

Skills Training Grants (STG) User Guide

Submitting CWRG Completion Reports

Last Updated: February 20, 2025

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**.”

Start New Community Workforce Response Grant Application

Your applications and claims

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

2350008 test (start date 2022-04-04)
Community Workforce Response Grant

REPORT COMPLETION Continue

3. Click “Report Completion.”

[Home](#)

Status
REPORT COMPLETION

Links
[View Application](#)
[View Agreement](#)
[View Participant List](#)
[Alternate Contact](#)

Participant Exit Form
This form must be sent out to all participants on the last day of training.
[Exit Link](#)

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.

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

Claim	Submitted	Assessed	Status	Amount	Payment ID
View Claim Assessment	2024-02-29	2024-03-05	Payment Requested		

Proof of Payment	Due: 2024-03-16	COMPLETE	Submit Proof of Payment
Participant Financial Supports Attestation	Due: 2025-03-17	COMPLETE	Begin Attestation
Success Stories	Due: 2025-03-17	COMPLETE	Success Stories
Completion Report	Due: 2025-03-17	INCOMPLETE	Report Completion

You will need to complete Proof of Payment, PFS Attestation and Success Stories prior to submitting a Completion Report.

The Completion Report is *made available* 45 days after the training end date and is *due* within 90 days of training 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 5 entries

<input checked="" type="checkbox"/> Select All	Name of participant	Please select a reason
<input checked="" type="checkbox"/>	sdfsdf sdfs	Please select a reason

Showing 1 to 5 of 1 entries

1: Select Yes or No to the first 2 questions

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

3: Pick a reason from the dropdown list.

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.

julie julie	<p>Indicate employment status of this participant after the training. *</p> <p>In school or training</p> <p>What program is this person enrolled in? *</p> <p>Trades training</p>
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Showing 1 to 5 of 2 entries

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

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 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

Click boxes to select option.

Showing 1 to 5 of 2 entries

1

Cancel

Back

Continue

- Step 4:** Community Survey. Choose an option from each dropdown and write your responses in the corresponding open-ended question 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. *[?]

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 ▼

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

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

2000 chars left

What would you change or improve about the project or process? *

2000 chars left

What part of the application process was the most difficult and why? *

2000 chars left

What, if any, were the problems in recruiting? *

2000 chars left

Were the Participant Financial Supports sufficient to keep participants in training or to cover training costs? *

2000 chars left

Was the request for approving marketing materials fulfilled in a timely manner (how many days)? *

2000 chars left

Was administering the training a burden on your organization's capacity and do you have suggestions for improvement? *

2000 chars left

Cancel Back **Submit Completion Report**

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