

**Canada-Ontario Job Grant (COJG)  
Training Agreement  
(Service Provider → Employer)  
Service Provider Training**

Employment and Training Division  
Ministry of Training, Colleges and Universities

# Training Agreement

## Service Provider → Employer





### Canada-Ontario Job Grant (COJG) Training Agreement

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Business Name (hereinafter referred to as the "Employer")

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Contact Name	Telephone Number

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Service Provider Name (hereinafter referred to as the "Service Provider")

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Contact Name	Telephone Number

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Canada-Ontario Job Grant Training Agreement (hereinafter referred to as the "Agreement")

Agreement Start Date (yyyy/mm/dd)	Agreement End Date (yyyy/mm/dd)

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#### Section 1 - Training Details

Training Provider Name

Course Title

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**Number of Participants**

- Total number of incumbent workers to be trained
- Total number of new hires to be trained

Course Intake Number	Number of Participants	Hours of Training per Week	Course Module Number	Module Start Date	Module End Date

Add Row
Delete Row

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#### Section 2 - Responsibilities

**The Employer shall:**

- Ensure Participants to be trained live in Ontario;
- Ensure training occurs in Ontario;
- Ensure jobs are located in Ontario;
- Continue to meet all other COJG Employer eligibility requirements;
- Identify training participants, including unemployed individuals for unfilled job vacancies;
- Employ the individual selected for training. If the Employer has hired an unemployed individual to fill a vacancy, the offer of employment can be conditional upon the individual having completed training and subject to the Employer's regular probationary period;
- Enter into a training agreement with the selected training provider and provide payment for training;

# Training Agreement

## Service Provider → Employer

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- Provided for use when entering into training agreements with approved Employers.
- The agreement design incorporates elements of the COJG Placement agreement, Service Provider agreement and the program guidelines.
- The agreement details the accountability and legal requirements between the Service Provider and Employer.
- As Employers will not have access to the COJG Guidelines, this agreement serves to inform the Employer of both their own and the Service Provider's responsibilities under COJG.
- The agreement form is fillable and has customizable Training and Payment Schedules.
- The agreement will be posted on the COJG page of the EOPG
- Use of this form will support consistent program implementation, including appropriate use of funds and accurate reporting.

# Training Agreement Structure

## Service Provider/Employer Information & Agreement Duration

- For agreements that include in-kind contributions, it is important to ensure that the agreement duration is long enough to allow the employer to complete their in-kind contribution and submit their “Employer Attestation of In-kind Contribution”

## Section 1: Training Details

- While this section defaults to one row, the Service Provider may add rows to the Training Details table in order to capture key training information

## Section 2: Responsibilities

- Informs the Employer of their responsibilities along with those of the Service Provider

## Section 3: Budget

- Provides budget details along with information on Employer Contributions

## Training Agreement Structure continued

### Section 4: Payment Schedule

- While this section defaults to two payments, as a risk management strategy, it is recommended that additional payments and payment deliverables be added

### Section 5: Records

- This section highlights what Service Provider Employer files shall contain

### Section 6: Monitoring

- Informs the Employer of the types of monitoring that will be carried out by the Service Provider

### Section 7: Evaluation

- Informs the Employer of the types of follow-up that will be carried out by the Service Provider

### Section 8: Amendments

- Any amendments to the Agreement must be in writing and dated and signed by all parties to the Agreement

# Training Agreement

## Service Provider → Employer

### Scenario 1 – Small Employer with In-Kind Contribution

This data is based on the Employer/Consortium Application and/or negotiations between the Service Provider and Employer.

Employer Size	<=50 employees
# Training participants	10
Cost of training per participant	\$3,000
In-Kind	Yes

### Calculation

Ministry Contribution ( $\$3,000 \times \frac{2}{3} \times 10$ )	\$20,000
Employer Cash Contribution ( $\$3,000 \times \frac{1}{6} \times 10$ )	\$5,000
Employer In-Kind Contribution ( $\$3,000 \times \frac{1}{6} \times 10$ )	\$5,000
<b>Total cost of training (<math>\\$3,000 \times 10</math>)</b>	<b>\$30,000</b>

Total Ministry Contribution will be \$25,000 (\$20,000 + \$5,000 for In-kind reimbursement)

## Section 1: Training Schedule

### Scenario 1 continued

Course Intake Number	Number of Participants	Hours of Training per Week	Course Module Number	Module Start Date	Module End Date
1	3	35	1	2015/01/05	2015/01/09
	10	35	2	2015/02/09	2015/02/13

- In this scenario the course is delivered in two modules. Three of the Participants require module one of the course, but all ten require module two.
- Rows can be added or removed as required. Default view is a single row.
- Selecting a cell in the Course Intake Number and Course Module Number columns will activate a drop-down list of the numbers 1 to 20.
- Selecting a cell in the Module Start Date and Module End Date columns will activate a calendar.

## Section 3: Budget

### Scenario 1 continued

#### **Ministry Contribution (managed by the Service Provider)**

Tuition or other training provider fees	\$18,000
Textbooks, software and other required materials (e.g. training clothing, tools, equipment, disability supports, etc.)	\$1,500
Mandatory student fees	\$0
Examination fees	\$500
Reimbursement of Employer In-kind Contribution (if applicable) <ul style="list-style-type: none"><li>• Maximum \$2,500 per Participant</li></ul>	\$5,000
<b>Maximum Funds</b>	<b>\$25,000</b>

#### **Employer Contribution**

Cash Contribution	\$5,000
In-kind Contribution (if applicable)	\$5,000
<b>Total</b>	<b>\$10,000</b>



## Section 4: Payment

### Scenario 1 continued

Payment Type	Payment Deliverables	Amounts
<b>Initial Payment</b>	<p><b>Upon Service Provider receipt and review of:</b></p> <ul style="list-style-type: none"> <li>Signed COJG Training Agreement</li> <li>Valid certificate of Insurance</li> <li>A copy of the Training Provider Training Agreement</li> <li>Proof of Employer payment to Training Provider</li> </ul> <p><b>Upon Service Provider review of:</b></p> <ul style="list-style-type: none"> <li>EOIS-CaMS Data</li> </ul>	<p>\$17,000</p> <p><i>(85% of training costs)</i></p>
<b>Final Payment 15% Holdback</b>	<p><b>Upon Service Provider receipt and review of:</b></p> <ul style="list-style-type: none"> <li>Training Outcome Report(s) for all training module(s)</li> <li>Proof of Employer cash contribution</li> <li>Employer Attestation of In-kind Contribution (if applicable)</li> </ul> <p><b>Upon Service Provider review of:</b></p> <ul style="list-style-type: none"> <li>EOIS-CaMS Data</li> </ul>	<p>\$8,000</p> <p><i>(15% of training costs + in-kind reimbursement)</i></p>

- Rows can be added or removed as required.
- Default view is the mandatory Initial and Final Payment rows. With the exception of the Amounts column, text in these rows cannot be edited.
- Any added rows will appear between the Initial and Final Payment rows. Text in these rows will be supplied by the Service Provider.

## Training Agreement Service Provider → Employer

**Scenario 2 – Small Employer with Training Costs that exceed the Ministry’s Contribution and In-kind Reimbursement limits.** This data is based on the Employer/Consortium Application and/or negotiations between the Service Provider and the Employer.

Employer Size	<=50 employees
# Training participants	20
Cost of training per participant	\$30,000
In-Kind	Yes

# Calculation

## Scenario 2 continued

<b>Ministry Contribution</b> (\$10,000 x 20)	\$200,000
<ul style="list-style-type: none"><li>Based on the standard calculation for Ministry contribution (\$30,000 x <math>\frac{2}{3}</math>), the contribution would be \$20,000 per Participant. As the Ministry will only pay a maximum of \$10,000 per Participant, the contribution for this agreement will be limited to \$200,000.</li></ul>	
<b>Employer Cash Contribution</b>	\$350,000
<ul style="list-style-type: none"><li>The Employer's cash contribution must pay for all training costs that exceed the Ministry's contribution and in-kind reimbursement limits.</li></ul>	
<b>Employer In-Kind Contribution</b> (\$2,500 x 20)	\$50,000
<ul style="list-style-type: none"><li>Based on the standard calculation for Employer in-kind contribution (\$30,000 x <math>\frac{1}{6}</math>), the In-kind contribution would be \$5,000 per Participant. As the Ministry will only reimburse a maximum of \$2,500 per Participant, the Employer's in-kind contribution will be limited to \$50,000.</li></ul>	
<b>Total cost of training</b> (\$30,000 x 20)	\$600,000

# Section 1: Training Schedule

## Scenario 2 continued

Course Intake Number	Number of Participants	Hours of Training per Week	Course Module Number	Module Start Date	Module End Date
1	20	35	1	2015/01/05	2015/01/09

## Section 3: Budget

### Scenario 2 continued

<b><u>Ministry Contribution (managed by the Service Provider)</u></b>	
Tuition or other training provider fees	\$180,000
Textbooks, software and other required materials (e.g. training clothing, tools, equipment, disability supports, etc.)	\$15,000
Mandatory student fees	\$3,500
Examination fees	\$1,500
Reimbursement of Employer In-kind Contribution (if applicable) <ul style="list-style-type: none"><li>• Maximum \$2,500 per Participant</li></ul>	\$50,000
<b>Maximum Funds</b>	<b>\$250,000</b>
<b><u>Employer Contribution</u></b>	
Cash Contribution	\$350,000
In-kind Contribution (if applicable)	\$50,000
<b>Total</b>	<b>\$400,000</b>

## Section 4: Payment

### Scenario 2 continued

Payment Type	Payment Deliverables	Amounts
<b>Initial Payment</b>	<p><b>Upon Service Provider receipt and review of:</b></p> <ul style="list-style-type: none"> <li>Signed COJG Training Agreement</li> <li>Valid certificate of Insurance</li> <li>A copy of the Training Provider Training Agreement</li> <li>Proof of Employer payment to Training Provider</li> </ul> <p><b>Upon Service Provider review of:</b></p> <ul style="list-style-type: none"> <li>EOIS-CaMS Data</li> </ul>	<p>\$170,000</p> <p><i>(85% of training costs)</i></p>
<b>Final Payment 15% Holdback</b>	<p><b>Upon Service Provider receipt and review of:</b></p> <ul style="list-style-type: none"> <li>Training Outcome Report(s) for all training module(s)</li> <li>Proof of Employer cash contribution</li> <li>Employer Attestation of In-kind Contribution (if applicable)</li> </ul> <p><b>Upon Service Provider review of:</b></p> <ul style="list-style-type: none"> <li>EOIS-CaMS Data</li> </ul>	<p>\$80,000</p> <p><i>(15% of training costs + in-kind reimbursement)</i></p>

- While this section defaults to two payments, as a risk management strategy, it is recommended that additional payments and payment deliverables be added

# Training Agreement

## Service Provider → Employer

### Scenario 3 – Large Employer

This data is based on the Employer/Consortium Application and/or negotiations between the Service Provider and the Employer.

Employer Size	>50 employees
# Training participants	20
Cost of training per participant	\$9,000
In-Kind	N/A

### Calculation

Ministry Contribution ( $\$9,000 \times \frac{2}{3} \times 20$ )	\$120,000
Employer Cash Contribution ( $\$9,000 \times \frac{1}{3} \times 20$ )	\$60,000
<b>Total cost of training (<math>\\$9,000 \times 20</math>)</b>	<b>\$180,000</b>

# Section 1: Training Schedule

## Scenario 3 continued

Course Intake Number	Number of Participants	Hours of Training per Week	Course Module Number	Module Start Date	Module End Date
1	12	35	1	2015/01/05	2015/01/09
			2	2015/02/09	2015/02/13
			3	2015/03/09	2015/03/13
2	8	35	1	2015/04/06	2015/04/10
			2	2015/05/04	2015/05/08
			3	2015/06/01	2015/06/05



## Section 3: Budget

### Scenario 3 continued

#### **Ministry Contribution (managed by the Service Provider)**

Tuition or other training provider fees	\$100,000
Textbooks, software and other required materials (e.g. training clothing, tools, equipment, disability supports, etc.)	\$14,000
Mandatory student fees	\$5,000
Examination fees	\$1,000
Reimbursement of Employer In-kind Contribution (if applicable) • Maximum \$2,500 per Participant	\$0
<b>Maximum Funds</b>	<b>\$120,000</b>

#### **Employer Contribution**

Cash Contribution	\$60,000
In-kind Contribution (if applicable)	\$0
<b>Total</b>	<b>\$60,000</b>

## Section 4: Payment

### Scenario 3 continued

Payment Type	Payment Deliverables	Amounts
<b>Initial Payment</b>	<p><b>Upon Service Provider receipt and review of:</b></p> <ul style="list-style-type: none"> <li>Signed COJG Training Agreement</li> <li>Valid certificate of Insurance</li> <li>A copy of the Training Provider Training Agreement</li> <li>Proof of Employer payment to Training Provider</li> </ul> <p><b>Upon Service Provider review of:</b></p> <ul style="list-style-type: none"> <li>EOIS-CaMS Data</li> </ul>	<p>\$102,000</p> <p><i>(85% of training costs)</i></p>
<b>Final Payment 15% Holdback</b>	<p><b>Upon Service Provider receipt and review of:</b></p> <ul style="list-style-type: none"> <li>Training Outcome Report(s) for all training module(s)</li> <li>Proof of Employer cash contribution</li> <li>Employer Attestation of In-kind Contribution (if applicable)</li> </ul> <p><b>Upon Service Provider review of:</b></p> <ul style="list-style-type: none"> <li>EOIS-CaMS Data</li> </ul>	<p>\$18,000</p> <p><i>(15% of training costs)</i></p>

- While this section defaults to two payments, as a risk management strategy, it is recommended that additional payments and payment deliverables be added



# Questions?