



ADULT EDUCATION & TRAINING POLICY
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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
08/25/2025	BCM WFN 25/26-08-144

B. 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 formal review or approval by Chief and Council.



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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.

1. Purpose

This policy aims to streamline access to adult education and training funding for Wahnapiet 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.

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.

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.

3. Eligibility Criteria

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.



4. Application Procedures

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

- Funding is limited to one application per training or education program;
- Applicants denied for a specific training or course may not reapply for the same program;
- The policy does not fund:
 - o Professional dues, licensing exams, or application fees;
 - o 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.

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.



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.

8. Appeals

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.

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. 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



CHIEF: LR

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)

Tuition: \$ _____

Books/Supplies: \$ _____

Transportation: \$ _____

Other: \$ _____

If "other" filled, please specify:

Have you applied for other funding?

Yes

No

If yes, please specify:

SECTION D: Declaration

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

Signature: _____

Date: _____



WFN Adult Education & Training - Release of Information Form

I, the undersigned, authorize Wahnapiatae 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: _____

