## **Career Pathway Loan Fund Process**

## Step 1 **Employment Specialist** assesses client needs according to client's Return to Work Action Plan **Employment Specialist** introduces client to the Career Pathway Loan Step 2 **Project**, and refers client to **Financial Literacy Training** at ISANS **Coordinator, Career Pathway Loan Fund Employment Specialist** meets with client to meets with client and complete part 2 of completes part 1 of the the loan application loan application and collect all necessary documents \* **Employment Specialist** meets with Manager **Employment & Bridging** to review part 1 of the loan application and sign off **Employment Specialist**

submits loan application and supporting documents to **Coordinator**, **Career** 

**Pathway Loan Fund** at ISANS

## Step 3 Coordinator, Career Pathway Loan Fund and **Manager- Employment & Bridging prescreens** the completed loan application and meet with the **client** for additional information, if necessary Approved applications are sent to designated **RBC Account Manager/s RBC Account Manager/s** meets with client and review the loan application **RBC Account Manager/s** informs **Coordinator**, Career Pathway Loan Fund, Manager-**Employment & Bridging** and **client** with their decision **RBC** makes the loan proceeds available to **client** on ISANS recommendation. Loan proceeds may be made accessible in a number of installments pending the completion of the Return to Work **Action Plan**

- \* Loan Application Package must include the following documents:
  - 1. Fully completed Loan Application Form
  - Return to Work Action Plan signed by client, Employment Specialist and Manager, Employment & Bridging
  - 3. Printed information about training programs, courses, examinations etc. with details about the institution, tuition fees and dates
  - 4. Copies of assessment of credentials and professional exams
  - 5. A copy of an English language assessment (CLBA or IELTS or TOEFL)
  - 6. Resume
- 7. Proof of the Citizenship or Permanent Resident documents
- 8. Two references (professional or character)
- 9. Proof of income (paystub, student funding letter/employment insurance/income support)
- 10. Canada Revenue Agency Notice of Assessment
- 11. A void cheque or banking information (required for automatic payment)
- 12. Foreign Credential Recognition Consent Form
- 13. A copy of any of the following: Social Insurance Number, Passport, Canadian Government issued Identification Document or RBC Bank Client Card

