

# 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 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).

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 remuneration are not eligible.
- For more detailed information, please refer to the new IETF Information Guide and our ParksNet or ParksExtraNet page.

#### Manager/Supervisor Responsibilities

- Assists in selecting suitable learning and in creating a learning and development plan.
- Offers guidance in completing the application.
- Approves and signs off on the application.
- Assumes responsibility for managing transferred funds.
- Promptly notifies the IETF team of any cancellations of activities.
- Ensures employees have adequate time to fulfill learning activity requirements.

#### Applicant Responsibilities

- Create, finalize the application, and obtain all required signatures and approvals.
- Ensure the application is submitted by June 30, 2024.
- Inform your manager and the IETF team promptly about any activity cancellations or if funding is no longer needed.
- Complete learning activity by March 31, 2025.\*
- Complete post-learning evaluation of the IETF

### Application Checklist

<input type="checkbox"/>	Make sure you have obtained the necessary approvals and that the application is fully complete and signed. <ul style="list-style-type: none"> <li>➤ You must be approved at the FUS/Director level if your learning activity is in person.</li> </ul>
<input type="checkbox"/>	Including your Learning and Development Plan (approved by your manager) with the application is recommended. <ul style="list-style-type: none"> <li>➤ Please consult the Learning and Development Plan Guide on <a href="#">ParksNet</a> for more information and best practices.</li> </ul>
<input type="checkbox"/>	Send the completed application package to <a href="mailto:ffea-ietf@pc.gc.ca">ffea-ietf@pc.gc.ca</a> including: <ul style="list-style-type: none"> <li>➤ This application form</li> <li>➤ Approved Learning and Development Plan (<i>recommended</i>)</li> </ul>
<input type="checkbox"/>	<b>The application deadline is June 30, 2024.</b> <ul style="list-style-type: none"> <li>➤ Employees chosen to receive funds will be notified by email and fund transfers will follow.</li> <li>➤ All proposed learning is to be completed by March 31, 2025.*</li> </ul>

\* 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.

First Nation

Métis

Inuit

### Applicant Signature

## Applicant Information

Name	Phone/ Email	Job Title/Group/Level	Park/Site/Directorate
Employment Type <i>If seasonal/term, length of season; start and end dates</i>	Work Address	Supervisor/Manager Name and Title	Supervisor/Manager Phone and Email
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):	Funding amount(s) allotted:	

\*New applicants may take priority over those who have been previously funded.

## Proposed Learning Activity Type

Activity Type	Description
<input type="checkbox"/> Career Development	Learning opportunities that are focused on mastering skills and preparing for future positions.
<input type="checkbox"/> Cultural Learning	Learning activities grounded in cultural enrichment, wellness, and knowledge.
<input type="checkbox"/> Job-Specific Learning*	Learning activities that hone essential skills and knowledge required for the current role.
<input type="checkbox"/> 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 rationale, 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>i.e. 90048</i>	Financial Coding- Fund <i>i.e. 2620</i>	Commitment Item
2260			2200

## Signatures

_____	_____
<b>Applicant Signature</b>	<b>Date</b>
_____	_____
<b>Manager/Supervisor Signature</b>	<b>Date</b>
_____	_____
<b>FUS/Director Signature</b>	<b>Date</b>
<i>(required for in-person learning activities only)</i>	