

Memorandum

To: Employment Service Providers
From: Jacqueline Cureton
Director, Program Delivery Support Branch
Date: December 22, 2017
Subject: Second Career Training Provider Selection
MEMO No: SC2017-07

Dear Employment Ontario Partners,

The Ministry recognizes the trusted role that service providers play in supporting clients as they make employment and training decisions that support their future direction and career goals.

In an effort to ensure consistency across the province, the Ministry would like to remind the Employment Service (ES) network of the importance and necessity of remaining neutral and unbiased, and providing only factual evidence when clients are selecting training providers for Second Career. As you know, clients are required to research three training institutions as part of their Second Career application process. Clients should review schooling options that most align with their career goals and are most feasible given their personal circumstances.

As per the Second Career guidelines (3.1.4):

Numerous factors are taken into consideration in the identification of a suitable training institution, such as location of skills training, skills training content and date of availability of skills training. ES providers and the ministry must not encourage individuals to select public or private institutions on the basis of personal bias. Individuals' preference should be fully considered with emphasis placed on skills training that provides the most cost effective path to employment.

We share with you an interest in ensuring clients are served well and succeed in their employment journey. We encourage you to provide coaching to clients to assist them in coming to their own decision on the best course of action to lead to employment.

Thank you for the excellent and meaningful support you provide to clients.