



MEMORANDUM TO:

Canada-Ontario Job Grant (COJG) providers

FROM:

Program Delivery Support Branch

DATE:

June 15, 2015

SUBJECT:

**Revised Canada-Ontario Job Grant Training Provider
Monitoring Requirements**

OBJECTIVE:

The purpose of this bulletin is to communicate to service providers delivering the COJG program that the training provider monitoring requirements have been revised.

BACKGROUND:

The ministry has gathered feedback on the implementation of the COJG program through internal discussions and a COJG service provider focus group session held on February 10, 2015. Service providers and ministry staff have noted various challenges in the monitoring of training providers, including time and resource pressures. Based on these discussions the ministry has made adjustments to the training provider monitoring requirements.

CHANGES

Effective June 15, 2015 the new monitoring requirements will be integrated and these changes will apply to all outstanding monitors as of June 15, 2015.

It is important to note that Schedule "A" of the Agreement is amended. The training provider rules in Section 10 were replaced with the following:

10. Monitoring, Exit and Follow-up

Monitoring

Training Provider

The Recipient shall conduct one monitoring site visit:

- to the training provider during a Funding Year for Canada-Ontario Job Grant Training Agreements that include in-class instruction and the Ministry Training contribution is \$1500.00 or more;
- to the same training provider during a Funding Year for any subsequent Canada-Ontario Job Grant Training Agreements that include in-class instruction and the Ministry Training Contribution is \$3000.00 or more.

The Recipient is not required to conduct a monitoring site visit, but instead shall conduct at least one monitor using appropriate alternative methods (for example, review of paper and electronic records, web-based validation of online training, etc.):

- for Canada- Ontario Job Grant Training Agreements that include in-class instruction and the Ministry Training Contribution is less than \$1500.00;
- if a monitoring site visit to the training provider has already been conducted during a Funding Year and the Ministry Training Contribution is less than \$3000.00 for any subsequent Canada-Ontario Job Grant Training Agreements that include in-class instruction;
- for Canada-Ontario Job Grant Training Agreements that do not include in-class instruction;
- if the training provider is a School Board within the meaning of the Education Act, a College of Applied Arts and Technology, or a publicly funded assisted university.

NEXT STEPS

- Ministry staff will provide service providers with an amended agreement for signature.
- Service providers should familiarize themselves with the new training provider monitoring requirements as described in Section 10 of their Amended Agreement.
- Ministry will update COJG guidelines to reflect changes to the training provider monitoring requirements.

If you have any questions, please contact your ETC.