

**Ministry of Training,
Colleges and Universities**

Service Delivery Branch
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**Ministère de la Formation
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TO: Service Providers

FROM: Ministry of Training, Colleges and Universities

DATE: January 28, 2010

SUBJECT: Service Canada Services for Youth – Skills Link

OBJECTIVE

The purpose of this bulletin is to provide your organization with information about referral options for youth facing barriers to employment.

BACKGROUND

The new Employment Service is open to all clients, however the necessity to refer clients to other services available in the community is always an option. For example, one of the referral options for ES service providers is to refer youth clients to Service Canada funded programs under Skills Link.

The Skills Link program provides employment-related services to youth facing barriers to employment. The youth tend to be high-school non-completers with little or no experience in the labour force. Barriers faced by the youth tend to be homelessness, substance abuse, involvement with the law, lone-parents, and gang involvement, as well as a number of others. The Skills Link program provides specialized services that aim to meet the unique needs of these clients. Information on the program and possible interventions are included in the attached “Skills Link Overview”.

NEXT STEPS

Starting January 2011, Regional Directors will be provided with regular updates on programs that are funded by Service Canada. Attached you will find the “Service Canada – Skills Link Projects” spreadsheet which has information on projects that are currently being funded, as well as anticipated projects. The list includes information such as project location, intake dates, number of clients and the types of interventions the programs will provide. The “Service Canada – Skills Link Projects” spreadsheet will be sent to Regional Directors on the 4th Friday of every month for further distribution.

Attached is the Skills Link Program Summary sheet explaining program parameters.

Once you have determined that a client is to be referred to a Skills Link sponsor please provide the client with a letter indicating that the client has been assessed (through Client Service and Coordination) and deemed appropriate for referral to Skills Link. This letter will be required for Assisted Service clients or Resource and Information clients.

Referral processes between ES service providers and Skills Link sponsors have been mapped out in the new ES Client Pathways document which is now available on the EOPG.

Any questions related to the referral processes or any of the above information can be directed to your Employment and Training Consultant.