

**Second Career Manufacturing Sector Initiative**  
**Service Provider Questions and Answers**  
**Ministry of Labour, Training and Skills Development**

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## What is the purpose of the initiative?

The Second Career Manufacturing Sector Initiative is a separate stream within Second Career designed to be responsive to labour market fluctuations by supporting recently laid off individuals in the manufacturing sector to obtain skills training. This training will increase the participant's competitiveness and facilitate their quick re-entry into the labour market.

The initiative, while temporary, presents an opportunity to enhance access to Second Career to:

- Provide targeted support to impacted individuals in the manufacturing sector;
- test a sector focused approach; and,
- gain knowledge that will inform future program design.

## When will the initiative be launched?

Laid-off manufacturing sector workers can start applying through the initiative as of April 1, 2020.

## Are all Employment Service (ES) service providers involved in the initiative?

Yes.

## How does the initiative differ from regular Second Career?

To better assist individuals impacted by manufacturing sector layoffs, this initiative creates a separate eligibility and suitability stream within Second Career. The initiative's eligibility and suitability criteria differ from regular Second Career in the following ways:

- **Targeted Individuals:** Eligibility is limited to individuals laid off from a job in the manufacturing sector as of January 1, 2019. This can be any type of job.
- **Revision of Eligibility Date:** Under the initiative, individuals must have been laid off on or after January 1, 2019. The layoff eligibility date for Second Career remains on or after January 1, 2005.
- **Revision of Suitability Indicators:** To enable targeted individuals to access training sooner, service providers will automatically award maximum points in the Active Job Search, Duration of Unemployment and Work History suitability criteria. Assessment of the remaining criteria, Educational Attainment, Labour Market Prospects, Type of Training and Occupational Skills Experience, does not change.
- **Removing the ineligibility stipulation regarding completing training within last two years for individuals who were laid off in the manufacturing sector:** Individuals who have completed training within the past two years, regardless of

the source of funding, will be considered eligible under the initiative. These individuals are ineligible under Second Career.

- **Individuals with a layoff recall date or those seasonally employed:** Under the initiative, individuals in receipt of a “recall to work” notice from their former employer, or who are seasonally employed, are not eligible. These individuals are eligible under Second Career.

### **For the purposes of the initiative, how is Manufacturing Sector defined?**

The [North American Industry Classification System \(NAICS\) Canada](#) defines **NAICS 31-33 – Manufacturing** as a sector that comprises establishments primarily engaged in the chemical, mechanical or physical transformation of materials or substances into new products. These products may be finished, in the sense that they are ready to be used or consumed, or semi-finished, in the sense of becoming a raw material for an establishment to use in further manufacturing. This site also lists all subsector industries.

### **How will service providers determine whether the applicant was laid off from a job in the manufacturing sector?**

Service providers will use a combination of their knowledge of the local labour market, review of applicant supplied job information (record of employment, SC application) and the [NAICS](#) definition of the manufacturing sector to determine whether the applicant was laid off from a job in the manufacturing sector.

### **If the client is laid off from a sector that is not manufacturing, can they still apply for the initiative?**

No, eligibility is limited to individuals laid off from a job in the manufacturing sector.

### **Do applicants use the existing Second Career application form?**

Yes, applicants complete the existing Second Career Application for Financial Assistance form.

### **Will a new Second Career Eligibility and Suitability Assessment Template be developed for this initiative?**

The assessment template will be unchanged. For targeted individuals, service providers will award maximum points in the Active Job Search, Duration of Unemployment and Work History criteria in the Second Career Eligibility and Suitability Assessment Template. Assessment of the remaining criteria, Educational Attainment, Labour Market Prospects, Type of Training and Occupational Skills Experience, does not change.

The individual is still required to meet the baseline score of 16 points.

### **Do the Second Career skills training eligibility requirements also apply to the initiative?**

Yes, service provider validation of the requested skills training, including assessment of employment prospects upon completion of training, must be conducted in line with current program processes.

**Are there any initiative specific requirements when providing the recommendation rationale?**

The recommendation rationale must indicate that the client is applying under the initiative and include a statement confirming that the layoff was from a job in the manufacturing sector.

**When would the service provider redirect an applicant to regular Second Career?**

If the individual is ineligible for the initiative, they should be advised to apply to regular Second Career.

**Why are individuals in receipt of a “recall to work” notice ineligible for the initiative? What if they are not recalled?**

The aim of the initiative is to assist permanently laid off individuals who require skills training in order to re-enter the labour market. Laid off individuals in receipt of a “recall to work” notice do not require skills upgrading in order to return to work.

If an individual’s “recall to work” date has expired and they have not resumed working, the individual could be considered for this initiative.

**If the individual is an apprentice at the time of layoff, would they be eligible for the initiative?**

If the laid off individual wants to change occupations, they may qualify for the initiative.

**Do the Second Career follow-up requirements also apply to the initiative?**

Yes.

**If a client previously accessed the initiative, would the stipulation of not completing training within the last two years apply to a subsequent Second Career application?**

Yes, the stipulation of not completing training within the last two years would apply to initiative participants who later request training under regular Second Career.

**How will laid off individuals be made aware of the initiative?**

Employment Service providers are responsible for identifying potential clients.

Workers impacted by a mass layoff in the manufacturing sector will be informed of the initiative through the Rapid Re-employment and Training Services (RRTS) process.

An optional Second Career Manufacturing Sector Initiative - Rapid Re-employment and Training Service (RRTS) Information Deck is available for use at applicable RRTS information sessions.