Ministry of Labour, Immigration, Training and Skills Development

Newcomer Settlement Adult Language Training Ontario Bridge Training

APPLICATION GUIDE

2026 Call for Proposals

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Ontario

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1. Introduction

Newcomers and the skills they bring are critical to Ontario's social and economic development. Successful settlement and integration of newcomers benefits Ontario by building a more inclusive, diverse, and productive province.

The Ministry of Labour, Immigration, Training and Skills Development (Ministry) funds programs and services that support the settlement and integration of newcomers and help them overcome barriers unique to the immigration experience. These services help newcomers build a strong foundation for success by developing the knowledge and skills needed for integration, connecting with community services and professional networks, improving official language proficiency, and accessing training that leads to employment aligned with their qualifications.

The Ministry is issuing this Call for Proposals (CFP) to invite eligible organizations (Applicants) to submit proposals that support the Ministry in achieving the objectives of its newcomer settlement and integration programs.

Through this CFP, the Ministry is bringing together its suite of settlement, language training, and bridge training services in a more integrated, strategic, and streamlined approach to support coordinated planning and broad provincial coverage of complementary services.

Building on the strong foundation of these programs, for this CFP the Ministry has identified the following priorities to strengthen immigration programming and advance provincial objectives:

- **Improve foreign credential recognition** to support and accelerate pathways to licensure or certification and commensurate employment through specialized information and advisory services designed to help skilled immigrants navigate credential recognition processes and career pathways. The underutilization of immigrant skills negatively affects newcomers, employers, and the broader community.
- **Expand access to workplace and occupation-specific language training** to support employment readiness and job specific communication skills, with a particular focus on in-demand occupations. Language proficiency and employment are key drivers of economic integration.
- **Strengthen the labour market** focus within settlement and language training programming through structured and standardized labour market orientation and Canadian workplace essentials resources. Early access to accurate, high-quality information about employment supports newcomers in making informed decisions about settlement and labour market integration.
- **Improve outcomes for vulnerable groups** facing distinct barriers to settlement and integration (e.g., newcomer women, youth, and refugees) through targeted

programming tailored to their unique needs. Populations facing greater risks and disparities benefit from relevant, tailored, and responsive supports.

This application guide is intended to be a resource for organizations submitting proposals to the CFP. In the event of any conflict or inconsistency between this guide and any terms or condition in a transfer payment agreement (TPA) entered into by a successful Applicant and the Ministry, the TPA shall prevail.

This application guide is not a legal document. It is intended as a resource for information and assistance only and should not be used as or considered as legal advice. It does not replace or modify any legislation, regulations, municipal by-laws, or contractual agreements, and is only intended to provide general information about the CFP. This application guide is not intended to provide interpretations of the law or identify all laws that may apply. Please consult the relevant legislation, regulations, municipal by-laws and contractual agreements that apply to your situation as necessary. If you need help understanding your legal rights or obligations, you may wish to seek legal advice.

1.1 Funding Period

Successful Applicants will be required to enter a transfer payment agreement (TPA) with the Ministry that sets out their obligations, including the project activities, financial and performance commitments, and reporting requirements. An executed TPA must be in place before the Ministry will make any payments.

This CFP aims to award funding under TPAs with terms that are **a maximum of 32 months**, from **August 1, 2027, to March 31, 2030**.

1.2 Submission Deadline

Applications must be submitted electronically through the Transfer Payment Ontario (TPON) system by no later than **Tuesday, January 12, 2027, at 5:00 PM**.

Applications received after the deadline will not be processed.

2. Funding Opportunities

The CFP invites Applicants to submit proposals to improve the social and economic integration of newcomers to Ontario under three distinct but complementary programs:

- **Newcomer Settlement Program**
- **Adult Language Training Program**
- **Ontario Bridge Training Program**

Please refer to **Appendices A-C** for a detailed description of funding opportunities under this Call for Proposals, including program objectives, eligible activities, organization and client eligibility criteria, and application requirements specific to each program.

Applications will be accepted under the following three programs. Each program is divided into application streams:

2.1 Newcomer Settlement Program

The Newcomer Settlement Program (NSP) supports the social and economic integration of newcomers to Ontario by helping them build the knowledge and skills needed to succeed. The program facilitates access to services, fosters connections to social and professional networks, and supports newcomers in navigating labour market pathways. It supports newcomers to access the support, skills, and opportunities to participate fully in their communities and the labour market.

Application Streams:

1. **Settlement and Labour Market Orientation:** Supports newcomers in overcoming settlement barriers, enabling them to integrate and participate in their communities, and develop social and labour market connections. Services include the provision of information, orientation, referrals and assistance in accessing community and government services.

2. **Career Pathways for Skilled Newcomers:** Supports internationally trained newcomers in overcoming foreign credential recognition barriers, enabling them to find employment that aligns with their international education and experience. Services include the provision of labour market integration information and resources and assistance to navigate registration processes and career pathways.

Services funded under the NSP will contribute to the following outcomes for newcomers:

- Increased knowledge of life in Ontario, as well as settlement and labour market processes, to support their integration journey.
- Stronger connections to services that meet their needs and employment supports, as well as social and professional networks in their communities.
- Improved labour market integration through support for internationally trained newcomers in navigating career pathways and credential recognition processes.

Eligible organizations may apply for funding to deliver services under one or both application streams.

See Appendix A for additional information on the Newcomer Settlement Program.

2.2 Adult Language Training Program

The Adult Language Training Program supports the delivery of English and French as a Second Language (ESL/FSL) training to help newcomers acquire official language and workplace communication skills for successful social and economic integration.

Application Streams:

1. **Adult Non-Credit Language Training (ESL/FSL):** Increases newcomers' English and French language proficiency through the delivery of language training courses from literacy and beginner to advanced levels, using the Canadian Language Benchmarks (CLB) framework. Training integrates topics related to settlement, employment, civic engagement, and digital literacy into language instruction.

2. **Language Assessment and Referral:** Supports newcomers in improving their English or French language proficiency by providing an assessment of language skills and referral to appropriate federal and/or provincial language training programming.

3. **Workplace Language Training:** Supports newcomers in accessing employment by providing occupation-specific language and communication skills training in new or alternative careers to support employment readiness.

Services funded under this program will contribute toward the following outcomes for newcomers:

- Understanding their language proficiency and obtaining referrals to appropriate language training programming.
- Increasing their English or French language proficiency to improve social and economic integration.
- Developing the occupation-specific language and workplace culture skills to transition into employment or further education/training.

See Appendix B for additional information on the Adult Language Training Program.

2.3 Ontario Bridge Training Program

The Ontario Bridge Training Program (OBTP) helps internationally trained professionals overcome foreign credential recognition barriers and find commensurate employment, without duplicating their education and training.

OBTP projects are tailored to the target occupation/sector; aligned with requirements for licensure or certification in the target regulated occupation; responsive to employer needs and labour market demand, and; focused on both a participant's immediate employment in the target occupation/sector and future career advancement.

Application Streams:

1. **Getting a Job:** Supports internationally trained professionals in obtaining commensurate employment in the regulated or non-regulated field in which they were trained.
2. **Getting a License:** Supports internationally trained professionals in achieving licensure or certification to practice in regulated occupations, and in obtaining employment in regulated occupations.

Services funded under this program will contribute toward the following outcomes for newcomers:

- Understanding the prevailing workplace culture and communication norms of the target occupation/sector in Canada.
- Obtaining licensure or certification in the regulated occupation in which they were trained.
- Obtaining commensurate employment in the field in which they were trained, or in a related field.

See Appendix C for additional information on the Ontario Bridge Training Program.

2.4 Priority Sectors/Occupations

The Ministry is particularly interested in proposals under the Ontario Bridge Training Program and Workplace Language Training that target the following priority high demand sectors/occupations:

- Healthcare
- Personal Support Work
- Science, Technology, Engineering, and Mathematics (STEM)
- Skilled Trades
- Education
- Social Work
- Customer Service
- Manufacturing

See Appendix B and C for more information on specific priority sectors/occupations for Workplace Language Training and the Ontario Bridge Training Program.

2.5 Service Standards and Delivery Principles

Delivery of services across all three programs will be guided by the following general principles:

- **Client-Centered:** Programming that is responsive to the needs of newcomers, employers, and communities, and offered in a culturally responsive, flexible, and accessible manner.
- **Outcomes-focused:** Programming is driven by evidence and data to achieve the best possible outcomes for the client.
- **Partnerships for success:** Service providers should partner with relevant organizations to improve outcomes and reduce duplication.
- **Cost-Effectiveness**: Service providers use public funds in ways that achieve the best results for newcomers with available resources.
- **Accountability:** The government and the third-party service providers it funds are accountable for fiscal oversight and service delivery results.
- **Equity and Inclusion:** Service providers deliver culturally responsive services, tailored in languages spoken by newcomers, and/or official language training to help clients overcome barriers and achieve equitable outcomes.

3. Call for Proposals

3.1 Purpose of the Application Guide

The purpose of this application guide is to provide interested parties with background information on the three programs, eligibility requirements for proposals, submission instructions, and evaluation criteria.

3.2 Eligible Organizations

Organizations eligible to apply to this CFP include:

- Ontario-based not-for-profit organizations incorporated for at least two (2) years
- Ontario school boards
- Publicly funded postsecondary institutions
- Private career colleges (PCCs) in Ontario, licensed through registration with the Ministry of Colleges, Universities, Research Excellence and Security under the *Ontario Career Colleges Act, 2005,* are eligible to apply to the Ontario Bridge Training Program.

Eligible organizations must meet the following criteria to be eligible for funding:

- Have an elected governing Board of Directors or equivalent governance structure
- Have bylaws that outline procedures for reporting and accounting to their membership or the public for the organization's operations and performance
- Satisfy the Ministry that it has adequate governance structures and accountability processes to properly administer and manage public funds and to carry out the project consistent with the terms of the TPA
- Satisfy the Ministry that it has relevant, accurate, and timely financial reporting and audited financial statements
- Do not have debts to the Crown and payments due. If debt is owed, a rationale must be provided to the Ministry.

3.3 Development and Submission of Proposals

Applicants must submit a separate application on Transfer Payment Ontario (TPON) for each Program, or each Stream within a Program, they propose to deliver. For example, an Applicant wishing to deliver both Adult Non-Credit Language Training (ESL/FSL) and Workplace Language Training must submit two applications.

Note that an application does not guarantee funding. The Ministry is under no obligation to fund any proposal submitted through this CFP nor to fund the entire duration or scope of a proposed project.

Upon submitting your application materials through the TPON portal, Applicants should receive a receipt confirmation notice by email. If you do not receive a notice, please contact TPON Client Care by phone at 416-325-6691 or toll-free at 1-855-216-3090.

3.4 Questions and Support

The Ministry is providing multiple opportunities for Applicants to learn about the CFP and ask questions.

Ministry staff will not assist Applicants with submission development and cannot comment on individual proposal ideas.

CFP Mailbox

Applicants can submit questions to SettlementAndIntegrationPrograms@ontario.ca and receive a direct response.

The deadline for submitting questions to the CFP Mailbox is Tuesday, December 29, 2026. The Ministry will not respond to questions received after this date.

Questions related to accessing, completing, and submitting the application through TPON **must** be directed to Transfer Payment Ontario Client Care **via Phone: 1-855-216-3090 or 416-325-3408 or by e-mail: TPONCC@Ontario.ca**.

Questions and Answers Document

A Questions and Answers document is posted in TPON. See page 4 of TPON's Submitting for Funding guide for instructions on how to download Program Documentation like the Questions and Answers document. Updated versions will be posted on the following dates:

- **Tuesday, November 24, 2026**
- **Tuesday, January 5, 2027**

CFP Webinar

A pre-recorded CFP overview webinar is posted in TPON. See page 4 of TPON's Submitting for Funding guide for instructions on how to download Program Documentation like the webinar.

CFP Q&A 'Drop in' Sessions

The Ministry will deliver live Microsoft Teams calls where Applicants have the opportunity to ask questions and receive responses in real time.

'Drop in' sessions will be delivered on the following schedule:

English

- **Tuesday, November 17, 2026 (10-11:30am) – Newcomer Settlement Program**
- **Wednesday, November 18, 2026 (10-11:30am) – Adult Language Training Program**
- **Thursday, November 19, 2026 (10-11:30am) – Ontario Bridge Training Program**
- **Tuesday, December 8, 2026 (1:30-3pm) – Adult Language Training Program**
- **Wednesday, December 9, 2026 (1:30-3pm) – Ontario Bridge Training Program**
- **Thursday, December 10, 2026 (1:30-3pm) – Newcomer Settlement Program**

French

- **Thursday, November 19, 2026 (1:30-3pm) – All Programs**
- **Wednesday, December 9, 2026 (10-11:30am) – All Programs**

Applicants must register in advance to attend a session. To register for a session, please email SettlementAndIntegrationPrograms@ontario.ca.

3.5 TPON Submission Instructions

Applications must be submitted electronically in English or French through a dynamic application form on the TPON website.

Applicants who are new to TPON will need to create an Ontario.ca account and then register for TPON. New Applicants are advised to allow at least one week to register before starting the application process. Learn how to create an Ontario.ca account and access TPON.

Applications will be assessed on the basis of the information provided by the Applicant within the completed application form and demontsrated ability to achieve program objectives.

There is no appeal process to contest a funding decision; however, the Ministry will provide Applicants with an opportunity to request feedback on proposals not selected for funding.

Required Documents

A complete application to this CFP consists of the following components:

- Completed Transfer Payment Ontario (TPON) Application Form
- Completed Supplementary Attachments:
    - Most recent audited financial statements
    - List of current Board of Directors (board structure) – including each member's full name, role, and date of appointment
    - By-Laws
    - Minutes from the most recent Annual General Meeting
    - Human resources, financial, technology, conflict of interest, and privacy policies
    - For not for profits – proof of incorporation – one of Articles of Incorporation, Letters Patent, or Special Acts of Incorporation (other organizations can attach a document that indicates they are exempt from submitting proof of incorporation)
    - For Private Career Colleges - Proof of Registration with the Ministry of Colleges and Universities, Research Excellence and Security

Attestation of Compliance and Tax Compliance Verification (TCV)

Some Applicants will be required to confirm their good standing with tax laws and attest to good standing with labour and environment laws in order to receive transfer payment funding from the Province of Ontario.

Confirmation of good standing is demonstrated by completing an attestation of compliance and the separate tax compliance verification (TCV). For more information on any of the terms used, please see the definitions on the attestation template (which can be found on the organization profile in TPON).

Applicants whose organization received cumulative transfer payment funding of $10 million or above from the Province in the previous fiscal year (2025-26) are required to complete the attestation and TCV.

Completing the TCV

For steps and information on how to verify your tax compliance status, please go to the Check your tax compliance status webpage.

Completing the Attestation on Transfer Payment Ontario (TPON)

New users will need to create an Ontario.ca account and log in to TPON. For more information on this process, please go to the Get funding from the Ontario government webpage.

- The attestation is part of the registration process. Completion of the attestation can be done at any time and requires the organization to input information from a completed TCV check.
- Once the completed attestation is submitted, it will be reflected within your organizational profile.

Existing users can log into TPON with their Ontario.ca account and then:

- Update the organization's information and move to the attestation section.
- Complete the attestation. Completion of the attestation can be done at any time and requires the organization to input information from a completed TCV check.

Declaration of the Use of Consultants in Preparing the Application

Applicants are required to declare if an outside party has contributed to the development of any submitted application.

TPON Technical Support

For **TPON technical support**, please contact Transfer Payment Ontario Client Care **via Phone: 1-855-216-3090 or 416-325-3408 or by e-mail: TPONCC@Ontario.ca**.

3.6 Eligible and Ineligible Expenses

Ministry funding is intended for costs directly related to project development, delivery, and evaluation.

Funding will be subject to and conditional upon the execution of a TPA. Any incurrence of costs prior to the execution of the TPA will be made at the Applicant's own risk. The Government of Ontario is not responsible for reimbursing any cost incurred by any Applicant should the application not be approved, or if the selected Applicant fails to enter into a binding TPA with the Ministry for any reason.

Eligible Expenses

The Ministry will fund project-specific expenses, including, but not limited to, the following:

- Salaries and benefits for positions necessary to carry out the project.
- Professional development directly related to project duties/activities (for project staff only).
- Project delivery costs such as marketing and promotion, materials and supplies, space/rental costs, technology and related support for virtual/hybrid delivery.
- Staff travel necessary for the delivery and management of the project, in line with the Government of Ontario's Travel Expense Directive.
- Audited statement for project expenses as required under the TPA (Auditor's Report).
- Administrative expenses **up to 15% of total Ministry funding**. Administrative costs are indirect expenditures necessary for operating an organization but not directly associated with the delivery of the project. Administrative costs should be attributed to the project on a basis that is proportional to the size of the organization and the size and/or scope of the project. For example, pro-rated portions of salaries for supervisory staff, finance, human resources or IT; accounting fees; etc.

Ineligible Expenses

The following expenses are ineligible for funding:

- Costs not directly related to delivery of project activities.
- Major capital costs and leasehold improvements.
- Costs associated with the preparation of a proposal for this CFP or a TPA, including negotiations, and any associated documentation.
- Costs for activities, goods or services for which funding has been secured from another funder.
- Any costs, including taxes, for which the receipient has received, will receive or is eligible to receive a rebate, credit, or refund.
- Costs incurred before the effective date of the TPA.
- Expenses incurred for services rendered or activities taking place outside of Ontario.
- Fundraising, lobbying, or sponsorship campaigns, including the creation or growth of endowment funds.
- Budget deficits, debt reduction, or organizational reserves.
- Bonuses, honoraria, stipends, or similar payments to project staff or others, except for honoraria provided to Indigenous elders performing ceremonial duties or functions.
- Stipends or other direct payments to program participants or board members.
- Membership or subscription fees or fees paid to a professional organizaion or regulatory body.
- Meals and hospitality expenses.

- Costs related to the direct or indirect support of, or opposition to, any political party or candidate for public office.
- Any organization or project insurance coverage, including Workplace Safety and Insurance Board (WSIB) coverage.
- Participant expenses (stipends, other direct payments, wage subsidies and reimbursement of participant expenses).
- Gifts, gift cards, pre-paid cards (gas cards, credit cards, et cetera).
- Employee termination and severance costs.
- Any other costs deemed improper at the Ministry's sole discretion.

4. Application Assessment

Applications will be assessed for completeness, organizational risk, proposal content, and value-for-money.

4.1 Completeness

Applicants must respond to all questions in the dynamic application form and provide complete budget details. **Incomplete applications will not be assessed.**

4.2 Organizational Capacity

Applicants will be required to submit evidence to the Ministry that demonstrates the health of their organization and capacity to successfully deliver the project.

TPON will prompt applicants to submit mandatory attachments that document operational policies, procedures and infrastructure in the following areas:

- **Governance** (list of current board members, by-laws and minutes of most recent Annual General Meeting)
- **Financial** (financial policies and most recent audited financial statement)
- **Technology and Privacy** (information management and privacy policy)
- **Human Resources** (human resource policies and salary grid)

4.3 Proposal Content

Applications will be evaluated against the criteria outlined in the table below. Applicants must achieve a total score of at least 60% to be considered for funding.

Applications that achieve the minimum score will be further ranked by cost per client and/or cost per instructional hour, with adjustments to ensure coverage of underserved populations and communities across the province, and to avoid service duplication. The Ministry seeks to ensure that services are accessible to newcomers across the province.

4.4 Evaluation Weighting Chart

The Ministry will review submitted applications and assess eligible applications against the assessment criteria outlined below. The Ministry will have sole authority to decide which eligible projects are funded.

Weighting	Criteria	Indicators
20%	**Program Alignment** Proposed activities and outcomes align with Program/Stream activities and outcomes and respond to a demonstrated need for the target population, language, occupation/sector, and/or the geographic area.	• The proposal clearly aligns with the Program/Stream activities and outcomes set out in this document. • The proposal aligns with identified priority sectors/occupations, where applicable. • The proposal aligns with newcomer needs as identified and supported by relevant and reliable evidence (e.g. government statistics, research reports, client or stakeholder consultation). • Project activities complement rather than duplicate existing services and resources, while addressing language, occupation/sector, and geographic needs. • The proposal reflects service coordination and linkages to help newcomers to access complementary settlement and employment supports.
20%	**Organizational Capacity** The applicant demonstrates experience and expertise in delivering proposed or similar activities and presents evidence of sound governance and financial and organizational management.	• Demonstrates experience and expertise serving newcomers. • Demonstrates experience in delivering proposed or similar activities, with success in achieving outcomes. • Demonstrates partnerships relevant to the success of the proposed project (if applicable). • Demonstrates strong governance, financial management, human resource, and information technology management systems, including capacity for remote service delivery. • Demonstrates success in delivering past Newcomer Settlement, Adult Language Training, and Ontario Bridge Training Program services, including meeting contracted performance targets.
20%	**Workplan/Project Activities** The applicant demonstrates how the proposed activities will be implemented to achieve program objectives and	• Describes realistic activities and timelines in a clear workplan designed to result in the proposed outcomes. Activities are aligned with other sections of the proposal. • Incorporates effective contingency and mitigation strategies in the workplan to address risks, including public health requirements, associated with the delivery of the proposed services.

Weighting	Criteria	Indicators
	identifies relevant activities and realistic timelines.	• The workplan clearly delineates the roles and responsibilities of any partner organizations. • For Applicants that currently deliver Newcomer Settlement, Adult Language Training, and Ontario Bridge Training Program services, assessment will consider timely reporting, achievement of deliverables and transparent communication regarding challenges or delays.
20%	**Performance measures:** The applicant identifies relevant performance measures and realistic targets, and demonstrates how they will be implemented and achieved and monitored	• Identifies appropriate and realistic performance targets. • Demonstrates clear alignment between proposed activities and the selected performance indicators. • Has an effective performance measurement plan that demonstrates how proposed outputs and outcomes will be measured, evaluated and improved upon. • Has relevant tools and methodology to collect and analyse data.
20%	**Value for money:** Applicant demonstrates ability to deliver outcomes cost-effectively and cost-efficiently.	• Provides a detailed budget with clear rationale for all costs and revenues and demonstrates the budget request is reasonable and justified. • Demonstrates value through a competitive cost per client and/or cost per instructional hour. • Demonstrates how the proposed funding is linked to the proposed outcomes. • Demonstrates how the proposal will leverage expertise, resources and services through partnerships, in-kind contributions and other funding sources. • Demonstrates proper and responsible use of funds for project delivery. • For Applicants that currently deliver Newcomer Settlement, Adult Language Training, and Ontario Bridge Training Program services, assessment will consider past performance and responsible use of funds.

5. Additional Information for Applicants

5.1 Rights of the Ministry

The Ministry reserves the right, in its sole discretion, to:

- Communicate directly with any Applicant regarding their application, including to verify any information submitted in the application.
- Communicate with any third party to verify any information set out in an application.
- Make changes, including substantial changes, to this application guide and related documents, including the application form, and to post such changes on the designated website.
- Cancel this CFP process at any stage of the application or evaluation process.
- Not fund or reject any application submitted through this CFP process.
- Refuse to fund projects with Applicants who provide misleading or incorrect information or who demonstrated previous non-compliance with government programs or misuse of government funding.

5.2 Agreement, Budget Requirements and Funding

As noted above, Applicants must complete and submit a proposed budget. The proposed budget must include all anticipated costs associated with the project activities.

Applicants selected by the ministry for funding will be contacted by the Ministry to finalize project activities and the budget to be set out in a transfer payment agreement (TPA). The Ministry retains the sole and absolute right to not enter a TPA with any selected Applicant, notwithstanding any negotiations.

If a binding TPA is executed, funding will be distributed to the transfer payment recipient (Recipient) in accordance with the terms of the TPA. The Ministry is not obligated to pay any funds until the Recipient provides proof of their requisite insurance. The Ministry is also not obligated to pay any instalments of funding until it is satisfied with the progress of the project.

In addition to the project activities and budget, the TPA will set out terms and conditions covering:

- Project and financial management requirements
- Performance measures
- Monitoring and reporting requirements, including progress reporting, audits and financial reports
- Mode and schedule of payment
- Contract termination, events of default and corrective actions

In accordance with the TPA, Recipients shall:

- Be accountable to the Ministry for all monies and project components and will be the final decision-making authority among partners for the project under the agreement.
- Manage their project plan to meet financial and accountability reporting requirements and deliverables.
- Be responsible for receiving, administering, and allocating funds to any participating organizations.
- Be responsible for measuring results and reporting on their performance to the Ministry.

The Ministry may adjust the amount of funds it provides to a Recipient based on its assessment of information the Recipient provides in its reports; and may recover funds if the Recipient breaches any term of the TPA, including failing to carry out the project or using the funds in a manner that is not in accordance with the terms and conditions set out in the TPA.

5.3 Performance Management

As noted above, Recipients must adhere to the reporting requirements set out in their TPA. Failure to do so may result in funds being held back or recovered.

The reports received by the Ministry are used to monitor progress on key aspects of projects and compliance with the TPAs. The Ministry maintains an open dialogue with Recipients throughout the term of the TPA in support of continuous progress towards achievement of project goals and outcomes.

Quarterly and Year End Reports

Recipients must provide quarterly reports to the Ministry on the progress achieved in carrying out the project and expenditures incurred in relation to the expected outcomes, milestones, performance measures, and budget set out in the TPA. Recipients will be provided templates for these reports and instructions on the frequency in which they are to be completed and submitted to the Ministry.

Proof of Insurance

Recipients must submit proof of insurance upon execution of the TPA in the Transfer Payment Ontario (TPON) portal. Proof of insurance must also be submitted annually until expiry of the TPA.

Financial Reporting

Financial monitoring verifies that funds are spent in accordance with the terms and conditions of the TPA and that bookkeeping systems and accounting practices are in place to manage and control funds. Project expenditures will be monitored via quarterly and year end reports and Statement of Revenue and Expenditure Reports (SRERs). Recipients must use the provided templates for these reports and comply with instructions on the frequency of

submission to the Ministry. Unspent funds must be explained and, upon demand, must be returned to the Ministry. Funds that remain unspent or unaccounted for will be recovered by the Ministry.

Auditor's Reports

To ensure that funding awarded is used judiciously, Recipients who receive annual funding of $150,000 or more from the Ministry will be required to engage the services of a third-party auditor to assess the financial statements of the project and submit a report to the Ministry. The report is typically due to the Ministry six months after the end of the funding year, as outlined in the TPA. Applicants should include the cost of this audit in the budget submitted with their application.

Additional Monitoring by the Ministry

In addition to reviewing reports submitted by Recipients, as set out above, the Ministry may monitor the project and the Recipient's compliance with its TPA through various means. The monitoring activities will depend on the degree of associated risk, and may include:

- Verification of documents and other forms prior to processing.
- Direct contact with the Recipient and/or participants, other stakeholders, and partners.
- On-site/virtual visits to assess project progress and achievement of activity milestones and performance measures.
- On-site/virtual visits to verify expenditures.
- Utilization of program/project data for informed decision-making.

5.4 Project Partnerships

Each application must be submitted by a single Applicant. If an Applicant is selected for funding and enters a TPA with the Ministry, the Applicant will be the signatory to the contract and will be identified as the Recipient. The Recipient must take sole responsibility for its obligations under the TPA, including the development, implementation, and evaluation of the project, and reporting to the Ministry.

The Ministry encourages partnerships for project delivery wherever appropriate. If funding is granted, Recipients may be required to develop formal agreements with any project partners to whom funding may be flowed for the purposes of meeting project outcomes.

5.5 French Language Services Act

If a Recipient constitutes a "government agency" as defined in section 1 of the *French Language Services Act* (the "FLSA"), or the Recipient is directed by the Ministry to comply with the FLSA, the Recipient shall at each service delivery site that is located in, or that serves an area designated in the Schedule to the FLSA, or at such sites as directed by the Ministry:

- Train and have available personnel with the required level of proficiency in French to ensure that participants and other individuals are able to communicate and receive available services in French;
- Ensure French language services provided, including all communications for the purpose of providing those services, are of the same nature and quality as the services provided in English; and
- Follow the measures prescribed in O. Reg. 544/22 – Active Office of Services in French – Prescribed Measures.

Information about the FLSA is available here: https://www.ontario.ca/page/government-services-french

5.6 Privacy and Personal Information

In accordance with the *Freedom of Information and Protection of Privacy Act*, the Ministry must ensure that any individual whose personal information is indirectly collected by the Ministry is provided a notice of collection. Recipients are therefore obligated to provide each participant a notice of collection, in the form mandated by the Ministry, and obtain his or her consent to the indirect collection of personal information by the Ministry. Recipients have several additional obligations under the TPA with respect to the personal information of participants collected for the purpose of delivering project activities and meeting TPA obligations. Among other things, Recipients must:

- Maintain a privacy policy that meets certain standards and complies with all applicable privacy laws;
- Designate an experienced official to be responsible for ensuring the Recipient's compliance with its privacy policy and the privacy provisions of the TPA;
- Train any staff, contractors, or subcontracts who will have access to personal information on the requirements of the privacy policy and the privacy provision of the TPA; and have them sign an agreement agreeing to be bound by the privacy policy and the privacy provisions of the TPA;
- Limit collection, use and disclosure of personal information to only what is needed to carry out project activities, and not use personal information collected for delivery of the project for any other purpose;
- Use appropriate products, tools, measures, and procedures to protect the security of personal information, including storing the data in Canadian data centres that meet certain security standards;
- Give individuals access to their own personal information; and
- Notify the Ministry of any breach of the Recipient's privacy policy or the privacy provisions of the TPA and cooperate with the Ministry in any investigation of the breach.

5.7 Information Management Requirements

The Ministry will manage all TPAs using Transfer Payment Ontario. All Recipients will be required to collect participant-level data through an approved client management system. This data will also be used by Recipients to populate reports required under the TPA. The reports must be submitted to the Ministry in a format and at a frequency as stipulated in the TPA. See section 5.2 for futher details about reporting requirements.

5.8 Communications

Applicants shall treat any communication received by the Ministry in relation to their application, including any TPA, as confidential and shall not make any public comment or announcement **without first obtaining the written consent of the Ministry**.

The Ministry may refuse to consider an application from an Applicant or may rescind a grant awarded to an Applicant who has made any such communication without its written consent.

Recipients will be required under the TPA to acknowledge the financial support of the Ontario government in any communications related to their government-funded activities, whether written, oral, or visual, and to ensure that such acknowledgement is in a form and manner as the Ministry directs.

5.9 Intellectual Property

Materials created using Ministry funding are intended to be shared and publicly available. Language training resources should be posted to Tutela. Intellectual property remains with the creator, but others are free to use or build upon the material.

All materials created using funding must abide by Creative Commons Attribution-NoDerivs 4.0 International License (CC BY-ND 4.0). Under this license, intellectual property remains with its creator, but others are free to copy and redistribute the material for any purpose, even commercially, provided the materials are not modified and appropriate credit is given.

All online materials, including online course content, will be Sharable Content Object Reference Model – SCORM compliant, built with Open Standards to facilitate interoperability and data exchange among different products and services.

5.10 Confidentiality and Freedom of Information

Please note the Ministry is subject to the *Freedom of Information and Protection of Privacy Act* (“FIPPA”). FIPPA is a provincial statute which regulates the collection, use and disclosure of personal information and access to information in the custody and/or control of governmental institutions.

Part II of FIPPA provides for a right of access to records in the custody or under the control of the Ministry, subject to certain exemptions. Notably, section 17 of FIPPA provides a limited exemption for third party information that reveals a trade secret, or scientific, commercial, technical, financial, or labour relations information supplied in confidence where disclosure of the information could reasonably be expected to result in certain harms. Any information submitted to the Ministry in confidence should be clearly marked by the Applicant/Recipient.

The Ministry will provide notice before granting access to a record that might contain information that is exempt for disclosure under FIPPA so that the affected party may make representations to the Ministry concerning disclosure. Should the Ministry decide not to disclose certain records, the requester has the right to appeal that decision to the office of the Information and Privacy Commissioner, who will make a decision on the disclosure of the record.

Applicants are advised that the names and addresses of transfer payment recipients, the amount awarded, and the purpose for which the transfer payment is awarded is information the Ministry makes available to the public.

5.11 Procurement, Travel & Hospitality Requirements and Public Sector Salary Disclosure

For Recipients that are considered Broader Public Sector organizations under the *Broader Public Sector Accountability Act, 2010*, directives regarding procurement practices, perquisites and expenses are in effect, including: the Broader Public Sector Procurement Directive**,** the Buy Ontario Procurement Directive, and the Broader Public Sector Perquisites Directive.

All Recipients are also required to comply with the terms and conditions of the TPA with respect to procurement, travel, and hospitality.

Public and non-profit Recipients may be subject to the *Public Sector Salary Disclosure Act, 1996,* (PSSDA) which requires the disclosure of names, positions, salaries, and taxable benefits of employees who were paid a salary of $100,000 or more. A non-profit Recipient may be subject to the PSSDA in respect of a year if in that year it received at least:

- $1 million in funding from the Government of Ontario; or
- $120,000 or more in funding from the Government of Ontario and the funding was equal to 10 percent or more of its gross revenues for the year.

Recipients receiving less than $120,000 from the Government of Ontario for the year are not required to disclose unless they are one of the entities explicitly covered by the Act.

Please review the background and frequently asked questions on public sector salary disclosure for more information.

5.12 Conflict of Interest

All Applicants are required to complete a Conflict of Interest Declaration form and attach it to each submission.

“Conflict of Interest” includes, but is not limited to, any situation or circumstance where:

(a) the Applicant, or
(b) any person who has the capacity to influence the Applicant’s decisions, such as its owners, advisors, partners, board members, directors, officers, or employees,

has commitments, relationships or financial interests that could, or could be seen to, interfere with the Applicant’s objective, unbiased and impartial judgement relating to its proposed project, its use of the requested funds, or both.

Applicants must disclose any actual, potential or perceived Conflict of Interest by completing and submitting the Declaration of Conflict of Interest, which is included in the Application Form.

APPENDIX A

Newcomer Settlement Program (NSP)

The goal of the Newcomer Settlement Program (NSP) is to help newcomers overcome barriers associated with the settlement experience, enabling them to integrate successfully and participate fully in the social, cultural, civic, and economic life of Ontario.

Programming funded under the NSP contributes to the following outcomes:

- Newcomers gain the knowledge needed to make informed decisions about life in Ontario
- Newcomers are supported to connect with services and build social and professional networks in their communities
- Newcomers are supported in developing connections to the labour market, overcoming foreign credential recognition barriers, and navigating registration and career pathways
- Newcomers participate in community life and contribute their skills and experience to the labour market

The program provides funding for the direct delivery of settlement and labour market integration services and resources, including targeted services designed to address barriers faced by specific newcomer populations with distinct needs.

Services can be delivered one-on-one or in group sessions, and service providers can offer these components in-person, online, or through hybrid delivery. Service providers are encouraged to use digital tools to reduce service access barriers and provide flexible and accessible options and remote delivery where appropriate.

Application Streams

The Newcomer Settlement Program has two application streams:

1. Settlement and Labour Market Orientation
2. Career Pathways for Skilled Newcomers

Funding provided under each stream is intended to support the activities outlined below. Activities not explicitly listed may also be considered, provided they align with the priorities and objectives set out in this guide.

Applicants can apply for each of the application streams listed above**. A separate application must be submitted for each stream.**

Settlement and Labour Market Orientation

This stream supports newcomers in overcoming settlement barriers, enabling them to participate fully in their communities and develop community and labour market connections. Services include the provision of information, orientation, and referrals and assistance in accessing community and government services. This stream also supports initiatives that strengthen sector capacity and promote service innovation.

The following are eligible activities under this application stream:

- **Needs assessments and service planning:** Conducted collaboratively with clients to assess their needs and skills, and to develop personalized settlement plans that support their goals.
- **Referrals and service navigation:** Assistance to help clients access community, government, and labour market integration services and resources aligned with their identified needs.
- **Settlement information and orientation:** Provision of accurate and timely information on key integration topics to support informed decision-making, using standardized materials and resources such as Orientation to Ontario. This may include group sessions, workshops, and webinars on subjects such as housing, education, healthcare, the legal system, and banking and financial management.
- **Labour market orientation:** Delivery of standardized information and resources approved by the Ministry through one-on-one and group sessions to ensure consistent access to essential information about working in Ontario.
- **Labour Market Integration Supports and Career Planning:** Delivery of targeted career development supports tailored to newcomer needs, such as labour market information, career planning/identification of transferrable skills, and referrals to foreign credential recognition supports, training, or other employment services.
- **Case management:** Support for clients with complex needs to help them navigate service systems and build the skills required to access resources independently. This may include follow-ups (e.g., after three months) to assess progress and adjust service plans as needed.
- **Outreach and Coordination:** Engage with settlement, language training, and bridge training service providers to raise awareness of available resources and support coordinated service delivery.
- **Resource Development:** Development of information resources to support settlement and integration, workshop presentations and/or webinars for delivery by a range of project partners.

Services should be provided in newcomer languages that reflect local needs. Where first-language delivery is not feasible, interpretation should be considered to enhance service accessibility. See Section 5.5 for obligations under the ***French Language Services Act*.**

Career Pathways for Skilled Newcomers

This stream supports internationally trained newcomers in overcoming Foreign Credential Recognition (FCR) barriers, enabling them to resume their careers in Ontario.

The Ministry aims to establish dedicated FCR information hubs where newcomers can access accurate and timely information about FCR in Ontario, including registration processes in specific occupations, and receive assistance to navigate registration and career pathways in regulated and high-skill non-regulated occupations.

All service providers delivering this stream are expected to undertake the following activities:

- **Information and Assistance:** Provide internationally trained professionals with information on registration in regulated occupations, helping them understand foreign credential recognition processes in Ontario. This includes registration requirements and licensing pathways, credential and equivalency assessments, registration requirements, and requirements for employment in specific occupations and in-demand jobs.
- **Career Planning:** Guidance and support to facilitate clients' transition into the labour market, including, where appropriate, identifying alternative career pathways that leverage their skills and experience for meaningful employment.
- **Service Navigation:** Guidance throughout the credential recognition process to help clients navigate systems and access relevant information, resources, and supports, including available loans and other financial supports.
- **Referrals:** Connect clients with professional regulatory bodies, bridge training programs, credential assessment services, language training, professional networking and mentorship opportunities, and upskilling or gap training programs.
- **Outreach and Coordination:** Engage with settlement, language training, and bridge training service providers, along with professional immigrant networks, ethno-cultural organizations, and other stakeholders to raise awareness of available resources and support coordinated service delivery.

  Resource Development, Dedicated FCR Platform and Sector Engagement:

  One or more service providers will be selected to lead the development of resources and materials — such as step-by-step guides, registration roadmaps, and career pathway information — and support engagement and collaboration with organizations that play a role in facilitating foreign credential recognition processes, including regulatory bodies, bridge training service providers, credential assessment organizations, immigrant serving agencies, and employers/industry partners.

These activities will support the compilation, maintenance, and virtual dissemination of information through a dedicated FCR web platform accessible to both service providers and newcomers. The platform will also link to other reliable sources of information, including provincial regulators and national portals. This activity is intended to facilitate coordination, promote consistency of materials, and avoid duplication.

Performance Measures

Applicants should be prepared to track and report on the performance measures outlined below. Applicants can identify additional performance measures in the application form.

Stream: Settlement and Labour Market Orientation Performance Measures
• Number and demographics of clients served • Number and percentage of clients who receive a settlement plan • Number and percentage of clients referred to another service aligned with their settlement needs • Number of settlement-related information or orientation sessions/workshops • Number of labour market-related information or orientation sessions/workshops • Number of clients who participate in settlement and labour market information and orientation sessions/workshops • Number and percentage of clients who were referred to employment, training and community services • Number and percentage of clients who were referred to Foreign Credential Recognition supports • 80% of clients express satisfaction with services
Stream: Career Pathways for Skilled Newcomers Performance Measures
• Number and demographics of clients served • Number and percentage of clients who receive information about foreign credential recognition • Number and type of resources developed to support foreign credential recognition (e.g., fact sheets, occupation-specific information, webinars, etc.) • Number and percentage of clients who receive a formal career plan to support licensure or certification and/or employment in their field • Number and percentage of clients referred to relevant resources such as professional regulatory bodies, credential assessment services, professional mentorship • Number and percentage of clients referred to bridging programs, employment, education or training services to support their employment goals • Number and percentage of clients who achieve licensure or are on a pathway to licensure • Number and percentage of clients who obtain employment in their regulated occupation • Number and percentage of clients who obtain employment in a related occupation • 80% of clients express satisfaction with services

Client Eligibility

Newcomer Settlement Program services have flexible client eligibility criteria and are open to:

- Permanent residents
- Naturalized Canadian citizens
- Approved nominees under the Ontario Immigrant Nominee Program and their dependents
- Refugee claimants and other protected persons under the *Immigration and Refugee Protection Act* (Canada)
- Temporary Foreign Workers
- International Students
- Visitors under emergency travel measures enacted by the federal government (e.g. Canada-Ukraine Authorization for Emergency Travel measure)
- Individuals in Canada who have received confirmation from Immigration, Refugees and Citizenship Canada (IRCC) that they meet the eligibility requirements for permanent residence (i.e. approval in principle).

For definitions of terms related to immigration and citizenship categories, see: Immigration, Refugees and Citizenship Canada's Glossary.

Eligible and Ineligible Expenses

Standard CFP eligible and ineligible expenses apply. **See Section 3.6 Eligible and Ineligible Expenses section for more information.**

APPENDIX B

Adult Language Training Program (ALT)

The goal of the Adult Language Training Program (ALT) is to help newcomers improve or acquire official language and workplace communication skills to participate in Canadian society and the labour market.

Programming funded under ALT contributes to the following outcomes:

- Newcomers understand their English or French language proficiency and are referred to appropriate language training programming
- Newcomers build the English or French language proficiency required to improve social and economic integration
- Newcomers have the occupation-specific and workplace language necessary for success in the labour market

The program includes Language Assessment and Referrals, Adult Non-Credit Language Trianing (ESL/FSL), and Workplace Language Training. These streams include assessment and referral services to place newcomers into appropriate programming, foundational language training to build English or French proficiency, and occupation/sector-specific language and skills training that helps newcomers find work more quickly, carry out their duties safely, and advance their careers. Delivery may include in-person, online, or hybrid activities and learning.

The Ministry encourages projects that build upon or enhance existing resources including those developed through previous Ministry funding, accessed from other jurisdictions, or found on Tutela.ca or Avenue.ca.

Application Streams

The Adult Language Training Program has three application streams:

1. Adult Non-Credit Language Training (ESL/FSL)
2. Language Assessment and Referral
3. Workplace Language Training

Applicants can apply for each of the application streams listed above**. A separate application must be submitted for each stream**.

Adult Non-Credit Language Training (ESL/FSL)

This stream delivers training that builds English or French language proficiency by integrating:

- **Settlement knowledge** to help learners gain skills to function independently in everyday life.
- **Labour market orientation** to help learners understand Ontario's work environment (e.g., themes such as workplace culture, workplace communication and expectations,

credential recognition in Ontario, regulated and unregulated occupations, employment standards and worker's rights, job search and interview skills).
- **Civic knowledge** about how Ontario systems work to increase familiarity with norms, rights and responsibilities, and systems (e.g., laws, education, healthcare).
- **Digital skills** to support employability and access to information independently.
- **Flexible learning options** (part-time and evening classes and online & blended learning) to accommodate work schedules and family responsibilities.
- **Coordination with employment service providers** to ensure that learners are aware of available services and help them access employment services and jobs.

The Adult Language Training Program supports ESL/FSL language instruction at a variety of language levels, using the Canadian Language Benchmarks (CLB) framework, ranging from literacy and beginner to advanced levels. Courses provide learning opportunities in four identified language skills: listening, speaking, reading and writing.

Service providers are expected to assess learner progress using the Portfolio Based Language Assessment (PBLA) framework.

All newly hired instructors for ESL will be required to hold a **TESL Ontario Certificate of Accreditation**, also known as the **Ontario Certified English Language Teacher (OCELT)** designation, at the time of hiring. FSL instructors are not required to hold OCELT certification, but will have teaching experience relevant to their assigned courses.

Applicants can apply to develop and pilot test curriculum, lesson plans, course materials, et cetera, to support delivery of Adult Language Training, particularly employment-focused or online materials.

Language Assessment and Referral

This stream will deliver language assessment and referrals to learning opportunities appropriate to newcomers' language proficiency level and employment goals.

Language assessment and referral services in Ontario are delivered under the **Coordinated Language Assessment and Referral System (CLARS),** jointly funded by the federal and provincial governments to assess language proficiency for the purpose of referring the learner to appropriate federal or provincial language courses.

Services include:

- **Intake and eligibility screening** to ensure clients are eligible to access provincial and/or federal language training programming
- **In-person and remote language assessments** to determine language proficiency
- **Advice on course options** appropriate to learner needs
- **Referrals** to provincial or federal language training programming (including Workplace Language training)

Applicants must demonstrate experience with CLARS assessment processes and ensure that language assessors are certified through a training program delivered by Achēv and/or the Centre for Canadian Language Benchmarks (CCLB).

Workplace Language Training

This stream delivers language and skills training that supports employment in new career paths, or helps newcomers with education and experience in one occupation transition to a related alternative career, through a combination of:

- **Orientation to the occupation/sector** to help newcomers understand the field in Ontario.
- **Exploration of alternative careers** to help newcomers transition their skills to related in-demand occupations.
- **Sector-specific language and skills training**, such as understanding a work schedule or task checklist, using common software (e.g., Microsoft Office).
- **Workplace culture and communication** tailored to the occupation, such as employer expectations, interacting with co-workers or supervisors, teamwork, conflict resolution, et cetera.
- **Occupational health and safety** (e.g., WHMIS, first aid, food handling, workplace laws and policies).
- **Connection to employers** (e.g., guest speakers, site visits, networking, job shadowing).
- **Employment supports** such as resume/cover letter/interview preparation, job search support.
- **Employer input** into program design.
- **Flexible learning options** (part-time and evening classes and online & blended learning) to accommodate work schedules and family responsibilities.

Workplace Language Training programming is delivered using the Canadian Language Benchmarks (CLB) framework. Service providers will set minimum language proficiency requirements for entry into a project based on a CLB benchmark.

Service providers are encouraged to design training so that coursework contributes to learners demonstrating progression using the Portfolio Based Language Assessment (PBLA) framework.

Priority Occupations

The Workplace Language Training stream is particularly interested in proposals addressing one or more of the following priority occupations:

- Healthcare
- Personal Support Work
- Skilled Trades
- Early Childhood Education Assistants

- Customer Service
- Manufacturing

Applicants can access the Government of Ontario's Career Explorer webpage to find information on labour market demand in Ontario for a variety of occupations.

Note: Applicants wishing to apply to deliver a project in the Workplace Language Training stream for multiple occupations/sectors should submit one application covering all proposed occupations/sectors.

Performance Measures

Applicants should be prepared to track and report on the performance measures outlined below.

The Adult Language Training Program measures success through learners' progression through the language learning levels established under the Canadian Language Benchmarks / *Niveaux de compétence linguistique canadiens (*CLB/NCLC*)* framework, with learners advancing one CLB level in at least one language learning skill of listening, speaking, reading, and writing. As class attendance is considered necessary for learning progress, the Ministry reviews learner attendance data collected by service providers.

The success of a Workplace Language Training project is measured through employment outcomes or learner's pursuit of additional training or education related to the project's target occupation/sector.

Applicants can identify additional performance measures in the application form.

Stream: Adult Non-Credit Language Training (ESL/FSL) Performance Measures
• Number of and demographics of learners who access language training (clients served) • Number of instructional hours delivered • Number of courses delivered • Attendance rate (average attendance per course session) • 80% of learners who complete 200+ hours of training advance one CLB level in at least one (1) language skill • Number and percentage of learners who graduate into a more advanced language course • 80% of clients express satisfaction with services
Stream: Language Assessment and Referral Performance Measures
• Number and demographics of clients who receive a language assessment (clients served) • Number and percentage of clients who are referred to a provincial or federal language training program • Percentage of clients who report that they have increased knowledge to make informed decisions about language training • 80% of clients express satisfaction with services

Stream: Workplace Language Training Performance Measures
• Number of learners who access a Workplace Language Training project (clients served) • Number and percentage (80%) of learners who access a Workplace Language Training project complete the project • Number of learners who obtain employment • 75% of learners who complete a Workplace Language Training project obtain employment or pursue additional education/training within (6) six months of completing the project. • 75% of learners who complete a Workplace Language Training project report greater confidence communicating in a workplace context. • 80% of clients express satisfaction with services

Eligible Participants

The Adult Language Training Program is open to newcomers who are residents of Ontario, are at least of legal school-leaving age, and fall into one of the following categories:

- Permanent residents,
- Naturalized Canadian citizens,
- Approved nominees under the Ontario Immigrant Nominee Program and their dependents
- Refugee claimants and other protected persons under the *Immigration and Refugee Protection Act* (Canada)
- Visitors under emergency travel measures enacted by the federal government (e.g., Canada-Ukraine Authorization for Emergency Travel measure)
- Admitted to Canada under a federal caregiver program with a pathway to permanent residency.
- Individuals in Canada who have received confirmation from Immigration, Refugees and Citizenship Canada (IRCC) that they meet the eligibility requirements for permanent residence (i.e. approval in principle).

For definitions of terms related to immigration and citizenship categories, see: Immigration, Refugees and Citizenship Canada's Glossary.

Temporary Residents, Temporary Foreign Workers, and International Students are not eligible for Adult Language Training services.

Note: Services funded under the Adult Language Training Program should give priority to clients who are not eligible for federally funded settlement services.

Eligible and Ineligible Expenses

Standard CFP eligible and ineligible expenses apply. **See Section 3.6 Eligible and Ineligible Expenses section for more information.**

APPENDIX C

Ontario Bridge Training Program (OBTP)

The goal of the Ontario Bridge Training Program (OBTP) is to help Internationally Trained Professionals (ITPs) overcome foreign qualification recognition barriers and obtain commensurate employment, without unnecessarily duplicating their education and training.

Programming funded under the OBTP contributes to the following outcomes:

- Newcomers understand the workplace culture and communication norms required for success in their target occupation/sector.
- Newcomers address technical training gaps between the skills they bring to Ontario and those required for licensure and/or employment in their target occupation/sector.
- Newcomers achieve licensure or certification and/or obtain commensurate employment in their field, or in a related field.

The OBTP provides an integrated model for funding intensive, holistic, occupation-specific training employment and training services for highly skilled ITPs. The program is:

- Occupation-specific in all aspects of delivery, including training, licensure or certification supports, and employment supports.
- Aligned with requirements for licensure or certification in regulated professions.
- Responsive to employer and Ontario labour market demand (i.e., responding to employer requirements and the provincial economy).
- Advancement-focused (i.e., equipping ITPs with skills to make strategic decisions about their careers in Ontario).
- A vehicle for ITPs to learn not only the content and competencies of a profession/trade, but also the workplace culture within the Ontario context.

Application Streams

The OBTP has two application streams:

1. Getting a Job
2. Getting a License

Successful projects generally target one occupation or sector. **Applicants wishing to apply to deliver a project targeting multiple occupations or sectors should submit one application per occupation or sector.**

Applicants submitting more than one application must demonstrate that they have capacity to implement parallel projects. Applicants should clearly describe how each application is distinct, but also where there are linkages between them, where applicable (e.g. shared partnership relationships).

Getting a Job

Getting a Job projects deliver occupation-specific training and employment supports to help internationally trained professionals obtain ***commensurate employment*** in regulated occupations or non-regulated occupations.

Getting a License

Getting a License projects deliver occupation-specific training and employment supports to help internationally trained newcomers ***obtain licensure or certification*** to practice in regulated occupations and find ***commensurate employment*** in regulated occupations.

Priority Sectors

While all applications serving sectors with a proven labour market need based on regional/demographic factors will be considered, applications intended to serve the following sectors will be given priority in the selection process:

- Healthcare
- Science, Technology, Engineering, and Mathematics (STEM)
- Skilled Trades
- Education
- Social Work

Applicants can access the Government of Ontario's Career Explorer webpage to find information on labour market demand in Ontario for a variety of occupations.

Program Components

The OBTP consists of six mandatory program components that service providers will deliver in-person, online or through a blended model combining both methods of delivery. To improve access to bridge training, service providers are encouraged to use blended delivery approaches where feasible.

OBTP providers may use either a continuous intake model or a cohort-based model. Under a continuous intake model, participants may be admitted and begin the program on an ongoing basis. Under a cohort-based model, participants begin the program during specific intake periods or on set start dates.

The mandatory program components required vary by stream. Projects are expected to organize and deliver these components in a manner that best meets the needs of participants.

1. Occupation-Focused Recruitment, Competency Assessment and Service Planning

Recruitment, assessment, and service planning activities must be tailored to the specific targeted occupation/sector. To ensure project participants are positioned for success, projects must establish eligibility requirements that align with the prevailing requirements for licensure or certification and/or employment in the targeted occupation or sector. This includes clearly

identifying the required combination of education, training and work experience and English or French language proficiency needed for participant access to the project.

At a minimum, recruitment, assessment and service planning activities must include:

- Recruiting individuals who are eligible for participation in the project
- Providing the following assessment services:
    - **Credential and/or Competency Assessment**: Directly provide or refer participants to appropriate resources for academic credential assessment for licensure and/or admission to the project
    - **Prior Learning Assessment**: In partnership with regulators, postsecondary institutions, and/or employers, assess participants' skills, knowledge, experience and readiness for licensure or certification and/or admission to the project
    - **Language Assessment**: Refer participants to a standardized Canadian Language Benchmarks assessment through a CLARS Centre or another acceptable assessment method to determine current language proficiency for admission to the project
    - **Assessment of Professional Experience:** Assess participants' professional/work experience for admission to the project.
- Ensuring individuals are informed of the requirement to participate in project components, including associated time commitments, as well as employment requirements within the targeted occupation or sector.
- Registering individuals in the project.
- Developing client-focused service plans that incorporate, where appropriate, concurrent or sequential access to project components to maximize positive outcomes for the participants.
- Referring participants to other services or providers where, following assessment, the service provider determines that other programs or services would better meet the participants' needs.

2. Occupation-Specific Technical and Essential Skills Training

Projects must provide occupation-specific technical and essential skills training that reflects both requirements for licensure or certification in regulated occupations and employer needs within the targeted occupation (i.e., the skills required to obtain employment and succeed in the occupation/sector).

Non-postsecondary organizations may deliver technical training directly or in partnership with a postsecondary institution. At minimum, training must include one of the following:

- Integration of technical and essential skills required to enter the occupation in Ontario.
- Workplace safety training, including any certifications, necessary to enter the occupation.

- Academic or technical training that provides participants with the instruction required to meet degree equivalency or competency requirements for licensure, certification, registration, or employment. For regulated occupations, training content must align with the academic requirements established by the applicable authority for licensure, certification, or registration.
- Exam preparation that adequately prepares participants for examinations required for licensure, certification, or registration.
- Workplace culture and communication training that reflects sector-specific requirements and standards to support participants in preparing for licensure, certification, or registration (where applicable), as well as employment and integration into the Ontario workforce.

3. Employer Partnerships

Projects must partner with employers in the development of curriculum for occupation-specific technical and essential skills training.

Projects must also partner with employers to facilitate access to work experience opportunities in the targeted occupation and must provide referrals to, or directly deliver, of at least one (1) of the following:

- Internships, Paid job placements, Preceptorships or Practicums, Mentorship, Job shadowing, Networking

4. Occupation-Specific Employment and Retention Services

Projects must make employment services available to participants through direct delivery either by the Applicant organization or through a partner organization. Applicants must demonstrate how any sector-specific employment services delivered directly align with, and do not duplicate, ***Employment Ontario*** (EO) services by addressing the unique needs of ITPs. Sector-specific employment services can include:

- Labour market readiness assessment
- Employment counselling
- Development of job-search tools (e.g. résumés, cover letters, portfolios etc.)
- Job search skills training and job retention skills training
- Workforce integration strategies

Projects must also provide sector-focused employment retention services for up to 12 months following program completion to support participants in retaining, succeeding in, and advancing within their identified fields, based on the needs of employers. These services may include:

- Ongoing individual case management and follow-up, as needed
- Sector-focused career planning and management assistance, including individualized career counselling and career planning for up to 12 months following program completion.

- Sector-focused re-employment assistance where a participant is unable to retain employment, including:
    - Working with the participant to identify more appropriate employment opportunities within the sector
    - Assisting participants who are no longer interested in remaining in the sector to identify appropriate employment opportunities outside the sector, or refer them to EO or other appropriate services.

The following components are applicable to the **'Getting a License' stream only.**

Getting a License projects must include the mandatory components listed above, in addition to the components below:

5. Engagement of Regulated Professions (Getting a License stream only)

Projects must engage regulated professions in the development of curriculum for occupation-specific technical and essential skills training to ensure programming remains current to updated licensing requirements and aligns with registration requirements for the target occupation.

6. Service Navigation Support (Getting a License stream only)

Projects must provide support to participants in navigating throughout the entire licensure or certification process, including providing or referring participants to appropriate resources, in order to ensure they obtain the required license or certification to practice in the target regulated occupation.

Partnerships

An important component of successful bridge training projects is the development of partnerships among organizations that can provide the support, resources, and expertise required to assist in the design and delivery of bridge training projects.

Applicant organizations are expected to develop partnerships with a broad range of stakeholders to support the delivery of mandatory program components.This includes engaging relevant organizations to identify and address labour market issues and opportunities, workforce development needs, and opportunities to improve employment and training service coordination.

Partnerships may include, but are not limited to, educational institutions (e.g., universities, colleges, school boards); employer, sector or industry organizations; occupational regulatory bodies and professional associations; settlement, employment and training services; regional economic development organizations; and unions/labour organizations.

Applicants must identify in their application form each partner and their role in the delivery of the project for each partnership.

Performance Measures

Applicants should be prepared to track and report on the performance measures outlined below.

Applicants can identify additional performance measures in the application form.

Ontario Bridge Traning Program Performance Measures
• Number and demographics of participants who access the project (i.e., begin a Bridge Training project) • 90% of participants who access the project complete the project, i.e., reach their service plan goal. • 90% of participants who access the project participate in work placements, internships, or gain similar work experience. • 80% of participants who complete the project obtain licensure or certification in a regulated occupation (Getting a License Stream) • 80% of participants who complete the project obtain commensurate employment in their field or related field (both Streams) • Detailed participant data, including last occupation before arriving in Canada, occupation/employment status upon starting a project (including salary range), employment achieved after completing the project (including role, employer, salary range) • 80% of participants who access the project indicate that the project helped them move towards the achievement of their licensure or certification and/or employment goals • 80% of participants express satisfaction with services

Participant Eligibility

The Ontario Bridge Training Program is intended to provide services to highly skilled internationally trained individuals.

Eligible Participants

Eligible OBTP participants must:

- Be at least 18 years old and a resident of Ontario.
- Have an appropriate combination of both international training and work experience in the target occupation, as determined by the service providers based on industry standards and regulatory requirements.
- Have appropriate language proficiency at or equivalent to Canadian Language Benchmark (CLB) 6 or higher, according to the requirements for the occupation or sector.
    - The minimum CLB varies based on occupation or sector and will allow the participant to succeed in the program.

- Service providers will confirm language proficiency using an assessment of the Canadian Language Benchmark (CLB) competency areas or another assessment deemed acceptable by the service provider.

- Be one of the following:
  - Permanent Resident,
  - Naturalized Canadian citizen,
  - Approved nominee under the Ontario Immigrant Nominee Program (excluding those under the International Student stream),
  - Refugee claimant or other protected persons under the *Immigration and Refugee Protection Act* (Canada) with a 900-series Social Insurance Number (SIN) and an open work permit,
  - Visitors under emergency travel measures enacted by the federal government (e.g., Canada-Ukraine Authorization for Emergency Travel measure)
  - Individuals in Canada on a temporary work permit who have received confirmation from Immigration, Refugees and Citizenship Canada (IRCC) that they meet the eligibility requirements for permanent residence (i.e. approval in principle).

Ineligible Participants

The following individuals are ineligible for OBTP services:

- Individuals who have completed postsecondary education in Canada
- International students
- Temporary Foreign Workers (unless they have received confirmation from IRCC that they meet the eligibility requirements for permanent residence)
- Individuals participating in full-time education or training
- Individuals participating in any other government- funded occupational training intervention, e.g. Better Jobs Ontario:
  - **Exceptions:** Individuals participating in government-funded non-occupational training, such as EO, Get SET; adult education programs funded by the Ministry of Education; and official language training funded by the Ministry of Labour, Immigration, Training and Skills Development, and the federal Department of Immigration, Refugees and Citizenship Canada.

For definitions of terms related to immigration and citizenship categories, see: Immigration, Refugees and Citizenship Canada's Glossary.

Tuition/Participant Fees and Financial Supports

This section provides information on the use of tuition/participant fees and financial supports for participants.

Tuition and Participant Fees

To streamline project administration, beginning August 1, 2027, funding provided under the Ontario Bridging Participant Assistance Program (OBPAP) to assist participants with financial need will be integrated into Bridge Training projects.

As a result, whereas in the past, service providers were encouraged to charge participants a fee to cover part or all the cost of delivering academic/technical training (and be covered by OBPAP), in this CFP, Applicants should incorporate the full cost of delivering bridge training projects into their proposed funding request.

Applicants may still propose a nominal registration or materials fee, where appropriate, to support participant retention or engagement. Applicants proposing to charge a participant registration or materials fee must provide a breakdown of specific program costs the fee will cover, the rationale for charging a fee, and the total fee charged per participant.

Projects that are eligible for the Ontario Student Assistance Program (OSAP) may continue to charge tuition fees to participants.

Bridge training projects may pursue alternative funding sources, such as employer contributions, sponsorship, grants, or other external funding, to contribute to project delivery costs.

Financial Supports for Participants

Financial supports for participants should be included under the financial supports section of the budget. These supports will be provided to participants to remove financial barriers to participation in the bridge training program and to cover non-tuition related costs for low-income participants.

Financial supports are available to participants whose household income falls within the Low Income “Market Basket Measure Thresholds by MBM Region”. This threshold information is maintained by the federal government, at the Statistics Canada Website.

Participant supports address temporary financial barriers to participation in the project (from intake to completion of job placement), such as:

- Transportation
- Emergency or occasional / infrequent dependent care
- Academic credential assessment

- Translation of international academic documents
- Waiving of project registration or materials fees

The maximum funding allocation for financial support per participant is $1,000 for every 12 months of a bridge training program in which they are registered. If a bridge training program is less than 12 months long, the amount will be pro-rated.

Not all participants will require financial support. Participants should not receive financial support if they are eligible to receive similar supports through other programs. It is expected that service providers will be familiar with supports available to their participants through social assistance, other Government of Ontario ministries such as the Ministry of Health, and other entities.

Service providers who administer financial supports must:

- Have policies in place to support the allocation and documentation of financial supports.
- Maintain supporting documentation for all training support disbursements, including learners' applications for financial support, attendance records, original receipts, type of expense, and amounts paid out.
- Meet Revenue Canada requirements regarding taxable benefits.
- Report on the number of participants who received financial support and the total amount expended.

Eligible and Ineligible Expenses

Standard CFP eligible and ineligible expenses apply. **See Section 3.6 Eligible and Ineligible Expenses section for more information.**

Glossary of Terms

Applicant: An eligible organization that submits a proposal to the CFP.

Canadian Language Benchmarks (CLB): The Canadian Language Benchmarks/ *Niveaux de compétence linguistique canadiens* (CLB/NCLC) standard is a descriptive scale of language ability in English or French as a Second Language (ESL/FSL) written as 12 benchmarks or reference points along a continuum from basic to advanced. The CLB standard reflects the progression of the knowledge and skills that underline basic, intermediate and advanced ability among adult ESL/FSL learners. For more information, visit www.language.ca

Career plan: A plan outlining actions to be undertaken to achieve short-term and long-term employment goals identified by a newcomer. Service providers assist clients to understand requirements and foreign qualification processes, identify laddered learning and employment opportunities to help them move towards their long-term goals, and/or explore transferrable skills, alternative careers and self-employment options.

Call for Proposals (CFP): An invitation to eligible organizations to submit proposals that support the Ministry in achieving the objectives of its newcomer settlement and integration programs.

Client interaction: A formal one-on-one service delivered through an in-person, phone or video interaction between a newcomer and a settlement worker for the purpose of assessing needs, providing information, making referrals, and/or engaging in follow-up.

Coordinated Language Assessment and Referral System (CLARS): CLARs agencies are jointly funded by the federal and provincial governments to assess language proficiency for the purpose of referring the learner to an appropriate language class funded by the federal or provincial government. Agencies operate on a regional basis. All organizations use common standards and protocols to assess clients against the Canadian Language Benchmarks and use the shared History of Assessments, Referrals and Training System (HARTs) database to record assessments and referrals.

Commensurate employment: Employment in an immigrant's field of expertise or related field that is aligned with their education and/or experience.

Employment Ontario (EO): The Ministry operates EO as a one-stop source of information, services and programs for jobseekers and employers. Through this network, the Ministry helps employers hire and train employees through programs, grants and incentives.

Essential Skills: Skills required for success in employment and to function in society generally. There are six skill categories: communication, numeracy, critical thinking and problem solving, information management, interpersonal, personal.

Foreign credential recognition: The process of verifying, assessing, and recognizing the knowledge, skills, and competencies of those seeking recognition. It often includes the recognition of previous education and work experience. Foreign qualification recognition (FQR) usually refers to recognition of educational credentials, though the two terms are also used interchangeably by different stakeholders.

Highly skilled internationally trained immigrants: Immigrants who completed training and work experience outside of Canada and has international work experience in a highly skilled occupation (i.e., a skilled trade or an occupation requiring a certificate of qualification or a post-secondary diploma or degree).

History of Assessments, Referrals and Training System (HARTs): Database for client and course data for federal and provincial language training. Learner proficiency data is entered at the time of the initial assessment, with CLB progression entered by the language provider. Learner attendance is also tracked in HARTs.

Instructional hour: A term used in the Adult Non-Credit Language Training Program (ESL/FSL) stream, an instructional hour will include at least 50 minutes of language instruction and may include up to 10 minutes of non-instructional activities, including but not limited to those related to Portfolio Based Language Assessment.

Language skills: The four language skills are: Listening, Speaking, Reading and Writing. Each skill is individually assessed for the purpose of initial placement and to determine progression through the Canadian Language Benchmarks.

Ministry: Ministry of Labour, Immigration, Training and Skills Development.

Partner organization: Partner organizations have a formal role in the development and/or implementation of the proposed project.

Portfolio Based Language Assessment (PBLA): A teaching and assessment model designed to enhance nationwide consistency and quality in official language training for adult newcomers to Canada. It engages learners in goal setting and ongoing assessment. Each learner has a “portfolio” that documents their learning journey and collects evidence of their progress in language tasks over time. For more information, visit www.language.ca/resourcesexpertise/on-pbla/

Project: The activities undertaken by a Recipient that are intended to meet program objectives and that are funded by the Ministry, including planning, development, promotion, and delivery.

Recipient: A successful Applicant that has entered a TPA with the Ministry and is responsible for carrying out a project and meeting all other obligations under the TPA.

Regulated Occupation: Regulated occupations are professions and trades that are overseen by regulatory bodies that: set the standards that all workers need to meet to work in a regulated occupation; assess the qualifications and credentials of applicants; register qualified applicants; and discipline members who break the rules. For regulated professions and trades, practitioners must be registered with a regulatory body and hold a license or certificate and be registered with the proper regulatory body in order to legally work in the field and use the professional title.

Settlement plan: A plan outlining actions to be undertaken to address settlement needs identified by a newcomer client. Clients with complex needs may require in-depth needs assessment and case management to develop and carry out their settlement plan. Other clients may be able to complete their own settlement plan using the template in the Orientation to Ontario workbook and consult their settlement worker on more specific questions or issues of concern.

Service plan: A service plan is a set of concurrent or sequential steps, service and training components that a bridge training participant should undertake in order to reach their stated goal based on the needs assessment conducted by a service provider.

TESL Ontario Certificate of Accreditation / Ontario Certified English Language Teacher (OCELT): Designation earned through successful completion of a TESL Ontario Accredited Training Program or Prior Learning Assessment and Recognition process. The certificate confirms experience with English language teaching for adults and use of the Canadian Language Benchmarks. This designation has been the standard for newly hired instructors in provincial language training since 2012. TESL Ontario now calls this Ontario designation OCELT (Ontario Certified English Language Teacher) to distinguish it from the CTESOL (Canadian Teacher of English to Speakers of Other Languages) designation for graduates of TESOL Canada accredited training. For more information, visit https://www.teslontario.org/accreditation

Transfer Payment Agreement (TPA): A contract that identifies the rights, responsibilities and obligations for both the Recipient and the Ministry, including the payment of funds by the Ministry and the undertaking of all project activities by the Recipient.