

Memorandum

To: Pre-Apprenticeship Training Program Recipients

From: David Cronin
Director, Program Delivery Support Branch, Employment and Training Division
Ministry of Labour, Training and Skills Development

Date: **May 24, 2022**

Subject: **2021-22 Pre-Apprenticeship Training Program Reporting**

I am writing to inform you about updates made to the Pre-Apprenticeship Training Program (Pre-App) reporting requirements for 2021-22. These changes were made to better align Pre-App reporting with the processes used for other EO programs.

As noted in Schedule “F” of your 2021-22 Pre-App agreement, the following new reporting templates will be provided:

- Interim Report
- Final Report
- 3-Month Post-Program Completion Report
- 6-Month Post-Program Completion Report
- 12-Month Post-Program Completion Report

As these new templates incorporate their content, the following products won't be used for 2021-22 reporting:

- Pre-Apprenticeship Program Tracking Form
- Pre-Apprenticeship Interim-Final Report Guidelines

The Interim Report is now available on the [EOPG](#). The remaining templates will be released in the coming weeks.

If you have any questions, please contact your local Employment and Training Consultant.

Thank you,

David Cronin
Director, Program Delivery Support Branch

cc: Charles Bongomin, Central Region – A/Regional Director
Heather Cross, Western Region – Regional Director
Andrew Irvine, Northern Region – Regional Director
Tariq Ismati, Eastern Region – Regional Director