

Memorandum

To: Training Delivery Agents

From: Regional Director
Employment and Training Division
Ministry of Labour, Immigration, Training and Skills
Development

Date: November 24, 2023

Subject: **Apprenticeship In-Class Enhancement Fund Guideline**

I am pleased to provide you with a copy of the apprenticeship In-Class Enhancement Fund Guideline. The new guideline is part of the Ministry of Labour, Immigration Training and Skills Development's commitment to implementing fair and transparent policy.

The guideline includes important information about the In-Class Enhancement Fund, including:

- An overview of the program, including program objectives, eligibility, modes of training, and responsibilities of ministry approved Training Delivery Agents in the delivery of in-class training.
- A description of program components, including operating funding (per diem) and eligible administrative expenses.
- A summary of the In-Class Enhancement Fund business cycle, including planning, negotiation and approval, and monitoring.
- TDA performance commitments and measures.

There are no changes to Transfer Payment Agreements associated with the release of these guidelines.

The In-Class Enhancement Fund Guideline is also available on the [Employment Ontario Partners' Gateway](#).

Should you have any questions, please contact your Employment and Training Consultant.