

Memorandum

To: Canada-Ontario Job Grant (COJG) Service Providers

From: Jacqueline Cureton, Director, Program Delivery Support Branch

Date: May 9, 2017

Subject: Important Changes to COJG

AREAS OF CHANGE:

- 1) **Training Provider Type Categorization**
- 2) **Product Vendor Training Eligibility**
- 3) **Executive Training**
- 4) **Update to COJG Guidelines**
- 5) **Reasonability Checklist**

In my memo on April 2, 2017 I noted that the ministry was reviewing product vendor and executive training under the Canada-Ontario Job Grant (COJG). This initial review is now complete and the findings as well as the changes being made as a result of this review are outlined in this memo.

On April 20, 2017 the ministry held a consultation with the COJG Reference Group to review the changes outlined in this memo and how the ministry can better support service providers delivering COJG. We are incorporating feedback received from this consultation and continuing to gather input from service providers to revise the new Reasonability Checklist and update the COJG Guidelines.

WHAT IS HAPPENING:

1. Training Provider Type Categorization

A review of COJG data has revealed that there are some inconsistencies with how employers are defining product vendor training in COJG applications. As of February 2017, product vendor training accounted for 47% of approved COJG applications. However, in a substantial number of these applications, training providers are not product vendors. To address this issue, the ministry is clarifying the definition for this type of training.

1. For the purpose of the COJG, product vendor training is defined as any training where the vendor is involved in the creation/sale of the product and is also conducting the training. "Product" refers to business-related materials (e.g. technology/equipment, software, or proprietary process) purchased by the employer.
2. In instances where a Private Career College (PCC) is also a product vendor, as per the above definition (i.e. they have sold products or services related to the training they are offering to the employer), the PCC shall be regarded and identified as a product vendor in the application.

The ministry is therefore asking that service providers review all COJG applications currently being assessed to confirm with employers that the correct training type selection has been chosen on the application. In situations where the training has been categorized incorrectly, the service provider should access the application in EOIS-CaMS and choose the correct option.

The ministry is working on adding "Private Trainer" as a training provider type option in the Employer/Consortium application form and EOIS-CaMS. EOIS-CaMS will be updated in the upcoming weeks to have the "Private Trainer" option added to the system. The COJG Employer/Consortium application form will not have the "Private Trainer" option available until the summer of 2017. In the interim, please select "Registered Private Career College" in EOIS-CaMS when the training is being done by a private trainer. The service provider staff will be responsible for updating the training provider type in EOIS-CaMS when "Registered Private Career College" was selected on the application and the actual training provider type is a "Private Trainer." Please note private training is any other training not delivered by a PCC, public college, university, school board, union training centre or product vendor.

2. Product Vendor Training Eligibility

The ministry has noted that in many cases where a product vendor is the trainer, the training associated with the implementation, orientation or user/operator instructions would generally be included in the purchase price of a product. For example, an office purchases a photocopier, a manufacturer purchases a new piece of industrial machinery or a warehouse purchases a software system for tracking inventory. As such, effective immediately, applications for **product vendor training associated with the basic operations and implementation of the product or service are now ineligible** for funding under COJG. Please also note that **business consulting services are not eligible** for funding under COJG.

Effective immediately, this criteria applies to all applications being assessed under COJG.

3. Executive Training

Training requests for trainees who are in senior management positions with large organizations (over 500 employees) are now ineligible for COJG funding. Trainees who

are managers at small and medium employers (less than 500 employees) are still eligible for COJG funding.

In addition to the above changes, the following applications will be ineligible for COJG funding.

- The application is for executive training courses, specifically Master of Business Administration (MBA) and the professional designation program for Chartered Financial Analyst (CFA).
- The application is for preparatory training courses for the Law School Admission Test (LSAT), Medical College Admission Test (MCAT) or Graduate Management Admission Test (GMAT).

4. Update to COJG Guidelines

The new eligibility requirements will be added to the COJG Guidelines with a list of all the types of training and participants that are ineligible for COJG.

This addition to the guidelines will include:

- Ineligible training programs;
- Attending conferences will be ineligible;
- Ineligible participants as well as;
- Clarification on business consulting services

5. Reasonability Checklist

In order to support service providers and Ministry staff in their review of COJG application submissions, the ministry is developing a Reasonability Checklist that will aid in the assessment of the COJG applications. This checklist will provide a more structured, consistent approach to the review of applications. More details will be shared along with the updated COJG Guidelines shortly.

NEXT STEPS:

- Product vendor and executive training will be added to the COJG Guidelines identifying these types of training as ineligible. The updated Guidelines will be available in the coming weeks.
- Service providers should verify that applications currently under review and future applications that involve trainers who are product vendors trainer have been categorized correctly. If not, please adjust the training provider type within EOIS-CaMS.
- Please apply the new product vendor eligibility criteria to any COJG applications that are currently being assessed by your organization.

- Based on the results of the service provider consultation held on April 20th, additional tools and supports such as Qs and As will be provided to help service providers implement this change effectively.
- Training will be set up and administered to help service providers and staff understand these changes. Details of this training will be released at a later date.

I would like to thank you for your flexibility and co-operation as we continue to improve COJG. The ministry is hopeful that these changes can be made in such a way as to be respectful of the demands of COJG on your organization and the impact on the needs of employers. We will communicate with you regularly as we continue to refine this program.

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

Sincerely,

Jacqueline Cureton
Director
Program Delivery Support Branch