and any related costs would be borne by the supporting field unit/directorate.

## Learning & Development Plans

**What is a Learning & Development Plan?**
Within the [Public Service Performance Management System](#) (PSPM) app, a **Learning & Development Plan** (LDP) can play a key role in the determination of what learning activities may be the best fit for you. If you have one, your LDP has likely already identified some objectives and goals which have the potential to be realised with the support of the IETF. Within the LDP, these goals are categorized within the following categories:

1. Job-Specific Learning (IETF: Potentially qualifying; triaged to VP Level)
2. Mandatory Training (IETF: Does not qualify)
3. Career Development (IETF: Potentially qualifying)

*Don't have a Learning & Development Plan?* It's ok! An LDP is not mandatory in order to apply or be considered for the IETF, but it is a very useful tool to help you with your current role and to support your career development by tracking your goals. We encourage you to speak with your manager or supervisor about creating an LDP.

**What should be included in a Learning Plan?**
Learning plans and accompanying discussions are central to employee success. Plans are dynamic and should be updated regularly in efforts to be responsive to changing life circumstances, business priorities and emergent training opportunities.

Learning plans should support an employee in achieving their career development goals. Work objectives should be clear with achievable outcomes that support Agency business priorities and identify what employees require to excel in their positions. They include mandatory and job specific learning activities including those that support career development. Training should be defined with clear [SMART](#) (specific, measurable, attainable, relevant, time focused) learning [objectives.](#)

Specific short and long term [learning activities](#) that employees will undertake to achieve the objectives, such as mentoring, coaching, job shadowing, experiential learning, courses and online training; The costs associated with the learning activity such as fees, books, software, travel costs including flights, vehicles (gas, taxi), accommodation, food; and The amount of employee time that participation in the learning or training will take.

Employees may have work objectives for ongoing program delivery that reflect tasks or assignments they are expected to complete regularly. These work objectives are generally consistent from one performance management cycle to the next and can be considered part of the employee's normal day-to-day work. Other work objectives relate to special projects that change with each performance management cycle. These are objectives based on specific assignments to be completed in whole or in part over the coming year.  For employees seeking a shift in career direction, objectives may support aspirational goals.

For the most up to date information on Learning & Development Plans check out this [helpful guide](#)! You can also visit the [Performance & Talent Management](#) intranet page for more information.

## The Indigenous Career Navigator

The Indigenous Career Navigator (ICN) provides advice and guidance on recruitment, retention, and career advancement. The ICN aims to eliminate barriers in recruitment, prioritize outreach, and Indigenous employee engagement within Parks Canada. The navigator will maintain an inventory of potential Indigenous candidates looking to advance in their career and work with central agencies who also maintain such lists that can be shared with hiring managers.

Here is a snapshot of some of the supportive services the Indigenous Career Navigator can provide:
- Offers career advice and guidance to interested Indigenous employees, students, or Indigenous peoples looking to work in the public service.
- Helps Indigenous employees map out career paths.
- Assists Indigenous employees in creating their learning plan.
- Assists Indigenous employees identify a mentor/coach.
- Provides Indigenous employees with information on how staffing processes work by providing advice on how to achieve success (identify skills, interview prep, exam prep, provide mentorship).
- Prioritizes outreach and Indigenous employee engagement within Parks Canada.
- Assists hiring managers find their right fit Indigenous candidates by maintaining an inventory of potential candidates as well as working with Central Agencies who also maintain such lists.
- Assists managers looking for guidance on how to support Indigenous employees with their career path and advancement.

## Contact Information

**Where can I go for support?**
Contact your manager/supervisor for support in developing learning plans and completing the IETF proposal and application.

**Who do I contact for more information?**
For all inquiries regarding the fund process contact:
ffea-ietf.pc@pc.gc.ca

**Who do I contact to get on a distribution list for IETF?**
We invite you to forward a request to:  ffea-ietf.pc@pc.gc.ca

## Helpful Links

IETF ParksNet page on Ideas for Learning Activities

IETF Parks(EXTRA)Net page IETF Tool box and Application Form

Indigenous Workforce Strategies Team (IWS) ParksNet page

Indigenous Career Navigator (ICN) ParksNet page

Indigenous Resources and Connections Portal

# ANNEX

**Indigenous Workforce Strategies**
**Human Resources and Employee Wellness**

# Indigenous Employee Training Fund (IETF)
*Learn. Discover. Grow!*

## Application Form 2024-2025

### Privacy Statement

The information you provide is collected under the authority of subsection 13 (1) (b) and 13 (3) (b) of the Parks Canada Agency 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 Perosnal 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.

You have the right to file a complaint with the Privacy Commissioner of Canada regarding the institution's handling of your personal information at File a complaint about a federal institution - Office of the Privacy Commissioner of Canada.

### Key Considerations

- The IETF is open to Indigenous Parks Canada employees who are indeterminate (seasonal or full-time), or term over three months. *Students and PCX employees are not eligible for funding.*
- Up to $5000 is available per applicant.
- All applications will be committee-reviewed.
- All employees who received funds will be required to complete a post-learning program evaluation questionnaire.
- Note: mandatory learning, programming materials (e.g., props), requests for conferences, and requests for renumeration are not eligible.
- For more detailed information, please refer to the new IETF Information Guide and our ParksNet or ParksExtraNet page.

| Manager/Supervisor Responsibilities | Applicant Responsibilities |
|---|---|
| <ul><li>Assists in selecting suitable learning and in creating a learning and development plan.</li><li>Offers guidance in completing the application.</li><li>Approves and signs off on the application.</li><li>Assumes responsibility for managing transferred funds.</li><li>Promptly notifies the IETF team of any cancellations of activities.</li><li>Ensures employees have adequate time to fulfill learning activity requirements.</li></ul> | <ul><li>Create, finalize the application, and obtain all required signatures and approvals.</li><li>Ensure the application is submitted by June 30, 2024.</li><li>Inform your manager and the IETF team promptly about any activity cancellations or if funding is no longer needed.</li><li>Complete learning activity by March 31, 2025.*</li><li>Complete post-learning evaluation of the IETF</li></ul> |

### Application Checklist

| | |
|---|---|
| ☐ | Make sure you have obtained the necessary approvals and that the application is fully complete and signed.<br>➢ You must be approved at the FUS/Director level if your learning activity is in person. |
| ☐ | Including your Learning and Development Plan (approved by your manager) with the application is recommended.<br>➢ Please consult the Learning and Development Plan Guide on ParksNet for more information and best practices. |
| ☐ | Send the completed application package to ffea-ietf@pc.gc.ca including:<br>➢ This application form<br>➢ Approved Learning and Development Plan *(recommended)* |
| ☐ | **The application deadline is June 30, 2024.**<br>➢ Employees chosen to receive funds will be notified by email and fund transfers will follow.<br>➢ All proposed learning is to be completed by March 31, 2025.* |

* If your learning activity extends into a new fiscal year, please contact the IETF Program Administrator for further guidance, tracking measures will be implemented.

## Self-Declaration

Parks Canada is committed to supporting 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 and understand that providing false or misleading information will cause rejection of my application to the IETF.

| | **Applicant Signature** |
|---|---|
| ☐ First Nation<br><br>☐ Métis<br><br>☐ Inuit | |

## Applicant Information

| Name | Phone/ Email | Job Title/Group/Level | Park/Site/Directorate |
|---|---|---|---|
| | | | |
| **Employment Type**<br>*If seasonal/term, length of season; start and end dates* | **Work Address** | **Supervisor/Manager Name and Title** | **Supervisor/Manager Phone and Email** |
| | | | |

| Have you previously received funding from the IETF?* | | ☐   Yes | ☐   No |
|---|---|---|---|
| If yes, please answer the following…. | | | |

| Year(s) funded: | Learning activity title(s): | Funding amount(s) allotted: |
|---|---|---|
| | | |

*New applicants <u>may</u> take priority over those who have been previously funded.*

## Proposed Learning Activity Type

| Activity Type | | Description |
|---|---|---|
| ☐ | Career Development | Learning opportunities that are focused on mastering skills and preparing for future positions. |
| ☐ | Cultural Learning | Learning activities grounded in cultural enrichment, wellness, and knowledge. |
| ☐ | Job-Specific Learning* | Learning activities that hone essential skills and knowledge required for the current role. |
| ☐ | Official Languages Training* | English or French language training for job requirements and/or advancement purposes. |

*Please refer to the [IETF Information Guide](#) for important details on these learning activity types.*

## Proposed Learning Activity Details

*Reminder: As detailed in the IETF Information Guide, applicants must be as comprehensive as possible when describing their learning rational, links and results.*

| Name of learning activity | End Date | Start Date |
|---|---|---|
|  |  |  |

**Learning activity provider**
*Please include link to the website if available.*



**Rationale for choice of learning activity**
*Include all relevant information related to why you chose this activity and provider. What goals will be achieved? How will this learning activity grow your personal and/or professional development objectives*



**Link your proposed learning activity to your learning objectives or goals**
*If you have a completed Learning and Development Plan, please link your objectives to your plan.*



**Define what results are expected following your learning activity.**
What do you wish to achieve and/or how will this opportunity benefit you?

## Cost Breakdown (up to 5.0k per applicant)

🌱 *Reminder: As detailed in the IETF Information Guide, applicants must provide a clear and detailed cost breakdown. This can be inclusive of an official invoice or cost summary from the learning activity provider (if applicable).*

|  | Activity 1 | Activity 2 * |
|---|---|---|
| Activity Fee/Cost |  |  |
| Resources |  |  |
| Tuition |  |  |
| Travel |  |  |
| Other Costs |  |  |
| Total Expenses |  |  |

*\*Employees requesting funding for multiple learning activities must list them in order of priority on the same application form. Note that funding may be fully or partially awarded.*

## Information to Validate with Manager/Supervisor

| Human Resources Manager (HRM) | HRM Email | Finance and Administration Managers (FAMs) | FAM Email |
|---|---|---|---|
|  |  |  |  |
| Funds | Fund Centre *i.e. 90048* | Financial Coding- Fund *i.e. 2620* | Commitment Item |
| *2260* |  |  | *2200* |

## Signatures

_____        _____

**Applicant Signature**                               **Date**


_____        _____

**Manager/Supervisor Signature**                   **Date**


_____        _____

**FUS/Director Signature**                              **Date**

*(required for in-person learning activities only)*