



November 13, 2009

Dear College President,

I am writing to update you on the status of Second Career.

Second Career is an overwhelming success. It was designed to offer retraining to 20,000 laid-off workers over three years. In just 16 months, it has helped almost 21,000 people begin a retraining program.

The high demand has created challenges for the program. In September of this year, there was an approximate increase of 800% in applications over the previous year. For that reason, we conducted a review of Second Career to ensure it can continue to help workers affected by the global economic recession, in a sustainable and fiscally responsible manner.

We appreciate the college sector's hard work and dedication to making Second Career a success. Moving forward, we need your continued support to help us implement changes that are fiscally responsible. We are working with a finite amount of funding and need to make sure we are helping the people who will benefit the most from skills training.

New guidelines for Second Career will be in place, effective November 20, 2009. Applications that are not yet approved by the ministry will be reassessed under the new guidelines.

In order to simplify the delivery of Employment Ontario training programs, the new guidelines will apply to both Second Career and Ontario Skills Development clients. Clients will still be able to apply for short-term or long-term training.

Under the new guidelines, the program will focus on supporting people in need who will benefit the most from skills training. Several criteria will be used to objectively assess an applicant's level of need. Applicants will be considered to have a higher level of need when they:

- Are gaining new skills for a high-demand occupation;
- Have been unemployed for a longer period of time;
- Have a high-school education or less, or postsecondary education credentials that are not recognized in Ontario; and
- Are working toward a college certificate, diploma or licence.

The new guidelines will provide increased flexibility by allowing clients to pursue either full-time or part-time training. Second Career will continue to offer laid-off workers support for tuition, books, travel and other expenses to help them participate in training.

A new funding formula for the Second Career College Tuition Differential Payment will be applied, effective December 1, 2009, for any new clients approved. It will not apply to clients who have already been approved by the ministry.

There are three key changes:

- 1) Individual colleges will receive funding to a maximum amount based on estimated Second Career client volume to March 31, 2010. The ministry will not pay any amount beyond the maximum.
- 2) Upfront payment for the entire duration of a client's training will no longer be provided by the ministry. Colleges will receive separate payments for each semester in which a client enrolls.
- 3) The funding formula will be adjusted for clients participating in programs of three or more semesters. For the first two semesters, the college tuition differential payment remains the same at a total of \$5990. For three-semester programs, payment will be a total of \$7488. For four-semester programs, payment will be a total of \$8985.

The ministry is asking the colleges to sign new agreements with the ministry that reflect these changes. Private career colleges will also be subject to a new tuition funding formula to align with the changes to publicly funded colleges.

The College Tuition Differential Payment for Ontario Skills Development clients remains the same. The ministry will review this funding formula next year.

I acknowledge that colleges will be looking for ministry approvals of clients quickly. We will be asking colleges to provide a list of clients who have been accepted for January starts and will work with this information to facilitate review of the applications. I want to assure you that we will keep the lines of communication open regarding the status of applications. At the same time, we need to work together to manage expectations and ensure that clients continue to be realistic in setting start dates. Priority will be given to clients whose applications have been in the system the longest, with a focus on clients who have applied for January training starts. Potential participants are not to begin training until they get final approvals in writing from MTCU.

For more details about the guidelines and other changes, including answers to frequently asked questions, please visit the Second Career website: <http://www.edu.gov.on.ca/eng/tcu/secondcareer/>. If you have any other questions, please contact your local ministry office.

I understand that this has been a challenging time for our Employment Ontario and training partners. We appreciate your continued support and cooperation as we work to implement the new guidelines.

Sincerely,

***Original signed by***

Laurie LeBlanc  
Assistant Deputy Minister  
Employment and Training Division