



PMC TRAINING
Performance Management Consultants

Canada-Ontario Job Grant (COJG)

Information for Employers

Purpose

- In 2014, Ontario signed the Canada-Ontario Job Fund Agreement (JFA) with the federal government.
- The agreement is a key source of funding to support Ontario employers to develop their workforce through employer-driven training.

COJG Program Description

- The COJG program provides direct financial support to individual employers who wish to purchase training for their workforce:
 - **Employers choose** the individuals they would like to have trained, and the training that meets their workforce development needs. Training must not exceed one year.
 - **PMC Training is an eligible training provider under COJG** and can assist employers in developing a training plan for groups consisting of less than 25 employees (for over 25 employees in a single group, the Ministry handles training delivery).
- It is delivered through cost-sharing agreements between individual employers and the government:
 - Employers with 50 employees or fewer pay 16.67% of the total training cost, as long as they are also paying wages to the employees during the training. Larger employers pay one-third of direct training costs.

Program Eligibility for Employers

- The Employer needs to:
 - Contribute a minimum of 1/3 of eligible training costs in cash (or 1/6 if they are a small/medium employer with 50 employees or fewer)
 - Employ the individual(s) selected for training
 - Be licensed to operate in Ontario
 - Be applying for training that is delivered in Ontario and is related to a job that is also located in Ontario
 - Comply with the Occupational Health and Safety Act and the Employment Standards Act
 - Maintain appropriate Workplace Safety and Insurance Board or private workplace safety insurance coverage
 - Have adequate third party general liability insurance as advised by its insurance broker

Basic Steps in the Process

- Employer works out training plan with PMC for an identified group or cohort of employees. Examples could include managers or supervisors, client service/sales staff, administration staff, or any other group.
- Depending on the need, training can consist of one module or a series of modules delivered at intervals over time.
- PMC and the Employer select date(s) for the delivery of training.
- The employer fills out a PDF application form for each cohort to be trained. PMC can provide assistance in completing the application and suggest the appropriate COJG funding service provider.
- The application is submitted and the employer is contacted by the COJG service provider who approves the application.
- Training commences

Application Assessment Criteria

- Each application received for funding under the Canada-Ontario Job Grant is first assessed to determine eligibility. Each application must meet the eligibility requirements to be considered for funding.
- In situations where there are multiple applications and limited financial resources, an optional tool has been developed to assist the ministry and COJG service providers in determining priority for funding. The tool uses certain funding decision principles to support the assessment of applications.
- Regions and COJG service providers have flexibility in applying these principles.

Why train, why now?

- An employee or manager development program provides many benefits:
 - It builds collective competence and confidence
 - It creates a shared language of concepts, terms and tools so that “everyone is on the same page”.
 - The program can be designed to incorporate organizational priorities and objectives, and align participants with corporate values
 - It signals a commitment by the organization to the development of its people and improves employee retention and recruitment.
- Funding is limited under the COJG program, and depends on demand by employers. PMC can assist in locating funding for you.

Why PMC?

- PMC is a leading provider of professional development courses and programs in Ontario.
 - Over 30 instructors and subject-matter experts with a proven ability to bring a subject to life and inspire change.
 - A 34-year track record of proven results and reputation for quality service
 - No cookie-cutter approach – our programs are delivered by the experts who design them
- Choose from nearly 100 customizable modules in management and leadership development, project and resource management, written and oral communications, self-awareness, interpersonal skills, administrative skills and software.
- Incorporate leading-edge diagnostic and assessment tools as part of the program.

For more information

- For more information, or for assistance in developing a training plan for employees, please contact:
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