



Aboriginal Skills & Employment Training Strategy  
**Action Plan Summary**

**Personal Information:**

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Client Name:  
Address:  
First Nation:  
Family Status:  
Age:  
Source of Income:  
Date Registered:

**Career Planning Information:**

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**Employment Destination**

*Indicate the client's employment goal – specific job (s)*

**National Occupation Code:**

**Employers**

*List the specific employers the client wants to work for*

**Action Plan**

*List all sponsored and non-sponsored activities, along with estimated start/end dates of each. Include all pre-employment skill development, employment preparation and job search activities as well as post-employment support and follow-up.*

Activity	Sponsorship (Yes/No)	Start and End Date

**Previous AHRDS/ASETS Sponsorship**

*List all sponsored activities, start/end dates, status – completed, discontinued, transferred*

**Previous Employment and Education**

*List employment and education history*

**Client's Commitment & Miscellaneous Notes**

*Describe the client's attitude towards employment, training, the action plan, etc.*

**Client's Current Request**

*Describe the activity(ies) the client is requesting sponsorship for at this time*

**Work Readiness and Next Steps**

*Indicate whether or not the client is work-ready after participating in the current activity. If not, describe what the next steps are in the client's plan.*

**Prepared By:**

**Approved By:**

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*Case Manager*

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*Date*

*Decision-making Authority*

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*Date*