

# **Canada-Ontario Job Grant: UpSkill and Customized Training Pilots**

**Employer Training**

Revised: March 2016

Employment and Training Division  
Ministry of Training, Colleges and Universities

# Purpose

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**To provide an overview of the Canada-Ontario Job Grant: UpSkill and Customized Training, including:**

- Background and Pilot Descriptions
- Eligibility and Financial Support
- Program Components
- Application Process





# **BACKGROUND AND PILOT DESCRIPTIONS**

# Background: Canada-Ontario Job Grant

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- On March 28, 2014, Ontario signed the Canada-Ontario Job Fund Agreement (COJFA) with the federal government.
- The COJFA is a key source of funding to support Ontario employers to develop their workforce through employer-driven training.
- The COJFA provides approximately \$192 million per year for the next six years (2014-15 to 2019-20).
- While the COJG funds training that is readily available, the **COJG: Customized Training** and **COJG: UpSkill** pilots provide funding for employers to develop new, or redesign existing, curriculum.
- Both are designed as two-year pilots.
- The purpose of the pilots is to test alternative models of employer-focused skills training.
- The results will inform the longer-term delivery of COJG, as well as the future of employment and training services available through Employment Ontario.

# COJG: UpSkill Pilot Overview

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- **COJG: Upskill** funds partnerships to develop and implement *sector-specific*, integrated essential and technical skills training for employees in low- and medium-skilled occupations, including potentially vulnerable workers.
- The program will help employers meet their workforce development needs by providing employees with high quality, short-term skills training aligned with their shared business needs.
- The program will also help individual workers to succeed in employment by providing them with opportunities to enhance their work-related essential and technical skills.
- The focus for the COJG: UpSkill pilots will be on the following sectors:
  - Agriculture, Forestry, Fishing and Hunting
  - Mining, Quarrying, and Oil and Gas Extraction
  - Manufacturing, including food

# COJG: Customized Training Program Overview

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- **COJG: Customized Training** provides support for employers to develop *firm-specific* training solutions, in partnership with training providers, to meet their unique workforce development needs, where:
  - the employer’s unique workforce development needs limits the availability of pre-existing training content, and
  - the employer does not have the knowledge and expertise to develop and deliver the training themselves.
- The pilot is designed to help employers support their employees (including employees newly hired prior to the start of training) to develop the skills they need to maintain employment or-move to a higher position within the business.



# **ELIGIBILITY AND FINANCIAL SUPPORT**

# Eligibility: Employers

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## ***An employer must:***



- Contribute a minimum of one-third of eligible training costs in cash;
- Be licensed to operate in Ontario;
- Be applying for training that is delivered in Ontario and is related to a job that is also located in Ontario;
- Comply with *the Occupational Health and Safety Act* and the *Employment Standards Act*;
- Maintain appropriate Workplace Safety and Insurance Board or private workplace safety insurance coverage;
- Have adequate third party general liability insurance as advised by its insurance broker;
- Comply with all applicable federal and provincial human rights legislation, regulations, and any other relevant standards.



# Eligibility: Employers

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## ***An employer must not:***



- Be a federal, provincial or municipal government and/or agency;
- Be a broader public sector organization, as defined by the [Broader Public Sector Accountability Act](#);
- Be a District Social Services Administration Board established under the DSSAB Act, 2010;
- Be an Employment Service or COJG provider
- Be currently in receipt of other government funds related to the same skills training for the same individual (e.g., Employment Service or Youth Employment Fund job placements or other training interventions such as Second Career);
- Use training participants to displace existing staff or replace staff who are on lay-off.

# Eligibility: Individuals

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- To be eligible to participate in training, an individual must:
  - ✓ Be a Canadian citizen, permanent resident or protected person, and
  - ✓ **Not** be participating in full-time training or education, or any other government training intervention that offers funding support for the same tuition, books or other training related costs.
- Individuals must be employed by and identified by their employer.
- Individual suitability is determined by the employer.

# Government and Employer Financial Contribution

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- The total funding for the COJG: UpSkill and Customized Training agreements will be based on the number of employees who will be participating in the training.
- The government will cover two-thirds of the direct training costs, up to \$10,000 per trainee.
- Employers must contribute at least one-third of eligible costs in cash.



# **PROGRAM COMPONENTS**

# Essential Skills Assessments (ESA)

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- Pre- and post-training essential skills assessments (ESAs) for trainees are:
  - **Mandatory for UpSkill**
  - **Optional for Customized Training**
- Trainer/Curriculum Developer or essential skills assessor can administer the ESA
- Pre-training assessment done to inform curriculum
- Post-training assessment done to support evaluation of the program

## Essential Skills Include:

- **Reading Text**
- **Document Use**
- **Numeracy**
- **Writing**
- **Oral Communication**
- **Working with Others**
- **Continuous Learning**
- **Thinking Skills**
- **Computer Use**

# Curriculum Development

- **COJG: Upskill:** *Sector-specific* curriculum development
- **COJG: Customized Training:** *Firm-specific* curriculum development

## Curriculum Must:



- ✓ align with industry standards, where they exist, and with core occupational competencies of the position
- ✓ result in a certification or other documentation that demonstrates completion of training, articulates what skills have been learned, and increases the likelihood of training being recognized by other industry employers
- ✓ allow for flexible delivery methods based on needs of employers and trainees

## Curriculum Must NOT:



- × duplicate apprenticeship curriculum
- × be training that is a mandatory legal requirements

# Training

## Supported training:

- is driven by employer demand, and
- must be directly related to the skills needs identified by the employer.

## Employers must identify:

- the types of training required to meet their skills needs, and
- the individual(s) who will be trained.

Training should generally not exceed 90 hours and can be provided by multiple third parties, including:

- ✓ Colleges of Applied Arts and Technology
- ✓ Publicly assisted universities
- ✓ School boards
- ✓ Product vendors with manufacturer-recognized training certificates (applicable only to COJG: UpSkill)
- ✓ Private trainers operating in compliance with the *Private Career Colleges Act, 2005*
- ✓ Sector-specific / industry-based trainers
- ✓ Union-based Training Centres (applicable only to COJG: Customized Training)





# **APPLICATION PROCESS**



# COJG: UpSkill Call for Proposal Process

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- A Call for Proposal will be posted on the [Employer Portal](#) on **February 22, 2016**.
- Proponents must submit questions by email, by **March 14, 2016**, to [UpSkill@ontario.ca](mailto:UpSkill@ontario.ca).
- Completed proposals must be submitted by Monday, April 18, 2016 to the appropriate email address below, depending on the sector:
  - Agriculture, Forestry, Fishing and Hunting  
[ESRD.Eastern@ontario.ca](mailto:ESRD.Eastern@ontario.ca)
  - Mining, Quarrying, and Oil and Gas Extraction  
[ESRD.North@ontario.ca](mailto:ESRD.North@ontario.ca)
  - Manufacturing including food  
[MTCUwesternregion@ontario.ca](mailto:MTCUwesternregion@ontario.ca)
- For further assistance, employers can contact the Employment Ontario Contact Centre toll-free at: 1-800-387-5656, or through the TTY line: 1-866-533-6339.

# COJG: Upskill Call for Proposal (CFP) Timelines

Activity	Date
CFP posted on <a href="#">Employer Portal</a>	Monday, February 22, 2016
Deadline for applicant questions	Monday, March 14, 2016
Ministry response to questions, posted online	Monday, March 28, 2016
Submission deadline	Monday, April 18, 2016
Applicants notified of results	Wednesday, June 1, 2016
Anticipated start date of COJG: UpSkill Pilot	July 2016
Agreement duration	Must end by September 30, 2017

# COJG: Customized Training Application Process

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- Application form was posted on the Employer Portal on **June 11, 2015**.
- The application submission is continuous with regions assessing applications on a quarterly basis.
- Applicants must submit any questions and final applications to the appropriate email address, based on the location of the training.
- To see which region you are located in, please refer to the map on the [Employer Portal](#).
  - Central [MTCUCentralRegion@ontario.ca](mailto:MTCUCentralRegion@ontario.ca)
  - Eastern [ESRD.Eastern@ontario.ca](mailto:ESRD.Eastern@ontario.ca)
  - Northern [ESRD.North@ontario.ca](mailto:ESRD.North@ontario.ca)
  - Western [MTCUwesternregion@ontario.ca](mailto:MTCUwesternregion@ontario.ca)

# COJG: Customized Training Timelines

Activity	Date
Application form posted on <a href="#">Employer Portal</a>	Thursday, June 11, 2015
Submission deadline	Continuous
Applicants notified of results:	January 2016 April 2016 September 2016
Anticipated start date of COJG: Customized Training Pilot	Continuous