

Skills Training Grants (STG) User Guide

Community Workforce Response Grant Participant Early Withdrawal Reporting

Last Updated: July 23, 2024

1. Log into the [Skills Training Grants page](#) with your BCeID.
2. Scroll down the page to your approved Community Workforce Response Grant (CWRG) agreement, then click “Continue.”

Your applications and claims

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

2550099 Sample Project Description (start date 2024-09-13)
Community Workforce Response Grant – Emerging Priorities

APPROVED

Continue

3. Click “View Participant List”

◀ Home

2550099 Sample Project Description

Status

REPORT COMPLETION

Community Workforce Response Grant – Emerging Priorities

All funding received through a CWRG grant must be spent in the fiscal year it was approved. Any portion of the total approved funding not spent in the completion of the training project must be returned to the province as an overpayment. As an Agreement Holder, you are not permitted to withhold or retain CWRG grant funds for future projects, or, for participants who wish to defer training to another time period or project.

Links

[View Application](#)

[View Agreement](#)

[View Participant List](#)

[Alternate Contact](#)



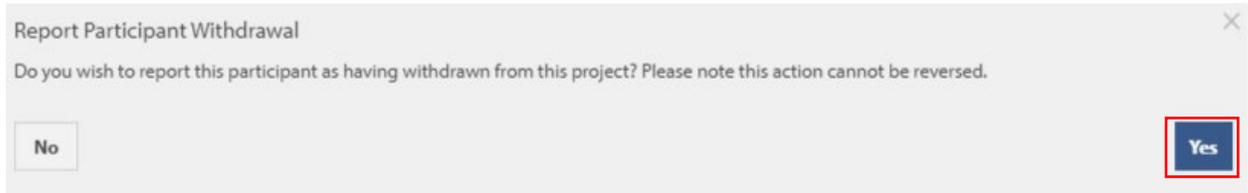
A payment will be processed for your reimbursement.
You may view the details of your claim assessment by clicking on it below.

4. Locate participant name to report as withdrawn, scroll to the right, and click “Report Withdrawal”

Participant Report

First	Email	Phone	Work Location	Reported on	Action
Participant 1 info				2024-06-06 18:52	Withdrawn
Participant 2 info				2024-06-06 15:08	Report Withdrawal

5. A pop-up window will appear. Make sure the correct participant has been selected and click “Yes”. Note this action cannot be reversed.



6. Copy the provided link and forward to withdrawn participant

Report Participant Withdrawal

Reporting the withdrawal of participants is a requirement under your contract with the Province.
Please forward the link below to the participant 'Pam Browne' who has now been withdrawn from training.

Link will be visible here



Note: If you would like to include a short description to participants along with the e-mailed link, here is a recommended template:

Dear XXXX,

You have chosen to withdraw from the following training program:

Program Name:

Start Date:

Withdrawn Date:

As this training is being funded through the Community Workforce Response Grant (CWRG), we kindly ask you to complete the “Participant Early Withdrawal Form” using the following link:

(copy and paste link from STG)

The form will be used to provide the CWRG team with feedback on your early withdrawal from the training program.

To ensure your privacy, once completed, the form is submitted directly and confidentially to the CWRG only.

Kind Regards,

(Your signature)

7. When you return to your participant report, you should now see participant as “Withdrawn”

First	Email	Phone	Work Location	Reported on	Action
Participant 1 info				2024-06-06 18:52	Withdrawn
Participant 2 info				2024-06-06 15:08	Withdrawn