
**Canada-Ontario Job Grant:
Technical Training
2017/2018 Program Guidelines**

March 29, 2017

Employment and Training Division
Ministry of Advanced Education and Skills Development

Purpose

To provide an overview of Canada-Ontario Job Grant (COJG) Guideline changes for 2017/2018 fiscal:

- Guideline Changes
- Operational Changes
- Forms and Agreement Changes
- Frequently Asked Questions (FAQ)



2017/2018 COJG Guideline Changes

2017/2018 Guideline Changes - 1

- COJG service providers were notified of the program guideline changes for 2017/2018 fiscal on March 10, 2017.
- **Key guideline changes:**
 - **100% Funding for Unemployed Individuals**
 - Employers with 50 or fewer employees who are training and hiring unemployed individuals are eligible for up to \$15,000 per trainee (section 2.6.2.1).
 - **Value for Money in the Expenditure of Government Funds**
 - Employers should normally obtain three quotes for training and if the employer does not provide three quotes, the COJG service provider or ministry has the discretion to request three quotes from the employer if deemed necessary (section 2.5.1).
 - COJG service provider or the ministry must also deem the tuition charged by the selected training provider to be reasonable (section 2.5.1).
 - **Support for textbooks, software and other training materials and travel costs**
 - Maximum support of textbooks, software and other training materials are \$500 for each trainee. The individual trainee support cannot be combined with a cash contribution by the employer to support large equipment purchases (section 2.6.2).
 - Maximum allowable support for travel costs are \$500 per trainee (section 2.6.2).

2017/2018 Guideline Changes - 2

- **Other changes**

- Maximum allowable duration of training is 52 weeks from the start date of the training (section 2.3.1).
- Business owners, including individuals with a controlling interest in corporations, are not eligible as trainees for organizations they control (section 2.4.2).
- Revised the use of the term "grant" to "trainee" for greater clarity on maximum supports available for individual trainee (section 2.6.2).
- Clarified current requirement of 3 and 12 month post exit follow-up for both trainees and employers (section 3.2.3).
- Revised the term "Aboriginal" to "Indigenous" and revised related Indicators of suitability definitions Revised Ministry name to "Advanced Education and Skills Development" throughout the document (section 4.3.1).



Operational Changes

Operational Changes

- To give the highest priority to the applications with the greatest value for money, the following additional information will be required on the COJG Employer/Consortium application form:
 - **Three Training Provider Quotes**
 - Effective April 1, 2017, three quotes will be required if the **total cost of the application exceeds \$25,000**. Prior to this, the three quotes were only required if the **total MAESD contribution was \$25,000 or more**.
 - Three quotes will also be required if the **cost per participant per day exceeds \$700**.
 - If the applicant can not provide three quotes for the requested training, they will be required to provide rationale.
 - **Additional Rationale Requirement**
 - If the first choice Training provider is not the least expensive trainer, the applicant will be required to provide a rationale for the selected training provider.



Agreement & Form Changes

COJG Service Provider Transfer Payment Agreement Changes - 1

General Changes:

- Changed “Ministry” references changed to “Province”
- Changed the “shall” references to “will”
- Revised the term "Aboriginal" to “First Nations”
- All the references to privacy legislations to Freedom of Information and Protection of Privacy Act (FIPPA), Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) or Personal Information Protection and Electronic Documents Act (PIPEDA) are being referred to as “privacy legislation.”

The following references from guideline changes have been added :

Schedule B(2) added:

- **“Unemployed Individual”** means an individual who is hired by an employer and was unemployed prior to being hired. There is no restriction on the duration of time the individual was out of employment; however, validation of unemployed status is required.

Schedule C (2) added:

- Business owners, including individuals with a controlling interest in corporations, are not eligible as Participants under COJG.

Schedule C (4) added:

- The Recipient will ensure that training does **not** exceed one year in duration, i.e., training must be completed within 52 weeks of the training start date.
- Ensure employer has provided one quote from three different training providers on their COJG Employer Application form if the total training cost exceeds \$25,000 or the cost per Participant is \$700 or more per day. The Recipient has the discretion to request three quotes from the employer if deemed necessary.
- The Recipient must also deem the tuition charged by the selected training provider to be reasonable.

COJG Service Provider Transfer Payment Agreement Changes - 2

Schedule C (5) added:

- The Recipient will not use COJG funding for training that the Recipient are required to deliver by law. (for example, Occupational Health and Safety Awareness, WHMIS.)

Schedule C (6) added:

- **Seasonal workers or workers on temporary lay-off**

Training for unemployed seasonal workers or laid-off workers returning to the same position with a different employer, or to their previous employer in a different position, would be eligible for 100% of the training costs up to \$15,000 per Participant and are not required to make a minimum contribution to training costs for training funded through COJG.

Schedule H (2) added:

- **Textbooks, software and other training materials**

A maximum of \$500 per Participant is allowable for textbook, software and other training materials required by the Participant to complete skills training.

- **Travel Costs:**

A maximum of \$500 per Participant is allowable for travel costs.

- **Training Costs**

The Recipient will ensure that all receipts/invoices and supporting documentation for COJG training agreements are submitted to the service provider no later than three (3) weeks upon completion of each training session/module or on the completion of training in its entirety.

For COJG training agreements that are completed close to the end of the fiscal year (March 31, 2018), all receipts/invoices and supporting documentation must be submitted no later than April 21, 2018.

Schedule G added: References for “New hire previously employed” and “New hire previously unemployed.”

Added SCHEDULE “I”: Employer Attestation of In-Kind Contribution

Under 25 Agreement Changes

Section 1 - Training Details, added:

Number of Participants

- Total number of new hires currently unemployed to be trained
- Total number of new hires currently working with another organization to be trained

Section 2 – Responsibilities, added:

- Ensure that COJG funding is not provided for training that employers are required to deliver by law. For example, Occupational Health and Safety Awareness Training, WHMIS;
- Ensure that the training agreement is signed or the terms of the training agreed upon prior to the training start date by the Employer and the Service Provider.

Section 3 – Budget, added:

- The chart has been divided into sections 3.A and 3.B:
 - Employers with over 50 employees (fill section 3.A only)
 - Employers with 50 or fewer employees
 - Incumbent Worker Trainees (fill section 3.B only)
 - Incumbent Worker & New Hire Worker Trainees (fill section 3.A and 3.B)
 - New Hires Workers Trainees (fill Section 3.B)
- Textbooks, software and other training materials
 - A maximum of \$500 per Participant is allowable for textbook, software and other training materials required by the Participant to complete skills training.
- Travel Costs:
 - A maximum of \$500 per Participant is allowable for travel costs.
- Unemployed Participants:
 - Employers with 50 or fewer employees who are training and hiring unemployed Participants are eligible for 100% of the training costs up to \$15,000 per Participant and are not required to make a minimum contribution to training costs for training funded through COJG.

Participant Registration Form Changes

Employment History Question (6):

- The “New Hire” option will be expandable. If “New Hire” is selected, the user will be prompted to select from one of the following: two options
 - Currently unemployed
 - Currently working with another organization

Participant Details:

- The preferred communication field has been made mandatory.

Employment:

- “Job Title/Duties” field has been divided into two parts.
 - “Job Title” field will be only one line
 - “Duties” field will have few lines provided for full list of duties



Frequently Asked Questions:

1. What date do the 2017/2018 COJG Guidelines become effective?

The 2017/2018 Guidelines will be effective from April 1, 2017.

2. If an application is received prior to April 1, 2017 and the training starts after this date, will the new guidelines apply to this application?

The applications assessed prior to April 1, 2017 should be reviewed under the 2016/2017 Guidelines. Applications assessed after the April 1, 2017 should be reviewed under the 2017/2018 Guidelines, irrespective of when the application is received or the date training starts.

3. Will the EOIS-CaMS be updated for April 1, 2017 to reflect the new guideline changes?

The EOIS-CaMS version 7.0 will be released on April 7, 2017. The new guideline changes will be reflected in the system on April 8, 2017.

4. Will the system allow the employers to submit 2016/2017 version of the Employer/Consortium application, after the system update on April 7?

The current version of the Employer/Consortium Application will be accepted for 30 days after the system release. Effective May 7, 2017 the previous version of the Employer/Consortium Application will not be accepted and the users will directed to use the new version of the application form.

5. How can service providers capture the 100% funding for new hires prior to the system release on April 7, 2017?

The service providers should hold-off entering the approved application data in EOIS-CaMS for applications approved under 2017/2018 Guidelines 2017 until April 8, after the system update has been completed.

6. Will there be an updated User Guide made available for the CaMS version 6.0?

The updated User Guide will be available along with the system update notification on April 7, 2017.