

Skills Training Grants (STG) User Guide

Community Workforce Response Grant Participant Reporting

Last Updated: February 20, 2025

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

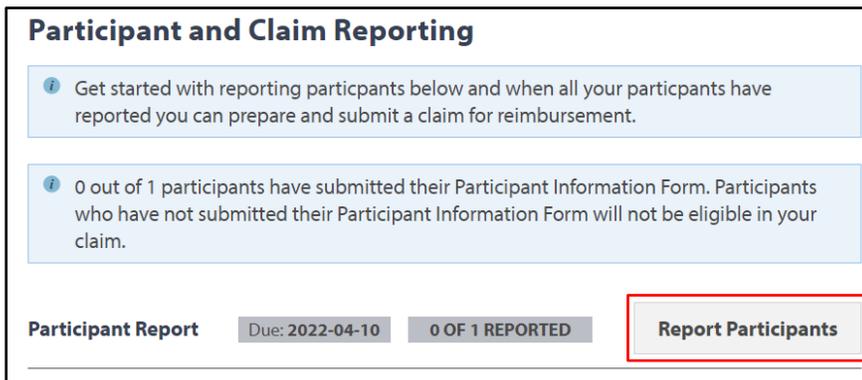


1950031 test (start date 2019-01-21)
Community Workforce Response Grant –

APPROVED

Continue

3. Click “Report Participants.”



Participant and Claim Reporting

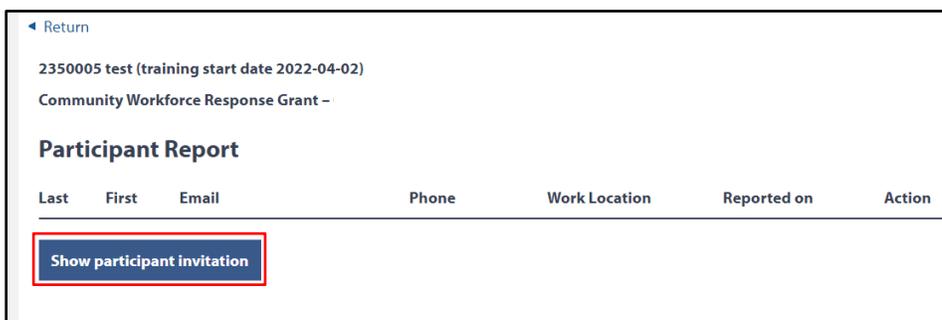
Get started with reporting participants below and when all your participants have reported you can prepare and submit a claim for reimbursement.

0 out of 1 participants have submitted their Participant Information Form. Participants who have not submitted their Participant Information Form will not be eligible in your claim.

Participant Report Due: 2022-04-10 0 OF 1 REPORTED

Report Participants

4. Click “Show participant invitation”.



Return

2350005 test (training start date 2022-04-02)
Community Workforce Response Grant –

Participant Report

Last	First	Email	Phone	Work Location	Reported on	Action
Show participant invitation						

5. You will see a generic email template containing a link to your application’s Participant Information Form (PIF). **You are responsible for providing this link to your participants.** Click “Copy Email” to copy this template. Paste it into your email program and send it to participants. If you just need the link itself, click the “Copy Link Only” button. This link does not expire.

Getting Started with Participant Reporting

i You have been approved to train 5 participants.

IMPORTANT! Participants on Employment Insurance (EI) or British Columbia Employment Assistance clients in receipt of Income Assistance (IA) must indicate on their Participant Information Forms (PIF) that they are receiving these benefits. All Participant Information Forms are due no less than 5 days prior to the start of training. To prevent impacts to participants benefits, ensure the training dates stated in the online portal are accurate and communicate the correct and confirmed training dates to all participants. For those participants receiving EI benefits, CWRG will submit a Section 25 referral on their behalf. For those participants receiving IA benefits, instruct participants to contact an Employment Assistance Worker at the SDPR Delivery Division to ensure that the training received under the Project will not affect their IA benefits. See Appendix A of the CWRG General criteria for more details.

Each participant must complete and submit a Participant Information Form in order to participate in the Community Workforce Response Grant project. Only participants eligible for the Community Workforce Response Grant should be reported.

For your convenience, you may use the invitation below to provide participants with the link. Please copy and paste it into your own email and send it to your participants. You may revise the email to make it better suited to your business needs.

You will be able to see who has completed their form in your Participant Report as soon as they have reported.

Copy Email

Dear {{participant}},

You have been identified as a participant for the following training program:

test
Start Date: 2023-09-26
Location:

As this training is being funded through the Community Workforce Response Grant, you must complete a participant information form using the following link:

<https://training.communityworkforceresponsegrants.gov.bc.ca/Part/Information/bac324b4-af5e-426f-85ec-fc077b8437b9>

Please use a current version of Chrome or Firefox to enter participant information.

Please complete your participant information form before midnight on 2023-09-21. If you do not

Copy Link Only

<https://training.communityworkforceresponsegrants.gov.bc.ca/Part/Information/bac324b4-af5e-426f-85ec-fc077b8437b9>

Make sure to enter the participant's name. Also make sure to enter the training location in the line beneath the start date.

6. If there is an issue with participants self-reporting, contact the program area. They can allow applicants to submit PIFs on behalf of their participants. If this has been enabled for your application, click the "Report Participants" button beside "Show Participant Information."

Return

2450017 test (training start date 2023-09-26)

Community Workforce Response Grant -

Participant Report

Last	First	Email	Phone	Work Location	Reported on	Action
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Show participant invitation

Report Participants

If a participant is not able to report by themselves using the participant invitation then you may report them yourself using Report Participant. The steps will include downloading a form and obtaining participant consent before you begin.

Read the PIF completion instructions carefully and follow all steps. The participant will need to sign a consent form, which can be found on the first page of the PIF.

- To remove a participant, click their "Remove" link. If you've already submitted a claim, you cannot remove anyone included in that claim. You can however remove them when you submit your completion report.

1950036 Demonstration Program (start date 2019-01-10)

Community Workforce Response Grant –

Participant Report

! You have been approved to train 4 participants. Use "Show participant invitation" below to send a link to your participants to enable them to submit their Participant Information Form. Only participants eligible for the Community Workforce Response Grant should be reported.

2 out of 4 participants have successfully reported their participant information. Remove any individuals that do not attend training.

IMPORTANT! Participants on Employment Insurance (EI) or British Columbia Employment Assistance clients in receipt of Income Assistance – Participants who are currently Employment Insurance or Income Assistance Clients must have approval prior to the start of training if they wish to maintain their financial supports. Refer to Appendix A of the CWRG General Criteria for details. EI or IA clients who do not obtain pre-approval before participating in training may become ineligible for continued financial supports under EI or IA. All Participant Information Forms are due no less than 5 business days prior to the start of training. However, if you are applying for Participants who may currently be Employment Insurance or Income Assistance Clients, please send notification to the CWRGgov.bc.ca.

↑ Last	↑ First	↑ Email	↑ Phone	↑ Work Location	↑ Reported on	↑ Action
Participant	First	first@participant.com	(111) 111-1111		2019-01-10 11:27 (Late)	Remove
Participant	Second	second@participant.com	(222) 222-2222		2019-01-10 11:32 (Late)	Remove

[Show participant invitation](#)