

## Second Career – Questions and Answers

### ELIGIBILITY

**1. Are unemployed contract workers or seasonal workers eligible for consideration under Second Career?**

Individuals whose employment contract has ended are eligible for consideration under Second Career.

**2. Are self-employed individuals with no recent labour force attachment eligible for Second Career?**

Self-employed individuals are eligible for consideration under Second Career only if the individual was laid-off on or after January 1, 2005 and then become self-employed in order to make ends meet.

**3. Are individuals who were laid-off outside of Ontario eligible for Second Career (SC)?**

Yes, individuals who were laid-off from a job in another province of Canada or in another country are eligible for SC if they meet the following criteria:

- They are a resident of Ontario (i.e. their home address is in Ontario).  
There is no specific required length of time for having resided in Ontario.
- They meet all other SC program criteria.

**4. The definition of laid-off includes “those individuals who have received Employment Insurance maternity or parental benefits and are seeking to re-enter the work force”. How will we determine whether or not they have already re-entered the workforce?**

If the individual's work history indicates that they have established themselves in a job after the maternity or parental benefits have ended and that job is not deemed to be an “interim” job as per the guidelines, the individual should be viewed as having “re-entered” the work force.

**5. What documentation does an Employment Ontario Assessment Centre need to present to MTCU to ensure compliance with the Eligibility and Suitability criteria outlined in the Second Career guidelines?**

The Employment Ontario Assessment Centre needs to sign the bottom of the Second Career Eligibility and Suitability Assessment Template attesting to the fact that they have assessed the eligibility and suitability of the individual. In exceptional circumstances MTCU may request further documentation. This

would only occur when there appears to be inconsistency in the information provided.

**6. When considering an individual for Academic Upgrading / Literacy / Numeracy / English or French as a Second Language, one of the conditions is that they have a specific job opportunity. What would constitute a “specific employment opportunity”?**

A specific employment opportunity would be a documented offer of employment on company letterhead.

**7. Are individuals still eligible if they quit or were fired from an interim job?**

Individuals who quit or are fired from an interim job after being laid-off are still eligible for consideration for SC.

**8. Is an individual who was laid-off on or after Jan. 1/05 who subsequently worked in a job (not an interim one) but quit/was fired from the job eligible for SC?**

No, an individual in this situation would not be eligible for SC. If an individual accepted a job (not interim) after the original lay-off, the individual would be deemed to have already found employment (regardless of quitting or being fired from this job).

**9. Are individuals who were required to take early retirement packages by their employers as a result of the business closure, eligible for consideration under Second Career?**

For the purpose of SC, laid-off individuals include those individuals who have lost their job because of business closure and were required to take early retirement packages as a result. MTCU may consider funding for these individuals provided the following conditions are met:

- Individual meets all SC program criteria
- Individual has developed a mutually agreed upon Return to Work Action Plan (RTWAP) or Employment Service Plan (ESP) with staff at an EO assessment centre.

The above clarification applies to individuals who were laid-off and required to take early retirement packages, since the start of the SC program in June 2008.

### **SUITABILITY**

- 1. Can the Second Career Eligibility and Suitability Assessment Template be shared with the client prior to meeting with the Case Manager to review scoring on the template?**

Yes.

### **SKILLS TRAINING**

- 1. Are correspondence, distance, and e-learning courses allowable under SC?**

Yes, these types of courses can be considered under SC but should be assessed on an individual basis. As with all SC training, the maximum duration is two years for skills training and these courses / programs must lead to a diploma or certificate.

- 2. How are training institutions selected?**

Quality training courses are provided by both publicly funded (Colleges of Applied Arts and Technology) and privately funded (private career colleges) training institutions. Numerous factors are taken into consideration in the identification of a suitable training institution, such as location of the training, course content, and date of availability of the training. Employment Ontario Assessment Centre staff and MTCU staff must ensure that they do not encourage clients to select public or private institutions on the basis of personal biases. Client preference should be fully considered with emphasis placed on training that provides the most cost effective path to sustainable employment.

- 3. What is the policy on tuition maximums when a partnership exists between a College of Applied Arts and Technology (CAAT) and a private career college (PCC) to deliver skills training funded through Second Career (SC)?**

In all instances of partnerships between a CAAT and PCC, the tuition fees are provided in accordance with MTCU fee guidelines.

When a CAAT enters into a partnership or other arrangement with a PCC to deliver training programs, the CAAT shall not pay, transfer or otherwise remunerate the PCC greater amounts than the applicable Second Career PCC

tuition policy (i.e. \$14/hour up to a maximum of \$10,000 tuition costs with some defined exemptions set out in the SC Operational Guidelines).

If an individual is registered with a CAAT, the conditions for providing SC funding to him/her when a CAAT/PCC partnership exists are:

- Individual meets the SC eligibility and suitability requirements.
- The CAAT must identify in the individual's letter of acceptance if it is partnering with a PCC to deliver the training.
- The credential must be granted by the CAAT.

Example:

An individual applies to a CAAT for a training program for which the tuition fee is \$15,000. If the conditions outlined above have been met, then the individual may be eligible for up to \$15,000 for tuition fees (as determined by the SC financial assessment), out of which the CAAT may only pay a maximum of \$10,000 and the hourly maximums set out in the SC Operational Guidelines, to the PCC. Other instructional costs not covered under the tuition definition may also be paid according to existing guidelines.

#### **4. Is training as a Real Estate Sales Agent considered eligible under Second Career?**

The Salesperson Registration Education program (Real Estate Sales Agent) is delivered through OREA Real Estate College which is a registered training institute and their program has been approved under the *Private Career Colleges Act, 2005*. The real estate sales occupation is listed in Skill Level B of the Statistics Canada National Occupation Classification (NOC) Skills Matrix 2006, and specific segments of the training are eligible for funding under Second Career.

The Salesperson Registration Education program consists of two logical learning steps:

##### Step 1: Pre-registration Segment

An individual is able to achieve an initial Registration as a Salesperson. This step comprises of three modules:

- Real Estate as a Professional Career
- Land, Structures and Real Estate Trading
- The Real Estate Transaction – General

An individual can complete the above three modules within 6 months, depending on exam success and specific scheduling availability.

On completion of Step 1, an individual will be able to apply to the Real Estate Council of Ontario (RECO) for Initial Registration as a Salesperson. The application requires individuals to seek out a real estate broker who is willing to sign their application and take them into their brokerage. It is at this point that individuals are able to sell real estate

### Step 2: Articling Segment

An individual is able to complete the educational requirements for renewal of the registration as a salesperson.

### **5. What segments of the Salesperson Registration Education program are eligible for funding under Second Career?**

**Second Career may only provide funding for the Pre-registration Segment (Step 1) for eligible and most suitable individuals.** Individuals must register for all three modules at the first available schedule. The three modules in Step 1 must be completed in less than 6 months. All Second Career eligibility and program criteria must be met.

### **6. Can an individual be considered for skills training, funded through Second Career (SC), if they have taken any type of training in the past?**

Individuals may be eligible for skills training funded through SC provided that their previous training was not a skills training program as described by SC. For SC purposes, skills training programs are vocational in nature, and must provide the skills and knowledge required to gain employment in the specific occupation.

Individuals who have completed a skills training program in the previous 24 months regardless of funding source, are not eligible for skills training funding through SC. In exceptional cases (e.g. medical reasons), an individual who cannot pursue employment in the occupation for which they were trained may be considered for SC funding prior to the end of the 24 month period.

Training courses or workshops that enhance the existing skills of an individual are classified as Professional Development only, e.g., First Aid training, WHMIS, Word, Excel etc., and are therefore not eligible for Second Career funding. Consequently, individuals who have previously taken such training courses can still be considered for SC.

An assessment of an individual's background, education and previous training is required in all cases to determine employment needs and barriers. SC eligibility and suitability are based on this employment assessment.

### **DURATION OF UNEMPLOYMENT**

- 1. If an individual who was been laid-off on or after January 1, 2005 and took an interim job to make ends meet and was laid-off from that interim job, how is duration of unemployment calculated?**

Duration of unemployment should be calculated from the original lay-off.

- 2. If an individual has been on Maternity/Parental leave should we be including the length of time they were on Maternity/Parental leave as part of the "Duration of Unemployment"?**

No. The duration of unemployment should begin when the individual seeks to re-enter the work force.

- 3. Is an individual's employment period in an 'interim job' included in the Duration of Unemployment and in Active Job Search when assessing suitability?**

Yes for the Duration of Unemployment. An individual working in an "interim job" is considered to be "unemployed". Please refer to the definition of an "interim job". (SC Guidelines, page 2). If an individual working in an "interim job" can provide documentation of their job search, this period can also be included in the active Job Search.

### **EDUCATIONAL ATTAINMENT**

- 1. In the absence of a recognized equivalency assessment of foreign education and credentials, how should points be assigned in the SC Eligibility and Suitability Assessment Template?**

Foreign credentials should be scored in the same way Ontario credentials are scored:

- High school or less = 3 points
- Some post secondary = 2 points
- Post secondary completion = 1 point

Foreign trained individuals who claim their credentials are not recognized as equivalent to the Ontario standard must provide documentation to support their claim. Normally this would require proof of a formal assessment (based on evaluation of transcripts, school records etc.) indicating the level of equivalent academic attainment.

Individuals may not always be able to access the documents required for a formal evaluation. Under those circumstances an informal evaluation from a reputable evaluation source (listed on [canalliance.org](http://canalliance.org) website) should be accepted.

### **WORK HISTORY**

- 1. Should work experience outside of Canada be used to determine a score under Work History in the SC Eligibility and Suitability Assessment Template?**

Work experience outside of Canada should only be considered if the individual was a permanent resident of Ontario while gaining the work experience.

### **LABOUR MARKET PROSPECTS**

- 1. Can local economic conditions be considered when using “Appendix B - Labour Market Indicators for Second Career” to determine either good employment prospects for SC eligibility purposes or for scoring the Work History criteria on the Suitability Assessment Template?**

Yes. “Appendix B - Labour Market Indicators for Second Career” is made up of two lists: the Labour Market Prospects Indicator list and the Work History Indicator list. Both the Labour Market Prospects Indicator list and the Work History Indicator list are designed to be used as part of an assessment process that also considers economic conditions in the community or local labour market within which the Second Career applicant will be seeking work. Therefore, local economic conditions may be taken into account for demonstrating evidence of good employment prospects for eligibility purposes (see page 2 of Second Career Operational Guidelines) and for scoring related to Work History on the Suitability Assessment Template (Appendix A).

- 2. What is considered a credential/license under the criteria for Labour Market Prospects, in the Eligibility and Suitability Assessment Template?**

Credential or licence requirements are specific to the employment requirements associated with the specific occupation/trade. These prerequisites are stipulated by a provincial or territorial governing/regulatory body that recognizes the credentials and allows the holder to work in the occupation/trade. Specific requirements are outlined in the respective NOC job category, under the Employment Requirement section.

The link for the NOC matrix is at:

<http://www5.hrsdc.gc.ca/noc/english/noc/2006/OccupationIndex.aspx>

### **FINANCIAL ASSESSMENT**

**1. A number of SC clients were denied SC funding based upon the November, 2009 guidelines and have begun skills training at their own expense. Under the June, 2010 SC modifications (instead of program changes), some of these clients are now eligible for SC funding and are inquiring if they can obtain funding for their current skills training course. Will MTCU help support these clients through SC funding?**

Individuals who proceeded with funding their own training have demonstrated that they believe in and are committed to their training objectives. In this regard, MTCU may provide funding for clients if the following conditions are met:

- Eligible individual was denied SC funding, on the basis of points in the suitability assessment using November 2009 criteria.
- Individual upon reassessment meets suitability requirements
- Individual (instead of Client) would have been supported for SC on the basis of their Return-to-Work-Action-Plan (RTWAP), and all required program criteria have been met (e.g. duration of training).
- Funding is determined based on the SC Financial Assessment template.
- Training meets eligibility criteria.
- Training did not start prior to initial SC denial.

Based on the above, funding may be available for:

- Tuition costs incurred for training that commenced after November 20, 2009 and which are based on the modified (instead of new) guidelines.
- Basic Living Allowance (BLA) and other incremental costs for the remainder of the training program, starting from the date of the SC agreement. There is no retroactive coverage for BLA and incremental costs.

**2. Is a person with a disability who is in need of part time training, eligible to receive a Basic Living Allowance under Second Career?**

Yes, a person with a disability who as a result of their condition cannot attend full time training and who meet all other program criteria, is eligible to receive a Basic Living Allowance and other supports under Second Career, based on an individual financial needs assessment.