

Memorandum

TO: Employment Ontario Service Providers - Apprenticeship

FROM: Sarah McQuarrie
Director, Apprenticeship Branch

DATE: March 29, 2019

SUBJECT: New reporting requirements for Labour Market Transfer Agreement - funded Employment Ontario programs-Apprenticeship

I am writing to you to highlight work underway in the ministry to support the collection of new Apprenticeship Program client-level data starting in April 2019 as part of our obligations under the federal-provincial labour market transfer agreements.

The Apprenticeship Program is funded in part by the Government of Canada under the Labour Market Transfer Agreements, which require Ontario to report specific data to the federal government.

To support the reporting requirements, the ministry is currently working with the Ministry of Government and Consumer Services to update public-facing Application for Apprenticeship Training forms to support the collection of new client-level data. Once finalized, updated application forms will be available at the Service Ontario Central Forms Repository on March 29, 2019.

WHAT IS HAPPENING?

Apprenticeship programs will be affected by the changes including;

- Ontario Youth Apprenticeship Program; and
- Pre-Apprenticeship Training Program.

The Application for Apprenticeship Training has been updated to include additional fields; this will also affect the Apply On-Line and Ontario Youth Apprenticeship Program versions of the apprenticeship application:

- **Marital Status:** This new data point is a mandatory field. This data element provides information about the family composition and/or family size of the

- applicants. Marital status is used to assess the impact of interventions on under-represented groups identified through family composition/size.
- **Number of Dependants:** This new data point is a mandatory field. This data element will be the count of dependent individuals in a household. Number of dependants provides additional information to determine family size/composition (in conjunction with marital status).
- **Immigrant:** This new data point will represent information about immigrants served and is to be reported as 'Yes', 'No'. This data field will be mandatory for all participants.
- **Immigration Year:** Immigration year is required to assess the results of programs and services for recent immigrants. Since definitions for what constitutes a recent immigrant vary across provinces and territories, collecting the year of immigration allows Employment and Social Development Canada (ESDC) to look at different cohorts based upon their length of time in Canada.
- **Precarious Employment:** This data field will remain disabled until further notice and does not currently appear on Apprenticeship application forms.

Please Note:

An existing data field, “Residency Status” is presently an optional disclosure but as of April 1st this field becomes mandatory.

Notice of Collection and Consent

Notice of Collection and Consent statements will be updated across the Apprenticeship participant application forms for the above-mentioned programs. The updated notice statements will include references to the labour market transfer agreements and accessible ministry contact information.

We would like to remind Service Providers of their responsibility to review the notice of collection and consent with Employment Ontario clients when collecting their personal information.

NEXT STEPS:

The ministry encourages Employment Ontario Service Providers-Apprenticeship to refer to the Questions and Answers for specific information regarding these changes.

The ministry also encourages all Service Providers - to determine the most appropriate approach in implementing the new forms.

If your organization has any questions, please contact your Employment and Training Consultant.

Sincerely,

Sarah McQuarrie
Director, Apprenticeship Branch