

MEMORANDUM TO: Employment Service Providers

FROM: Jacqueline Cureton
Director, Program Delivery Support Branch

DATE: May 18, 2017

MEMO#: SC 2017-02

RE: **Second Career Application Checklist for Employment Service Providers**

OBJECTIVE:

The purpose of this bulletin is to advise your organization of improvements which have been made to the Second Career Checklist for Employment Service (ES) Providers.

BACKGROUND:

The Second Career Application Checklist for ES Providers was introduced in January 2016 to help streamline the Second Career application process.

The checklist lists items which must be included in application packages being sent to the ministry for approval. It also lists documents which require validation to ensure that Second Career clients can undertake their skills training program and/or be employed in their field of training.

Upon receipt of an application package, Employment and Training Consultants review the checklist to ensure that all the required documents are present. If documentation is missing, the application package will be returned.

The Second Career Application Checklist for ES Providers has been updated with the following improvements:

- The ministry name has been updated.
- The form has been made compliant with the Accessibility for Ontarians with Disabilities Act.
- Row numbers have been added.
- In the Employment Service Plan (ESP) section:

- Checkboxes have been added for each component.
- The wording “**Should** include statements about...” has been updated to “**Must** include statements about...” to indicate that items are mandatory.
- “Work history” has been updated to “**Detailed** Work History” to align with language on the Second Career Application for Financial Assistance.
Note: A detailed work history would include information similar to what is required in the Employment section on the Employment Ontario Participant Registration Form.
- Language has been added to prompt for information about an applicant’s interim job, if applicable.
- Recommendation Rationale:
 - Checkboxes have been added for each component.
 - A new item has been added: “The credential or license required for occupational goal, including name of licensing body, if applicable.”
Note: This information would support a score of three (3) on the Labour Market Prospects suitability criterion.
 - A new item has been added: “Evidence that an applicant in receipt of Workplace Safety and Insurance Board (WSIB) benefits is not eligible for retraining under WSIB Work Reintegration Services, if applicable.”
Note: The WSIB has phased out the use of external labour market re-entry case managers, and are managing injured workers’ pathways to employment themselves. If an applicant is in receipt of WSIB benefits, they may be eligible for WSIB Reintegration Services. Information can be found on the WSIB website at <http://www.wsib.on.ca>.
- A checkbox for an acceptance letter from the training institution has been added to the Feepayer column.
- An enhanced ES provider contact information section has been added.

NEXT STEPS:

Please start using the updated Second Career Application for ES Providers immediately.

Thank you for your continued efforts in helping the ministry deliver the Second Career program. If you have any questions regarding this update, please contact your Employment and Training Consultant.

Jacqueline Cureton
Director