



Memorandum

To: Service Providers

From: Windsor Regional Employment Network

Date: November 22, 2024

Subject: Clarification on Short-Term Skills Training

Dear Service Providers,

This memorandum serves to provide additional clarification regarding the Short-Term Skills Training plan item as well as the eligibility of courses and programs for funding under Employment Related Financial Supports (ERFS). Please note, program guidelines will be updated with this additional clarification shortly.

Employment Related Financial Supports (ERFS) Purpose and Application

- ERFS are designed to be **client-centered** and **discretionary**, aimed at addressing specific **temporary financial barriers** to participation in employment or employment-related activities
- Operational funding is intended to cover direct client services, including pre-employment services. ERFS should not be a blanket entitlement but should be allocated based on individual client needs. The funding should cover **specific expenses** that are preventing clients from participating in a particular activity, rather than being automatically granted to all clients involved in that activity.

Short-Term Skills Training Definition and Duration

- The Ministry has recently clarified that Short-Term Skills Training refers to **vocational training courses or programs** that focus on developing skills for specific job duties. The training is recommended to be **very short**—typically no longer than 7 days.

Discretion and Relevance in Course Selection

- As there are numerous training programs marketed as **short-term or vocational**, including generalized programs that may be bundled into broader packages, Service Providers (SPs) are expected to use their **discretion** to ensure training aligns with the intended focus of **short-term skills training**.



- The relevance of the training to the client's **Employment Action Plan (EAP)** or the job they are being onboarded for is crucial in determining its eligibility.

For example: ERFS should not fund training like Working at Heights for a client seeking employment as an office receptionist, as this would not align with the client's employment needs or EAP.

Documentation and Rationale

- It is the responsibility of the Service Provider (SP) to ensure that relevance and connection of the training to the client's job or EAP is **clearly documented**. This should include a strong and defensible rationale for how the training meets the Ministry's definition of Short-Term Skills Training under ERFS.

Please ensure that you review and apply these guidelines when considering ERFS funding for short-term skills training and contact your Quality Assurance Coordinator directly with any questions or concerns.

Sincerely,

The Windsor Regional Employment Network