

## 4 Steps to Applying for Skills Development

### Step 1

Visit an Employment Resource Centre (ERC) to attend an information session or make an appointment with a case manager.

- At your initial meeting, you and your case manager will determine what the next steps are to help you find work.
- Your Return to Work Action Plan (RTWAP) may include several steps or programs before you proceed to the application phase.
- If Skills Development is deemed appropriate for your situation, a case manager will give you the training application package.

### Step 2

Your case manager will continue to meet with you, to help you develop your application.

- You may need to meet more than once to ensure all application questions are answered with the required degree of detail.
- Financial assistance is determined by Service Canada on an individual basis.

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### Step 3

When your draft application is complete, your case manager will review it and prepare it for submission to Service Canada.

The application package should include:

- Skills Development application form
- Current Resume
- Job search records
- Labour Market Research
- Acceptance letter and course outline from the school of your choice.
- School & employer research

**Find out more at**  
**[www.servicecanada.gc.ca](http://www.servicecanada.gc.ca)**

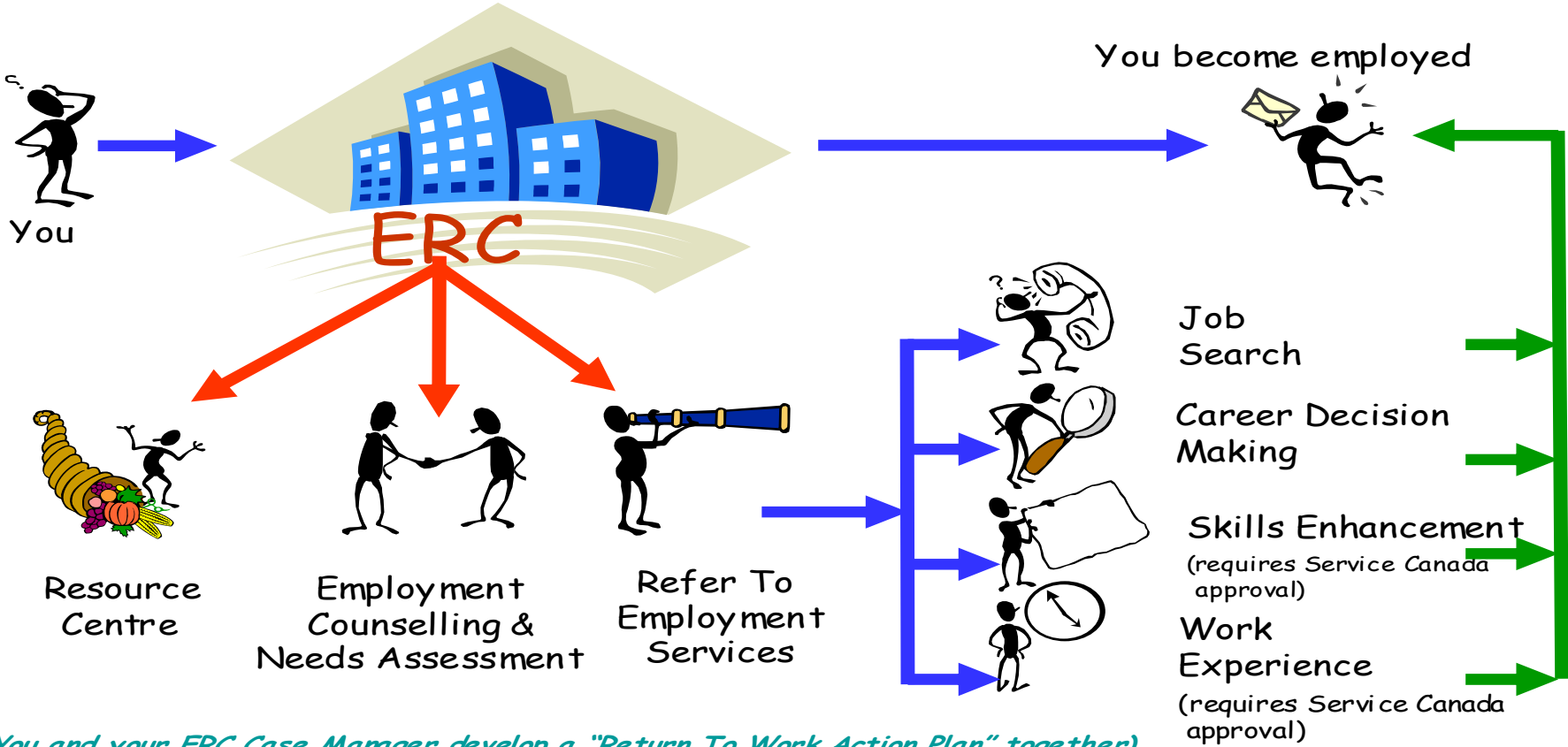
### Step 4

Upon receipt of your completed application package Service Canada:

- **May require up to 4 weeks to process your application package.**
- A Program Officer will contact you to discuss your application.
- If approved, you will be required to sign a Skills Development agreement.

**Your application must be approved before you start the course.**

## Employment Resource Centre\* (ERC) Client Flow:



\* find your local ERC at <http://www.lmer.ca/> or contact your local Service Canada Centre