

MEMORANDUM TO: ES Service Providers

FROM: Director
Teresa Damaso

DATE: January 17, 2014

SUBJECT: **Second Career (SC) Client Resource Document**

MEMO #: **SC2014-01**

OBJECTIVE:

The purpose of this bulletin is to provide your organization with information about available resources to help clients while researching training institutions for their SC applications.

BACKGROUND:

The Ministry has developed a 1-page resource document for Employment Service (ES) providers to use with SC clients when researching possible training institutions for their applications.

The document pulls together links to a number of resources (some already being used) to help clients access available information that can help them make informed decisions about their training. The links provide general information on public and private career colleges, specific programs as well as outcomes (limited to OSAP).

These resources are not inclusive and more information may be needed by the client to make an informed decision. This should be used in conjunction with any previous tools provided by the Ministry. The resources listed are all currently published information on the Ministry's website.

NEXT STEPS:

Use this document with clients while you are providing guidance and support to individuals through the SC application process.

If your organization has any questions, please contact your Employment and Training Consultant (ETC).