

*Sandy Bay Ojibway First Nation Indigenous Skills Employment Training Strategy (ISETS)*  
**Client Support Policy Handbook**

**MISSION STATEMENT**

*“To ensure the community members of Sandy Bay Ojibway First Nation are educated, trained, gainfully employed and are contributing to the community as a whole.” – SBOFN ISETS*

**INTRODUCTION**

The Sandy Bay ISETS Client Support Program offers financial help to eligible Treaty/Status members of the Sandy Bay Ojibway First Nation band to cover expenses related to their employment, training, and ongoing employment support.

This policy outlines the criteria to be met by applicants in order to qualify for financial assistance. It also describes the types and maximum levels of assistance and support offered by the ISETS Program.

The Sandy Bay ISETS Program is located at the Sandy Bay Crane Building. The program is administered by the Director of Education and Sandy Bay ISETS staff; including Program Administration, clerical and the Program Manager.

The SBOFN ISETS staff are available to assist clients in obtaining employment and training opportunities, as well as providing support with budgeting, job search, resume creation and updates, and mental health counselling.

The role of the SBOFN ISETS Employment Counselor is to act as a liaison between the instructors, employer(s), and students with which facilities/programs/organizations our students are enrolled in. They are also there to ensure there is a solid line of communication between the students and the SBOFN.

**OBJECTIVE**

The objective of the Sandy Bay Ojibway First Nation ISETS Client Support Program is:

1. To support SBOFN members in gaining and maintaining employment by developing the skills and qualifications required for the workforce
2. To provide financial support to eligible Sandy Bay Ojibway First Nation band members towards the cost of training and maintaining employment.
3. To contribute to the realization of First Nation self-governance and economic independence.
4. To provide this document to all applicants to ensure they understand the limits of client supports within the SBOFN ISETS Program.

*Sandy Bay Ojibway First Nation Indigenous Skills Employment Training Strategy (ISETS)*  
**Client Support Policy Handbook**

**BAND MEMBERSHIP ELIGIBILITY**

1. Firstly, to be considered eligible for full-time or part-time sponsorship from the Sandy Bay Ojibway First Nation ISETS Program, the applicant must:
  - a. Be a treaty member of the Sandy Bay Ojibway First Nation. A valid copy of their Treaty Card is required or confirmation from the Sandy Bay Ojibway First Nation Community Based Administrator,
  - b. Must be a member of more than two (2) years.
  - c. Consideration will be made by Chief and Council for any newly transferred band member and who has resided on SBOFN for more than two (2) years.
2. Secondly, for educational training:
  - a) All applicants must complete the following:
    - SBOFN ISETS Program Waiver
    - Student Sponsorship Application
    - Participant Information Form

Applicants must also submit a written request for any sponsorship and/or training requiring support.

  - a. Must provide an acceptance letter from chosen post-secondary institute.
  - b. Applicants are required to submit the most recent transcript from the last educational institution attended, in accordance with the admission criteria of the selected post-secondary institution.
  - c. Must provide details of the post-secondary program or training facility for accounting purposes:
    - i. Contact Person: Name of Registrar-, Address, Phone Number and Email
    - ii. Accounting offices contact information (if separate from Registrar)
    - iii. Program content, duration and all costs, including books, tuition, supplies, equipment, etc.
3. Applicants whose ISETS sponsorship discontinued or terminated must wait for a period of up to two (2) years before reapplying for sponsorship. After this period has passed, the applicant must submit an education plan.
  - a. Must sign a transcript release form for the institute they are attending or applying to.
  - b. All Post-Secondary Sponsorship must be under 6 months in duration; all other applicants will be referred to SBOFN Post-Secondary Education Program.

*\*DISCLAIMER: Not all applicants will be sponsored, based strictly on funding availability\**

4. Thirdly, for employment support, the client must provide details of hire through the Participant Information Form. Forms are located at the Office :
  - a. Request in writing to the Employment Counselor for pre-employment assistance
  - b. Contact person Name of employer/company
  - c. Address of company
  - d. Phone number to confirm employment
  - e. Fax Number (if applicable)
  - f. Email (if applicable)
  - g. Any other information relevant to the client request.

*Sandy Bay Ojibway First Nation Indigenous Skills Employment Training Strategy (ISETS)*  
**Client Support Policy Handbook**

*\*\*\*All the above documentation and information is required upon request before any funding or financial assistance is issued.\*\*\**

**PLEASE NOTE THE FOLLOWING**

1. If a program is offered within the community, applicants are expected to apply to the community-based training, even if the same program is offered elsewhere during the same year
2. High-cost private post-secondary institutes will not be considered for funding, when similar programs are offered by public post-secondary institutes.
3. Applicants must enroll in the program that is nearest to their place of residence, I.e., students will not be relocated out of province if the same program is offered in a Manitoba educational institute. This will be an out-of-pocket cost for the applicant.
4. Any student who enters into training without prior approval for sponsorship from SBOFN ISETS will be solely responsible for any and all commitments made, along with any costs incurred by said commitment.

**APPLICATION DEADLINES:**

**Fall :** Deadline Date is June 30  
**Winter :** Deadline Date is September 30  
**Spring/Summer :** Deadline Date is March 31

All apprenticeship training is subject to the rules, regulations, eligibility criteria, and deadline dates set by Manitoba Apprenticeship. Applicants and participants must comply with all provincial requirements. SBOFN ISETS will only provide support in alignment with these guidelines.

All new and continuing students are required to submit an application for sponsorship each year.

**Late or Incomplete Applications**

Applications received after the stated deadlines, or missing required documentation, will be placed on a waitlist. Subject to available budget and funding

**Approval and Denial of Applications**

All applications will be reviewed based on program eligibility and available funding.

- **Approved Applicants** will receive written confirmation outlining the terms and conditions of their sponsorship within 30 working days of the deadline.
- **Denied Applicants** will be notified in writing within 30 working days of the deadline. Applicants may be eligible to reapply in the next intake period.

*\*DISCLAIMER: Not all applicants will be sponsored, based strictly on funding availability\**

**Client Support Policy Handbook**

**STUDENT CONFIDENTIALITY**

1. Please note that only the student who is being given the funding allowance for educational purposes or training purposes can inquire about their student file, finances, and any other information pertinent to their program.
2. The Sandy Bay ISETS Client Support Program is here for the student's benefit and to provide them with any necessary help. A student's family and friends are considered third party and by rights do not have the authority to inquire on any student/client.

**COSTS NOT COVERED BY SBOFN ISETS CLIENT SUPPORT PROGRAM**

Any student, who receives a student loan, is responsible for the payment of the student loan. The SBOFN ISETS Client Support Program will not reimburse the student or pay the student loan.

**Any commitments** made by any student to any organization without prior approval and/or application and/or sponsorship from the SBOFN ISETS CSP will be the student's own responsibility.

There are no advances or loans from the SBOFN ISETS CSP. It will not assume responsibility for any loans or any other costs than those specifically identified in the initial funding approval. SBOFN ISETS CSP will not pay for the client/student's hydro, gas, telephone, driver licenses fines, rent or any other utility bills.

Students who demonstrate repeated negligence in bill payments or cause damage to rental housing will be counselled and may have their funding terminated.

**ATTENDANCE REQUIREMENTS**

Attendance is required for all participants. Any missed day must be reported to the Employment Counsellor or the person in charge of the training so they are aware and can assist with catching up on any missed training.

**Reporting an Absence**

Participants must follow these steps when reporting an absence:

- Contact the Employment Counsellor or Training Supervisor directly by phone
- If there is no answer, contact the office
- If still unable to reach someone, send a text message or an email
- Notification should be made as soon as possible, prior to the start of the scheduled day.

**Disclaimer – In-Community Training**

SBOFN ISETS assumes no liability for any injury or death that may occur during in-community training. All participants are responsible for their own conduct and safety and are required to follow all applicable safety protocols, policies, and instructions. Failure to do so may result in removal from the program.

*Sandy Bay Ojibway First Nation Indigenous Skills Employment Training Strategy (ISETS)*  
**Client Support Policy Handbook**

**REASONS WHY SPONSORSHIP MAY BE TERMINATED:**

1. Academic suspensions by the University or College will result in automatic termination of funding.
2. While on probation or after probation, if the sessional grade point average has not been raised to or maintained at a minimum grade point average of “C” or 2.0.
3. Where a student is absent from school for up to 10 days during the sponsorship period without medical or justifiable reasons or not informing the sponsor.
4. Students who have had their education discontinued by the educational institution will have a two-year waiting period before an application will be considered.
5. Any form of violence or abuse, whether verbal or physical, by a student or their family members toward ISETS staff is strictly prohibited. Such conduct will not be tolerated and will result in immediate termination of sponsorship and referral to law enforcement.

**LEVELS OF ISETS CLIENT SUPPORT PROGRAM’S ASSISTANCE**

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pre-employment Assistance- | <p>Financial assistance is available for clients who have entered the workplace. Eligible applicants may receive up to \$450.00 (maximum – first year) as a one-time start-up allowance for required work attire. This assistance is intended for initial employment only and is not available for ongoing or annual maintenance.</p> <p>Seasonal Employment applies to clients working in positions such as farmhands, seasonal labour, berry picking, etc. Eligible applicants may receive up to \$150.00 (up to twice per year) to assist with fuel and meal costs when beginning employment. This support cannot be combined with other employment start-up assistance.</p> |
| Employment Maintenance     | <p>For clients to maintain their employment. Financial assistance will be provided in terms of:</p> <ul style="list-style-type: none"> <li>• Driver’s Licensing Abstract fees,</li> <li>• Child Abuse Registry Checks,</li> <li>• Vulnerable Person’s Check,</li> <li>• Criminal Records Check,</li> <li>• Medical / Physical Assessment</li> <li>• and training required to maintain employment</li> </ul> <p>This assistance will be reimbursed or paid directly to the training facility. The checks required will only be reimbursed at client cost.</p>                                                                                                                    |
| School Supplies            | <p>Adult Education Students:<br/> An amount of \$150.00 (max) per person annually</p> <p>Trades Training Students:<br/> An amount of \$450.00 (max) per person annually</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

*Sandy Bay Ojibway First Nation Indigenous Skills Employment Training Strategy (ISETS)*  
**Client Support Policy Handbook**

|                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Adult Education<br><br>*Disclaimer- based on available funding* | <p>Fees:<br/>Adult education fees will be paid directly to facility or to student upon letter from facility, this fee can be reimbursed to students upon submission of receipts.</p> <p>Student Incentives:<br/>A daily student incentive is offered to those taking training and Adult Education in community, this amount is \$30.00 per day.<br/>Payment is strictly based on verified attendance.<br/>No incentive will be paid for any absence, including excused or unexcused.</p> |
| Relocation allowance                                            | <p>Relocation allowance is for clients to move to a place of their employment.<br/>There is a relocation allowance based on confirmation of employment by employer and copy of lease or receipts provided in client's name.<br/>A flat rate will be provided:<br/> <u>Within province:</u> \$500.00<br/> <u>Out of Province:</u> \$1,000.00</p>                                                                                                                                          |
| Trades Training Allowance                                       | <p>Please see Student Allowance Scale *when applicable*</p> <p>Students taking training within community, daily student incentive in the amount of \$30.00 daily to cover transportation and meals.</p>                                                                                                                                                                                                                                                                                  |
| Tuition for Trades                                              | <p>Tuition for trades is for students training for up to 6 months (based on funding availability).<br/>Trainees must be deemed eligible under eligible criteria listed.</p>                                                                                                                                                                                                                                                                                                              |
| Job Creation Projects                                           | <p>Job Creation Projects are temporary employment opportunities based on the current salary schedule and job classification.<br/>These positions are project-based and do not fall under MGEU agreements or include employee benefits.<br/>Employment under these projects is limited to Employment Insurance (EI) eligibility only.<br/>All participants are required to comply with all applicable SBOFN policies, procedures, and workplace standards.</p>                            |
| Training Allowance                                              | <p>Please see student allowance scale.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Completion Bonus                                                | <p>Sponsored students completing any trades training or sponsored education programs with SBOFN ISETS.</p> <p>Once students are completed, they are eligible for a completion bonus in the amount of \$100.00 (proof to be provided, such as transcripts, letter from educational/training institution, etc.).</p>                                                                                                                                                                       |
|                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

**Client Support Policy Handbook**

**Student Training and Trades Training Allowance Scale**

| CODE | ASSISTANCE CATEGORY                                 | MONTHLY   |
|------|-----------------------------------------------------|-----------|
| S2   | Single Student                                      | \$1200.00 |
| S3-1 | Single Parent with 1 dependent                      | \$1345.00 |
| S3-2 | Single Parent with 2 dependents                     | \$1445.00 |
| S3-3 | Single Parent with 3 dependents                     | \$1500.00 |
| S3-4 | Single Parent with 4 dependents                     | \$1600.00 |
| S3-5 | Single Parent with 5 dependents                     | \$1650.00 |
| S3-6 | Single Parent with 6 dependents                     | \$1700.00 |
|      | Each additional dependent after 6                   | \$50.00   |
| M1-0 | Married student with employed spouse                | \$1200.00 |
| M1-1 | Married student with employed spouse/ 1 dependent   | \$1300.00 |
| M1-2 | Married student with employed spouse 2 dependent    | \$1350.00 |
| M1-3 | Married student with employed spouse/ 3 dependent   | \$1375.00 |
| M1-4 | Married student with employed spouse/ 4 dependent   | \$1400.00 |
| M1-5 | Married student with employed spouse/ 5 dependent   | \$1450.00 |
| M1-6 | Married student with employed spouse/ 6 dependent   | \$1500.00 |
|      | Each Additional Dependent after 6                   | \$50.00   |
| M2-1 | Married student with dependent spouse               | \$1345.00 |
| M2-2 | Married student with dependent spouse/ 1 dependent  | \$1445.00 |
| M2-3 | Married student with dependent spouse/ 2 dependents | \$1500.00 |
| M2-4 | Married student with dependent spouse/ 3 dependents | \$1600.00 |
| M2-5 | Married student with dependent spouse/ 4 dependents | \$1650.00 |
| M2-6 | Married student with dependent spouse/ 5 dependents | \$1700.00 |
| M2-7 | Married student with dependent spouse/ 6 dependents | \$1750.00 |
|      | Each Additional Dependent after 6                   | \$50.00   |

**DEFINITIONS** (As per Revenue Canada definition on internet site 2006)

- **Employed** –includes receipt of Employment Insurance Compensation (EI) OR in receipt of Income Assistance.
- **Dependent** – means a person who is dependent upon the student as defined by Revenue Canada’s Income Tax Regulations and who does not receive income in excess of the level of income allowed.
- **Spouse** – Is a person to whom you are legally married.
- **Common-law partner** – A person with whom you are living in a conjugal relationship, and to whom at least one of the following situations applies: a) has been living with you in a conjugal relationship for at least 12 consecutive months; b) is the parent of your child by birth or adoption; or c) has custody and control of your child (or had custody or control immediately before the child turned 19 years of age) and your child is wholly dependent on that person for support. NOTE: “12 consecutive months” includes any period that you were separated for less than 90 days because of the breakdown in the relationship.

*Sandy Bay Ojibway First Nation Indigenous Skills Employment Training Strategy (ISETS)*  
**Client Support Policy Handbook**

**AMENDMENTS OF THIS POLICY**

1. No Chief or Council member will have the right to change, alter, or rescind any part of this policy unless authorized by a majority vote of the Band Council, at council meeting.
2. The sole power to amend, or repeal any part of this Policy rests with the Band Council and no amendments will be in effect unless it is approved by a majority of Council, at a Council meeting.
3. This revised policy will be in force and in effect on the date of adoption, at a Council meeting.
4. Any further amendments will be in force and in effect on the date of adoption.
5. This student handbook will be reviewed, revised and amended as the Sandy Bay Post-Secondary program deems it necessary.

At a duly convened meeting of the Sandy Bay Ojibway First Nation Council, this 2<sup>nd</sup> day of September, 2026, the Sandy Bay Ojibway First Nation Indigenous Skills Employment Training Strategy (ISETS) Client Support Policy Handbook was reviewed and will be used as a guideline for the administration and delivery of the ISETS Program for the Sandy Bay Ojibway First Nation.

Chief and Council have passed the following motion:

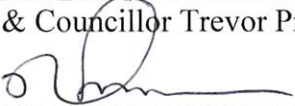
***Motion 2026.09.02.02: Motion to accept and adopt the Sandy Bay Ojibway First Nation Indigenous Skills Employment Training Strategy (ISETS) Client Support Policy Handbook as developed and reviewed today.***

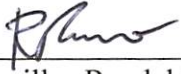
Sandy Bay Ojibway First Nation Indigenous Skills Employment Training Strategy (ISETS) Client Support Policy Handbook will be in use and distributed on September 2<sup>nd</sup> 2026 and effective September 3<sup>rd</sup> 2026.

Moved by Chief Trevor Prince  
Seconded by Councillor Michael Dumas  
All in favor: Yes  
Carried.

Signed on the behalf of the SANDY BAY OJIBWAY FIRST NATION,

  
\_\_\_\_\_  
Chief & Councillor Trevor Prince

  
\_\_\_\_\_  
Councillor Micheal Dumas

  
\_\_\_\_\_  
Councillor Randal Roulette

  
\_\_\_\_\_  
Councillor Jason Starr