Questions & Answers on COJG Assessment Tool

On May 8th, the Ministry distributed the COJG Assessment Tool to prioritize applications for COJG-funded training.

Q: Why has the ministry decided to implement new assessment criteria for Canada-Ontario Job Grant applications?

A: The ministry has a responsibility to ensure that our programs are financially sustainable, and that we target our resources to helping those who will benefit the most from our programs. The new assessment criteria will help to maximize the impact of the government's investment in the Canada-Ontario Job Grant.

Q: Which applications should be assessed with the new criteria?

A: The new assessment criteria will apply to all Canada-Ontario Job Grant applications. This includes new incoming applications, and any applications that are part of a backlog and have not yet been processed.

Q: How should service providers use the tool?

A: The purpose of the tool is to help COJG service providers prioritize applications and manage their budget allocation. Service providers should base their application decisions on the tool, the demand in the community and their available budget. Service providers should develop their own processes to determine how best to use the tool and to ensure the program is viable for the year

Q: How much flexibility do service providers have with the use of the tool?

A: The tool was designed to translate the program's strategic priorities as outlined in the COJG guidelines. It is intended to help service providers prioritize their applications and provide assessment criteria used consistently in the province to maximize the impact of the program. Service providers may use additional relevant information when assessing applications.

Q: What is considered an industry recognized certification? Will MTCU be providing a comprehensive list of certification that can be considered as industry recognized?

A: Industry-recognized certification consists of certification that is not firm specific, and can be used by the trainee for future employment beyond their current employer. Some

examples of industry recognized certification are project management, six sigma, mechatronics, etc.

The decision on what can be considered as industry recognized will need to be made by the service provider responsible for assessing the application. MTCU will not be able to provide an extensive list of industry recognized certifications due to the wide-ranging number of certifications in the market and the ever changing certification required by each industry.

Q: An employer who has not received prior COJG funding would like to submit two different training applications. Each application is specific to the training required for the two new positions the employer has created. Should both of the applications be reviewed under tier 1?

A. No, the service provider and employer will need to determine which application should be considered under tier 1 and based on the budget availability, the service provider can decide if the second application can also be supported.

Q: Can a service provider use the tool as a basis to negotiate changes to the application with employers?

A. Yes. If an employer application would be denied because it is of lower priority compared to other applications received, service providers may use the tool to suggest changes to the application.

Service providers are encouraged to manage employer expectations and ensure that they are aware of the program's goals and priorities. The tool can be used to communicate to employers which applications are likely to be approved.

Q. In Tier 1, how should the average points per trainee be calculated if the training has different impacts on the trainee (ie. the trainee's status changes in several ways)?

A. If a trainee's status changes in several ways, the calculation should be based on the status change which gives the highest number of points. The only situation where a trainee can be counted twice is if there is a status change and the training leads to an industry recognized certification. Regardless of the situation, the total score would be divided by the total number of trainees on the application, rather than the sum of the "# of Trainees" column.

Q. What should the "# of Trainees" be for the "Positive outcome of the previous COJG funded training"?

A. The "# of Trainees" should be the total number of trainees on the application being assessed.

Q. Why does Tier 3 include training required due to legislation, regulation, or policy? Isn't that training ineligible under the new COJG guidelines?

A. COJG does not cover training that an employer would be required to provide according to law. In some cases, an employee is required to have training according to law but it is **not** the employer's responsibility to provide it. In those circumstances, the application is still eligible and could fall under Tier 3.

Q. How do I make the "Total number of trainees on the application" add up correctly for tier 1 or tier 2?

A. Under tier 1, if the trainee does not fit under the first six scenarios, they should be counted under the "Incumbent trainee with no increase in wage". The tool automatically calculates the "Total number of trainees on the application" by adding up the number of trainees for the first seven rows.

Under tier 2, if the trainee does not fit under the first two scenarios, they should be counted under the "Incumbent trainee with no increase in wages or number of hours". The tool automatically calculates the "Total number of trainees on the application" by adding up the number of trainees for the first three rows.