



Canadian Dairy Commission Workforce Development Initiative

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

Education Program

Purpose

The purpose of the Education Program is to encourage and support recognized learning institutions, in partnership with dairy processor associations, in developing full-time, government-recognized curricula that are tailored to respond to the current and future needs of the Canadian dairy processing sector.

The educational program should contribute to capacity building and growth in human talent in the field of dairy processing techniques and plant management practices to match the skill-set requirements of prospective dairy employers.

Budget and Term

A budget of \$2 million 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 \$1.45 million.

Eligible Organizations

Recognized Canadian learning institutions, in partnership with dairy industry associations (provincial or national), may apply for funding.

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 a visible minority group.

Administration of Funds

The funding provided to successful applicants will be administered according to the terms and conditions set out in the *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 and a dairy processor association
- prepare and submit a detailed application to the CDC, and
- be able to enter into a legally binding, tripartite agreement with the CDC.

Furthermore, the program must be recognized by a government department with competent jurisdiction (e.g. Ministry of Education).

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 processing sector
- course content and material take into account the need for capacity building and growth in human talent in the following areas:
 - skill-set requirements to adapt and excel in responding to current and emerging dairy processing technologies
 - dairy plant management procedures and best practises
 - application of applied dairy science training and expertise in a competitive manufacturing environment
- increased ability and expertise in dairy product manufacturing (cheese making, yogurt production, etc.)
- scope and reach of the program

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 *Education Application Form* to submit their project.

Reporting and Auditing

Successful applicants will be required to sign the tripartite *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 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.