



# Vocational Education Section

## ADMINISTRATIVE

## HANDBOOK

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Education Division  
Northern Administration Branch  
Department of Northern Affairs  
and National Resources  
1963

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VOCATIONAL EDUCATION GUIDE  
FOR  
NORTHERN AFFAIRS AND NATIONAL RESOURCES STAFF  
PART I - GENERAL

1. Purpose

The purpose of this guide is to consolidate and set out clearly and concisely Departmental policies, authorities and administrative routines in vocational education matters.

Administrative routines and delegation of authorities are designed to give field officers the greatest possible flexibility in the establishment and operation of vocational programs, consistent with the maintenance of policy control by head office. A further objective is to standardize the form of trainee and cost records maintained at various levels, in order to facilitate periodic evaluation of the program.

Inasmuch as this is the first attempt to prepare a paper of this nature, there are bound to be omissions. As these become apparent, appropriate amendments will be issued. Similarly, policies will change and experience will make necessary the revision of routines. These too will be dealt with by appropriate amendment.

2. Program

The N.W.T. vocational program has two phases relating to:

- 1) the young adult with little or no previous schooling, and
- 2) the school age pupil who, because of interest and aptitude, selects vocational courses at the junior-senior high and post high school level

Up to the present, most of the effort has been directed toward the young adult with little or no education. An expanding population, with a decline in the traditional economic base resulting from a reduction in numbers of certain species of game together with lower prices for fur, among other things, are making it impossible for many young people to follow the traditional pursuits of their forefathers. It is therefore a matter of great urgency that everything possible be done to equip young adults with the basic skills necessary to enable them to participate, through wage employment, in the economic development of the north.

Because of their lack of previous schooling, academic up-grading is an essential part of vocational courses for young adults. Knowledge of English is usually required as a condition of employment and varying degrees of achievement in mathematics is a prerequisite to training in many trades.

For the next few years, the vocational program for young adults will continue to receive much attention. However, the emphasis will change as the number of children reaching the higher grade levels in the school system increases.

Because job opportunities in the north are not so diversified as in the south, it is most important that both the broad vocational program and the specific courses that make up that program be directed towards known or anticipated fields of employment. For those individuals who express an interest in leaving the north and who are likely to be able to compete on an equal footing in other labour markets this is not so important a consideration.

In addition to training for specific trades or occupations in the usual vocational school programs there are also provided as integral parts

of the vocational services such things as exploratory courses to assess aptitude and interest, candidate selection, promotion of local employment, job placement, counselling and guidance.

Methods of Training

- i) Continuing Group courses in schools operated by the Department within the N.W.T. Examples of this are the courses offered in the Sir John Franklin School at Yellowknife, and Homemaking courses offered for adults in various centres where facilities have been provided. This training, including transportation and room and board where necessary, is provided without charge to the student.
- ii) Terminal Group courses established at centres inside and outside the N.W.T. These courses frequently require the employment of an instructor under contract. This training, including transportation and room and board where necessary, is provided without charge to the student.
- iii) On-the-Job Training. In this situation an employer agrees to train one or more persons "on-the-job" and the Department usually shares in the cost. The Departmental contribution must not exceed 50% of the total wage. This method may be used both inside and outside the Territories. (See Page 26)
- iv) Individual Technical Institutes, Training Schools and Universities in the Provinces. Individuals possessing the entrance requirements may enroll in approved technical institutes and vocational training schools in the provinces. The full cost is met from Vocational Funds provided the program for each individual is approved and the course of studies is not available in a N.W.T. school.

A policy respecting assistance for university education has been established by the Northwest Territories Council. Regulations pertaining to the implementation of this policy will be written in due time and these will be distributed when available. In brief, the policy adopted by the Council includes assistance to Indians, Eskimos and others by providing:

Outright grants

- (a) for tuition and incidental expenses;
- (b) transportation.

Loans

Where necessary for board and room.

- v) Industrial Arts. Work on Industrial Arts is not being considered in this booklet.

3. Vocational Organization within the Department

The vocational service is an integral part of the line and staff organization of the Northern Administration Branch of the Department. As in the case of other services within the Branch it functions on behalf of both the Federal Government and the Territorial Government. The relationship between the two Governments is discussed in Section 4, Page 5.

The Chief, Vocational Education Section of the Education Division, advises the Division Chief on matters of policy and on his behalf exercises policy and broad financial control over the program being offered. He is responsible, in co-operation with the field, for evaluating the effectiveness of the work being done and provides a professional advisory service for field officers.

The District Superintendent of Vocational Education is a staff officer for the District Superintendent of Schools. He is his adviser on all vocational matters arising within the District. In practice he co-ordinates and supervises on his behalf the entire vocational program within the District and provides professional vocational guidance for Regional Superintendents of Schools and the school personnel.

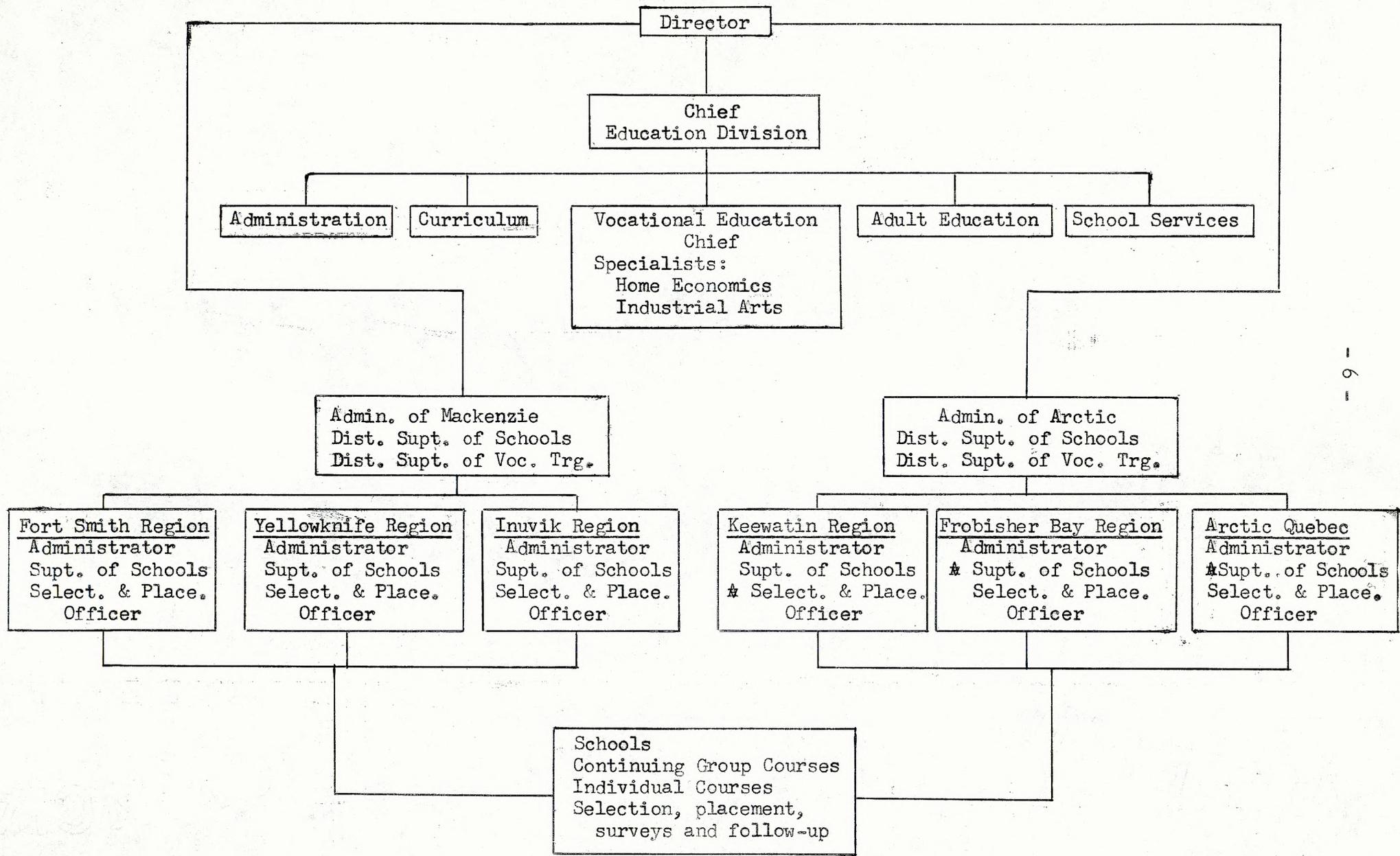
At the Regional level there is no counterpart for the District Superintendent of Vocational Education and the Regional Superintendent of Schools, therefore, assumes direct responsibility for vocational activities within his region, on behalf of the District Superintendent of Schools to whom he reports through the Regional Administrator. He supervises vocational work in the schools, initiates and supervises terminal courses in co-operation with other personnel within the region and supervises an effective selection, placement, and guidance service.

The Selection and Placement officer is on the staff of the Regional Superintendents of Schools and performs an important and vital role within his Region. His functions include selecting trainees for courses, conducting job opportunity and labour force surveys, promotion of local employment, placement of trainees on jobs after training, assisting in the social adjustment of trainees to wage employment and follow up surveys. In some instances, the Selection and Placement officer may be instrumental in setting up a project or small industry that would provide local employment.

The vocational organization is outlined on the chart on the next page.

#### 4. Federal - Territorial Relations

The Northwest Territories Act gives the Council of the Northwest Territories legislative powers (including education) roughly analogous to those enjoyed by a provincial legislature. These legislative powers, however, do not extend to the administration of natural resources. By agreement, the Federal Government assumes responsibility for the cost of educating Indians and Eskimos and the Territorial Government assumes responsibility for the cost of others. Special arrangements prevail within organized school districts.



\* Not provided at present

The general arrangements between the two Governments also provide that, for the most part, the Federal Government will supply the necessary civil service to carry out both Federal and Territorial functions. In the field of education the Department of Northern Affairs and National Resources operates one ethnically integrated educational system on behalf of both Governments.

Parliament appropriates funds to meet the federal share of the cost of education (Indians and Eskimos) and the Council of the Northwest Territories appropriates funds to meet the Territorial share (others).

With few exceptions, all costs are met by the Department of Northern Affairs and National Resources in the first instance and the Territorial Government reimburses the Department for the costs attributable to pupils and trainees who are a Territorial responsibility. The method followed in calculating the respective shares varies from one specific phase of the program to another.

5. Federal-Territorial Vocational Training Agreement

The Federal Government through the Department of Labour offers all provinces substantial financial assistance (capital and operating) in their vocational programs, under the Federal-Provincial Technical and Vocational Training Agreement. In addition, a separate Apprenticeship Training Agreement provides for financial and other assistance in developing apprenticeship training, but to date this has been seldom used. For this purpose both the Yukon and the N.W.T. are considered as provinces.

To qualify for this assistance the provincial authority must enter into a formal agreement with the Federal Government (Department of Labour). These agreements (the N.W.T. has signed one) are uniform as between provinces and set out the general conditions under which federal grants will

be paid. Among other things, they require the submission of certain statistics and cost data and for this reason reporting procedures, statistical and cost records must be designed to produce the information required. Of course, as the Territorial Government assumes responsibility for the cost of training only those other than Indian or Eskimo, its claims for grants must be based on this category of expenditure.

The agreement divides vocational training into nine categories (called programs) and offers certain assistance under each. At the present time, training in the N.W.T. is limited to four of these nine programs. Following is a brief outline of the programs set out in the Agreement. For greater detail, reference should be made to the Agreement and the Regulation accompanying it.

#### Program 1 - Vocational High School Training

This program covers those courses, given as an integral part of high school education in which at least one-half of the school time is devoted to technical, commercial, or other courses designed to prepare students for entry into employment. It may also include co-operative training programs in which students spend a minimum of 50% of their time on the job. No training is being offered under this program in the N.W.T. at present.

#### Program 2 - Technician Training

Training at the post-high school level to an agreed standard of qualification in the principles of science or technology and other fields with emphasis on the application thereof, except where university credit is the objective. Trainee qualification is secondary school completion with proficiency in language, mathematics and science, or junior matriculation or equivalent. Training may be in full time day classes for

a period of from two to three years or approximately 2400 hours. If training is by part-time day or evening classes or by correspondence courses it should lead to the same qualification as full-time classes. Courses must emphasize the understanding and application of mathematical, scientific, technological or other principles as the specific course may require.

Examples of this type of training are courses given to N.W.T. trainees at southern technical institutes where the various prerequisites are met. They are presently few in number but more students will be receiving assistance under this type of program as the number of high school graduates increase.

### Program 3 - Trade and Other Occupational Training

This program provides for pre-employment training, up-grading or retraining of persons over the compulsory school age who require the training to develop or increase occupational competence or skills.

Instruction may be given in full-time, part-time, day or evening classes or by correspondence courses. Courses may be for the purpose of up-grading employed persons, pre-employment courses for those preparing to enter employment or retraining for those who wish to change their occupation. Courses may be offered in trade schools or institutes or special centres provided for the purpose. The training shall have an occupational objective with emphasis on improving skills and technical knowledge. Examples of this type of training carried out in the N.W.T. are: - vocational courses at the Sir John Franklin School and trainees sent to southern schools or institutions for commercial courses, nurses' aides, hairdressing and others.

Program 4 - Training in Co-operation with Industry

This is a program carried on in co-operation with industry for supervisors, and up-grading or retraining for other persons employed in industry. This is essentially an in-service training program that may be developed jointly by the province and one or more industries in an area. Training may be in a specialized process or skill related to the regular function of an employee, but courses shall include content designed to improve the occupational background and general efficiency of the employee in relation to the requirements and opportunities of the industry in which he is engaged. Apprentices are excluded as they are covered by other pertinent regulations. This type of training program has not been instituted in the N.W.T.

Program 5 - Training of Unemployed

This is a program for training or retraining of unemployed persons to improve employment opportunities and increase trade or occupational competence. Those eligible are generally defined as unemployed persons, over sixteen years of age, whose opportunities for gainful employment would be definitely improved by the training prescribed. Training may be either of a refresher nature to previous employment or for employment in an occupation not previously followed. It will be noted that there is considerable similarity between program 3 and 5. The main distinction that can be made is whether or not training is being carried out to a specific and immediate job opportunity.

A number of courses are carried out each year where a particular employment opportunity exists and trainees are placed in jobs when the course is completed. Training on-the-job is classified in this particular program.

Program 6 - Training for the Disabled

A program for the technical vocational training, retraining or vocational assessment of any disabled person who, because of a continuing disability, requires training to fit him for employment in a suitable occupation. This program has not been used in the N.W.T. as trainees have been classified under another program.

Program 7 - Training of Technical and Vocational Teachers

A program to provide training in the art or science of teaching or supervising, or in the administration of technical or vocational programs at all levels whether in industry, vocational schools or institutes. Trainees must be occupationally competent persons. This program has not had any application to the Northwest Territories as full-time instructors are provided by the Department of Northern Affairs.

Program 8 - Training for Federal Departments and Agencies

This program is where provincial facilities are used to train members of the Armed Services or other Federal Government employees. It has had no application to the Northwest Territories.

Program 9 - Student Aid

This program relates to trainees registered in full-time university courses leading to a degree (except theology) and nurses in training. Those who are taking teacher training have been placed in this group. (See "Methods of Training", Page 3, sub-section IV)

The financial assistance given to provinces towards expenditures in most programs approved under the Agreement is at a 50% rate. In program 5, assistance may be paid at a rate of 75% of approved provincial expenditures

when the number of trainee days in a year exceeds 896. Under program 9, assistance is limited to an annual allotment of \$3,000.00. Sharing of training costs and assistance to students with the Department of Labour does not apply in the case of Indian or Eskimo students. Therefore records and reports must indicate the racial status of all trainees.

Federal-Provincial Apprenticeship Training Agreement - As yet, the N.W.T. has no apprenticeship program of its own. Arrangements have therefore been made for residents, while doing practical work in the N.W.T., to take theoretical training in Alberta and be apprenticed under the regulations of that province.

Studies are now being undertaken to evaluate the possibilities of implementing an Apprentice Training Program in the N.W.T. Should an affirmative decision be made, the administration of the apprenticeship program will be the responsibility of N.A. and N.R. but the use of southern training facilities will still be necessary for some time.

PART II - ADMINISTRATION

A sound administrative scheme requires, amongst other things a clean allocation of responsibility and authority; also routines and procedures designed to ensure adequate policy and financial control at the appropriate levels. The system must provide for the quick transmission of data necessary to meet day-to-day operating requirements and for a permanent record of pertinent facts about actions taken and the results thereof.

The purpose of this section is to consolidate and set out clearly certain administrative practices and procedures already in effect and to establish new ones in order to implement the foregoing principles.

6. Allocation of Responsibilities between Branch Office - Ottawa and the Field

<u>Ottawa</u>	<u>Field</u>
(a) Develop, approve and when necessary recommend for approval at a higher level all matters of policy relating to vocational education including Industrial Arts, Home Economics, commercial and higher education.	(a) Recommend vocational education policies including Industrial Arts, Home Economics, commercial and higher education.
(b) (i) Exercise broad supervision over the vocational program.	(b) (i) Propose training projects and courses and recommend details of allowance rates, numbers of trainees, expenditures needed for various support items, and approved courses and projects.
(ii) Approve all training projects.	(ii) Prepare course outlines.
	(iii) Select trainees and arrange transportation and accommodation.
	(iv) Supervise training projects.
(c) (i) Approve and advise on standards of accommodation, equipment and supplies and other facilities for shops and home economics.	(c) (i) Recommend standards of accommodation, equipment and supplies.

- |   |   |
|---|---|
| (ii) Approve estimates and staff requirements.  | (ii) Prepare estimates and recommend staff requirements.  |
| (d) (i) Provide substantiating information and statistics about training programs that are required by the Minister, Deputy Minister (or Commissioner), Treasury Board and for various handbooks or other informative material. | (d) Maintain individual records and data respecting trainees and courses or projects and prepare summaries of recorded information as required. |
| (ii) Prepare claims to the Territorial Government and the Department of Labour.   |   |
| (e) (i) Co-ordinate broad training program with employment potential.   | (e) (i) Carry out labour force surveys, employment opportunity surveys, promote local employment.   |
| (ii) Co-ordinate activities between the two districts, Arctic and Mackenzie.  | (ii) Assist in evaluating the total program of selection, training and placement.   |
| (iii) Evaluate, in co-operation with the field, overall vocational program.   |   |
| (f) Approve and assist in supervising in-service training of staff.   | (f) Approve and assist in supervising in-service training of staff.   |
| (g) Subject to general Branch Directives approve staff travel outside of District.  |   |

7. Administrative Procedures

The system being introduced has been designed to serve a multitude of purposes:

- (a) to provide policy control at Ottawa
- (b) to provide flexibility for the field within limits of approval
- (c) to ensure adequate advance planning
- (d) to assist the field in maintaining financial control
- (e) to provide cost records of individual projects

- (f) to provide data for recoveries from the Territorial Government in respect of trainees other than Indian or Eskimo.
- (g) to provide data for claims to the Department of Labour on behalf of the Territorial Government.
- (h) to standardize statistical data to facilitate evaluation of individual projects and the total program.

To accomplish the foregoing a series of forms are being introduced. These forms provide space for the pertinent facts and will help to reduce memoranda.

8. Classification of Programs

All training projects are to be classified according to Program (Department of Labour categories), Kind of Training, Method of Training, and Location. These various classifications combined will be used to develop project identification. All pertinent information relative to a particular project will then bear the same identification and correlation will be easily obtained. Financial commitments, payment of accounts, files and other records, follow-up and evaluation will be possible with less confusion than has been the case in the past.

All training undertaken at present can be classified under one of the four programs of the Technical and Vocational Training Agreement listed below or under one of the other categories noted in the column headed "Program". The "Kind of Training" will vary greatly. Some examples are given under this heading. The "Method" will always be one of the three shown. The column "Location" is self-explanatory. It is important to note that the examples on the following page must be read vertically.  
No horizontal relationship is intended.

<u>Program</u>	<u>Kind of Training</u>	<u>Method</u>	<u>Location</u>
#2 Technician Training	Radio Operating Electrical Refrigeration	Individual	Inside N.W.T.
#3 Trade and Occupational	Hairdressing Nurses Aide Carpentry	Terminal Group Training on the job	Outside N.W.T.
#5 Training of Unemployed	Mechanics Building Construction Furniture Repairs		
#9 Student Aid	Fur Garment Making Teacher		
Apprenticeship	Nursing		
* Blind			
* Deaf			
* Academic (outside)			
** Retarded Children			

\* Note: Training in these three categories is not covered by vocational funds but as a matter of administrative convenience are to be processed on vocational forms by vocational staff. Expenditures and records must be kept separately and distinct from vocational statistics.

\*\* Note: No provision has been made here for retarded children being maintained outside the Northwest Territories as each case will be considered on its own merits.

For quick reference all projects will be numbered consecutively by the Ottawa Office. Mackenzie District projects will be identified by the letter "M" following the project number and Arctic District projects will be identified by the letter "A" following the number.

A project number will be assigned to each approved project. Normally numbering will be consecutive according to the date the submission is received. In the event a project is repeated as to "Program", "Kind", "Method" and the community location inside the Territories, then a new number would not be assigned and the former project number would be re-used.

Examples:

Two Frobisher Bay Eskimo girls taking hairdressing at the Marvel Hairdressing School in Montreal -

Project No.	Program	Kind	Method	Location
1A	#3	Hairdressing	Individual	Outside

The quick reference number is "1A"

A group carpentry course at Frobisher Bay

2A	#5	Carpentry	Terminal Group	Inside
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A group taking power plant operating at Barriefield

3A	#5	Power Plant Op.	Terminal Group	Outside
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A sewing course for ten women at Yellowknife, September 1961.

1M	#5	Sewing	Terminal Group	Inside
----	----	--------	----------------	--------

Two girls taking nurses aide training at Calgary

2M	#3	Nursing	Individual	Outside
----	----	---------	------------	---------

Two girls taking nurses aide training at Inuvik

3M	#3	Nursing	Individual	Inside
----	----	---------	------------	--------

Training on-the-job for a garage mechanic in Ottawa for an Eskimo from Baker Lake.

4A	#5	Garage Mech.	T.O.J.	Outside
----	----	--------------	--------	---------

A sewing course for eight women at Fort Simpson

4M	#3	Sewing	Terminal Group	Inside
----	----	--------	----------------	--------

A Rankin Inlet Eskimo is given training on-the-job in carpentry with a construction firm at Rankin Inlet

5A	#5	Carpentry	T.O.J.	Inside
----	----	-----------	--------	--------

A sewing course for eight women at Yellowknife, June 1962.

1M	#5	Sewing	Terminal Group	Inside
----	----	--------	----------------	--------

In the above examples you will note that project numbers have been assigned consecutively according to districts. In the case of the two Yellowknife sewing courses, as all factors are the same, the same project number is used.

There is no relationship between District project numbers.

The quick reference number "1A" "3A" "4M" etc. will serve as identification and all related correspondence and forms should bear this reference.

All projects must be costed separately. Financial coding and records will be integrated into the system.

Separate files are to be opened for each project.

9. Forms

A copy of each of the forms is included at the back of the manual. It should be noted that instructions for the preparation of each of the major forms have been provided on the reverse side. The instructions should be read carefully whenever a form is to be used. The forms are briefly described as follows:

Vocational Project Approval Form (NANR 55-29)

Purpose:

- i) To standardize and simplify the form of presentation of training programs for policy approval.
- ii) To assist field offices in maintaining financial control.
- iii) To provide a ready means of transmitting pertinent information about training projects to all concerned.

When Used:

- i) To initiate all training projects, whether individual, training-on-the-job or group except those continuing courses authorized and being carried on in schools operated by the Department.
- ii) To renew projects previously terminated.

Prepared By:

District Office and routed through accounts officer for commitment of funds prior to submission to Director.

Distribution:

Director (3 copies, two to be returned after approval)  
District Office - 1 copy  
Regional Office - 1 copy

Vocational Project Approval - Supporting Details (NANR 55-30)

Purpose:

- i) To provide additional detail and background relating to some items included in the cost estimate outlined in the Project Approval Form.

When Used:

- i) When a Project Approval Form lists costs for public utilities, rentals and purchases.

Prepared By:

- i) District Office and attached to each copy (5 copies) of the Project Approval Form.

Vocational Project Amendment Form (NANR 55-31)

Purpose:

- i) To amend projects, previously approved, in respect of monetary provisions or number of trainees. The amendment may be an increase or decrease.
- ii) To revise financial commitments.
- iii) To inform appropriate officers of changes in a proposed training project.

Prepared By:

District Office and routed through accounts officer for adjustment of the commitment prior to submission to Director.

Distribution:

Director (3 copies, two to be returned after approval)  
District Office - 1 copy  
Regional Office - 1 copy

Trainee Information and Notice of Commencement Form (NANR 55-32)

Purpose:

- i) To record the personal history of a candidate prior to training.
- ii) To provide notice of commencement of training by an individual.

When Used:

- i) To be completed for any person being considered for training.

Prepared By:

- i) Part A - To be completed by person conducting interview and recommending training. (Selection and Placement Officer or person acting in his stead.)
  - a) To be approved by Selection and Placement Officer when training to take place in his Region.
  - b) To be approved by District Vocational Superintendent if training is outside the Region.
- ii) Part B - To be completed by Selection and Placement Officer if training is taking place in his Region.

To be completed at District Office if training is taking place elsewhere.

Distribution:

- District Office - 2 (When Part B completed in Region)  
District Office - 3 (When Part B not completed in Region)  
In this case, District Office returns one copy to Region with Part B completed.  
\* Director - 1 With Part A and B completed.

Training Project Financial Summary Forms (NANR 55-33)

Purpose:

- i) To provide financial summaries on a quarterly or final basis by project.
- ii) To enable unexpended funds committed to the project to be released for other purposes.
- iii) To enable calculation of costs attributable to "others" and processing of recoveries from Territorial Government.
- iv) To enable preparation of claims against the Department of Labour.

When Used:

- i) Quarterly (June 30, Sept. 30, Dec. 31 and March 31) from date project is approved until project is completed.
- ii) Immediately on termination of project.

Note: Part A is always completed  
Part B is always completed  
Part C is completed for group training projects

Prepared By:

District Finance Office in co-operation with vocational Staff who are responsible for initiating the form's completion.

Distribution:

Director - 1 copy  
District Office - 1 copy  
Regional Office - 1 copy

Termination of Training Report (NANR 55-34)

Purpose:

- i) To provide permanent record of trainee achievement and assessment by instructor.
- ii) To provide notice of completion of training.

Prepared By:

District office in consultation with course instructor, Selection and Placement Officer, training institution, or employer as the case may be.

Distribution:

Regional Office - 1 copy  
District Office - 1 copy  
Director - 1 copy

Training-on-the-Job Contract (NANR 55-35)

Purpose:

- i) To formally record and acknowledge arrangements with trainees and employers for training-on-the-job.

When Used:

All on-the-job training projects.

Prepared By:

Selection and Placement Officer.

Signed By:

Trainee  
Employer  
District Administrator (or other person to whom authority has been delegated pursuant to Government Contract Regulations)

Distribution:

Selection and Placement Officer  
Trainee (signed copy)  
District Administrator (signed copy)  
Employer (signed copy)  
Director (if not signed, names of signatures to be  
typed on form)

10. Expenditure Authorities

For the most part, project approval forms signed by or on behalf of the Director will constitute authority for the field to make the expenditures set out for a particular project. However, in approving these expenditures, the Director must be guided by the limits of authority granted by Treasury Board. In most respects the general authorities extended by Treasury Board are adequate to enable the Department to meet the requirements of its vocational program. Considerable flexibility is allowed and this is highly desirable. However, flexibility does impose an added responsibility or obligation on Departmental officers to ensure that the costs in respect of each training project are only those necessary to enable realization of the objective. For example, payment of excessive personal allowances would be considered bad judgment on the part of a Departmental officer. Equally important might be the effect it would have on the trainee in that it could defeat our purpose of demonstrating to the individual that the skill he obtains through training is an important factor in obtaining a better job and increased remuneration.

Following is a general outline of the expenditure authority extended to the Department by Treasury Board:

- (a) Tuition, supplies, books, student fees and rental of equipment for training purposes - Actual reasonable expenditures.

- (b) Transportation of trainees - Cost of transporting trainees from their place of residence to the place of training and return by the most economical means and route. When necessary, trainees may be provided with a cash allowance sufficient to cover meals and accommodation en route.
- (c) Personal allowance for incidental expenses - This includes essential personal items such as toiletries, reasonable recreational activities, local transportation when necessary, and other items of a similar nature. Circumstances vary widely from one training situation to another and it would be difficult to set down a specific amount that would be reasonable in all circumstances. For example a trainee attending an institution in southern Canada might be required to travel by bus each day from his place of residence to his school and return, whereas in another circumstance a trainee might reside in a school residence and not require daily transportation. In still another situation a trainee might reside in his own home and simply attend classes each day. Such a trainee might not require any allowance.
- Generally it has been found that where personal allowances are required, amounts ranging from \$15.00 to \$30.00 per month have been adequate.
- (d) Room and board - When required, the actual cost incurred for the provision of reasonable room and board. This may be paid by means of an appropriate monthly allowance to trainees, or by direct payment to the person or persons providing room and board. Vocational trainees may now be given room and board in Crown-owned housing. It is difficult to set a rate but \$50 to \$85 per month for private

accommodation is generally sufficient. Institutional rates are generally lower.

- (e) Clothing - The actual cost of providing necessary clothing - not exceeding \$150 for any one trainee. Except in unusual circumstances the purchase of clothing should be supervised. Clothing should be practical to the circumstances of the training locality.
- (f) Recreation programs - When group training courses are conducted or supervised by Departmental representatives, expenditures may be incurred by the supervisor for the recreational purposes of the group not exceeding \$5 per month for each trainee enrolled and \$150 per month for each group course.
- (g) Training-on-the-job - Authority has now been obtained for wage sharing arrangements to be made with a private employer. Wage sharing involves a form of contract with the employer (see form NANR 55-35) under the following terms and conditions:

1. An agreed learner's wage rate is determined and payments are apportioned on a 50/50 basis. A sliding scale may be used if necessary but the Department's share must not exceed 50% of the total wage over the contract period.
2. The contract may vary in length but will not exceed one year.
3. The contract may be terminated for cause upon notice in writing.

Transportation, meals and other expenses en route may be paid on behalf of a trainee if no other assistance is available to locate him on the job.

(h) Contract Instructors -

- i) Evening, part-time or substitute contract instructors may be employed at reasonable hourly rates depending upon their qualifications and the rate required to obtain their services, provided that the total contract including transportation, allowances, etc. does not exceed \$1,000. Normally, the hourly rates range between \$2 to \$4 per hour.
  - ii) The employment of a contract instructor - full-time or part-time - involving a total expenditure in excess of \$1,000 for wages, transportation, allowances, etc. may only take place with the specific approval of Treasury Board. As the normal time required for the Branch to obtain this authority is from 1 to 3 months, it is important that this factor be considered when training projects involving the employment of instructors in this category are submitted.
- (i) Supervisors - In some instances, particularly in the case of group courses outside the Territories, it may be necessary to engage a supervisor to look after the well being of the trainees at times other than when they are receiving formal instruction. Proposals involving the employment of supervisors will be considered on the basis of their individual merits. Payments to or on behalf of supervisors in excess of \$1,000 will require specific Treasury Board approval and the time element referred to in (h) (ii) is pertinent.
- (j) Medical Expenses - When it is reasonably possible to do so, all trainees should be given medical examinations prior to their

departure from the north. This would also apply within the Territories where the place of training is in a locality other than where the trainee resides. Department of National Health and Welfare will provide medical services for trainees and care must be taken by course supervisors and others responsible for the welfare of trainees to ensure that the appropriate representative of I.N.H.S. is consulted in regard to all health problems.

When the Trainee Information Form (NANR 55-32) is being completed it will be necessary for the person completing it to make a "yes" or "no" statement regarding the need for a medical examination. If the statement is yes then it will be necessary for some arrangement to be made. The details and procedures to meet this situation must necessarily be worked out in the field.

11. Accounting Procedures

From the financial standpoint, the objectives of this new administrative scheme are as follows:

- (a) to provide for the commitment of funds on a uniform project basis,
- (b) to provide accurate expenditure records by project,
- (c) to enable the production of periodic financial statements with the minimum detail required to permit
  - (i) specific and general administrative control over the vocational program by the responsible officer at each level;
  - (ii) the processing of recoveries from the Territorial Government;

- (iii) the preparation of claims against the Department of Labour;
- (iv) the analysis and assessment of trainee costs in relation to the benefits accruing to the trainee.

Obviously, the role of the District Finance Officer is an important one as program decisions will frequently rest on the information supplied by him. Although this manual provides for a number of forms which have financial implications, no attempt has been made to lay down the system of internal records to be maintained by the District Finance Officer. The purpose has been to set out clearly the financial data required by officers responsible for the conduct of programs at each level and the form in which it should be transmitted to them. District Finance Officers must develop and set up within their own offices the record systems necessary to enable them to provide the required information. (Note: Instructions will be forwarded by Branch Administration concerning detailed procedures.)

The forms listed below have financial implications. District Finance Officers should review them carefully in conjunction with the information on Pages 13 to 30 inclusive.

- (1) Vocational Project Approval Form; (NANR 55-29)
- (2) Vocational Project Amendment Form; (NANR 55-31)
- (3) Training Project Financial Summary (NANR 55-33)

In the case of "terminal group" projects, expenditures for such things as instructors, materials and supplies, rentals, etc., cannot be attributed directly to a specific trainee and therefore to a particular racial group. As expenditures by racial group are required, we intend to arrive at this figure by distributing the total expenditures in proportion to the trainee days attributable to each racial group.

On the other hand, all expenditures incurred on "individual" and "training-on-the-job" projects can be identified with specific trainees whose racial status is known. It is therefore possible to record actual expenditures by race at the time they are made.

Carry-over of commitments from one fiscal year to another

At the close of a fiscal year, the District Finance Officer should automatically carry forward to the new year all outstanding commitments against approved projects.

Consolidated Statements

Although no specific provision has been made for a consolidated statement of commitments and expenditures by projects, it is thought that such a statement, at quarterly intervals, would be of great assistance to District Vocational Superintendents. In this regard, District Superintendents should consult their respective Finance Officers.

12. Selection of Trainees

The success of any training program hinges to a very large degree on the selection of suitable candidates in the first instance. Before the selection process is commenced minimum qualifications should be established. Some of the factors to be considered in setting minimum qualifications are:

- i. academic level required
- ii. location of known or anticipated job opportunities
- iii. age limits
- iv. basic skills or previous trades training required
- v. physical condition necessary

Having established the basic criteria, the following additional points must be considered in examining individual candidates.

1. What is the family relationship? If he is to be absent for a considerable time, will hardships be inflicted? Will welfare assistance be required by the family? If so, can this be arranged by appropriate welfare officers?
2. How do the parents (wife, others) feel about his departure? Sometimes family separation nullifies the value of the training. Marital difficulties may arise or worries in other respects makes the trainee unable to concentrate on his course.
3. What are the candidate's motivations for taking training? Has another member of the family taken training previously?
4. What attitudes has the candidate displayed in employment? Is he willing to move to a new location if employment opportunities require it?
5. What are the candidate's interests? Does the proposed training seem suitable with respect to his own wishes and ambitions?
6. Does the candidate fully understand what is involved?
7. Will he be content to take the training even though there is no immediate possibility for employment at the conclusion of training?

In selecting candidates for a course within any of the main groups, care should be taken to avoid assigning an individual to a situation that is far beyond his capabilities. Testing techniques and evaluation formulae will be developed and will be introduced as they become available. In the meantime, it is necessary that selection officers develop an awareness of the practical rules of selectivity and use all the resources available to them to better the choice of candidates for training and placement.

DEPARTMENT OF NORTHERN AFFAIRS AND NATIONAL RESOURCES

VOCATIONAL PROJECT APPROVAL FORM

NOTE: Read Instructions on back before completing this form. Five copies required.

Project No. \_\_\_\_\_

(1) Program:	(2) Kind of Training:
(3) Method:	(4) Location:

(5) Estimated Enrolment:			
ESKIMO:	INDIAN:	OTHER:	TOTAL:

(6) Proposed Dates: From:	To:
---------------------------	-----

(7) ESTIMATED EXPENDITURES	(8) EXPLANATION OF PROJECT: (see #5 reverse side)
----------------------------	---

Expenditures	Current Year 19 /19	Next Year 19 /19
TRAINEES:		
Travelling Expenses		
Tuition		
Supplies, Fees, etc.		
Incidental Allowances *		
Room & Board *		
Clothing		
Miscellaneous **		
INSTRUCTORS: (Contract)		
Salary*		
Allowances *		
Travel		
UTILITIES:		
Light and Power		
Heat		
Water and Sewer		
RENTALS:		
Buildings		
Equipment		
PURCHASES:		
Materials and Supplies		
CONSTRUCTION/ACQUISITION		
Buildings		
Equipment		
Miscellaneous **		
SUB-TOTAL PER FISCAL YEAR		
GRAND TOTAL		
AVERAGE PER TRAINEE		
ANTICIPATED REVENUE		

\* Show rate per month    \*\* Specify

(If necessary attach separate sheet to each copy)

Name and Address of Instructor if known	
---	--

Proposed By:	Funds Committed:
Date: District or Vocational Superintendent	Date: District Finance Officer

Submitted By:	Recommended By:	Approved By:
Date: Administrator Mack/Arctic	Date: Education Division	Date: Director

## INSTRUCTIONS

1. This form is to be completed for proposals to -
  - (a) conduct group terminal courses
  - (b) send a number of individuals on training courses where the factors of "Program", "Kind of Training", "Method of Training", and "Location" are identical.
  - (c) arrange "Training on the Job" where the same conditions under subsection (b) apply
  - (d) begin apprenticeship training
  - \* (e) enrol a blind student
  - \* (f) enrol a deaf student
  - \* (g) provide academic up-grading outside the N.W.T.

\* Note: These items are not classed as vocational projects but are to be recorded and processed by the same procedures as used for vocational trainees.
2. Project number according to formula will be assigned at Head Office - all supporting documents are to be identified by the project number.
3. Complete the form giving sufficient information to support and explain the proposed project. Costs shown should be actual, where known, or carefully calculated approximations. If an expenditure is not anticipated under any heading or item a "nil" entry should be made.
4. A course outline should accompany the form where a recognized course is not being taken. For example a hairdressing course at a Marvel school would not require a course outline, but a sewing course at the community level would require an outline. Course outlines should include the subject topics to be covered and the time devoted to each topic. An outline may be brief but it must be in sufficient detail to allow evaluation of its worth.
5. The explanation should deal concisely with the following areas:
  - (a) The purpose of the training and objectives that have been set.
  - (b) The employment prospects if any are known and particularly if there is an immediate employment goal.
  - (c) The follow-up training requirement if such circumstances are applicable.
6. The form should be signed by the District or Vocational Superintendent, then by the District Finance Officer, then by the District Administrator for submission to the Director for approval. All projects must be approved by the Director before they commence.

### Distribution:

Director (3 copies, two to be returned after approval)  
District Office - 1 copy  
Regional Office - 1 copy

DEPARTMENT OF NORTHERN AFFAIRS AND NATIONAL RESOURCES

VOCATIONAL PROJECT APPROVAL

SUPPORTING DETAILS

Project No. \_\_\_\_\_

To be completed in five copies when a project submission includes cost estimates providing for public utilities, rentals and purchases.

Detail of Item	Current Year 19 - 19	Next Year 19 - 19
TOTALS		

VOCATIONAL PROJECT AMENDMENT FORM

NOTE: Read instructions on back before completing this form. Five copies required.

Project No. \_\_\_\_\_

Expenditures	Previously Approved		Revised Costing	
	Current Year 19 /19	Next Year 19 /19	Current Year 19 /19	Next Year 19 /19
Troinees				
Instructors				
Utilities				
Rentals				
Purchases				
Construction Acquisition				
Miscellaneous				
<b>TOTAL</b>				
<b>GRAND TOTALS</b>		<b>AVERAGE COSTS PER TRAINEE</b>		
Previous	Revised	Previous	Revised	

ENROLMENT PREVIOUSLY APPROVED			
Eskima	Indian	Other	Total

REVISED ENROLMENT (if applicable)			
Eskimo	Indian	Other	Total

PERIOD OF COURSE				
Previously Approved	From:	Day	Month	Year
	To:	Day	Month	Year
Revised (if Applicable)	From:	Day	Month	Year
	To:	Day	Month	Year

Explonation of increases/decreases:

Proposed By: _____		Funds Committed: _____	
Date: _____	District or Vocational Superintendent	Date: _____	District Finance Officer
Submitted By: _____		Recommended By: _____	
Date: _____	Administrator Mack./Arctic	Date: _____	Education Division
		Approved By: _____	
		Date: _____	Director

INSTRUCTIONS

1. This form is to be submitted by the District Office -
  - (a) When the revised cost estimate of a project differs by more than 10% in total, up or down, from the initial costing submitted with the Project Approval Form.
  - (b) When a revised estimate of the average cost per trainee differs by more than 10%, up or down, from the initial costing submitted in the Project Approval Form.
2. This form is intended for use primarily where a cost change occurs. It should not be used for a date change only. Ordinary postponements should be reported by memorandum.
3. This form should be signed by the District or Vocational Superintendent, then by the Finance Officer, then by the District Administrator for submission to the Director for approval. All amendments to projects must be approved by the Director.

Distribution:

Director (3 copies, two to be returned after approval)  
District Office - 1 copy  
Regional Office - 1 copy

DEPARTMENT OF NORTHERN AFFAIRS AND NATIONAL RESOURCES  
**TRAINEE INFORMATION AND NOTICE OF COMMENCEMENT**

PART "A"

**TRAINEE INFORMATION**

PROJECT NO: \_\_\_\_\_

First Name _____ Last Name _____	ESK. <input type="checkbox"/> IND. <input type="checkbox"/> OTHER <input type="checkbox"/>	AGE: _____ Date of Birth _____ Day _____ Month _____ Year _____	Band or Disc. No. _____ SEX: M <input type="checkbox"/> F <input type="checkbox"/> Ht: _____ ft. _____ in. Weight: _____	Address _____
No. of Dependents * _____ Disability * YES <input type="checkbox"/> NO <input type="checkbox"/> * Complete section on reverse		MARITAL STATUS S <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> D <input type="checkbox"/>	ENGLISH Speaks <input type="checkbox"/> Reads <input type="checkbox"/> Writes <input type="checkbox"/>	RELIGION Prot. <input type="checkbox"/> R.C. <input type="checkbox"/> Other <input type="checkbox"/>

Name and Address of Person to be Notified in case of Emergency \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PREVIOUS TRAINING OR EDUCATION SUCCESSFULLY COMPLETED**

**ACADEMIC**

	(Circle last grade or year)	Year Completed:	Diploma, degree, credits obtained (specify)
ELEMENTARY	1 2 3 4 5 6 7 8		
HIGH SCHOOL	9 10 11 12 13	Last School Attended:	
YRS. UNIV.	1 2 3 4		

**VOCATIONAL OR OTHER EDUCATION**

Kind of Training Inc. Adult part-time classes	Training Centre, Institute School or Agency	Length of Training			Year Completed	Licence, Trade Certificate
		Wks.	Month.	Yrs.		

Indicate Applicant's wishes regarding training or employment \_\_\_\_\_  
 \_\_\_\_\_

Give opinion on Applicant's suitability for the training or subsequent employment such as: Character Traits, Initiative, Interests, Aptitudes, Probabilities for Success.  
 \_\_\_\_\_  
 \_\_\_\_\_

Medical Examination is Required: YES <input type="checkbox"/> NO <input type="checkbox"/>	Date of Last Medical: _____ Place: _____	NOTE: If application has been rejected state reason and recommendations on reverse side.
Recommended By: _____	Approved By: _____	
Date: _____	Date: _____	

PART "B"

**NOTICE OF COMMENCEMENT**

Training Centre, School _____	Training Commenced _____ Day _____ Mon. _____ Year _____	Estimated Completion: _____ Day _____ Mon. _____ Year _____
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NOTE: If Trainee is Enrolled in course extending over several years, e.g., University, Please state details:

DEPENDENTS

Name	Relationship	Age	Remarks Concerning Dependents
------	--------------	-----	-------------------------------

DISABILITY

Describe disability, if any. (heart, hearing, speech, lengthy period of hospitalization, etc.)

To what extent, if any, will this affect training or post-training employment?

Reason for Rejection and Recommendations

INSTRUCTIONS

This form is to be used to record personal history of trainees or prospective trainees. It is also used to give notice of commencement of training.

Part A of the form is to be completed by any person conducting an interview and recommending training (Selection and Placement Officer or person acting in his stead.)

- (i) It is to be approved by the Selection and Placement Officer when training is in the Region.
- (ii) It is to be approved by the District Vocational Superintendent if training is outside the Region.

Part B of the form is to be completed by the Selection and Placement Officer if training is taking place in his Region, otherwise Part B is completed at the District Office.

Distribution:

District office - 2 (When Part B completed in Region)  
District office - 3 (When Part B not completed in Region)  
In this case District Office returns  
one copy to Region with Part B completed.  
Director - 1 With Part A & B completed.

VOCATIONAL PROJECT FINANCIAL SUMMARY

INSTRUCTIONS

Quarterly

Final

Program  
Project No. \_\_\_\_\_

NOTE: Read instructions on back before completing this form. Three copies required.

A.	Total	Eskimo	Indian	Other
No. of trainees				
No. successfully completed training				
Total actual days attended				

B.	Type of Expenditure	Total Current Period	Total To Date	ACTUAL PROJECT EXPENDITURE					
				Eskimo		Indian		Other	
				Current	Total to Date	Current	Total to Date	Current	Total to Date
	Travelling Expenses								
	Tuition								
	Books, Fees, Supplies								
	Incidental Allowances								
	Room and Board								
	Clothing								
	Misc. *								
	<b>TOTAL</b>								

C.		
INSTRUCTOR'S		
Salary		
Allowances		
Travel		
Utilities, Light & Power		
Heating		
Water & Sewer		
RENTALS:		
Buildings		
Equipment		
PURCHASES:		
Materials		
Const./Acquis.:		
Buildings		
Equipment		
Misc. *		
<b>TOTAL</b>		
Average Cost per Trainee		
Cost per Trainee day		
Cost - Eskimo		
Cost - Indian		
Cost - Other		

Remarks

\* Specify.

The form should be signed by the District Superintendent verifying the financial aspects, and the training aspects, then by the District Administrator for submission to the Director.

Distribution:

Director - 1 copy  
District Office - 1 copy  
Regional Office - 1 copy

Finance Officer

Vocational Superintendent

Administrator of Mack./Arctic

Date

Date

Date



**TERMINATION OF TRAINING REPORT**

**NOTE: Read instructions on back before completing this form. Three copies required.**

Project No. \_\_\_\_\_

First Name(s)	Last Name	Home Address
Address (if changed)		

Training Completed/Discontinued on _____ day _____ month _____ year Actual Attendance in Days _____	If training discontinued—Give reasons—  
---	--

REPORT OF PROGRESS					FUTURE PLANS
Assessment or Rating	Excel.	Good	Fair	Poor	Occupational Choice —
Course Rating					(1)
Personal Suitability for this type of work					(2)
Employability					(3)

Diplomas, certificate, licence, or credits issued? Specify _____  Date issued _____	Further Education or Training  
--	---------------------------------------

Recommendations—  
 \_\_\_\_\_  
 \_\_\_\_\_

Date of Departure \_\_\_\_\_ day \_\_\_\_\_ month \_\_\_\_\_ year      Destination \_\_\_\_\_

Purpose — Ta seek employment  Await placement  Report an Job  Other specify \_\_\_\_\_

**POST-TRAINING EMPLOYMENT (if applicable)**

Name of Employer	Address
Starting Date _____ Day _____ Month _____ Year	Nature of Work
	Wages/Salary (approx.)

If Employment is not related to his training, state reason(s)  
 \_\_\_\_\_  
 \_\_\_\_\_

Remarks  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year

\_\_\_\_\_  
 Superintendent

INSTRUCTIONS

1. This form is to be completed in consultation with the course instructor, Selection and Placement Officer or other person closely associated with the training project. If a trainee has been trained in a southern institution or by some other agency information may, of necessity, be obtained in another way and this form completed in the best way possible from that information.

**Distribution:**

Director - 1 copy  
District Office - 1 copy  
Regional Office - 1 copy

**TRAINING-ON-THE-JOB CONTRACT**

**NOTE:** Read instructions on back before completing this form. Four copies required.

Project No. \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Band or Disc. No.: \_\_\_\_\_ Age: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Address of Employer: \_\_\_\_\_

Kind of Training: \_\_\_\_\_ Training Begins: \_\_\_\_\_ Length: \_\_\_\_\_ Hours Worked \_\_\_\_\_  
 Day Month Year Wks. Months Per day \_\_\_\_\_ Per Wk. \_\_\_\_\_

PERIOD	RATE OF PAY			TOTAL TIME	TOTAL PAYMENTS	SHARE OF PAYMENTS	
	Hrly/Wkly. or Mthly	Employer's Share	Department's Share			Employer's Share	Department's Share
1st. - Wks/Mos.							
2nd. - Wks/Mos.							
3rd. - Wks/Mos.							
4th. - Wks/Mos.							
<b>TOTALS</b>							

I AGREE (1) to instruct Trainee in occupation or trade shown  
 (2) to pay the premiums for Workman's Compensation and Unemployment Insurance  
 (3) to forward attendance reports and wage accounts to: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Employer

**THE DEPARTMENT OF NORTHERN AFFAIRS AND NATIONAL RESOURCES AGREES:**  
 (1) to provide, if practicable, part-time technical instructions or correspondence course as recommended by the Vocational Training Superintendent.  
 (2) to make payments NOT exceeding the total amount shown above for Department's Share.

Signature: \_\_\_\_\_  
 For Department

**TRAINEE:**  
 I understand that I am considered to be on probation for \_\_\_\_\_ weeks and will be withdrawn if I or the instructions prove unsatisfactory. I understand fully and accept the conditions of employment.

Signature: \_\_\_\_\_

INSTRUCTIONS

1. The form is to be drawn up according to the terms negotiated with the employer.
2. The form should be signed by each of the parties concerned and the departmental signature should be within the person's authority with respect to financial authorizations.
3. The agreement must not exceed a period of twelve months.
4. Wage rates should be set by the rate determined most appropriate for a learner. Shared payments should be calculated to a 50% sharing over the period the agreement is in force. This may be either a straight 50% or by a sliding scale.
5. All payments to the trainee for wages should be paid by the employer on which Unemployment Insurance and Workmen's Compensation contributions must be paid. Departmental share of wages is to be paid on the basis of time statements submitted by the employer. The Department will not share in overtime payments.
6. Training may be terminated for cause by any party provided notice is given in writing.

Distribution:

Selection and Placement Officer  
Trainee (signed copy)  
District Administrator (signed copy)  
Employer (signed copy)  
Director (if not signed, names of signatures to be typed on form)