

**Canada-Ontario Job Grant (COJG): Customized Training
and COJG: UpSkill Pilots
Frequently Asked Questions for Employers**

GENERAL

1. What is the difference between the Canada-Ontario Job Grant (COJG) launched in September 2014, and the COJG: Customized Training and COJG: UpSkill pilots?

While the Canada-Ontario Job Grant (COJG) funds training that is readily available, the COJG: Customized Training and COJG: UpSkill pilots provide funding for employers to develop new or redesign existing curriculum.

The COJG: UpSkill is a sector-specific pilot that integrates essential and technical skills training for employees to support sector-wide workforce development needs.

The COJG: Customized Training pilot supports the development and delivery of firm-specific skills training to meet an employer's unique needs, where no such training exists and the employer does not have the capacity to develop the training curriculum themselves.

2. Who can apply for COJG: Customized Training and COJG: UpSkill pilot funding?

COJG: CUSTOMIZED TRAINING

The purpose is to support the unique training needs of employers when no such training is available elsewhere. Individual private and not-for-profit sector employers that meet the eligibility requirements are eligible to apply for COJG: Customized Training.

COJG: UPSKILL

These pilots fund partnerships to develop and implement sector-specific, integrated essential and technical skills training for employees. The ministry will only accept proposals submitted on behalf of multiple sectoral employers who have shared workforce development needs.

The proposal can be submitted by an industry association, employer consortium, union training hall (if not the trainer), or an individual "lead" employer willing to

hold an agreement with the ministry and be accountable on behalf of all participants.

3. Can new hires be considered for training offered through COJG: Customized Training or COJG: UpSkill?

The purpose of both COJG: Customized Training and COJG: UpSkill is to train incumbents only. Incumbents can include new employees hired prior to the start of training. Individual participants must be identified by the employers. An individual must not be participating in full-time training, or education, or any other government training intervention that offers funding support for the same tuition, books or other training related costs (e.g., Second Career).

4. Which training providers are eligible to provide the skills training for either COJG: Customized Training or COJG: UpSkill?

COJG: CUSTOMIZED TRAINING

Training must be developed and delivered by third-parties that fall into one of the following categories:

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

COJG: UPSKILL

Training must be delivered by one of the following third-party providers:

- Colleges of Applied Arts and Technology
- Publicly-assisted universities
- Union-based training centres
- School boards
- Product vendors with manufacturer-recognized training certifications
- Private trainers operating in compliance with the Private Career Colleges Act, 2005
- Sector-specific/industry-based trainers, potentially including industry associations.

5. Can an industry association be the applicant and the training provider?

Yes, for partnerships in which an industry association would be the training provider, additional accountability criteria would be required. Depending upon the legal status and the governance structure of the industry association, it could be eligible as a training provider provided that it:

- a. Is a distinct legal entity, separate from the employers and employees who will benefit from the training.
- b. Does not use COJG: UpSkill-supported training to train their own employees.
- c. Clearly demonstrates past experience as a training provider, and as an organization with the mandate to serve proposed sectoral employers.
- d. Declares all potential conflicts of interest in their proposal in advance of signing an agreement.

6. Are industry-based trainers eligible to provide the skills training for COJG: Customized Training?

Yes, for the purposes of the pilots, an industry-based trainer may be defined as a trainer operating in compliance with the Private Career Colleges Act, 2005. This also includes a trainer who is employed by a private training establishment or a company that delivers internal training or develops courses.

7. Who will be responsible for signing the agreement with the Ministry of Training, Colleges and Universities?

COJG: CUSTOMIZED TRAINING

The representative from the individual private and not-for-profit sector employers submitting the application for funding is required to be the signatory on the agreement.

COJG: UPSKILL

Proposals may be submitted by any entity, such as an industry association, employer consortium, union training hall, training coordinator, or an individual “lead” employer willing to hold an agreement with the ministry and be accountable on behalf of all participating employers. In all of these instances, the representative from the organization responsible for submitting the application will also be the signatory of the agreement.

8. What type of relationship will the ministry have with the curriculum developer, trainer, and essential skills assessor?

The ministry will be communicating all of the funding-related activities and decisions to the agreement holder. For COJG: UpSkill, the agreement holder is accountable for all activities in the sector partnership.

9. If the agreement is being signed by the lead applicant, why does the ministry require information from all participating employers?

The Canada-Ontario Job Fund Agreement (COJFA) requires employers to identify the individuals requiring training. For the purposes of linking each trainee with their respective employer, the contact information is required for all participating employers.

10. If an employer has additional questions about the grant and/or application, who should they contact?

Please contact the Employment Ontario Contact Centre at this toll-free number: 1-800-387-5656, which has multilingual access, or through the TTY line: 1-866-533-6339. General information on the grant can also be found [online](#).

APPLICATION AND CALL FOR PROPOSAL PROCESS

11. How do I apply for the COJG: Customized Training or COJG: UpSkill pilots?

Applications and Call for Proposal forms are available [online](#).

COJG: CUSTOMIZED TRAINING

Completed applications must be submitted electronically to the appropriate email address, based on the location of the training. To see which region you are located in, please refer to the map.

- Central Region:
MTCUCentralRegion@ontario.ca
- Eastern Region:
ESRD.Eastern@ontario.ca
- Northern Region:
ESRD.North@ontario.ca
- Western Region:

mtcuwesternregion@ontario.ca

COJG: UPSKILL

A completed Call for Proposal form must be submitted electronically by Monday, April 18, 2016 to the appropriate email address listed below, based on the sector your organization represents.

- Mining, Quarrying, and Oil and Gas Extraction:
ESRD.North@ontario.ca
- Agriculture, Forestry, Fishing and Hunting:
ESRD.Eastern@ontario.ca
- Manufacturing including food:
mtcuwesternregion@ontario.ca

For further assistance, employers can contact the Employment Ontario Contact Centre at their toll-free number: 1-800-387-5656, or through the TTY line: 1-866-533-6339.

12. How much funding is an employer eligible to receive through the COJG: Customized Training or COJG: UpSkill pilots?

The government will contribute up to two-thirds of the total cost of training, up to a maximum of \$10,000 per participant.

13. How much do employers contribute to the cost of training?

Employers are required to contribute at least one-third of eligible costs in cash.

14. When will the ministry be making a decision on the approval of funding?

COJG: CUSTOMIZED TRAINING

Applications will be accepted on an ongoing basis; however, the ministry will make quarterly assessments.

COJG: UPSKILL

The final date to submit a proposal is Monday, April 18, 2016. The ministry will review and evaluate the proposals received by this date. Successful applicants will be notified by June 1, 2016.

15. Who will be responsible for making funding decisions?

The ministry is responsible for reviewing, assessing and making funding decisions for all applications received for COJG: Customized Training and COJG: UpSkill.

16. What is the role of service providers?

Consistent with current COJG processes, service providers will be responsible for:

- Entering program data into appropriate information management systems.
- Creating and maintaining employer and individual service plans.
- Conducting follow-up with participating COJG: Customized Training or COJG: UpSkill employers, individual training participants, curriculum developers and (if different from curriculum developers) training providers.

17. What follow-up can be expected from the ministry upon completion of training?

Service providers will follow-up with the employers upon completion of training (i.e., agreement end date), as well as at three months and 12 months after exit. For trainees, service providers will follow-up at exit, as well as six months and 12 months after exit.

18. Must an employer have all of their trainees chosen when submitting an application for COJG: Customized Training or COJG: UpSkill?

No. The employer only submits information on the number of incumbent workers to be trained, and the impact this training will have on their positions. If the application form is approved, employers will be asked to send the completed Participant Registration Forms anytime from when the application is approved for funding up to the time in which the curriculum has been developed.

19. Why does the application request information on the future state of the trainees (e.g., post-training position, salary or number of hours per week)?

These employment details are requested because they are part of the evaluation criteria of the program. At completion of the program, service providers will follow-up with both employers and trainees to collect outcome information. The information in the application will help with the outcome analysis.

TRAINING

20. Can the length of the training exceed 90 hours?

Curriculum developed and delivered with either COJG: Customized Training or COJG: UpSkill funding is intended to be of short duration and should not generally exceed 90 hours of instructional time per participant.

21. What is the maximum allowable duration for the pilots?

The COJG: UpSkill and COJG: Customized Training agreements must not exceed two years, and must end within timelines to be determined by the ministry.

22. Can an employer also act as a third party training provider?

No, an employer must be a separate legal entity from the recognized training provider. For example, a company's in-house training program would not qualify.

23. Can the curriculum be developed by more than one developer?

Yes. Given the specialized nature of curriculum development, and the potentially unique nature of the content, curriculum development and training delivery can be performed by multiple third-parties.

24. What are the allowable methods for training delivery?

Training may be part-time or full-time and may be delivered to employees through staggered sessions, depending upon the operational needs of the business.

Depending upon the nature of subject matter, all or parts of the training can be delivered in-person (e.g., at the employer's worksite or at the training institution) or by electronic means (e.g., webinar or other distance learning methods) provided that it can be accessed by participants from locations in Ontario.

ELIGIBILITY

25. Which employers are eligible for the COJG: Customized Training and COJG: UpSkill pilots?

Individual private and not-for-profit sector employers, First Nations band councils and organizations acting on behalf of employers (including union training halls, industry associations, training coordinators and other employer consortiums that meet the requirements below) are eligible to apply for the grant.

Eligibility criteria apply to all employers regardless of whether they are training one or multiple individuals.

An employer must:

- make minimum cash contributions towards training costs
- employ the individual selected for training. If the employer has hired an unemployed individual to fill a vacancy, the offer of employment can be conditional upon the individual having completed training and subject to the employer's regular probationary period
- 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.

An employer must not:

- be a federal, provincial or municipal government and/or agency
- be a designated broader public sector organization, as defined by the [Broader Public Sector Accountability Act](#) (e.g., a school board, university, college or hospital)
- be district social services administration boards established under the District Social Services Administration Boards Act (notwithstanding their exclusion under the Broader Public Sector Accountability Act)
- be a Canada-Ontario Job Grant service provider or an Employment 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 Employment Fund Job Placements)

- use training participants to displace existing staff or replace staff who are on lay-off.

26. What are eligible costs permitted under the COJG: Customized Training or COJG: UpSkill?

Eligible costs for both pilots include the following:

- Curriculum development, including partnership building
- Essential skills assessments, including pre-training and post-training assessments
- Delivery of Training, including:
 - Tuition and other training fees
 - Textbooks, software, and other required materials
 - Mandatory student fees
 - Examination fees.

27. Can an employer who has previously received COJG funding apply for COJG: Customized Training or COJG: UpSkill?

Yes, an employer who has received funding under the Canada-Ontario Job Grant may apply for the COJG: Customized Training or COJG: UpSkill pilots, as long as they continue to meet the employer eligibility criteria and demonstrate that the training curriculum does not currently exist, or is not available for delivery in Ontario (through in-person, electronic or other means).

Applications will be assessed on an individual basis and prior funding does not entitle an employer to future funding.

28. Can an individual participate in COJG: Customized Training or COJG: UpSkill if they have participated in COJG-funded training in the past?

Yes, an individual can participate in COJG: Customized Training or COJG: UpSkill if they have previously participated in COJG.

However, the individual cannot be concurrently participating in full-time training, education, or any other government training intervention that offers funding support for same tuition, books or other training related costs (e.g., Second Career).

29. Is there a minimum or maximum number of training participants that is required in order to be eligible for COJG: Customized Training or COJG: UpSkill?

There is no minimum or maximum that the applicant must meet to qualify for COJG: Customized Training or COJG: UpSkill funding.

30. Can a training provider also be an agreement holder?

Yes; however, they would be accountable for the collection of contributions from employers, as well as overall accountability for all project activities.

31. Can the employer also be the curriculum developer, trainer and/or essential skills assessor?

No, for both COJG: Customized Training and COJG: UpSkill, the employer cannot carry out the activities of the curriculum developer, training developer and/or essential skills assessor. The employer can contract a single, third-party organization to deliver the activities of the curriculum development, training and essentials skills assessment.

32. What are essential skills assessments?

Essential skills assessments are required to:

- Support the development of training curriculum that meets training participants' essential skills needs, in the context of business practices and technical/occupational skill requirements.
- Determine the level of, and extent to which, essential skills are integrated into training delivery, including how the essential skills levels of training participants may inform instructional delivery and the accomplishment of training objectives and goals.

33. What skills are considered to be essential skills?

Essential skills provide the foundation for learning all other skills and enable people to evolve with their jobs and adapt to workplace change. The nine essential skills that have been identified are:

- **Reading Text:** reading different types of material such as notes, letters, memos, manuals, specifications, books, reports and journals.
- **Document Use:** reading documents such as tables, graphs, lists, blueprints, drawings, signs and labels.

- **Numeracy:** using numbers to perform calculating and estimating tasks such as handling cash, budgeting, measuring and analyzing.
- **Writing:** doing tasks such as filling in forms, writing text and using computers to write.
- **Oral Communication:** using verbal skills to exchange ideas and information with others.
- **Working with Others:** doing tasks with partners or in a team.
- **Continuous Learning:** the requirement of workers to participate in an ongoing process of acquiring skills and knowledge.
- **Thinking Skills:** knowing how to problem solve, make decisions, plan and organize tasks, find information and make good use of memory.
- **Computer Use:** working with computers, including entering information, knowing how to use software, managing a network and analyzing and designing systems.

COJG: CUSTOMIZED TRAINING

34. How do I apply for the COJG: Customized Training pilots?

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35. When is the deadline for applying?

Applications will be accepted on an ongoing basis; however, the ministry will make quarterly assessments for funding.

36. What documents should I send with my application for COJG: Customized Training?

When you apply for COJG: Customized Training, you must include a copy of the completed Canada-Ontario Job Grant: Customized Training Employer Application form.

If approved for funding, applicants will be required to submit the following forms as specified:

- Electronic Funds Transfer Form: Applicants approved for funding must complete this form.
- Participant Registration Form: This form will need to be completed by each individual participating in the training, **only after the curriculum has been developed.**

37. What does an employer do if the training request is greater than \$25,000 but there are not three, viable, training institutions?

If the training request is greater than \$25,000, employers must include information on three training institutions that offer the training being requested. Under circumstances where there are not three viable institutions (e.g., a very specific training that only the product vendor delivers, etc.), the employer must provide a clear rationale on the application form for why.

38. Will the employer be required to make the curriculum available to other employers?

No, the COJG: Customized Training applicants are not required to make the curriculum available to other employers.

COJG: Customized Training applicants will be required to provide information in their submissions with respect to proposed curriculum ownership (i.e., will curriculum be purchased outright or licensed from the developer) and how curriculum will be used post-project. This is to identify any potential issues or risks that may arise regarding broader future use of curriculum developed through COJG: Customized Training projects, and to gain further understanding of cost differences between outright purchase and licensing of developed curriculum.

39. Are essential skills assessments mandatory for COJG: Customized Training?

Curriculum supported by COJG: Customized Training is required to integrate essential and technical skills. However, Essential Skills Assessments are only recommended as it may inform instructional delivery to meet the unique workforce needs and training objectives.

COJG: UPSKILL

40. How do I apply for the COJG: UpSkill pilots?

Call for Proposal forms are available online.

Completed proposals must be submitted electronically by Monday, April 18, 2016 to the appropriate email address, based on the sector your organization represents.

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ESRD.North@ontario.ca
- Agriculture, Forestry, Fishing and Hunting:
ESRD.Eastern@ontario.ca
- Manufacturing including food:
mtcuwesternregion@ontario.ca

For further assistance, employers can contact the Employment Ontario Contact Centre at their toll-free number: 1-800-387-5656, or through the TTY line: 1-866-533-6339.

41. When is the deadline for applying?

Responses to the Call for Proposals must be submitted by no later than 5 p.m. on Monday, April 18, 2016. Late submissions will not be accepted.

42. What documents should I send with my application for COJG: UpSkill?

When you apply for the COJG: UpSkill pilot, you must include a copy of your completed Canada-Ontario Job Grant: UpSkill Employer Form. All sections of the form must be completed.

If approved for funding, applicants will be required to submit the following forms as specified:

- Employer Application Form: If the **application is approved**, this form will need to be completed by all employers, as it will act as the employer registration form for follow-up purposes.
- Electronic Funds Transfer Form: Applicants approved for funding must complete this form.
- Participant Registration Form: This form will need to be completed by each individual participating in the training, **only after the curriculum has been developed**.

43. If applying to the COJG: UpSkill program, on behalf of sectoral employers, am I allowed to submit the names of the employers after the application has been submitted?

No, prior to submitting an application, the lead applicant would be responsible for recruiting sectoral employers to participate, including obtaining employer commitments to make minimum contributions toward the cost of training.

44. What does an employer do if the training request is greater than \$25,000 but there are not three, viable training institutions?

Applicants applying for COJG: UpSkill project funding do not need to obtain quotes. For further details, please refer to question above on which documents are required.

45. Will the employer be required to make the curriculum available to other employers?

In addition to making minimum contributions toward the cost of training and identifying the individual(s) to be trained, employers are responsible for supporting, approving, endorsing, and recognizing the curriculum developed. The curriculum should be endorsed by all employers and industry recognized. Employers should make curriculum available to other sectoral partners and spread awareness to other employers and/or sectoral stakeholders.

46. Are essential skills assessments mandatory for COJG: UpSkill?

Curriculum supported by COJG: UpSkill is required to integrate both essential and technical skills. Essential skills assessments are required for all training participants, in advance of training, to support the development of training curriculum that meets training participants' essential skills needs in the context of business practices and technical/occupational skill requirements. And to determine the level of, and extent to which, essential skills are integrated into

training delivery, including how the essential skills levels of training participants may inform instructional delivery and the accomplishment of training objectives and goals.

Essential skills assessments are required for all training participants, upon completion of training, to support the evaluation of COJG: UpSkill, including providing means to assess the impact of training quantitatively.