



Adult Education & Training Policy

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Policy Sponsor:	Education Department	Last Revised:	08/25/2025
Primary Contact:	Nathan St-Germain	Review Scheduled:	08/2026
Approver:	Chief and Council BCM WFN 25/26-08-144		

A.—REVISION HISTORY

Date: {mm/dd/yyyy}	Motions

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Term	Definition
Non-Recognized Institution	See Post-Secondary Education Assistance Policy.
Underemployed	Referring to someone who could be more easily employed if further training was obtained.
<u>Dependent</u>	<u>Referring to a child, youth, or adult who relies on a WFN member for primary care, financial support, or guardianship, including customary care arrangement where appropriate.</u>
<u>Employment Readiness</u>	<u>Referring to training, certification, licensing, or skills development that reasonably improves and individual's ability to access employment, participate in education, or maintain workforce participation.</u>

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1 Purpose

The purpose of this policy is to provide equitable and sustainable access to adult education, employment training, skills development, and employment-readiness opportunities for eligible applicants through approved funding streams administered by the Education Department. This policy supports workforce participation, employability, financial independence, and community capacity development while ensuring responsible stewardship of limited program funding.

~~—This policy aims to streamline access to adult education and training funding for Wahnapiatae First Nation members by combining FNX and Gezhtoojig Funding streams under a unified policy framework. It is designed to support members in improving their employability and financial independence through clearly defined and accessible funding streams.~~

1.2 Policy Streams

Stream A: Gezhtoojig Employment and Training

~~Supports all members and residents accessing services through Gezhtoojig Employment and Training, in partnership with WFN. Supports applicants accessing employment and training opportunities through Gezhtoojig Employment and Training in partnership with WFN. Eligibility under this stream may be subject to the requirements, priorities, and funding conditions established by Gezhtoojig Employment and Training and WFN.~~

Stream B: FNX Adult Education and Training

~~Supports all members and residents who are unemployed or are underemployed and seeking to improve employment prospects through education or skills training.~~

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Supports WFN members, dependents of members, and eligible spouses/common-law partners seeking to improve employment readiness, employability, workforce participation, educational access, or financial independence through approved education, training, licensing, certification, or skills development opportunities.

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3 Eligibility Criteria

3.1 General Eligibility

All applicants must:

- Submit a completed application and required supporting documentation;
- Demonstrate that the requested education, training, certification, or licensing opportunity aligns with the purpose of this policy;
- Demonstrate that the requested support contributes to employment readiness, employability, educational participation, workforce participation, skills development, or financial independence;
- Provide any documentation required to verify eligibility, residency, relationship status, enrollment, or costs;
- Sign all required consent and release of information forms

3.2 FNX Eligibility

Applicants under the FNX stream must meet at least one of the following:

- Be a registered member of WFN;
- Be the child or dependent of a registered WFN member;
- Be the spouse or common-law partner of a registered WFN member;

Relationship-based eligibility must be supported through documentation satisfactory to the Education Department, including but not limited to:

- Status documentation;
- Birth certificates;
- Guardianship documentation;
- Proof of shared residency;
- Statutory declarations;
- Other supporting documentation

3.3 Gezhtoojig Stream Eligibility

Applicants under the Gezhtoojig stream must meet the eligibility requirements established by Gezhtoojig Employment and Training and any associated funding agreements.

3.4 Minor Applicants

Applicants under the age of 18 may apply where:

- The requested training relates to employment readiness, transportation access, licensing, safety certification, educational participation, or workforce participation;
- Parent or guardian consent is provided;
- The Education Department determines the request aligns with the purpose of this policy.

2- Driver's education programs may be considered eligible where the program supports transportation access, employment readiness, or educational participation.

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~~— FNX Applicants must:~~

~~— Be unemployed or underemployed;~~

~~— Submit proof of purchase and completion within the same fiscal year (April 1– March 31);~~

~~— Have submitted an application through Gezhtoojig Employment and Training, unless otherwise specified by the Education Department.~~

~~— All applicants must:~~

~~— Complete residency requirements from either streams;~~

~~— Have resided on-reserve for a minimum of 3 months prior to applying;~~

~~— Be 18 years of age or older;~~

~~— Submit completed application and release of information forms;~~

~~— Demonstrate the course or training leads to recognized certification or credentialing.~~

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4 Application Procedures

4.1 Application Review

Applications shall be reviewed based on:

- Eligibility;
- Completeness of application;
- Demonstrated benefit to the applicant;
- Alignment with policy objectives;
- Available funding;
- Sustainability of the funding stream;
- Equitable access considerations;
- Any applicable external funding conditions

The Education Department may:

- Request additional information;
- Partially approve applications;
- Prioritize applications where funding is limited;
- Defer applications pending verification or budget review;
- Deny applications where funding is unavailable or where approval would significantly impair program sustainability

Applications equal to or exceeding \$10,000 require approval by the Executive Director.

4.2 Exceptional Approvals

In exceptional circumstances, the Education Department may approve applications that fall outside standard eligibility requirements where the request aligns with the purpose and intent of this policy and does not create unreasonable risk to program sustainability.

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~~3.~~

~~—Gezhtoojig Stream:~~

~~—Application is submitted directly to the WFN Education Department;~~

~~—Applications are then forwarded to Gezhtoojig;~~

~~—Applications under \$10,000 are approved by administration;~~

~~—Applications over \$10,000 are approved by Chief and Council;~~

~~—Final decisions are communicated to Gezhtoojig and the applicant.~~

~~—FNX Stream:~~

~~—Application submitted directly to the WFN Education Department;~~

~~—Staff review applications on a first come, first served basis;~~

~~—Funding requests under \$10,000 are approved by administration;~~

~~—Requests equal to or exceeding \$10,000 are approved by Chief and Council.~~

5 Funding Conditions & Limitations

5.1 Funding Distribution Methods

Funding under this policy will be provided through one or more of the following methods:

- Reimbursement to the applicant upon submission of receipts and proof of payment;
- Purchase of required materials, supplies, or services by the Education Department;
- Another method approved by the Education Department

The method of payment shall be determined by the Education Department based on:

- The nature of the request;

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- Operational requirements;
- Risk considerations;
- Available administrative processes

4. The Education Department may require proof of enrollment, attendance, participation, purchase, completion, or certification prior to releasing or reimbursing funding.

5.2 Funding Approvals and Denials

Approval of funding is not guaranteed and is contingent upon: Funding is limited to one application per training or education program;

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- Available funding;
- Program sustainability;
- Applicant eligibility;
- Verification of information;
- Alignment with policy objectives.

Funding may be limited, reduced, phased, deferred, or denied where:

- Demand exceeds available resources;
- Applications represent a disproportionate impact on available funding;
- Eligibility cannot be verified;
- The requested training does not align with policy objectives

The Education Department may deny funding for programs, institutions, certifications, or training providers that:

- Are unrecognized or unaccredited;
- Do not issue verifiable certification;
- Determined to provide limited employment or educational benefit;
- Inconsistent with the intent of this policy

The Education Department may establish internal administrative guidelines respecting:

- Maximum funding amounts;
- Eligible expense categories
- Priority areas;
- Annual intake periods;

The Education Department may suspend, revoke, or recover funding where:

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- ~~False or misleading information was provided;~~
- ~~Funding was used for unauthorized purposes;~~
- ~~Required documentation is not provided;~~
- ~~Policy conditions are not met~~

~~The Education Department may establish administrative funding thresholds, intake controls, prioritization measures, or funding limitations to ensure equitable and sustainable allocation of available funding.~~

- ~~Applicants denied for a specific training or course may not reapply for the same program;~~
- ~~The policy does not fund:~~
 - ~~Professional dues, licensing exams, or application fees;~~
 - ~~Program at unaccredited or non-recognized institutions;~~
 - ~~Continuing Education is eligible when it leads to formal certification;~~
 - ~~Post-Secondary students may apply under the FNX stream on a case-by-case basis.~~

5.6 Rights & Responsibilities

Applicants have the right to:

- Confidential handling of personal information;
- Transparent and respectful treatment by staff;
- Receive a decision within a reasonable time frame;
- Appeal a decision through the appropriate channel.

Applicants are responsible for:

- Submitting all required documentation on time;
- Demonstrating how the proposed training improves employability;
- Providing proof of completion upon program end.

6.7 Use of Information and Limitations

- All personal and financial information collected through this policy is used solely to determine eligibility, process funding requests, and evaluate program outcomes.
- Information may be shared when necessary with internal WFN departments, Chief and Council, and program partners only for the purpose of funding decisions.
- WFN will not share or use applicant information for any purpose unrelated to education reporting and training support.
 - o When used for reporting, applicant information will be reasonably anonymized.

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7.8 Appeals

~~For FNX and Pre-Final Decision Gezhtoojig Applicants, if an applicant does not accept the denial decision, they may submit a written appeal within 10 business days. Upon the Education Department receiving the written appeal, the appeal process will begin.~~

~~To begin an appeal, the applicant must resubmit all forms originally submitted along with the denial response, and in addition attach a written explanation outlining why they disagree with the decision to deny.~~

~~The appeal will be sent directly to the Education Services Manager. The appeal will be limited to matters directly relating to this policy. Within 10 business days of receiving the written appeal, the Education Services Manager will meet with the Education Director and staff to discuss the appeal. Education staff will create a review, which will be submitted to the Executive Director, who will make the final decision based on the review.~~

~~The decision may be brought to Chief and Council and will be final and binding.~~

~~For FNX and Pre-Final Decision Gezhtoojig Applicants, appeals are submitted to the Education Services Manager, reviewed in consultation with the Education Director and information provided by the relevant staff. This may be escalated to Chief and Council, this decision is final and binding.~~

For Post-Final Decision Gezhtoojig Applicants, appeals will follow the internal appeal process of Gezhtoojig Employment and Training. This decision is final and binding.

~~Funding decisions relating to budget availability, sustainability measures, prioritization, intake limites, or discretionary allocation shall not be interpreted as automatic entitlement and may not be appealed solely on the basis that funding was unavailable.~~

~~If a conflict of interest arises or is identified, the Conflict of Interest Policy will apply, and the person identified will remove themselves from the appeal discussion.~~

~~Staff and decision-makers involved in administering this policy must disclose conflicts of interest and remove themselves from decision-making where appropriate. In the event that a decision is made where a conflict of interest exists, the decision will be void.~~

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8.9 Amendments

Minor or administrative amendments to this policy that do not alter its intention or core criteria may be made with the approval of the Executive Director, without requiring forma review or approval by Chief and Council.

10. Revision History

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9. Appendix

SECTION A: Application Information

Name: _____

Date of Birth: _____ Status (If applicable): _____

Mailing Address: _____

Phone: _____ Email: _____

Residence Status:

☐ Band Member

☐ Community Member (of at least 3 months)

Current Employment Status:

☐ Unemployed

☐ Underemployed

☐ Other: _____

Funding Stream Sought:

☐ FNX Stream

☐ Gezhtoojig Stream

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SECTION B: Education/Training Program Information

Name of Provider: _____

Program Name: _____

Start Date: _____ End Date: _____

Is the institution accredited or recognized? ☐ Yes ☐ No

Type of Training:

☐ Certificate

☐ Continuing Education

☐ Standalone Course

☐ Other: _____

Please provide a rationale for the Course/Training:

SECTION C: Funding Request

(Only Required if Applying for the FNX Stream)

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Tuition: \$ _____

Books/Supplies: \$ _____

Transportation: \$ _____

Other: \$ _____

If "other" filled, please specify:

Have you applied for other funding? ☐ Yes ☐ No

If yes, please specify:

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SECTION D: Declaration

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I certify that the information provided is accurate and complete. I understand that incomplete applications may result in delayed or denied funding.

Signature: _____ Date: _____

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WFN Adult Education & Training – Release of Information Form

~~I, the undersigned, authorize Wahnapiitae First Nation’s Education Department to collect, use, and disclose my personal and educational information for the purposes of determining my eligibility for funding and administering the Adult Education and Training Policy. I understand that:~~

~~My information will be kept confidential and used only for program and reporting purposes.~~

~~It may be shared with Chief and Council, relevant WFN departments, and program partners.~~

~~I may revoke this consent at any time in writing, understanding this may affect my application status.~~

Signature: _____ Date: _____

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