



**Pre-Apprenticeship Training Program
2024-2025**

**Employment Ontario
Call for Proposals Application Guide**

Ministry of Labour, Immigration, Training and Skills Development

Organizations can begin to apply for funding through Transfer Payment Ontario (TPON) on October 31st, 2024. Applications will be accepted for ministry review on a continuous basis until December 5th, 2024 by 11:59 p.m. Eastern Standard Time (EST).

Primary Applicants must register with TPON to access the Pre-Apprenticeship Training Program application form. TPON is the Province of Ontario's online application system for grant funding. It is important for applicants to understand the steps for registering with TPON prior to application submission.

Once an organization creates an account in TPON and logs into TPON, the Pre-Apprenticeship Training Program application form can be accessed through Service Provider Connect. This can be accessed through the link that says, "Service Provider (SP) Connect – Apply for funding and manage agreements with MLITSD".

Applicants will be redirected to SP Connect where you will see available funding opportunities for the Pre-Apprenticeship Training program and any applications organizations have initiated. To access the application, organization then click on "List Funding Opportunities" and then the link to the Pre-Apprenticeship Training application.

- Information on registering and accessing TPON is available at: <https://www.ontario.ca/page/get-funding-ontario-government>
- TPON website: <https://www.app.grants.gov.on.ca/tpon>

Questions or issues related to setting up a TPON account:

- Contact the TPON Customer Service Line at (416) 325-6691 or 1-855-216-3090, Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Standard Time, or by email at TPONCC@ontario.ca.

Questions or issues related to the completing the application:

- Contact the ministry at contactEO@ontario.ca

Updated: October 31st, 2024

Closing Date: December 5th, 2024 by 11:59 pm EST

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1.0 Program Elements

1.1 Context

Ontario is facing labour shortages, with employers reporting of recruitment challenges, particularly related to finding workers with specifically desired skills and experiences. There are approximately more than 300,000 unfilled jobs in Ontario.

More people now than ever in Ontario's history will require employment and training services. For instance, employers need to secure the skilled talent to fill job vacancies in areas of technology, manufacturing, and the skilled trades.

There are also structural inequalities and economic barriers which prevent people from having the opportunity to discover the dignity and empowerment of work to build better communities.

To support the development of your proposal, you may wish to visit the ministry's [Labour Market Information website](#), which provides data and analysis that demonstrates job prospects in the skilled trades in Ontario.

1.2 Overview of the Program

The Ministry of Labour, Immigration, Training and Skills Development's ("the ministry") Pre-Apprenticeship Training Program supports the Skilled Trades Strategy by encouraging new entrants to participate in technical and employability training needed to be job ready at no-cost, while addressing skilled trade shortages in high demand trades.

Pre-Apprenticeship Training proposals must focus on trades, sectors and/or geographic areas experiencing a skills shortage or a high demand. The proposals should also seek to empower workers and job seekers who face higher barriers of entry, and enhance pathways into meaningful and gainful employment, particularly for youth (including marginalized youth), women, Indigenous peoples, racialized people, recent immigrants/newcomers, 2SLGBTQIA+ and members of at-risk and/or marginalized communities.

As part of the 2024-25 call for proposals (CFP) going forward, the ministry is introducing enhanced outcomes-focused evaluation criteria. For more details about the new evaluation criteria please see Section 5.4 Evaluation Criteria.

1.3 Program Objectives

The objectives of the Pre-Apprenticeship Training Program are:

- Addressing a labour shortage in high-demand trades.
- Increasing exposure to the skilled trades.
- Supporting potential entrants to apprenticeship training who require job readiness skills and experience to gain employment as apprentices.
- Helping individuals to gain employment as apprentices by bridging the gap between the skills people have and the skills employers are seeking.

1.4 Participant Eligibility

All participants must be a minimum of 16 years of age and be eligible to work in Ontario. Participants under 18 years of age must have an Ontario Secondary School Diploma or equivalent as required under the *Education Act*.

Newcomers, including temporary residents, asylum seekers and refugees should confirm with the federal government if a study permit is needed to participate in Year 1 Ready Stream programs. Newcomer participants in receipt of an Authorization for Emergency Travel document and valid work-permit are eligible to participate in the Pre-Apprenticeship Training Program as long as the training duration (i.e., all training activities including work placement) does not exceed six months in length.

Participants with an active Employment Insurance claim may be eligible for a Section 25 referral under the *Employment Insurance Act, 1996 (Canada)*. Please see Section 6 of this guideline for more information.

1.5 Program Delivery Streams

Proponents are required to identify the optimal program delivery stream for their organization and trade(s). In addition to mandatory program activities, proponents are asked to identify additional program activities that will best support their participants to undertake and complete Pre-Apprenticeship Training, such as, academic upgrading, and/or employability skills training.

Proposals may be submitted under one of the two program delivery streams:

- **Year 1 Ready Stream (previously referred to as “Option 1”)** projects include the mandatory requirements listed below (e.g., work placement(s), trade exposure), including registration and completion of a Level 1 In-class training in the primary trade taught by a ministry approved Training Delivery Agent.
- **Try a Trade Stream (previously referred to as “Option 2”)** projects include the mandatory requirements listed below (e.g., work placement(s), trade exposure), but it is not mandatory to include a Level 1 In-class training. Projects that are delivered under this stream provide pre-apprentices with the opportunity to explore their interest in the skilled trades by gaining exposure to multiple trades (i.e., through site visits, job-shadowing, orientation activities, etc.).

1.6 Mandatory Program Requirements

To qualify for funding under the Pre-Apprenticeship Training Program, the following mandatory program requirements must be included in a proponent’s proposal. Proposals that do not meet all the mandatory program requirements will not be evaluated.

- **In-class training (required for Year 1 Ready projects only).** Projects must include training on Level 1 In-class training in the primary trade. In-class training must be taught by a Training Delivery Agent with ministry approval to provide training in the trade. Refer to Section 1.9. Level 1 In-class training for further details. Projects that are delivered under the Try a Trade stream are not required to meet this requirement.
- **Multiple Trade Exposure.** Projects must focus on one primary trade and one or more related secondary trades; and must provide multiple trade exposure

through work placement(s) and/or other methods. Refer to Section 1.8. Multiple Trade Exposure for further details.

- **Paid Work Placement(s).** Projects must include at least one 8 to 12-week work placement (between 280-420 hours) based on the current Apprenticeship Training Standard or Schedule of Training, or multiple work placements that do not exceed 12 weeks when combined. Work placements must be paid. Refer to Section 1.10. Work Placements for further details.
- **Health and Safety Training.** Projects must detail relevant safety training and the provider(s) for the module, e.g., WHMIS, First Aid, Joint Health and Safety Committee Certification, Working at Heights. All safety training must take place prior to the work placement.
- **Duration.** Project activities must be completed within the timeframe that is permitted under Section 5.3 and 5.6 of this guideline.
- **Monitoring.** Projects must include monitoring activities to support participants throughout their training, program completion, during the work placement(s), and for one year post-placement.

1.7 Additional Program Activities

While the following program activities are not mandatory, the ministry strongly encourages proponents to include these components in their proposal:

- **Marketing.** Projects should include a recruitment strategy, including marketing and outreach activities. Projects with a focus on underrepresented groups should include targeted strategies for recruiting individuals from the client group(s).
- **Participant Assessment.** Projects should include a participant assessment and selection strategy.
- **Curriculum Development.** Projects should include curriculum development. If the proposal is being submitted for a second offering of a previously delivered project the proponent should indicate whether curriculum modification will be required and why.
- **Academic Upgrading.** Projects should include foundational and academic upgrading through a career college or Literacy and Basic Skills training provider for participants to attain the minimum academic requirement for the trade of study or academic skills required to enter into a registered training agreement (both streams) and/or successful completion of Level 1 In-class training (Year 1 Ready Stream).
 - Information about [Ontario's Literacy and Basic Skills program](#) can be found on the ministry's website. To locate a Literacy and Basic Skills Regional Network that serves your community, please visit: <https://learningnetworks.ca/contact-my-network/>
 - All participants must possess the minimum academic entry requirement or its equivalent for the trade of study upon completion of the program.
 - Apprenticeship trades in Ontario are regulated by the *Building Opportunities in the Skilled Trades Act, 2021* (BOSTA). Trades either require Grade 10 or Grade 12 or its equivalent as the minimum academic entry requirement.

- **Employment Services.** Projects may include employment preparation components according to the needs of the participant group (e.g., job-search and interview skills, tours of the workplace).
- **Participant Supports.** Projects may include financial supports for participants in the form of dependent care and/or stipends to address barriers and support program completion.

1.8 Multiple Trade Exposure

Exposure to more than one trade continues to be an important element in the Pre-Apprenticeship Training program. Projects must include exposure to more than one apprenticeship trade to provide participants with greater awareness of trade options.

Year 1 Ready projects, which include Level 1 In-class training, may wish to focus on one primary trade with a longer placement and provide a second related trade that includes a shorter placement or other methods of giving the participant exposure. This could include such activities as job shadowing, site tours, classroom training and mentoring. In total, the work placement(s) and other work placement-related activities for the primary and secondary trade must not exceed 12 weeks when combined.

Try a Trade projects, which do not include a Level 1 In-class training component, may wish to focus on giving participants the option of exploring a number of trades in a particular cluster of trades. For example, Truck and Coach Technician, Electrician and Tool and Die Maker each respectively have related trades. This trade exposure could take the form of one or more shorter work placements combined with other activities such as job shadowing, site tours and mentoring.

1.9 Level 1 In-Class Training

For Year 1 Ready projects, Level 1 In-class training (Level 1) must be provided by a ministry approved Training Delivery Agent. The Training Delivery Agent may only provide Level 1 In-class training for trades in which they are approved to deliver training. Projects may include Level 1 In-class training within the primary trade only.

While the Level 1 In-class training must be taught in full, the length of Level 1 In-class training may be extended beyond the traditional period to accommodate pre-apprentices who may not have had existing work experience as registered apprentices.

Participants must meet the same requirements as registered apprentices to pass Level 1. Participants who successfully complete all requirements of Level 1 In-class training will be given credit for this level of training. Training Delivery Agents are required to issue participants who successfully complete Level 1 In-class training the same documentation given to registered apprentices (e.g., transcript).

For Year 1 Ready projects that include Level 1 in-class training, participants who successfully complete their training as an apprentice will receive credit for the completion of Level 1. The ministry's recognition for completion of the Level 1 training does not expire. However, if the curriculum for the trade has changed significantly between the time the pre-apprentice completes their Level 1 in-class training and when they register as an apprentice, the ministry may ask the individual to retake the level 1 in-class training or challenge an exemption test.

Funding for Level 1 In-class training may not exceed the 2024-25 per diem rate of \$89 per student per day. This rate is based on a six-hour training day. Proponents may not include any costs already covered under the per diem for Level 1 training as part of their proposed budget. Level 1 In-class training is not required for Try a Trade projects.

Eligible Costs Covered by the Level 1 Per Diem

Please note the per diem applies only to Level 1 In-class training of the Pre-Apprenticeship Training Program.

DIRECT LEVEL 1 IN-CLASS TRAINING COSTS

1. An amount in respect of the salaries paid to instructors, teachers, and their assistants in terms of equivalent hourly compensation for time actually engaged in the provision of Level 1 in-class training.
2. An amount in respect of the employer's share of payments for supplementary benefits paid under the terms of employment for those persons described in paragraph 1 above; such amount to be proportionate to the time actually engaged in the provision of the Level 1 in-class training.
3. The cost of schoolroom supplies, material and tools, textbooks, films, other teaching and training aids furnished for the use by, or instruction of, course participants, and purchased teaching services.
4. The proportional cost of rentals paid for premises and for machinery and equipment used specifically for the Level 1 in-class training.
5. The proportion of travel expenses incurred by instructors and teachers while engaged in their duties related to the Level 1 in-class training.
6. A proportional amount in respect of the maintenance and repair costs for machinery and equipment used for Level 1 in-class training, based on the actual use made of such machinery and equipment for the Level 1 training course in relation to its overall use.
7. An amount in respect of the aggregate of:
 - a) assessments under the relevant *Workplace Safety and Insurance Act* for adults covered by that Act; and
 - b) premiums for accident insurance for adults not covered by a relevant *Workplace Safety and Insurance Act*.
8. Such other expenses, not described in 1 to 7 above, as are wholly attributable to the operation of the Level 1 training course, and are approved in writing by the Ministry of Labour, Immigration, Training and Skills Development.

INSTITUTIONAL OVERHEAD COSTS

Other expenses not falling in the category of Direct Level 1 Training Course Costs but incurred by the training delivery agent in support of the delivery of Level 1 in-class training, including:

1. The salaries paid to executive, office and maintenance staff.
2. The employer's share in respect of supplementary benefits paid under the terms of employment for those persons described in paragraph (a), including dues, subscriptions, and staff employment expenses.
3. Travelling and vehicle expenses incurred by executive and other staff officers while engaged in their duties related to in-class training.

4. The costs of light, heat, power, water, cleaning supplies, building maintenance, office supplies and telephone service incurred in the operation of the training centre; also postal and courier services, security services, grounds maintenance, building insurance and data processing services.

1.10 Work Placements

Work Placement Training Plan

It is expected that employer partners for a pre-apprenticeship training provider will be secured to offer on-the-job training to pre-apprentices. Employers should participate in the design and implementation of the work placement component including development of a training plan based on the Apprenticeship Training Standard or Schedule of Training.

Employers must have the ability to provide the participant with adequate supervision and the training described in the training standard and subsequent training plan. Participant progress is to be supported and monitored based on the participant's training plan. Please visit the ministry's website to view the Apprenticeship Training Standard or Schedule of Training for a trade: <https://www.ontario.ca/page/list-skilled-trades-ontario>

Work placements **must be paid** and trade appropriate. Employers offering work placements for Pre-Apprenticeship participants must:

- Be licensed to operate in Ontario;
- Employ participants directly for the duration of the work placement; and
- Provide the job or work experience in the province.

All work placements must comply with the appropriate federal and provincial legislation or regulations, including the *Occupational Health and Safety Act*, the *Employment Standards Act*, the *Accessibility for Ontarians with Disabilities Act, 2005*, the *Human Rights Code* and any other relevant standards.

In addition to providing a paid work placement, other examples of activities that employers could provide as part of a Pre-Apprenticeship Training Program project include assisting the lead organization in the selection of participants; offering site tours, participating on a project committee; addressing the class as a guest speaker; providing employment beyond the work placement term, and hiring/sponsoring apprentices.

Workplace Insurance Coverage

Employers must provide workplace safety insurance coverage for the participant while on the work placement, subsidized or unsubsidized. Employers who are not required to register with the Workplace Safety and Insurance Board (WSIB) and have not voluntarily registered for WSIB coverage must have workplace safety insurance coverage through private insurance carriers or through the training provider.

Mandatory WSIB coverage extends to the majority of employers. It includes construction and manufacturing industries. It also includes many service sector businesses.

Service providers can contact WSIB at 1-800-387-0750 or in Toronto at 416-344-1000 to confirm which employers/businesses do require mandatory registration and which employers/businesses do not require mandatory registration.

Third Party Liability

The employers must have Third Party Liability insurance to cover the potential costs of damages caused by participants while on the job.

Training providers must place participants only with employers who have adequate Third-Party Liability and WSIB or other workplace safety coverage.

Compulsory Trades

Participants enrolled in a Pre-Apprenticeship Training Program project in a compulsory trade regulated by apprenticeship legislation will be permitted to work in the trade.

Participants will be issued a ministry form, which must be in their possession at all times while working in the trade. Participants are only permitted to work in the compulsory trade during the supervised work placement component of the Pre-Apprenticeship Training Program project. In addition, ratios for any regulated trade do not apply for Pre-Apprenticeship Training Program participants.

It is the proponent's responsibility to issue the ministry's form and to ensure participants and employers understand and comply with these terms. Please contact your local ministry office to obtain this form.

Wage Subsidies

Proponents may submit a request for a wage subsidy (on behalf of the employer partner[s]) as part of their proposed budget. Wage subsidies may not exceed \$250/week to a maximum of \$3,000 per participant and may only be used to subsidize the participant's wages during the paid work placement. It is the proponent's responsibility to issue wage subsidy funding to the employer(s).

Employers who receive a wage subsidy through an Employment Ontario service provider for the workplace component of this program will not be eligible for wage subsidies through the Pre-Apprenticeship Training Program and vice versa.

1.11 Participant Supports

Participant Supports provide financial assistance for participants to address barriers to progression through the Pre-apprenticeship Training Program. There are two forms of financial assistance that proponents can request funding for in their application:

- Dependent care; and
- Stipend.

Proponents may request a total of up to \$2,000 per participant in their project proposal. The maximum combined participant support amount is not to exceed \$2,000 per participant for dependent care and stipend. For example, if a service provider administers a total of \$1,500 to a participant for dependent care, the participant can only receive up to a maximum of \$500 in financial support through the stipend.

It is the service provider's responsibility to administer participant support funding to participants.

Participants are not eligible for participant supports if they receive similar supports from another source. An example could be that a participant in the program is eligible to receive work-related benefits through the Ontario Disability Support Program (ODSP), Supported Employment or Ontario Works. For participants receiving social assistance through the ODSP income support or Ontario Works financial assistance, service providers should, with the participant's consent, notify the participant's social assistance case worker prior to providing any funding through the Supported Employment program to ensure there is no overlap or duplication of funding.

Dependent Care

Financial support is available to help with costs incurred for the care of a child or other person who is dependent upon the participant while attending a pre-apprenticeship program.

A dependent must:

- Reside with the pre-apprentice or be under their care;
- Be wholly or substantially dependent on the pre-apprentice for support; and
- Be a person with a disability or be a child under 14 years of age.

Receipts for the dependent care expenses are required and all expenses must have been incurred during the participation period of the project to be eligible. If the dependent care services were provided by a licensed or un-licensed day care provider, the receipts should include the provider's business number.

Financial assistance may be considered for dependent care provided by household members if this arrangement had previously been in place, acceptable proof is presented and if the need is incremental. For example, a grandparent cared for a child one day a week but must now care for the child five days a week to allow a participant to attend the Pre-App project (i.e., the four additional days may be considered for financial assistance).

Proponents are not required to submit receipts to the ministry; however, receipts must be kept on file as the ministry may request this information for audit and accountability purposes.

Stipend for Participants

The stipend provides financial assistance to support participants during the Pre-apprenticeship Training Program. Participants may be provided with up to **\$100** per week to offset expenses not covered by training.

To be eligible for the stipend, participants must be attending full-time training (i.e., minimum of 25 hours per week). The stipend is not to be provided to participants during the work placement component of the project.

To be considered for a stipend, participants must meet the following conditions:

- Must attend 25 hours per week of training; and
- Not eligible to receive Employment Insurance Benefits.

Proponents would be required to provide a T4A form to participants receiving the stipend.

1.12 Partners

The ministry encourages partnerships between proponents and deliverers of academic upgrading. A rationale should be provided if the partner is not an existing Employment Services and Literacy and Basic Skills service providers.

The Ontario Literacy and Basic Skills program helps adults in Ontario to develop and apply communication, numeracy, interpersonal and digital skills to achieve their goals. The program serves learners who have goals to successfully transition to employment, postsecondary, apprenticeship, secondary school, and increased independence. The program includes learners who may have a range of barriers to learning.

Proponents should also consider working with their local Employment Services office to deliver employment supports, including:

- Identifying potential participants;
- Employment preparation (interview skills, job readiness, resume development, resiliency, learning to grow from rejection, having a positive attitude, being disciplined, time management and respecting others);
- Identifying linkages with employers;
- Providing wage subsidies;
- On-site monitoring; and
- Job/placement matching, including after the program.

Proposals that maximize existing local services and enhance service coordination at a local level are prioritized by the ministry.

The Employment Ontario Call Centre at 1-800-387-5656 can provide a list of local agencies. In Toronto, please call (416) 326-5656.

Agencies that receive funding under another ministry program to deliver components of the Pre-Apprenticeship Training program (e.g., academic upgrading; employment services) will not be eligible for additional funding for those components unless the services provided are above and beyond current funding dollars and a rationale for additional funding is provided as part of their proposal.

2.0 Roles and Responsibilities

2.1 Role of the Ministry

The role of the ministry is to facilitate the Pre-Apprenticeship Training project by contributing funding, expertise, and information to the service provider. To this end, the ministry will:

- Negotiate, complete and administer an agreement with the service provider; administration will include receiving and commenting on project reports and monitoring progress and performance against project activities and outcomes set in the agreement;
- Collect and review reports and outcome data to evaluate the project;
- Provide direction on reporting; and
- Process Section 25 Request Forms that are provided to them by the Service Provider.

2.2. Role of the Service Provider

The role of the service provider of the Pre-Apprenticeship Training project is to:

- Oversee recruitment activities to find suitable participants for the approved project class size;
- Provide pre-apprenticeship training activities to participants of the project, and work with partner organizations as necessary;
- Provide pre-apprentices with an orientation to the program that includes outlining program expectations and outcomes, information about financial supports and staff contact information;
- Regularly checking-in with pre-apprentices and employers on their satisfaction with the program and identifying opportunities for improvement, if needed;
- Ensure that objectives and outcomes are being met, keeping a record of progress and accomplishments to-date and maintaining accurate financial records ensuring that funding is being used for its intended purpose and that objectives stated in the agreement are being met;
- Manage the agreement with the ministry, submitting required reports and participating in monitoring and project evaluation;
- Issue a ministry form to pre-apprentices that are participating in a work placement in a compulsory trade and ensure that participants and employers understand and comply with the terms of the form. Please contact your local ministry office to obtain the form;
- Identify participants who are Employment Insurance recipients and forward their name(s) and information to the ministry using a Section 25 Request Form, which can be found in the Employment Ontario Partners' Gateway (please see Section 6 for details); and
- Administer participant support financial assistance to participants, maintaining accurate records of receipts and issuing required documents such as T4A, where applicable.

3.0 Budget

Applications must include a budget which clearly itemizes expenses planned for the eligible activities (see sections 1.6 and 1.7 for program activities). Expenses must be directly associated with the Pre-Apprenticeship Training Program project and must not be funded by any other government of Ontario program.

Participation in a Pre-Apprenticeship Training Program must be free for participants.

3.1 Eligible Expenditures

A list of eligible expenses, subject to the ministry's review and approval, is included below:

Staffing:

- Salary of staff members who conduct training or deliver support directly to pre-apprentices, planned consulting or sub-contracting services (e.g., project coordinator, academic upgrading instructor, etc.).

- Literacy and Basic Skills and Employment Service providers that receive funding under another government program to deliver components of the Pre-Apprenticeship Training program will not be eligible for additional funding for those components unless services to be provided are above and beyond current funding dollars.
- Instructor fees for the delivery of Level 1 In-class training are not eligible.

Training Supports:

- Expenses that support the delivery of classroom, multiple trade exposure or on-the-job training (e.g., textbooks, toolkits, safety equipment, materials/items that are used by participants during instruction such as metal, wood, etc., and other instructional supplies).
 - Safety equipment must be required by regulation or by the employer where the employer has set additional health and safety standards (i.e., personal protective equipment such as hard hats, safety glasses, masks, gloves, and safety boots).
- Travel or commuting expenses of the pre-apprentices and staff to and from training. Please refer to Appendix A of the Pre-Apprenticeship Training CFP Guide for information on how to estimate travel costs.
- Level 1 In-class training expenses (see section 1.9) are not to be included under this budget category.

Level 1 In-Class Training:

- Applicable to projects that are delivered under the Year 1 Ready stream where apprenticeship in-class training is delivered by a ministry approved Training Delivery Agent. Training expenses for Try a Trade projects are not to be included under this budget category.
- Applicants are not to exceed the 2024-25 per diem rates of \$89 per participant (please see Section 1.9 for expenses that are covered by the per diem rate).
- Applicants should identify the duration of Level 1 In-class training if it exceeds the number of weeks prescribed within the curriculum standard (typically between 8-12 weeks).

Participant Supports:

- Financial supports for participants in the form of dependent care and/or stipends to address barriers and support program completion.
- The stipend amount for each eligible participant is not to exceed \$100 per week.
- The maximum combined participant support amount is not to exceed a total of \$2,000 per participant for dependent care and stipend.

Employer Wage Subsidy:

- The maximum employer wage subsidy amount is not to exceed \$250/week per paid work placement to a maximum of \$3,000 per participant. The wage subsidy amount must not exceed the participant's total wages.
- Employers who receive a wage subsidy through an Employment Ontario service provider for the workplace component of this program are not eligible for wage subsidies through the Pre-Apprenticeship Training program and vice versa.

Marketing, Promotion and Distribution:

- Marketing, promotion, distribution costs (e.g., print, radio, web-based, etc.).
- Promotional merchandise (e.g., pens, mugs, t-shirts, jackets, tote bags; etc.) are not eligible project costs.

Audit Costs (if applicable):

- Project audit expenses that are incurred by **service providers** with projects over \$150,000, unless they are exempt (see section 4.2).

Administration (May not exceed 15% of the total project budget):

- The salaries paid to executive, office and maintenance staff.
- Leasing of office space and legal/accounting fees.
- Office equipment and general repair and maintenance.
- Office supplies (e.g., pens, pencils, paper, envelopes, cleaning supplies).

3.2 Ineligible Expenditures

Expenditures which are ineligible for funding include:

- Activities that are already funded through other sources of funding such as Federal or other Provincial funds.
- Executive or senior management salaries **who do not directly contribute to project delivery**.
- Out-of-province travel costs for project staff or participants or expenditures associated with activities or operations performed outside of Ontario.
- Wages of employees that provide on-the-job training to pre-apprentices during their work placement.
- **graduation ceremonies, meals, and snacks**
- Training allowances for students.
- Capital costs including the purchase of land, equipment, laptops, ipads, computer programs, software and vehicles.
- Promotional merchandise (e.g., pens, mugs, t-shirts, jackets, tote bags; etc.) are not eligible project costs.
- Profit generating activities.
- Fundraising expenses.
- HST.

4.0 Performance Measures

Performance measures are an essential management tool for the Government of Ontario. Performance information helps to determine which programs and services are providing value and making a measurable difference to Ontario's economy and society.

Where applicable to the project, applicants that are awarded a Pre-Apprenticeship Training Program agreement will be required to report on the following key performance measures:

Participant Profile

- Total number of participants enrolled in the project
- Number of female participants enrolled in the project
- Number of youth (ages 16-29) participants enrolled in the project

- Number of marginalized youth (ages 16-29) participants enrolled in the project
- Number of Indigenous participants, that is First Nations, Inuit, or Métis, enrolled in the project
- Number of participants enrolled in the project who self-identify as a person of colour
- Number of participants enrolled in the project who self-identify as having one or more disabilities
- Number of newcomer participants enrolled in the project
- Number of participants who self-identify as Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, Intersex, Asexual and/or other identities not specified (2SLGBTQIA+)

Academic Upgrading

- Number of participants who complete Literacy and Basic Skills Training through an approved Employment Ontario service provider or Literacy and Basic Skills provider
- Number of participants who complete comparable academic upgrading

Work Placement

- Total number of work placements
- Number of participants who began a work placement
- Number of participants who completed a work placement
- Number of participants who did not complete a work placement

In-Class Training (mandatory for Year 1 Ready Projects only)

- Number of participants who began Level 1 In-class training
- Number of participants who completed Level 1 In-class training
- Number of participants who did not complete Level 1 In-class training

Program Completion

- Number of participants who complete all mandatory program activities, including Level 1 (or related apprenticeship training), minimum academic entry requirement for the primary trade, health and safety training, monitoring and work placement*
- Number of participants who are enrolled on the final day of the project, but did not complete all mandatory requirements, including Level 1 (or related apprenticeship training), minimum academic entry requirement for the primary trade, health and safety training, monitoring and work placement
- Number of participants entered into a registered training agreement with their placement employer
- Number of participants who exited the project early to secure employment as a registered apprentice
- Number of participants who exited the project early to secure employment unrelated to the skilled trades
- Number of participants who exited the project early for unknown/other reasons

Post-Program Completion (to be collected at 3, 6 and 12 months after project completion)

- Number of participants who secure a registered apprenticeship by signing a Registered Training Agreement**
- Number of participants who secure employment within the apprenticeable skilled trades, but do not have a Registered Training Agreement**
- Number of participants who are enrolled in post-secondary or other training related to the apprenticeable skilled trades, but do not have a Registered Training Agreement
- Number of participants who secure employment and/or training outside of the apprenticeable skilled trades
- Number of participants who are not employed or in other training
- Number of participants with an unknown or other outcome

*Performance measure supports the program completion rate

**Performance measure supports the post-program completion rate

4.1 Targets

It is expected that a minimum of 80% of program participants will successfully complete the program (program completion rate¹). Successful completion of the program includes:

- Possession of the minimum academic entry requirement or its equivalent for the primary trade (program completion rate); and
- Completion of all mandatory program activities listed in Section 1.6.

It is further expected that a minimum of 80% of program participants who successfully complete the program will become registered apprentices or obtain employment in the skilled trades (post-program completion rate).

Service provider achievement of program completion and post-program completion rates will be considered by the ministry when evaluating future applications for funding under the Pre-Apprenticeship Training Program.

4.2 Reporting

In addition to regular activity reports successful applicants will be required to track participants at the 3 month, 6 month and 1 year post-program completion intervals.

All service providers that are awarded funds under the Pre-Apprenticeship Training program are required to submit Estimate of Expenditure Report(s) and Statement of Revenue of Expenditure(s) (SRER), however, **non-college service providers** with projects over \$150,000 are required to submit SRER(s) that has been independently audited by a third party.

An Auditor's Report is not required for service providers who are:

1. District School Boards or school authorities as defined in the *Education Act*, R.S.O. 1990, c. E2, as amended;

¹ The Program Completion Rate is determined by comparing the number of participants that are enrolled in the program on day 1 of training against the number of participants that have completed all mandatory program activities at the end of the program.

2. Universities established in Ontario that receive regular and ongoing operating funds from the government for purposes of post-secondary education;
3. Colleges of Applied Arts and Technology as defined in the *Ontario College of Applied Arts and Technology Act, 2002*, S.O. 2002, c. 8 Sch. F, as amended;
4. Municipalities in Ontario as defined by the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended; or
5. Organizations identified in the Ontario Regulation 239/18, made under the *Indigenous Institutes Act, 2017*.

4.3 Participant Profile Information

Projects selected for funding will be required to collect and provide participant profile information in a manner prescribed by the ministry. Service providers must have policies and procedures in place in keeping with the collection and release of personal information under the *Personal Information Protection and Electronic Document Act* and the *Freedom of Information and Protection of Privacy Act*. These policies should be developed with the advice of legal counsel.

4.4 Performance Management

The successful proponent will be subject to performance management of its project(s), expenditures and reports by the ministry as set out in the signed agreement, to determine how effectively the successful proponent is meeting the agreement requirements. The overall success of the project will be determined through ongoing year-round monitoring, submission of reports and completion of risk assessment(s) if necessary.

5.0 Application Process

5.1 Call for Proposal

The ministry is seeking proposals to deliver the Pre-Apprenticeship Training Program in Ontario.

Proponents must complete and submit the application form, and provide all required attachments, before the closing date in order to be considered for funding under the Pre-Apprenticeship Training program. Submissions received after the closing date and time (December 5th, 2024 by 11:59 p.m. (EST)), will not be accepted.

Proponents may submit up to a maximum of three applications in the 2024-25 Call for Proposal.

5.2 Proponent Eligibility

Service providers of the Pre-Apprenticeship Training Program will be selected through the annual CFP process and may include:

- Educational Institutions (e.g., colleges or universities);
- Not-for-profit organizations (e.g., employment agencies, union training centres); and
- Associations (e.g., professional, sector/industry, business, labour, community, etc.).

Multiple organizations can partner together to apply to become a service provider; however, there must be one “lead” proponent that enters into an agreement with the ministry and assumes accountability for deliverables and outcomes.

To enter into an agreement with the ministry, an organization must:

- Be a legal entity authorized to operate in the province of Ontario
- Provide the ministry with certificates of insurance confirming that the organization has all the necessary and appropriate insurance, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than two million dollars (\$2,000,000) per occurrence. The policy shall include the following:
 - The Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient’s obligations under, or otherwise in connection with, the Agreement;
 - A cross-liability clause;
 - Contractual liability coverage; and
 - A 30-day written notice of cancellation, termination or material change.

5.3 Evaluation Criteria

Applications that do not meet the mandatory program requirements (see Section 1.6) will not be evaluated and deemed ineligible. In order to receive full consideration during evaluation, all sections of the Pre-Apprenticeship Training Application Form must be completed, where applicable. Letters from elected officials will not be considered during the evaluation process.

Ministry staff will review submitted applications and evaluate eligible applications against the program criteria. Notwithstanding the eligibility criteria set out, the ministry will have sole authority to decide which projects are funded. All proponents will be contacted at the conclusion of the evaluation process.

Applications will be evaluated against the following criteria:

Criteria	Weighting	Interpretation
Project Purpose	25%	<p>The application clearly describes the project need and aligns with program objectives.</p> <p>Using compelling evidence (labour market research, employer support letters) the application clearly defines the skilled trade labour shortage issue that the project is seeking to address.</p> <p>The application clearly describes how the activities of the project will help to address the issue and lead to the intended changes and desired outcomes.</p>
Project Delivery	25%	<p>The project work plan is comprehensive, in logical order, and has all the necessary components, including details on how the project will be delivered. Training activities do not exceed the maximum duration permitted.</p>

Criteria	Weighting	Interpretation
		<p>The project lead, and its partners, have the qualifications and expertise to deliver the project and to respond to the unique needs of the proposed client group(s).</p> <p>The proponent has actively engaged appropriate partners and coordination with other government programs has been considered (e.g., Literacy and Basic Skills).</p> <p>The application includes sufficient employer support for this project (e.g., commitment to work placements). If delivered in the past, the participant employer has a good record of registering pre-apprentices as apprentices.</p>
Impact	20%	<p>The application identifies program success and adequately describes the actions that will be taken to achieve ministry targets for program completion and post-program completion.</p> <p>The application includes a plan for reporting on the required performance commitments.</p> <p>Evidence of previous success delivering a Pre-Apprenticeship Training program is provided, where applicable.</p>
Budget	15%	<p>The application includes reasonable costs and provides a clear and detailed breakdown of all expenditures, including funding from other sources, if applicable.</p> <p>The application demonstrates effective use of resources to achieve project objectives within the established timeframe.</p>
Client Group(s)	15%	<p>The proposal includes a focus on an underrepresented group(s), demonstrates an understanding of the unique barriers faced by the identified group(s), and includes specific details about how the service provider will effectively meet the needs of the group(s).</p> <p>If multiple groups are identified, specific strategies for supporting the unique needs of each group are provided.</p> <p>Strategies for recruiting individuals from the underrepresented group(s) are effective and feasible.</p> <p>The proposal demonstrates that the lead organization or their partners have the capacity and experience to deliver programming to the underrepresented group(s).</p>

5.4 Proponent Questions

Proponents are encouraged to speak to their local Employment Ontario apprenticeship office regarding proposal concepts prior to the release of the Call for Proposals. However, engagement with the office does not guarantee award. Ministry staff will not issue formal support for any project (e.g., letters).

For general inquiries proponents are encouraged to refer to the [ministry's website](#) for the list of local Employment Ontario apprenticeship office locations and general inquiry phone numbers.

Any questions regarding becoming an approved deliverer of apprenticeship in-class training should be directed to the local Employment Ontario office.

5.5 Schedule of Events

Event	Timeline
Guidelines and Proposal Application are issued	October 31, 2024
Deadline for applicants to e-mail questions to the ministry response. Please send questions to PATP@ontario.ca .	November 7, 2024
Ministry responses to questions are issued electronically	November 14, 2024
Deadline to submit a proposal	December 5, 2024 by 11:59 p.m. (EST)
Proponents are notified of the outcome of their submission	February 28, 2025
Contracts are negotiated and signed	March 31, 2025
Approved projects start	Between April 2025 to June 2025
All training activities (including classroom and work placement) are completed. Project training activities must not exceed 52 weeks in duration. This does not include start up activities such as recruitment and project development.	March 31, 2026

Please note: Amendments to the timelines may be made at the discretion of the ministry.

5.6 Ownership of Proposals

All responses submitted to the ministry become the property of the ministry. They will be received and held in confidence by the Province, subject to the provisions of the FIPPA.

6.0 Employment Insurance Act (Part I) and Section 25 Approval

Individuals that receive Employment Insurance (EI) are required to be capable of and available for work and must demonstrate that they are actively seeking employment in order to be entitled to EI Part I benefits.

Under Section 25 of the *Employment Insurance Act, 1996 (Canada)*, the ministry has been delegated the authority by the federal government to refer individuals on EI to interventions such as the Pre-Apprenticeship Training program. Pre-apprentices that are referred under Section 25 of the EI Act are not required to look for work while collecting EI when they are participating in classroom training that is delivered under the Year 1 Ready and Try a Trade streams. Participants should contact Service Canada to discuss how any earnings received during their work placement or through a stipend will affect their EI benefits.

Pre-Apprenticeship Training service providers should identify participants who are EI recipients. The service provider will forward their name(s) and information to the ministry using a Section 25 Request Form, which can be found on the Employment Ontario Partners' Gateway. The form should be submitted to the ministry two weeks before training commences.

7.0 Other Information

7.1 Accessibility Considerations

Successful proponents are responsible for ensuring that their facilities are accessible to persons with disabilities, and that they are in compliance with all applicable federal, provincial and municipal statutes and codes.

7.2 Collection and Use of Personal Information

Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of personal information, including resumes and other information concerning employees of the proponents or other collaborators. If this CFP requires proponents to provide the ministry with personal information of employees who have been included as resources in response to this CFP, proponents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the ministry. Such written consents are to specify that the personal information may be forwarded to the ministry for the purpose of responding to this CFP and use by the ministry for the purposes set out in the CFP. The ministry may, at any time, request the original consents or copies of the original consents from proponents, and upon such request being made, proponents will immediately supply such originals or copies to the ministry.

7.3 French Language Services

The *Ontario French Language Services (FLS) Act* requires access to services in French at identified service provider locations in designated areas. In accordance with the Act, proponents shall make available, in both official languages, all publications, reports, marketing materials available in print form and/or online or any additional documentation intended for public use.

Additional information on the *Ontario French Language Services Act* is available on the [OFA website](#).

7.4 Visual Identity and Communications

All projects must comply with the Visual Identity and Communications Guidelines for Employment Ontario Service Providers, which may be amended from time to time at the sole discretion of the Ministry, available on the [Employment Ontario Partners' Gateway website](#).

7.5 Negotiation of Agreement

This CFP is not an agreement to purchase goods or services. The ministry is not bound to enter into an Agreement with any proponent. Proposals will be assessed in light of the evaluation criteria. Notice in writing to a proponent that it has been identified as a successful proponent and the subsequent full execution of a written Agreement will constitute an Agreement for the goods and services.

7.6 Conflict of Interest

Each proponent must declare whether it has an actual or potential Conflict of Interest. If, at the sole and absolute discretion of the ministry, the proponent is found to be in a Conflict of Interest, the ministry may, in addition to any other remedies available at law or in equity, disqualify the response submitted by the proponent.

The proponent, by submitting the response, warrants that to its best knowledge and belief no actual or potential Conflict of Interest exists with respect to the submission of the response or fulfilment of the contemplated agreement. Where the ministry discovers a proponent's failure to disclose all actual or potential Conflicts of Interest, the ministry may disqualify the proponent or terminate any agreement awarded to that proponent pursuant to this CFP process.

Appendix A: Guide for Estimating Travel Expenses

Please use the following guide to estimate the cost of travel:

Total kilometres driven per fiscal year	Southern Ontario (\$/km)	Northern Ontario (\$/km)
0 - 4000 km	0.40	0.41
4001 - 10,700 km	0.35	0.36
10,701 - 24,000 km	0.29	0.30
More than 24,000 km	0.24	0.25

Travel to and from in-class training, the work placement, tours or other parts of the program are eligible expenses.

- Service providers should make efforts to arrange for the most affordable means of transportation (i.e., public transit) and should make efforts to reduce costs where possible (e.g., provide single-day transit tickets instead of monthly passes when participant is attending class/work one day per week).
- Service providers in rural and remote areas may need to make special transportation arrangements (e.g., rental/lease of a vehicle, contracting with a shuttle service). Proponents should describe the special arrangements with a clear rationale for the requested amount (e.g., high transportation need due to geography or lack of public transportation) in their application. Purchasing a vehicle is not an eligible expense.