

Ministry of Training,  
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**TO:** ES Service Providers also contracted to deliver SJS

**FROM:** Ministry of Training, Colleges and Universities

**DATE:** July 22, 2011

**SUBJECT:** Technical Error on ES Performance Reports #10 and #11

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## **OBJECTIVE**

The purpose of this bulletin is to provide all ES organizations which are also contracted by the Ministry to deliver the Summer Jobs Service (SJS) with information regarding a technical error occurring in the generation of the ES Service Quality (#10) and ES Service Quality - Detailed (#11) reports. These organizations will need to be aware of an alternate information source to support the submission of Quarterly Status and Adjustment Reports (QSAR) for the first quarter of 2011-2012.

## **INCORRECT REPORTING OF ES WORKSHOP PARTICIPANTS**

The Ministry has learned that a technical error is occurring in the generation of Reports #10 and #11 for ES service delivery sites which are also contracted to deliver the Summer Job Service (SJS) – specifically, the number of ES information session workshop participants is being incorrectly reported as the combined number of both ES and SJS workshop participants.

The Ministry is actively working to resolve this issue, after which the Ministry will be regenerating all affected performance reports. Regenerated versions of the June 2011 report will be made available through the ES Service Provider Reporting Portal.

ES service delivery sites which are also delivering SJS will be able to obtain the correct number of ES information session workshop participants from their ES All Data – RI Reports (#15A). These numbers should be used to support analysis and submission of performance updates for the upcoming Q1 QSAR.

**All ES service delivery sites should note that the deadline for the Q1 QSAR remains Friday, July 22, 2011.**

If you have any questions please direct them to your Employment and Training Consultant (ETC).