

**Indigenous Labour Market Programs (ILMP) Standard Data File
for the Indigenous Skills and Employment Training (ISET) Program**

| # | Element | Description |
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| 1 | Social Insurance Number | Must be a valid Social Insurance Number |
| 2 | Last Name | Use last name based on valid identification. |
| 3 | Initials | Initials of client's middle name. If a client does not have an initial(s), leave this field blank. |
| 4 | First Name | Use first name based on valid identification. |
| 5 | Date of Birth | Must be within one (1) and one hundred (100) years old. |
| 6 | Gender <ul style="list-style-type: none"> • Male • Female • Unspecified | Unspecified should be used when a client is unable or does not want to identify with either male or female. |
| 7 | Aboriginal Group <ul style="list-style-type: none"> • Registered Indian • Non-status Indian • Métis • Inuit | Based on self-identification or as established the contribution agreement. |
| 8 | Marital Status <ul style="list-style-type: none"> • Married or equivalent • Single • Divorced • Widowed • Separated | Specifies the client's marital status. |
| 9 | Number of Dependent Children | Number of dependent children at home aged eighteen (18) or less. |
| 10 | Language Spoken <ul style="list-style-type: none"> • Aboriginal language(s) only • English only • French only • Aboriginal language(s) and English • Aboriginal language(s) and French • English and French • Aboriginal language(s), English and French • None of the above | Language(s) spoken by the client. |
| 11 | Disability <ul style="list-style-type: none"> • No • Yes | Based on self-identification. |
| 12 | Postal Address – Street | Specifies a unique location on a street, roadway, or artery within a municipality, based on identification information provided by municipal and/or officially recognized authorities. May also be a postal office box (i.e. PO Box or postal box). |

| # | Element | Description |
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| | | If the client does not have an address, “No Address” must be used instead. Please do not input your organization’s address. |
| 13 | Postal Address – City | An area commonly recognized as constituting a town, village, city, an official municipality, or a local area that is generally deemed locally to have the status of an official municipality or reserve. If the client does not have a city, the city of the organization may be used. |
| 14 | Postal Address – Province <ul style="list-style-type: none"> • Newfoundland / Labrador • Nova Scotia • New Brunswick • Prince Edward Island • Quebec • Ontario • Manitoba • Saskatchewan • Alberta • British Columbia • Northwest Territories • Yukon • Nunavut • United States • Other country | The province or country of residence at the time of opening of an Action Plan. If client does not have an address, use organization’s province. |
| 15 | Postal Code | Specifies the client’s postal code (may be outside Canada). A code used by various postal authorities in the world (zip code in the USA) to identify a relatively small (10-1,000 people) delivery location. Where the client is homeless (i.e. client has no address and postal code), “No Postal Code” must be used. |
| 16 | Agreement Number | Must be a valid CRF or EI agreement number. |
| 17 | Client Status at Intake <ul style="list-style-type: none"> • Employed • Unemployed • Student | |
| 18 | Employed Client Details at Intake – National Occupational Code (NOC) | |
| 19 | Employed Client Details at Intake – Status <ul style="list-style-type: none"> • Full-time • Part-time | |
| 20 | Education Level <ul style="list-style-type: none"> • No formal education • Up to Grade 7-8 (Secondaire I-II) | Highest level of education attained at the time of creation of Action Plan. <ul style="list-style-type: none"> • No formal education: did not attend school |

| # | Element | Description |
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| | <ul style="list-style-type: none"> • Grade 9-10 (Secondaire III) • Grade 11-12 (Secondaire IV-V) • Secondary School Diploma or GED • Some post-secondary training • Apprenticeship or trades certificate or diploma • College, CEGEP, or other non-university certificate or diploma • University certificate or diploma • University - Bachelor Degree • University - Master's Degree • University - Doctorate | <ul style="list-style-type: none"> • Up to Grade 7-8: includes primary level grades 1-6, 7 and 8 (Grade 7-8 = Sec I-II) • Grades 9-10 (Sec III) • Grade 11-12 (Sec IV-V credits, but not enough to graduate). • High school (Sec V) diploma or equivalent (includes those recognized by the Ministère d'éducation du Québec (MEQ) and First Nation secondary school diploma (as these are often recognized by CEGEPS for enrolment, but not by the MEQ). • Some post-secondary training: client attended post-secondary training but did not complete a program. • Apprenticeship and journeyman cards (trades certificate) or vocational training diploma (DEP- diplômes d'études professionnelles) work related safety cards and other trade certifications. • College, CEGEP, or other non-university certificate or diploma <ul style="list-style-type: none"> ○ College refers to a technical, applied arts, or applied science school. These are post-secondary institutions granting certificates, diplomas and associate's degree. ○ CEGEP includes: <ul style="list-style-type: none"> • A 2 year Diploma of College Studies (DCS) that are pre-university diploma programs that may not be used to secure employment • A 3 year Diploma of College Studies (DCS) that are technical training certificates that can secure employment; • Attestation of College Studies (ACS) is similar to a DCS, but more technical with a duration of 6 months to one year or a specific number of training hours for each program ○ other non-university certificate or diploma • University certificate or diploma below bachelor level (includes credited and non-credited geared to support/compliment/validate current employment) |
| 21 | Social Assistance Recipient <ul style="list-style-type: none"> • No • Yes | Is the client a Social Assistance Recipient at the time of the creation of the Action Plan? |
| 22 | Employment Insurance Claimant <ul style="list-style-type: none"> • Employment insurance claimant • Reach-back client/former claimant • Non-insured client | Type of Employment Insurance Claimant when starting the Action Plan. |
| 23 | Barriers to employment – choose all that apply <ul style="list-style-type: none"> • None • Lack of labour force attachment • Lack of work experience | A barrier to employment can be lack of work experience or transportation, physical or mental health issues, no access to care for children or family member, etc. <ul style="list-style-type: none"> • None: Client does not have barrier to employment. |

| # | Element | Description |
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| | <ul style="list-style-type: none"> • Lack of transportation • Remoteness • Language • Education • Economic • Dependent care • Lack of marketable skills • Physical or mental health • Other barrier not listed above | <ul style="list-style-type: none"> • Lack of labour force attachment: a client who has been out of the job market for more than 3 years. • Lack of work experience: Client has little or no work experience • Lack of transportation: Client who does not have access to any type of transportation to get to their place of employment or to a counsellor. • Remoteness: Client lives in a remote area that has little or no access to job opportunities or no suitable jobs locally. • Language: Client lacks fluency in the language required for the local job market. • Education: Client who has insufficient education (i.e. less than high school). • Economic: Client does not have financial resources to purchase required equipment (boots, uniforms); costs for relocation, etc., needed to obtain employment. • Dependent care: Client does not have access to care for children or family member. • Lack of marketable skills: As a result of a shift in labour market demand, the client does not have the required marketable skills (i.e. IT innovation). • Client has a physical or mental health barrier • Other barrier not listed above: Client who identifies a barrier not provided in the list. |
| 24 | Action Plan Start Date | <p>Start date of Action Plan.</p> <p>A client shall not have more than one active Action Plan at a time. In order to have a new Action Plan, an Action Plan Result Date of the previous Action Plan must be provided.</p> <p>Please do not change the Action Plan Start Date on a client Action Plan after an upload has been completed at the Data Gateway. HRSDC uses the client SIN, Action Plan Start Date, and Agreement Number to validate program results. By changing the Action Plan Start Date, the client file will be rejected.</p> |
| 25 | Intervention Start Date | Start date of the intervention. An Action Plan must have at least one (1) intervention. |
| 26 | Intervention Code <ol style="list-style-type: none"> 1. Career Research and Exploration 2. Diagnostic Assessment 3. Employment Counselling 4. Skills Development - Essential Skills 5. Skills Development - Academic Upgrading 6. Work Experience - Job Creation Partnerships 7. Work Experience - Wage Subsidy | <p>See the list of definitions.</p> <p>20. Pre-Career Development</p> <p>Developmental activity or activities engaged by a client that moves the client along towards being ready, willing and able to work. Activities under this intervention include, but are not limited to: language, life skills, cultural awareness etc.</p> |

| # | Element | Description |
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| | <ul style="list-style-type: none"> 8. Work Experience - Student Employment 9. Occupational Skills Training - Certificate 10. Occupational Skills Training - Diploma 11. Occupational Skills Training - Degree 12. Occupational Skills Training - Apprenticeship 13. Occupational Skills Training - Vocational / Industry Recognized 14. Self-employment 15. Job Search Preparation Strategies 16. Job Starts Supports 17. Employer Referral 18. Employment Retention Supports 19. Referral to Agencies 20. Pre-Career Development | |
| 27 | Intervention Related National Occupation Code | <p>National Occupation Code related to training or work experience based interventions.</p> <p>Applicable to:</p> <ul style="list-style-type: none"> 6 - Work Experience - Job Creation Partnerships 7 - Work Experience - Wage Subsidy 8 - Work Experience - Student Employment 9 - Occupational Skills Training - Certificate 10 - Occupational Skills Training - Diploma 11 - Occupational Skills Training - Degree 12 - Occupational Skills Training - Apprenticeship 13 - Occupational Skills Training – Vocational |
| 28 | Intervention Outcome <ul style="list-style-type: none"> • Completed • In progress • Incomplete • Failed to report • Cancelled • Rescheduled | Outcome of Intervention. |
| 29 | Intervention End Date | End date of the intervention. An Action Plan must have at least one (1) Intervention. It may contain many interventions. |
| 30 | Action Plan Result Date | End date of Action Plan. Date when the final outcome of the Action Plan was reached. Current Action Plan Result Date must have a value in order to start another Action Plan. |
| 31 | Action Plan Result <ul style="list-style-type: none"> • Unemployed but available for work • Employed • Self-Employed • Returned to School | <p>Final result of the Action Plan. The result is the final outcome of the Action Plan.</p> <ul style="list-style-type: none"> • Unemployed but available for work: clients who may not have completed interventions and need more interventions before ready to fully participate in the labour |

| # | Element | Description |
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| | <ul style="list-style-type: none"> • Unspecified – client could not be reached • No longer in labour force • Stay in School • Ready for Work | <p>market in their chosen career path, some skills and work experience.</p> <ul style="list-style-type: none"> • Employed • Self-Employed • Return to School: geared towards those that did not complete secondary/post-secondary education – activities that encourage to pursue longer-term education certificates, diplomas, degrees. • Unspecified – unable to reach client: Client cannot be reached by telephone or by other means. • No longer in labour force: Client may be deceased, incarcerated, no longer actively searching for work. • Stay in School: geared towards youth enrolled in secondary education – allows activities/incentives for youth to keep enrolled in education, continue along the employment continuum without breaks/periods where no engaged in education/employment. • Ready for work: Client has completed all of the interventions and he/she ready to go on the labour market, but did not found a job at the end of the action plan. |
| 32 | Details on the Employed Result - National Occupation Code (NOC) | |
| 33 | Details on the Return to School Result <ul style="list-style-type: none"> • Secondary school diploma or GED • College, CEGEP, or other non-university certificate or diploma • University certificate or diploma • University - Bachelor degree | |
| 34 | Highest Level of Education on Exit <ul style="list-style-type: none"> • No formal education • Up to Grade 7-8 (Secondaire I-II) • Grade 9-10 (Secondaire III) • Grade 11-12 (Secondaire IV-V) • Secondary School Diploma or GED • Some post-secondary training • Apprenticeship or trades certificate or diploma • College, CEGEP, or other non-university certificate or diploma • University certificate or diploma • University - Bachelor Degree • University - Master’s Degree • University – Doctorate | Provide the highest level of education of the client after completing the action plan. |