



Visées

Practical guide: apply for a grant from the Visées program



An initiative of



la Chambre de commerce
du Montréal métropolitain

Funded by



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DEVELOPPÉ PAR palette
skills



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Presentation of the program

The goal of the Visées program is to support the upskilling of labour in high-growth sectors in Quebec.

It supports businesses as they upskill their teams by offering personalized, subsidized, short-term training paths that end in certification.

The short-term training offer for the Visées program enables businesses and job seekers to adapt to job market transformations, improve their productivity and stand out from the competition.

Visées is an initiative of the Fédération des chambres de commerce du Québec (FCCQ) and the Chamber of Commerce of Metropolitan Montreal (CCMM), financed by Palette Skills and the Government of Canada.



Presentation of the grant

The grant can be up to \$8,000 per employee. It covers:



50% of the employee's salary during training hours



Training costs associated with one or more skills



Within a given company, there is no limit to the number of employees trained who can receive the grant



Eligibility criteria for businesses

- Be legally registered with the Quebec enterprise register (NEQ)
- Not be a government, public, municipal or school organization or be subject to the *Act respecting the Ministère du Conseil exécutif* (Law M-30)
- Employ at least one full-time equivalent employee, distinct from the owners, shareholders, executives and members of their immediate family*

*Self-employed workers and independent consultants are not eligible for the program.



Eligibility criteria for trainees

Legal status:

1. Be legally authorized to work in Canada.
2. For work permit holders: have valid authorization for at least one year after the start of the training program.

Professional experience:

1. Have at least three years of work experience with the following specifications:
 - Work experience may have been gained within or outside Canada. Work experience does not need to be consecutive.
 - Experience cannot be acquired as part of full-time or part-time studies (secondary or post-secondary). Experience can include volunteer work.
2. The three years may be a combination of full-time or part-time paid or volunteer work.

Definition of work time:

- Full time: 30 hours or more per week.
- Part time: under 30 hours per week.



3 steps to obtain the grant

1 Submit your grant application

- Get the unique reference code (for example: ABC-123) from schools you do business with (required to complete your application).
- Create a business account on the Visées program's user space to manage your applications and documents online:
<https://pratiquesrh.com/visees/inscription>
- Complete the grant application form online in the user space.

2 Support from the Visées team

- Once your application has been reviewed, an advisor will be in touch to support you.
- If your application is accepted, you will receive a grant agreement. This approves your financing, subject to presenting the documents in step 3.

3 Transmission of supporting documents

Once your employees' training is complete, email your advisor the supporting documents required (see page 8).



Documents to provide

Once the employee has completed their training program, the business will receive the grant.

It will be paid out in a single payment once the following documents are provided:

1. Signed grant agreement
2. Void cheque from the company
3. Invoice for training and proof of payment
4. Confirmation that the training was completed from the educational institution
5. Certification of job upgrade*
6. First and last pay stubs for the employee during training



*A certification template for job upgrade will be provided.



Do you have a question? Contact us!

About your grant application:



Contact your advisor directly

If you don't yet have a contact on the Visées team, write us at

subventions@visees.ca

About the Visées program



Consult our website:

www.visees.ca



Do you have a specific question?

Write us: contact@visees.ca