

## ***Second Career (SC) Client Information Sheet***

This SC Client Information Sheet replaces the November 2009 version. Minor modifications include enhanced flexibility in assessing client suitability for SC and the option for course duration extensions for persons with disabilities. For more details about the revised guidelines and other changes please visit the Second Career website at [ontario.ca/secondcareer](http://ontario.ca/secondcareer) or talk to assessment centre staff.

### **SECOND CAREER OBJECTIVE**

The objective of Second Career is to support laid off, unemployed individuals who require skills training to assist them to find employment in occupations with demonstrated labour market prospects in Ontario. The ultimate goal of SC is to return individuals to employment by the most cost effective path.

### **EMPLOYMENT NEEDS ASSESSMENT AND RETURN TO WORK ACTION PLAN (RTWAP)**

All individuals interested in skills training must meet with staff at an assessment centre and complete a thorough employment needs assessment and exploration of the full range of EO and other community employment programs and services.

Through the employment assessment process, individuals will develop a mutually agreed upon Return to Work Action Plan (RTWAP) with staff at an assessment centre. If skills training is identified as the most appropriate way to address individuals' employment needs to help them find sustainable employment, it must be specified in the RTWAP.

For consideration under the SC program, individuals must also be assessed on the SC eligibility and suitability requirements below.

### **CONSIDERATION FOR APPROVAL FOR SC SUPPORTS**

There are three stages of assessment to determine participation in the SC program:

1. Eligibility
2. Suitability
3. Financial Need

### **ELIGIBILITY**

To be eligible, individuals must:

- have been laid-off on or after January 1, 2005; and
- be unemployed; and
- demonstrate occupational demand for the training request with evidence of good employment prospects locally or within Ontario.

For the purposes of SC, "laid-off" individuals also includes:

- those individuals whose employment contract has ended.
- those individuals who have received Employment Insurance maternity or parental benefits and are seeking to re-enter the labour force.
- those individuals who have left work due to medical reasons.

For the purposes of SC, “unemployed” includes individuals:

- working less than 20 hours per week.
- who may have taken an interim job to make ends meet after their initial lay-off.
- on salary continuation or who have received severance pay.

Evidence of good employment prospects includes one or more of the following:

- the occupation is on the list entitled Labour Market Indicators for Second Career; or
- submission of currently advertised job opportunities; or
- submission of attestations from employers that they are hiring for the occupation; or
- evidence of future job opportunities (e.g. future plant or office expansion, new employer).

## **SUITABILITY**

Individuals must first meet the SC eligibility requirements above to be assessed for SC suitability. Individuals are assessed against seven criteria, each of which has two or three measurably different indicators of suitability. Those individuals who meet the baseline score will be considered suitable for SC. Individuals who score below the baseline must be redirected to other Employment Ontario (EO) and community programs and services.

The suitability criteria are:

Active Job Search - Duration of job search and the dedication of time and effort to preparing (e.g. the creation of resume and cover letters, interview practice, compilation of references, etc.), researching (e.g. review of job postings, utilization of job-finding clubs, attendance at job fairs, etc.) and pursuing work (e.g. cold calling, applying to known and hiring employer, volunteering, etc.) for employment in fields related to an individual's work experience, skills, education and training. Documented evidence of job search is required. A client's participation at an Action Centre is considered evidence of active job search.

Duration of Unemployment - The number of weeks an individual has been out of work based on lay-off date.

Educational Attainment - The highest education level the individual has completed.

Work History - Duration an individual has worked in same occupation.

Labour Market Prospects - Credential/license may or may not be required for chosen employment. Individuals demonstrate greater suitability if they must have a credential in order to obtain work.

Type of Training - Skills training that leads to a credential and meets additional Second Career skills training considerations. Individuals must research at least three training institutions (including at least one College of Applied Arts and Technology), if feasible, and consider the cost effectiveness of training. An exception based on feasibility might include the lack of training institutions within commuting distance.

Experience: Occupational Skills - Extent of skills and experience individuals possess that are relevant to the current labour market and available opportunities; need for retraining.

## **SECOND CAREER SKILLS TRAINING:**

Allowable training includes full-time and part-time skills training for specific occupations and academic upgrading, literacy/numeracy and English or French as Second Language training (if it leads to occupational skills training or a specific employment opportunity).

Skills training is allowable for NOC Skill Level B and C (of the Statistics Canada NOC Skills Matrix) occupations and equivalent with good employment prospects in Ontario.

Both short-term (i.e. under 6 months) and long-term skills (i.e. up to 24 months) training are allowable. The maximum duration cannot exceed 2 years (24 months), excluding a maximum of one year (12 months) for academic upgrading or language training. For persons with disabilities, both the academic upgrading and skills training duration may be extended to meet the special needs of this target group, and if required the current maximum agreement of \$28,000 can be exceeded.

All training must lead to a certificate or diploma.

**Note:** Individuals who have completed a skills training program in the last two years are not eligible for further funding for skills training.

## **FINANCIAL NEEDS ASSESSMENT**

Individuals who meet the eligibility criteria and obtain the baseline suitability assessment score are then assessed to determine financial need. MTCU is responsible for completing the financial assessment.

The financial assessment model considers:

- Household income.
- Living expenses. Maximum amounts have been placed on a number of expense categories (e.g. rent, telephone, hydro, heat, and dependant care).
- Course and incremental costs
- Costs associated with disability needs

The maximum support Second Career provides for tuition, books and other instructional costs, transportation, and basic living allowance is \$28,000. Additional support may be available for: disability accommodation, dependent care, living away from home, and academic upgrading.

Individuals may be required to contribute towards the total cost of approved course and incremental costs.