

MEMORANDUM

TO: Training Delivery Agents

FROM: Teresa Damaso,
Director,
Program Delivery Support Branch

DATE: **June 22, 2016**

SUBJECT: Quarterly Status and Adjustment Report (QSAR) update for the
Apprenticeship Enhancement Fund (AEF) Agreements

MEMO #: **APPR2016-14**

The purpose of this communication is to provide an update to my Memorandum dated March 17, 2016, which introduced the Quarterly Status and Adjustment Report (QSAR) for the Apprenticeship Enhancement Fund Program (AEF).

BACKGROUND:

QSAR is part of a comprehensive monitoring package that has been developed for the AEF. The monitoring sequence is as follows:

1. A project planning meeting to start discussions with your local office will occur well in advance of the base funding proposal submission due date. These discussions provide the opportunity to explain how your proposed projects for purchase of equipment or lab improvement will support the training that is funded under your seat purchase plan.
2. A QSAR with an Appendix A for Financial Reporting must be completed quarterly. This will provide the ministry an update on the progress of approved projects and related expenditures. This is a new report that has replaced the interim and final progress reports previously required under the AEF contract. Quarterly reporting allows any issues that may affect your ability to complete the contract, to be identified and addressed promptly.
3. A monitoring meeting to review the progress of approved project activities will occur mid way through the contract period, or when your projects are approximately 50% complete. The monitoring meeting replaces the site visit from the past.

The QSAR, and QSAR Appendix A are new and can be found on the Employment Ontario Partners' Gateway. Your local office will contact you directly about the planning and monitoring meetings.

NEXT STEPS:

Please review the QSAR with Appendix A template, that has been posted. Effective June 1, all contracts, except base funding contracts that ended March 31, 2016 are required to use QSAR with Appendix A for reporting. If you have any questions, contact your Employment and Training Consultant (ETC).