# **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 Project, and refers client to Financial Literacy Training at ISIS

Employment Specialist meets with client and completes part 1 of the loan application

Employment Specialist meets with Manager Employment & Bridging to review part 1 of the loan application and sign off

submits loan application and supporting documents to Coordinator, Career Pathway Loan Fund at ISIS

Step 2

Coordinator, Career Pathway Loan Fund meets with client to complete part 2 of the loan application and collect all necessary documents \*

### 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 **ISIS** recommendation. Loan proceeds may be made accessible in a number of installments pending the completion of the **Return to Work Action Plan** 

## Step 4

**Evaluation will be conducted by SRDC** 

# \* 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
- A copy of any of the following:
  Social Insurance Number, Passport, Canadian Government issued Identification Document or RBC Bank Client Card

