

# Skills Training Grants (STG) User Guide

## Submitting CWRG Completion Reports

Last Updated: 15 June 2022

1. Log into the [Skills Training Grants page](#) with your BCeID.
2. Scroll down the page to your Community Workforce Response Grant (CWRG) application, then click “Continue.”  
The application’s status must be “**Report Completion**.”

Canada BRITISH COLUMBIA  
Funding provided by the Government of Canada through the Workforce Development Agreement

### Community Workforce Response Grant

**Start New Community Workforce Response Grant Application** Current grant opportunities are for training starting between 2022-04-01 and 2022-08-31.

### Your applications and claims

A list of your grant application files and their status is shown below.

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**2350008 test (start date 2022-04-04)**  
**Community Workforce Response Grant – Emerging Priorities**

**REPORT COMPLETION** **Continue**

3. Click “Report Completion.” The date must be after the Delivery End Date of your application.

Home

**2350008 test (training start date 2022-04-04)**  
**Community Workforce Response Grant – Emerging Priorities**

**REPORT COMPLETION**

✓ Your Claim has been approved. Your reimbursement amount is shown below.  
You may view the details of your claim assessment by clicking on it below.

Claim	Submitted	Assessed	Status	Amount
<a href="#">View Claim Assessment</a>	2022-04-04	2022-04-04	<b>Claim Approved</b>	\$1,000.00

**Completion Report** Due: 2022-05-04 **INCOMPLETE** **Report Completion**

You can only submit a completion report on or after your application’s Delivery End Date.

4. **Step 1: Participant Completion.** If any of your participants didn’t finish the program, click the “No” button, tick the checkboxes beside the participant, and select a reason from the “Reason” dropdown. Click “Continue” when done.

**Completion Report**

**Step 1 of 4**  
Participant Completion

\* Response required

Have you uploaded all required documents? If not, you will be unable to complete the Completion Report. \*

Yes  No

Have all participants completed the training? \*

Yes  No

For each participant that did not complete, indicate

Show  entries

Select All

Name of participant	Please select a reason
<input checked="" type="checkbox"/> sdfsdf sdfsdf	Found a full-time job Training conflicted with existing job Could not afford to remain in training Family reasons (e.g., taking care of child, relative) Health reasons Personal reasons (e.g., lost interest) Lack of transportation Moved Enrolled in another training or education Other (specify) Unknown

Showing 1 to 5 of 1 entries

1: Select Yes or No to the first 2 questions

3: Pick a reason from the dropdown list.

2: Tick the checkbox beside the person that didn't finish.

5. **Step 2:** Participant Employment. Select the employment status for each participant by using the drop-down menu. Depending on the employment status of the participant, additional drop-down menus may need to be selected before all options can be saved. Below is an example of one participant who is employed, and one who is now in school. Choose your selections for each participant, and select "Continue"

**Completion Report**

**Step 2 of 4**  
Participant Employment

\* Response required

Show  entries

Search:

Name of Participant	Employment Status
emily emily	<p>Indicate employment status of this participant after the training. *</p> <p>Employed</p> <p>Full Time/Part Time *</p> <p>Full-time</p> <p>Type of Employment *</p> <p>Permanent</p> <p>What community does this participant work in? *</p> <p>Barlow Creek - Cariboo</p> <p>What industry does this person work in? *</p> <p>54   Professional, scientific and technical services</p> <p>541   Professional, scientific and technical services</p> <p>5414   Specialized design services</p> <p>54143   Graphic design services</p> <p>541430   Graphic design services</p> <p>What occupation does this person work in? *</p> <p>3   Health occupations</p> <p>31   Professional occupations in health (except nursing)</p> <p>314   Therapy and assessment professionals</p> <p>3141   Audiologists and speech-language pathologists</p>

For an employed participant, select 5 NAICS levels until it reaches 6 digits.

For an employed participant, select their occupation group and its sub-categories until it reaches 4 digits.

For a participant in school or training, select the type of program they're enrolled in from the drop-down menu.

julie julie Indicate employment status of this participant after the training. \*

In school or training

What program is this person enrolled in? \*

Trades training

Showing 1 to 5 of 2 entries

Cancel Back Continue

6. **Step 3:** Training Outcomes. Select the training outcome for each participant, by ticking the box or boxes. Once complete, click "Continue"

**Completion Report**

**Step 3 of 4**

Training Outcomes

\* Response required

For each participant, select additional outcomes that describe changes in their employment situation after they have completed training (select all that apply) \*

Show 5 entries Search:

Name of Participant	Selections
emily emily	<input type="checkbox"/> Increased job security (i.e. training allowed them to maintain job) <input type="checkbox"/> Got promoted <input type="checkbox"/> Took on more responsibilities <input type="checkbox"/> Got an increase in pay <input type="checkbox"/> Improved employability (skills and knowledge needed to find and maintain a job) <input type="checkbox"/> None of the above <input type="checkbox"/> Unknown
julie julie	<input type="checkbox"/> Increased job security (i.e. training allowed them to maintain job) <input type="checkbox"/> Got promoted <input type="checkbox"/> Took on more responsibilities <input type="checkbox"/> Got an increase in pay <input type="checkbox"/> Improved employability (skills and knowledge needed to find and maintain a job) <input type="checkbox"/> None of the above <input type="checkbox"/> Unknown

Showing 1 to 5 of 2 entries

Cancel Back Continue

Click boxes to select option.

7. **Step 4:** Community Survey. Choose an option from each dropdown and write your responses in the "What did you like best [...]" and "What would you change [...]" fields. Click "Submit Completion Report" when done. Your completion report is now finished, and your application status will update to "Closed."

## Completion Report

### Step 4 of 4

Community Survey

On a scale from 1 to 7, rate how well each statement below reflects your organization's experience with the grant:

\* Response required

The online system I used to apply and report on the Community Workforce Response Grant was user-friendly. \*

Please select an option

It was convenient to use BCeID to apply for the grant. \*

Please select an option

I received adequate support from the CWRG team in the process of my application. \*

Please select an option

The processing of my reimbursement was timely. \*

Please select an option

CWRG has three intake periods with distinct project delivery start dates. The project delivery start dates allowed for my intake aligned well with my project plan. \*<sup>?</sup>

Please select an option

The maximum funding limit in my stream was adequate to meet my project needs. \*

Please select an option

Community Workforce Response Grant allowed my organization to respond to labour and skills needs that my community/industry has identified in a timely manner. \*

Please select an option

Participation in the Community Workforce Response Grant encouraged my organization to engage with stakeholders or partners in my community/industry (e.g., local governments, Indigenous partners, educational institutions, employers, industry and sector groups). \*

Please select an option

As a result of participation in the Community Workforce Response Grant, my organization was able to create new connections with stakeholders or Indigenous partners interested in addressing labour force needs in my community/industry. \*

Please select an option

Community Workforce Response Grant increased my organization's capacity to respond to labour and skills needs in the future. \*

Please select an option

Community Workforce Response Grant helped position my organization as a key player in addressing labour force needs of my community/industry. \*

Please select an option

To the best of my knowledge, skilled workers who completed this training program were available right when employers in the community/industry needed them. \*

Please select an option

To the best of my knowledge, the skills that participants received through this training were relevant to the needs of employers in my community/industry. \*

Please select an option

If there are continuing or future labour and skills needs in your community/industry, would you apply for the grant again? \*

Please select an option

What did you like best about the Community Workforce Response Grant program? \*

  
2000 chars left

What would you change or improve about the program or process? \*

  
2000 chars left

Cancel

Back

Submit Completion Report

### Survey response options:

Please select an option

Please select an option

1 – Very untrue

2 – Untrue

3 – Somewhat untrue

4 – Neutral

5 – Somewhat true

6 – True

7 – Very True

Don't Know

Not Applicable

All fields, including the text response fields, need to be filled out.