
T'ÍT'Q'ET
Occupational Skills and Training
Policy



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OCCUPATIONAL SKILLS & TRAINING POLICY

1. PROGRAM DESCRIPTION

The T'it'q'et Occupational Skills & Training Program is designed to assist students in completing educational programs which prepare them to gain employment or enhance existing employment. Funding for this program is established on a fiscal year, which starts on April 1st, but the various educational courses sponsored take place at different times of the year. The courses range in length from one or two days to a maximum of four (4) months. Some of the courses are provided from outside institutions on short notice so application deadlines are tailored to meet these short notice situations.

2. PURPOSE

The purpose of the program is to support the development of self-sufficient, self-reliant members who wish to pursue new life opportunities, or to secure additional skills to better fulfill employment roles, through education and training.

3. PRINCIPLES

The program will operate on the following principles:

- 3.1. Fairness in decision-making and program delivery.
- 3.2. Accessibility of program benefits by all status T'it'q'et members.

4. GOALS

- 4.1. To promote and facilitate community and individual self-reliance through education and training.
- 4.2. To prepare and facilitate members in their pursuit of education and training goals.
- 4.3. To promote the inclusion of T'it'q'et culture, values, traditions and history.

5. AUTHORITY

- 5.1. This program operates by the authority of the T'it'q'et people under the direction of the T'it'q'et Council. The P'egp'ig'lha Community Committee advises and makes recommendations to the T'it'q'et Council with regard to program planning, implementation, review and evaluation.
- 5.2. The Education Coordinator is authorized to administer the Occupational Skills & Training Program and communicate with students and institutions under the direction of the Administrator and in accordance with established policy. The Education Coordinator reports on program elements to the P'egp'ig'lha Community Committee on a regular basis.

6. AREAS OF RESPONSIBILITY

6.1. Responsibility of the T'it'q'et Council

- 6.1.1. Approve program budgets annually.
- 6.1.2. Form an Appeals Board when required.
- 6.1.3. Report as described in Section 10 under "Accountability".

6.2. Responsibilities of the Education Coordinator.

- 6.2.1. Administer the program according to the guidelines set out in these policies and fulfill reporting requirements of funding agencies.
- 6.2.2. In collaboration with the P'egp'ig'lha Community Committee, create, review, and update as necessary, a brochure which includes the following program information: funding availability; eligibility requirements; timeline over which applicants can expect to be informed of the result of their request (within 2 weeks of application review); and requirements for student reporting on course results.
- 6.2.3. Publicize program information through community bulletin board, newsletter, at general meetings and by other means as appropriate.
- 6.2.4. Meet with the Chief and Council to review annual budgets and collaborate to secure additional funding for the program.
- 6.2.5. Provide assistance to students in their applications for admission to training programs.
- 6.2.6. Maintain accurate records, registry and accounting procedures, including up to date student files containing current status of T'it'q'et Personal Education Plans.
- 6.2.7. Provide program financial and participation data records to T'it'q'et Council and the P'egp'ig'lha Community Committee on September 30 and April 30 and at other times as requested.
- 6.2.8. Report as described in Section 10 under "Accountability".

6.3. Responsibility of the P'egp'ig'lha Community Committee.

- 6.3.1. Ensure that policies are adhered to.
- 6.3.2. Work with Education Coordinator to ensure that the OST Policy is circulated so that all eligible students have an equal opportunity to access funds.
- 6.3.3. Ensure that the program is administered according to these guidelines, without political or administrative interference in the decision-making process.
- 6.3.4. Provide advice and/or recommendations about the program to T'it'q'et Council as required or requested.

6.3.5. Review program policy from time to time or when requested by Council.

6.4. Responsibilities of the Administrator

6.4.1. Ensure that program staff is evaluated.

6.4.2. Report on financial and personnel aspects of the program, to T'it'q'et Council, as required or requested.

6.5. Responsibilities of the Student

6.5.1. Ensure that he/she meets student eligibility criteria described in these policies.

6.5.2. Complete and maintain a Personal Education Plan, a copy of which will remain on file with the Education Coordinator (Appendix A).

6.5.3. Submit documents according to these program policies.

6.5.4. Demonstrate maturity, personal responsibility and personal commitment to self-development.

6.6. For continued financial and educational support the student must:

6.6.1. Meet program and course deadlines.

6.6.2. Continue to be a status member of T'it'q'et

6.6.3. Ensure that the Education Coordinator receives a copy of his/her marks immediately as they become available.

6.6.4. Keep the Education Coordinator informed as to his/her program progress and future educational goals.

7. SOURCE OF FINANCIAL SUPPORT

The source of financial support for this program is from: Indian and Northern Affairs Canada (INAC), Community Economic Development Program (CEDP), Human Resource Development Canada (HRDC), and Interior Salish Education and Training Society (ISETS).

8. ELIGIBILITY FOR SUPPORT

All T'it'q'et status members may be eligible for support. To be eligible for support members must:

8.1. Be in good standing with respect to meeting requirements of previous education support.

8.2. Present a Personal Education Plan to the Education Coordinator and be prepared to adhere to it.

- 8.3. Submit their applications at least two weeks prior to the beginning of the course for which funding support is required.
- 8.4. For all assistance there must be a report filed with education staff on the success of the participant in the sponsored programs:
 - 8.4.1. Completion
 - 8.4.2. Level of achievement: ie. pass/fail or grade
 - 8.4.3. Certification awarded
- 8.5. In the case where applications exceed the amount of funds available, the applicants will be prioritized as follows:
 - 8.5.1. Those who are members in “good standing”, both in terms of completing previous courses and indebtedness to T’it’q’et.
 - 8.5.2. Those who are adhering to a Personal Education Plan.
 - 8.5.3. Those who have successfully completed a previously approved course.
 - 8.5.4. Those who have not accessed funding in the previous year.

9. FINANCIAL SUPPORT LEVELS

Efforts will be made to fund as many Students as possible within the limits of funds available. Financial support can be provided for tuition, books, supplies and living assistance

9.1. Tuition

Tuition fees vary and are generally paid in full for an approved program.

9.2. Books and Supplies

Books and supply costs vary and are paid in full for an approved program.

9.3. Work Gear

A maximum of one request per two-year period will be eligible for funding. Approval may be granted depending on available funding. The two-year period begins at the date of the approval of work gear request. Prior approval is required before work gear may be purchased. Work gear expenditures are not reimbursable.

10. ACCOUNTABILITY

10.1. T'it'q'et Council Accountability

The T'it'q'et Council will ensure that T'it'q'et members are informed of the financial and performance status of the Occupational Skills and Training program through oral and/or written reports.

10.2. T'it'q'et Administrator Accountability

The T'it'q'et Administrator will oversee responsible financial management of the Occupational Skills and Training programs, and report on these programs to T'it'q'et Council as requested or required.

10.3. Education Coordinator Accountability

10.3.1. The Education Coordinator is accountable to the T'it'q'et Council, through reports made to the Administrator for the effective financial management of the program as well as for reporting program results, including financial status of the program and numbers of students funded.

10.3.2. The Education Coordinator is accountable to the P'egp'ig'lha Community Committee for administering the program according to the policy, by presenting semi-annual financial and program participation rate reports, and will meet with the P'egp'ig'lha Community Committee, at least twice annually to review other aspects of the program as described above under "Responsibilities".

10.4. Student Accountability

Students will actively participate in sponsored programs and reports must be filed with the Education Coordinator within 2 weeks of completion of each sponsored course.

10.5. Appeal Board Accountability

10.5.1. Upon receipt of a written appeal, the appeal board will render a decision within thirty days

10.5.2. The Appeal Board will deliver their decision to the student within seven days of the appeal hearing date.

11. APPEALS

The appeal process is available to all status T'it'q'et members who have followed the steps outlined in this policy. Appeals must be relevant to the current fiscal year. A separate Appeal Board is formed for each individual appeal. Appeal Boards are disbanded upon completion of their duties for each individual appeal.

11.1. Dissatisfaction with decisions will be handled through the following steps:

11.1.1. Students will review their case with the Education Coordinator.

11.1.2. If the student is not satisfied with the decision of the Education Coordinator, students will take their case to the P'egp'íg'lha Community Committee.

11.1.3. Students must show evidence that they have made an effort to resolve their problems through meetings with the P'egp'íg'lha Community Committee prior to submitting a formal application for an appeal. If the student is not satisfied with the decision of the P'egp'íg'lha Community Committee, an appeal can be initiated at that point.

11.2. The appeal process is as follows:

11.2.1. Appeal applications shall be made in writing using the application appeal form in Appendix C.

11.2.2. An appeal Board will be formed by the T'ít'q'et Council to hear each specific case. The Appeal Board will be formed in a manner consistent with T'ít'q'et Conflict of Interest guidelines.

11.2.3. Board Members chosen to sit on the Appeal Board will not be:

- a. Members of the complainant's immediate family; and
- b. Immediate family of one another.

11.2.4. Appeals will be heard by an impartial Appeal Board consisting of:

- a. One P'egp'íg'lha Community Committee member
- b. One T'ít'q'et Council representative
- c. One community representative that is agreeable to the student that is appealing and the two existing Appeal Board members.

11.2.5. The student may be accompanied by someone to assist in presenting his/her case.

11.2.6. The appeal meeting will not be open to the public.

11.2.7. The Appeal Board shall meet and make a decision within thirty (30) days of receiving a written application for an appeal.

11.2.8. Education Coordinator may appear briefly at the start of appeal hearing to submit a letter explaining the rationale for the decision, what he/she has done to support the appellant and any journal entries showing the dates and times of conversations with the appellant

11.2.9. The ruling of the Appeal Board will be in writing using the record of appeal form in Appendix C. The ruling will be presented to the T'ít'q'et Council and be binding on all parties.

11.2.10. The T'ít'q'et Council will notify the Education Coordinator, the P'egp'íg'lha Community Committee and the individual concerned regarding the results of the appeal.

11.2.11. Appeal decision records will be maintained in a secure file by the Education Coordinator.

12. POLICY AMENDMENT

This program will be reviewed by the P'egp'ig'lha Community Committee from time to time and any recommendations for change will be submitted to T'it'q'et Council.

12.1.1. Recommendations for amendments to this policy can be submitted by any T'it'q'et member submitted to the Administrator by December 31 of each year.

12.1.2. Any policy amendments approved by T'it'q'et Council will take effect at the beginning of the next fiscal year.

12.1.3. Approved changes will be posted in the newsletter.



T'it'q'et Administration

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APPENDIX A

T'it'q'et Personal Education Plan	
Occupational Skills and Training	
New Student <input type="checkbox"/> Previously Funded <input type="checkbox"/>	Application Date:
Basic Student Information	
Status Number:	Birthdate: (YY/MM/DD)
Last Name:	First Name:
Telephone Number:	Address:
Residence: <input type="checkbox"/> On Reserve <input type="checkbox"/> Off Reserve	
Previous Courses:	Name of Institution:
Education Plan	
Long Term Career Goal:	
Short Term Education / Training Goal:	
Required Educational Qualifications for Long Term Career Goal:	
Upgrading Requirements:	
Name of Program:	Length of Program:
Program start date:	



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APPENDIX B

Appeal Application Form

Select one of the following:

- T'IT'Q'ET K-12 PROGRAM
- T'IT'Q'ET OCCUPATIONAL SKILLS PROGRAM
- T'IT'Q'ET POST-SECONDARY STUDENT ASSISTANCE PROGRAM

DATE: _____

STUDENT NAME: _____

ADDRESS: _____

TELEPHONE: () _____

WHAT ARE YOU APPEALING?

YOU'RE REASONS FOR APPEALING:

SIGNATURE OF STUDENT

I, _____, confirm that I am the Parent/Guardian of the above named minor child.

Signature of Parent/Guardian

Date



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APPENDIX C

The Record of Appeal

DATE OF APPEAL MEETING:

FINAL BINDING DECISION:

APPEAL BOARD MEMBER NAMES:
SIGNATURES

APPEAL BOARD MEMBER

PRINT NAME

SIGNATURE OF STUDENT

DATE