

**Pre-Apprenticeship Training Program
Interim/Final Report Guidelines (Written Report)**

Interim and final reports are to be submitted to the Ministry of Advanced Education and Skills Development in the format below.

Please provide the following information:

1. General Program Information

- a. Name of Training Organization
- b. Trade
- c. Trade Code
- d. Contract Start Date
- e. Training Start Date (date training begins)
- f. Work placement Start Date
- g. Work placement Completion Date
- h. Training Completion Date (date training completed)
- i. Contract Completion Date

2. Training Status Report

Include the following information:

- a. Program start-up (Description of marketing and recruitment activities, selection processes and participant response)
- b. Program highlights (Description of program operation to date, including modules covered and status of program)
- c. Course changes and reasons (i.e. changes made or anticipated to be made to course curriculum to meet participant need)
- d. Work placement (Description of activity underway and status to secure work placements, description of participant work placement progress and status)
- e. Obstacles encountered and overcome

3. Class profile

The requirements for this section have changed from previous year's reporting. Please review carefully and provide the following information in the tables below:

Participant Data	Number of Participants	Percentage of class
Unemployed		
Employed		
Self-employed		
Youth (ages 16 to 29)		
Aboriginal peoples		
Older Workers (45 years +)		
Persons with disabilities		
Recent Immigrants (less than 5 years residency in Canada)		
Ontario Works or Ontario Disability Support Program Clients		
Male		
Female		

Please note that participants should self-identify according to the above categories.

Educational Information

Participant Data	Number of Participants	Percentage of class
Less than high school		
High school (or equivalency)		
Post secondary education		
Minimum academic entry requirement for the trade		
Less than grade requirement for the trade		

This report must not contain personal information of individual pre-apprenticeship participants. Personal information means personal information within the meaning of the Freedom of Information and Protection of Privacy Act R.S.O. 1990, C.F. 31 S2 (1).

4. Program Tracking Form

Use Pre-Apprenticeship Training Program Tracking Form provided.

5. Marketing Material

Include samples of marketing materials. To be provided with interim report.

6. Financial Reports

Please refer to *The Audit and Accountability Requirements for the Pre-apprenticeship Training Program* for the completion of financial reports.

For interim reporting, please submit the Estimate of Expenditure Report template.

6. Audit

Please refer to *The Audit and Accountability Requirements for the Pre-apprenticeship Training Program* for the completion of financial reports and audits.