
Canada-Ontario Job Grant Employer Overview Presentation

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Employment and Training Division
Ministry of Advanced Education and Skills Development

Purpose

- **To provide an overview of the Canada-Ontario Job Grant, including:**
 - Background & Context
 - Program Description
 - Program Eligibility
 - Program Delivery



Context

- On March 28, 2014 Ontario signed the Canada-Ontario Job Fund Agreement with the federal government.
- The agreement is a key source of funding to support Ontario employers to develop their workforce through employer-driven training.
- The Canada-Ontario Job Fund Agreement (JFA) provides approximately \$192 million per year for the next six years (2014-15 to 2019-20).

COJG Skills Training Pilots

- In addition to implementing the COJG, Ontario uses the Grant to support two skills training pilots to encourage employers to take a greater role in workforce training:
 - **Canada-Ontario Job Grant: UpSkill** (COJG: UpSkill) funds partnerships between employers and training providers to develop and deliver sector-specific integrated essential and technical skills training, to meet the shared workforce needs of employers within specific sectors.
 - **Canada-Ontario Job Grant: Customized Training** (COJG: Customized Training) funds partnerships between individual employers and training providers to develop firm-specific training solutions.
- COJG: UpSkill Training accepts applications through a Request for Proposal (RFP) process.
- COJG: Customized Training accepts applications on a continuous basis. These applications are reviewed on a quarterly basis.
- More information on the COJG pilots can be found at:
<http://www.tcu.gov.on.ca/eng/eopg/cojg/index.html#applypilot>

COJG Program Description

- The Grant provides direct financial support to individual employers who wish to purchase training for their workforce.
 - **Employers choose** the individuals they would like to have trained and the training that meets their workforce development needs
- It is delivered through **cost-sharing agreements** between individual employers and government:
 - The Employer pays at least 1/3 of direct training costs. Note small-medium employers (50 employees or less) have the option to contribute up to 50% of their required contribution in wages paid to training participants.
 - Government covers 2/3 of direct training costs, up to \$10,000 per trainee.
- Participants also have access to services and supports available through Employment Ontario's Employment Service program.

Program Eligibility: Employers

An employer must:

- Contribute a minimum of 1/3 of eligible training costs in cash (unless they are a small/medium employer with 50 or less employees);
- Employ the individual selected for training;
- Be licensed to operate in Ontario;
- Be applying for training that is delivered in Ontario and is related to a job that is also located in Ontario;
- Comply with the Occupational Health and Safety Act and the Employment Standards Act;
- Maintain appropriate Workplace Safety and Insurance Board or private workplace safety insurance coverage;
- Have adequate third party general liability insurance as advised by its insurance broker;
- Comply with all applicable federal and provincial human rights legislation, regulations, and any other relevant standards.



Program Eligibility: Employers

An employer must not:

- Be a federal, provincial or municipal government and/or agency;
- Be a broader public sector organization, as defined by the [Broader Public Sector Accountability Act](#);
- Be a Canada-Ontario Job Grant Service Provider;
- Be currently in receipt of other government funds related to the same skills training for the same individual (e.g., Employment Service or Youth Job Connection Job Placements or other training interventions such as Second Career);
- Use training participants to displace existing staff or replace staff who are on lay-off;
- Apply for funding for training that has already started.



Employers meeting basic eligibility requirements outlined above are not guaranteed funding. The Ministry and/or service provider will apply assessment criteria in the ranking and approval of employer applications according to budget availability and the program's strategic priorities.

Program Eligibility: Individuals

- All people who are residents of Ontario and either a Canadian citizen, permanent resident or protected person and meet the eligibility requirements below are eligible to participate in training funded through the Canada-Ontario Job Grant.
- Employed individuals must be identified by their employer.
- Unemployed individuals must also be sponsored by an employer, demonstrated through a permanent or conditional offer of employment.
- An individual must not be participating in full-time training or education or any other government training intervention that offers funding support for same tuition, books or other training related costs.
- Majority shareholders are not eligible to participate in training funded through COJG.



Only employers can apply for the COJG (individual participants cannot apply).

Program Eligibility: Training Requests

Training supported through the Grant is driven by employer demand and must be directly related to the skills needs identified by the employer. Employers identify the types of training required to meet their skills needs and the individual(s) who will be trained. Training that employers are legally required to provide is not eligible for funding under COJG.

Training must **not** exceed one year in duration, and must occur in Ontario (or delivered online) and be provided by one of the following third-party providers:

- Colleges of Applied Arts and Technology
- Publicly assisted universities
- School boards
- Private trainers operating in compliance with the Private Career Colleges Act, 2005
- Union-based training centres
- Product vendors



Employer Financial Contribution

Government covers $\frac{2}{3}$ of direct training costs up to \$10,000 per trainee.

Employer (more than 50 employees) covers a minimum of $\frac{1}{3}$ of direct training costs in cash.

Small or medium-sized employer (50 employees or less) have the option to contribute 50% of their required contribution through wages.

Program Implementation

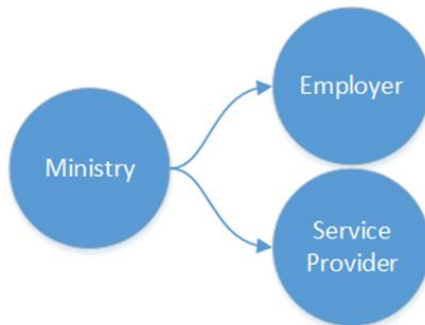
The program is delivered through two streams:

- Training requests for up to 25 participants (also called “25 and under”)
- Training requests for more than 25 participants (also called “over 25”)

Program activities for each stream are the same, but the manner in which they are delivered is different.



- For the “25 and under” stream, the ministry will contract with service providers to deliver the program to employers.



- For the “over 25” stream, the ministry will deliver the program directly to employers, and contract with specific service providers to carry out administrative case management tasks.

Employer Application Form

- Employers view, complete and submit the application form online. Applications are reviewed on a continual basis.
- For training requests involving 25 or less training participants, employers submit the form to a COJG service provider (self-selected).
- For training requests involving more than 25 training participants and applications submitted by consortia, forms will be submitted to Ministry regional offices based on the location of the training.
- Employers/Consortia requesting training for over 25 participants must also complete an Electronic Funds Transfer form.
- Employers must submit their application prior to the start of training, and training cannot begin until it is approved.
- Employers should allow a minimum of 12 business days for their application to be processed.

Application Assessment Criteria

- Each application received for funding under the Canada-Ontario Job Grant is assessed to determine eligibility. Each application must meet **all** the eligibility requirements to be considered for funding.
- **It is important to note that meeting all eligibility requirements does not necessarily guarantee funding of the application.**
- The assessment document is a tool that is used by MAESD and COJG service providers to prioritize the COJG funding applications and manage budget. The tool was designed to translate the program's strategic priorities as outlined in the COJG guidelines.
- The MAESD and service providers have the flexibility to use other relevant information to help with the assessment of the COJG funding applications.
- Applications within tiers 1, 2 and 3 are eligible for COJG funding. Which applications get approved will be dependent upon demand for the program within each community with tier 1 being given the highest priority.
- The Assessment Tool can be found here:
http://www.tcu.gov.on.ca/eng/eopg/publications/cojg_assessment_tool.pdf

COJG Assessment Tool – Tiers

- The COJG applications are sorted into tiers to ensure that funded applications are those that provide value for money.
- **Tier 1** is defined as any training which will result in a new or better job (includes retaining employees who have received a formal notice of layoff) and is the first approved application for the employer in the last 6 months.
- **Tier 2** is defined as any training that will lead to a new or better job but the employer has had an approved COJG application in the past 6 months or the incumbent employee will not receive an increase in wage or change in position. Tier 2 applications will only be funded if there is funding remaining after Tier 1 applications are funded.
- **Tier 3** is defined as an application that supports incumbent employees with the training cost per trainee below \$500 and under 1 week in duration or the employee is required to have the training due to legislation, regulation or policy. However, the employer is not legally obligated to provide this training to employees.
- For applicants in Tier 3, consideration will be only given if there are no pending applications in Tier 1 & 2, and availability of COJG budget.

Next Steps for Employers

- Employers need to ensure that all forms are filled out correctly and submitted to the appropriate office, including:
 - Employer Application form
 - Participant Registration form
 - Employer Registration form (for Consortia applications)
 - Electronic Funds Transfer form (for Over 25/ Consortia applications)
- Employers are responsible to pay the training provider the full amount of the training and will be reimbursed by the service provider or Ministry.
- Employers receive 85% reimbursement of funding upon presentation of the proof of payment to the training provider.
- Employers receive the final 15% reimbursement following the completion of the training, the submission of the completed Training Outcome Report and the completion of the Employer Attestation of In-kind Contribution (if applicable).
- An auditor's report must be provided for training agreements where ministry's training contribution is \$100,000 or more. The ministry reimburse up to \$5,000 for audit costs in addition to the training contribution.

Employer Inquiries

For further information and details on COJG please see the Questions and Answers at:

http://www.tcu.gov.on.ca/eng/eopg/cojg/cojg_faq.html



General public inquiries will be directed to the EO Contact Centre:

- Call toll- free: 1-800-387-5656
- TTY number: 1-866-533-6339
- Email: EmploymentHotlineInquiries@ontario.ca

Detailed COJG inquiries (e.g. assistance with the employer application form and status of employer application assessment) will be re-directed:

Requests involving 25 and under training participants

- COJG Service Provider

Requests involving more than 25 training participants

- MAESD Regions