



Canadian Dairy Commission Workforce Development Initiative

CONTINUING EDUCATION PROGRAM GUIDE



WORKFORCE DEVELOPMENT INITIATIVE¹

Background and objective

The Canadian Dairy Commission (CDC) is committed to supporting a highly skilled, diverse² workforce that is well adapted to meet the current and future needs of our dairy producing and processing sectors. The CDC will meet this objective by financially supporting programs under the Workforce Development Initiative (WDI).

This initiative encourages productivity, competitiveness, and innovation in the Canadian dairy industry by supporting the education and recruitment of a qualified workforce.

Key Elements of the WDI

The WDI is composed of four key funding programs:

1. **Scholarship Program:** scholarships for graduate students in fields related to the dairy industry
2. **Career Promotion Program:** promotion of careers in the dairy industry
3. **Education Program:** creation of government-certified full-time educational programs in order to train qualified staff to work in dairy plants
4. **Continuing Education Program:** opportunities for continuing education for current dairy plant and farm staff

Continuing Education Program

Purpose

The purpose of the Continuing Education Program is to encourage and support recognized learning institutions, in partnership with dairy associations, in developing continuous education programs and courses aimed at existing dairy plant and farm employees to enhance competencies and improve skill sets.

The programs and courses should contribute to human capacity building and growth in talent in the field of dairy plant and farm procedures and best practices.

Budget and Term

A budget of \$1.2 million dollars has been committed. This program took effect on April 1, 2018, for a term of 3 years and is subject to the availability of funds. The second round of this program started on February 1, 2019 with a budget of \$1.17 million.

Eligible Organizations

Recognized Canadian learning institutions and other recognized organizations, in partnership with dairy industry associations (provincial or national), may apply for

¹ The components of the initiative and its programs are subject to change.

² A workforce reflective of Canadian society, which includes women, Indigenous persons, persons with a disability, and members of visible minority groups.

funding. Examples of eligible institutions and organizations are provided in the following table:

Recognized Learning Institutions	Other Recognized Organizations	Dairy Industry Associations
<ul style="list-style-type: none"> • Colleges • Universities • Professional Learning Institutes • High schools 	<ul style="list-style-type: none"> • Food Technology Centres • Food Development Centres • Industry organizations involved in skill needs assessment and targeted sector training 	<ul style="list-style-type: none"> • Milk Producer Association • Milk Marketing Boards • Dairy Processor Associations • Dairy Councils

Administration of Funds

The funding provided to successful applicants will be administered according to the terms and conditions set out in the *Continuing Education Program Agreement* which will be signed once an application has been approved. The successful applicants will be entitled to 25% of the approved funding at the beginning of the project to cover various start-up costs. All eligible expenses will need to be supported by relevant documentation.

Eligibility Criteria

To be eligible for this program, applicants must:

- form a partnership between a recognized learning institution or another recognized organization and a dairy processor or producer association
- prepare and submit a detailed application to the CDC, and
- be able to enter into a legally binding, tripartite agreement with the CDC.

Evaluation Criteria

Applications will be evaluated based on the following criteria:

- clear and measurable objectives
- ability to clearly demonstrate how the program and course content support the development of competencies that contribute to growth and competitiveness in the Canadian dairy sector
- issuance of confirmation documents to employees who successfully complete the requirements of the course or program
- course content and material which takes into account the need for increased knowledge and expertise in the following areas:
 - skill-set requirements to adapt and excel in responding to current and emerging dairy technologies, or
 - dairy plant management procedures and best practices
- increased ability and expertise in dairy product manufacturing (cheese making, yogurt production, etc.) or milk production
- scope and reach of the program or course.

Eligible Expenses

The following are examples of costs eligible under the Program:

- research, writing, editing, peer review and translation required to develop the course content and material
- dairy sector consultations and review of course outline and content
- design and printing of course material, program brochures, and advertising
- adaptation of content and material for e-learning
- design and development of promotional social media messaging
- hiring and travel³ of international experts to develop or deliver the course content

Ineligible Expenses

Teaching salaries, company-specific training programs, equipment and purchase of infrastructure will not be funded. Examples of expenses that are not covered with this program include computers, projectors, room rentals, field trips, and laboratory equipment.

Application and Review Process

Applications **must be submitted by August 1, 2019**⁴. They must meet all of the evaluation criteria. The internal Selection Committee of the CDC will evaluate and approve all applications valued at \$150,000 or less. Applications that are valued at more than \$150,000 will be reviewed by the Selection Committee who will make recommendations to the CDC's Board of Directors for final approval. Applicants must use the *Continuing Education Application Form* to submit their project.

Reporting and Auditing

Successful applicants will be required to sign a tripartite *Continuing Education Program Agreement* with the CDC. In addition, they will be required to submit progress reports related to the development of the program and course content and material. Other conditions such as maintaining and providing detailed accounting records and giving the CDC audit access rights are also set out in the Agreement.

CDC Contact for Continuing Education Program

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³ Rates are according on the Travel Directive of the National Joint Council.

⁴ If there are funds remaining after this round, there may be a subsequent round.