

NATIONAL ABORIGINAL ACHIEVEMENT FOUNDATION

Oil & Gas Aboriginal Trades & Technology (OGTT) Bursary Awards Program



Deadline: April 30 & November 30 Annually

Apprenticeship Application Package

(updated April 2009)

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Apprenticeship Application Guidelines

INSTRUCTIONS

- Read the Application Guidelines carefully **before** you complete the Application Form.
- If you have any questions, please call the Education Department at the National Aboriginal Achievement Foundation by telephone at 1-800-329-9780 or by email at education@naaf.ca.
- Application Forms for the OGTT Bursary Awards may be downloaded from our Web site at www.naaf.ca

BACKGROUND

THE NATIONAL ABORIGINAL ACHIEVEMENT FOUNDATION (NAAF) is a nationally registered charity with a mandate to provide financial support to First Nations, Inuit and Métis individuals who are pursuing education, technical training and professional development.

APPLICATION DEADLINE

The deadline for the submission of applications is April 30 and November 30 annually. Fully completed application packages must contain current information and be post-marked, in the mail or dropped off at a NAAF Office by the deadline date.

NO EXCEPTIONS! NOTE: Applications that are post-marked after the deadline date will not be reviewed or returned.

WHO CAN APPLY?

You are eligible to apply for financial assistance if you are:

- A Canadian resident Aboriginal individual who is either First Nation status or non-status (as recognized by the Federal Government), Inuit or Métis. In these guidelines non-status First Nation means a person who is not registered on the Government of Canada's Indian Band Registry List, however, is a direct descendant of a parent(s) or grandparent(s) who is on the Government of Canada's Indian Band Registry List and holds a valid Certificate of Indian Status card.
- Registered Aboriginal apprentice in Alberta (including those in the Registered Apprenticeship Program) taking technical education in the Oil and Gas Trades and Technology Fields.
- Studying trades such as: Electrician, Gasfitter, Heavy Duty Mechanic, Heavy Equipment Operator, Heavy Equipment Technician, Instrument Technician, Insulator, machinist, Mechanic, Millwright, Pipe fitter – Construction, Process Operator, Valve Technician, Welder and others.
- Studying technologies such as: Chemical Technologist, Control, Corrosion, Environmental Technologist, Inspection, Instrumentation-Electrical, Board, Systems, Voltage, Petroleum Engineering Technologist, Power Engineering, Managing Boiler, and others.

Financial assistance is not provided for:

- ✘ Students receiving funds from NAAF for 2009-2010 academic year through the Post Secondary Education, Aboriginal Health Careers, Fine Arts or OFIFC Bursary Award programs.
- ✘ Existing college and university programs supported by NAAF.
- ✘ Research studies.

DEFINITION OF AWARDS

Bursary Awards: The intent of bursary awards is to support applicants who clearly demonstrate the need for financial assistance. All applications are assessed in accordance with established criteria. Bursary awards do not have to be repaid to the National Aboriginal Achievement Foundation.

Scholarship Awards: Scholarships in the amount of \$500 are awarded to applicants who have achieved an average of 70 per cent or higher on their official transcript of marks. Scholarship awards do not have to be repaid.

Incentive Awards: Incentives are awarded upon successful completion of each year of the program in the amount of \$500. Upon graduation (successful completion of the program), incentives are awarded in the amount of \$1,000. Incentive awards do not have to be repaid.

AMOUNT OF BURSARY AWARDS

Submitting an application does not guarantee that an applicant will receive funding. There is no set amount for bursaries – every applicant is assessed individually. The level of financial assistance varies according to the assessed financial need of applicants, the number of applicants, and the availability of funds for allocation. Increasing numbers of students – faced with rising education costs – are applying for higher levels of financial assistance, which places real strains on the existing resources. Very few applicants receive the full amount of their requests; therefore, it is necessary and wise to explore all other possible sources of revenue to complement any award received from the National Aboriginal Achievement Foundation.

APPLICATION PROCESS

Conditions:

- 1) The application deadlines are April 30 and November 30 annually. Awards are provided for a six month period.
- 2) Awards with an April 30 deadline cover education that is being taken in the months of July, August, September, October, November and December. Awards with the November 30 deadline cover education that is being taken in the months of January, February, March, April, May and June.
- 3) All applicants must complete a current application form for each six month period they wish to receive a bursary award. If you

- have questions, you are encouraged to contact the Education staff for assistance.
- 4) Applicants will only be contacted by Education staff should there be questions about their application package.
 - 5) Applicants are requested to advise Education staff of any changes to their mailing address, telephone numbers, or related contact information throughout their studies.
 - 6) Applicants are required to provide notification of change of circumstances that may impact their program of studies.
 - 7) Applicants applying for bursary awards must complete all sections of the application form.
 - 8) Applicants must provide the following documents with their application forms.
 - Proof of First Nations, Inuit or Métis ancestry** – photocopy of a valid Band/Treaty card; valid Métis membership card; or valid Inuit Beneficiary card. Students who are non-status First Nation must send a photocopy of the valid band card issued to parents or grandparents along with a long-form birth certificate or baptism certificate clearly showing the relationship to person on the band card.
 - One completed Employer Recommendation Form.**
 - Recent & Clear Colour Photo** preferably in electronic format (head and shoulders) that can be used on NAAF's website, for advertising or in promotional materials.
 - Current resume.**
 - Original Official Transcript of most recent marks.**
 - Confirmation of enrolment/admission from training provider.**

JURY COMPOSITION & JURY ASSESSMENT CRITERIA

Jury Composition: Applications are reviewed by a Jury of First Nations, Inuit and Métis trades & technology professionals and program stakeholders. Fair representation based on geographic location and Aboriginal affiliation is considered when inviting jurors to the process.

Jury Assessment Criteria: When assessing applications, the Jury uses the following criteria.

- | | |
|---|--|
| <input checked="" type="checkbox"/> Demonstrated financial need. | <input checked="" type="checkbox"/> Involvement with Aboriginal community. |
| <input checked="" type="checkbox"/> Suitability and commitment to Trades. | <input checked="" type="checkbox"/> Work and academic performance. |

NOTIFICATION

- A list of successful applicants will be posted on the NAAF website within eight weeks of the Jury.
- All applicants – successful or otherwise – will receive written notification of the Jury decision regarding their individual application within eight weeks after the Jury process.

SUCCESSFUL BURSARY AWARD RECIPIENTS

- Awards allocated must be used for the program of study and the training period specified on the application form.
- Awards are deemed as income by the Canada Customs and Revenue Agency and must be reported as such. You will receive a T4A form from NAAF in the amount of your award.
- If you receive an award, upon completion of the training period, you **must** complete the Financial Report Form that is available on the NAAF website.
- When submitting the completed Financial Report Form to NAAF, please attach the following:
 - Photocopies of receipts for books, course materials, tuition, or other receipts that are directly related to your education costs; and
 - Final grade transcripts that cover the school terms/sessions for which you received an award; if the transcripts are not available at the time of submission, please forward to NAAF as soon as they are available.
- The Financial Report **must** be forwarded to NAAF:
 - no later than one month after studies end; OR
 - it may be included with your application, if you are reapplying for the next training period.
- Please keep a copy of your financial report and be prepared to produce it, if requested. **Only those students who have submitted a report within the allowable time will be eligible for consideration for bursary awards in subsequent application periods.**
- All awards are a matter of public record and are published on the NAAF website at www.naaf.ca.
- Photos received may be published on NAAF's website, in our brochure or in our corporate communications.
- Students whose application contains thoughts that may inspire other students are frequently selected – with appropriate credit given – for NAAF's Building Brighter Futures Brochure.
- Sponsors may choose to publish your name and photo as well as acknowledge and congratulate your scholastic achievements publicly. Accordingly, NAAF provides recipient contact information to Sponsors.

CHECKLIST – Have you included the following in your Application Package?

A fully completed application package includes the following items. **NOTE: NAAF does not return any documents or materials.**

1. One current NAAF Apprenticeship Application Form – fully completed and signed.
2. Proof of First Nation, Inuit or Métis Ancestry.
3. Current resume
4. Recent Clear Colour Electronic Photograph.
5. Original Official Transcript of most recent marks.
6. One completed and signed Employer Recommendation Form.
7. Confirmation of enrolment / admission of training provider.
8. Financial Report Form if you received an award the previous year and have not yet forwarded it to NAAF.

SUBMITTING THE APPLICATION PACKAGE

- Keep a copy of your application package for your personal records.
- Please paper clip your documents together – no staples.
- Application packages can be sent by mail, courier, or submitted in person – no faxes or emails.
- Applications must be postmarked on or before the deadline date to be eligible for Jury consideration – Absolutely No Exceptions!
- Forward all information to:

National Aboriginal Achievement Foundation , Attention: Education Department
P.O. Box 759, 2160 Fourth Line, Ohsweken, Ontario, N0A 1M0

You may otherwise contact NAAF via:

Tel: 519.445.3020 Toll Free: 1-800-329-9780 Email: rhill@naaf.ca Website: www.naaf.ca

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Apprenticeship Application Form for current Apprentices in Alberta

The information you provide on the Application Form must be up-to-date, accurate, and complete.

Section 1 - PERSONAL and CONTACT INFORMATION

Family Name	Given Name(s)	S.I.N.	Gender
		Date of Birth (dd/mm/yy)	<input type="checkbox"/> Male <input type="checkbox"/> Female
Address While in Training:			
Street Address			
City	Province/Territory	Postal Code	Telephone
Permanent/Home Mailing Address:			
Street Address			
City	Province/Territory	Postal Code	Telephone
Address you would like us to use: <input type="checkbox"/> Address while in training <input type="checkbox"/> Permanent address	E-mail Address		

Section 2 – EMPLOYER INFORMATION

Apprentice ID Number:

Trade:

Employer Contact Name:

Employer's Address:

City/Province/Postal Code

Phone Number:

Email Address:

Section 3 – TRAINING HISTORY

Where did you last attend Technical Training?

What period or level of technical training did you complete?

When did you complete your last period or level of technical training?

What were your marks?

Official transcript of most recent marks is required.

Have you registered for your next period of technical training? Yes No

Section 4 – WORK / EXPERIENCE HISTORY

① Current employer?

Date of employment?

Position held?

Duties & responsibilities?

② Past employer?	
Date of employment?	Position held?
Duties & responsibilities?	
③ Past employer?	
Date of employment?	Position held?
Duties & responsibilities?	

Section 5 – CLASSES REQUESTED

Training Provider	
Trade/Program	Period
Class Start Date	Class End Date
Class Code:	

Section 6 - ABORIGINAL HERITAGE

Aboriginal Ancestry: <input type="checkbox"/> Status First Nation <input type="checkbox"/> Non-Status First Nation <input type="checkbox"/> Métis <input type="checkbox"/> Inuit	Nation: e.g. Cree, Ojibway, etc.		
	Name of Reserve (if applicable)	Province/ Territory	Membership #
	Name of Métis Association (if applicable)	Province/ Territory	Membership #
	Name of Land Claim Organization (if applicable)	Province/ Territory	Membership #

Section 7 – FINANCIAL RESOURCES-INCOME

	TOTAL AMOUNT
INCOME SOURCE	
****Identify below the contributions you are making to your living expenses	Length of training period: # of weeks: _____
Section A – Weekly Income	
1 Weekly Employment Insurance Benefits	
2 Weekly Wage / Salary after Deductions	
3 Weekly Worker’s Compensation Benefits	
4 Section A Subtotal (Add lines 1,2,3 and multiply by # of weeks in training program)	
Section B – Income During Training	
5 Total Monthly Alimony or Child Support during the training period	
6 Total Monthly Child Tax Benefit/Family Allowance during training period	
7 Total Indian & Northern Affairs Band Funds / Treaty Funds during training period	
8 Total Grants / Bursaries during your training period	
9 Total GST Rebates during the training period	
10 Other Income during training period	
SECTION B SUBTOTAL (Add lines 5,6,7,8,9 and 10)	
Section C - TOTAL INCOME (add Section A Subtotal and Section B Subtotal)	

Section 7 - FINANCIAL EXPENSES

- Calculate expenses for total duration of training
- Will you require additional residence during the training period? Yes No

EXPENSE TYPE	TOTAL AMOUNT
	Length of training period: _____ <input type="checkbox"/> Weeks OR _____ <input type="checkbox"/> Months
Cost of Tuition/Training	
Cost of course materials: Books _____ Equipment _____ Supplies _____ Fees _____ Other _____	
Rent Costs	
Food	
Utilities (heat, electricity, water)	
Telephone: _____ Internet: _____	
Transportation Bus Pass _____ Gas _____ Insurance _____ Parking _____	
Toiletries, Personal Care, Laundry	
Childcare	
Cable TV, Entertainment, Recreation	
Debt Payments: <i>(Example: car loans, personal loans, credit card)</i>	
Credit Card \$ _____, \$ _____ \$ _____	
Vehicle Payment	
Clothing	
Other <i>(please identify)</i>	
Other <i>(please identify)</i>	
TOTAL EXPENSES during the training period	

Section 7 - TOTAL FINANCIAL NEED

Calculate your total financial need by subtracting your total expenses from your total income.

_____ (- minus) _____ (= equals) _____
 Total Expenses Total Income Total Financial Need

WORK PERFORMANCE

Please comment on the applicant's potential to succeed in the chosen trade in light of his/her work experience.

Please explain why you think the apprentice should receive a bursary/scholarship award.

EMPLOYER/UNION AUTHORIZED SIGNATURE

Assessor's Last Name:

Assessor's First Name:

Company/Union Name & Address:

How do you know the applicant?

Employer Supervisor Supervising Training Person

Union representative

How many years have you known the apprenticeship/trainee?

Telephone: ())

Fax: ())

E-mail address:

Signature of Assessor

Date