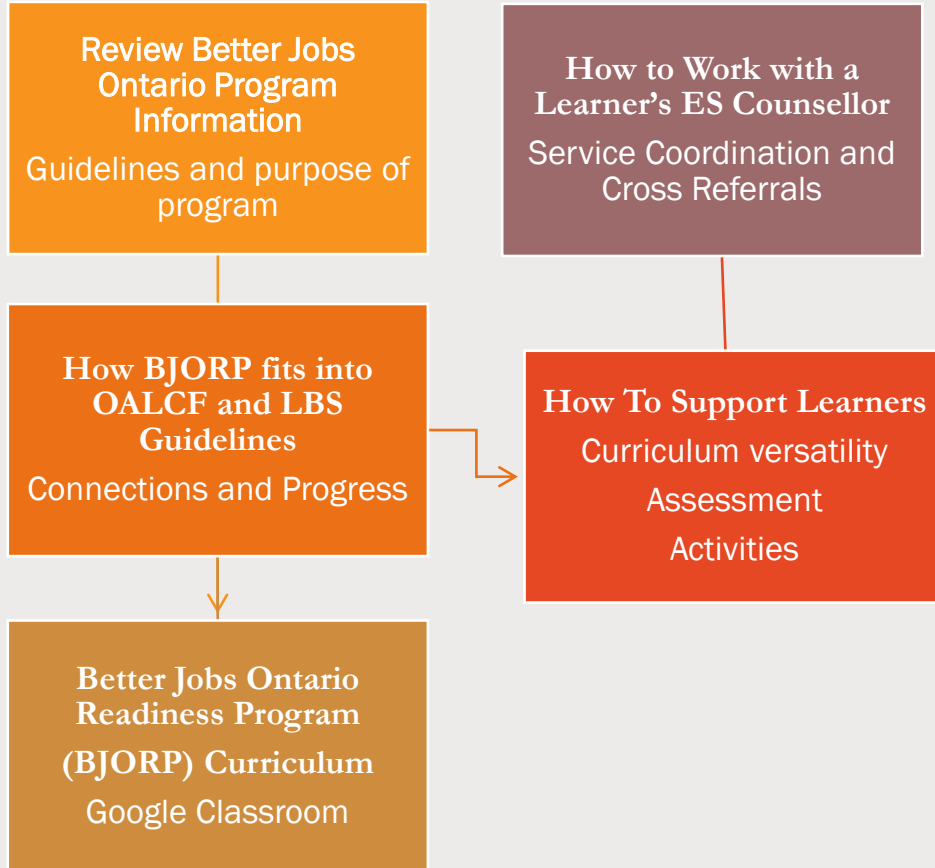


A person wearing large black headphones is looking intently at a laptop screen. The person's hands are clasped near their chin. The background is blurred, showing what appears to be a computer workstation with another monitor. The entire image has a dark green tint.

LBS STAFF ORIENTATION BETTER JOBS ONTARIO READINESS PROGRAM (BJORP)

June 3, 2022

Training Outline



Better Jobs Ontario Guidelines

- Better Jobs Ontario – formerly Second Career - is a program funded by the Ontario Government for unemployed individuals for which **skills training** is the **most appropriate intervention** to transition them into high skills, high demand occupations in the local labour market
- Unemployed workers can be active EI claimants, EI reach back (received EI in the last 36 months or non -EI eligible)
- (OW/ODSP/Out of the labour market for a period of time)



Eligibility

Eligibility:

- Have been laid-off and be unemployed **OR**
- Be from a low-income household and experiencing challenges attaching to the labour market

*Please see Better Jobs Ontario guidelines for definition of Laid-off, Unemployed and Low-Income Household with challenges attaching to the Labour Market.

Suitability

Suitability Matrix

For consideration under the Better Jobs Ontario program, individuals are assessed against the eligibility requirements and suitability criteria.

Employment Services uses the Better Jobs Ontario eligibility & suitability assessment tool to complete assessment process. Individuals who score 16 points or higher are considered most suitable for the program.

- The suitability criteria includes:
- Active Job Search
- Duration of unemployment
- Educational Attainment
- Work History
- In-Demand Occupational Requirements
- Type of Skills Training
- Occupational Experience

Individuals who do not meet the Better Jobs Ontario threshold of 16 may be considered in exceptional circumstances. These circumstances are at the discretion of the Ministry and Management Authority.

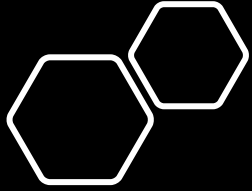
Better Jobs Ontario Agenda:

- Employment Services Plan
- Career Assessments/Exploration
- Resume
- Job Search Records
- Labour Market Research
- How to gather Job Postings in desired field

- School & Training Research
- Acceptance Letter from Post Secondary Institution
- Completed application form
- Referral to the Better Jobs Ontario Readiness Program offered through the YMCA Learning Connections Program for assistance if required

Employment Services Plan (ESP)

- Employment Service Plans must be completed and up to date with the Following:
 - Education
 - Previous participation in Employment Programs
 - Work History
 - Employment Barriers/Needs
 - Financial Feasibility
 - Job Search Efforts
 - Occupational Goal Information
 - Summary of Training Research

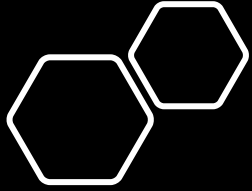


Supporting Documents If Applicable

- Please include any additional supporting documents ONLY if applicable to your case

Examples:

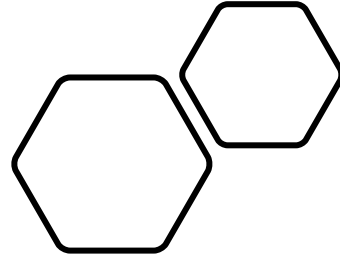
- medical letter
- ”employment confirmation” letter
- career assessments completed & results



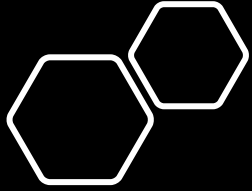
Resume(s)

- Your resume needs to be critiqued by an Employment Centre Professional
- Your resume needs to be up-to-date with no errors
- Your resume has to be used in your current job search efforts

Job Search Records



- The Job Search Record is used to represent your ongoing effort to search for a job since becoming unemployed. This can include:
 - Creation of job search tools (resume/cover letters)
 - Researching Occupations
 - Attending Job Fairs
 - Pursuing work (cold calling, applying)
- This job search must be related to your **current work experience, skills, education, and training**

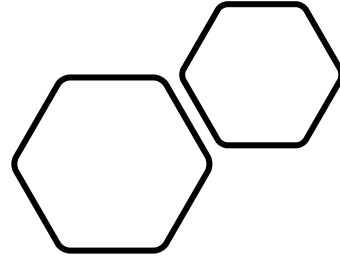


Labour Market Research

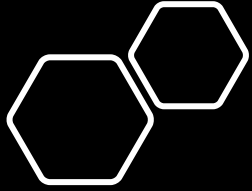
- Clients who select a training program for an in-scope occupation based on it being a local community or provincial priority area are not required to provide evidence of good employment prospects as part of their application. The list of local community and provincial priority sectors can be found in the Fast Track Stream Addendum.
- If an individual is looking to retrain in an area not identified as a priority in the addendum, the individual will be asked to present evidence of good employment prospects.

<https://www.services.labour.gov.on.ca/labourmarket/search.xhtml>

Evidence of Employment Prospects



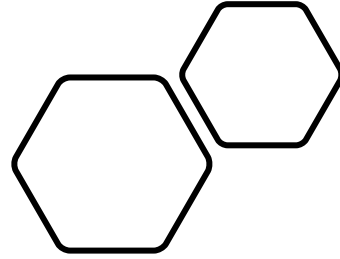
- Evidence of good employment prospects includes one or more of the following:
- The occupation demonstrates occupational demand and has an “above average” outlook at either the Ontario or Regional level
- Submission of currently advertised job opportunity in the local labour market, or evidence of recent job postings in Ontario.



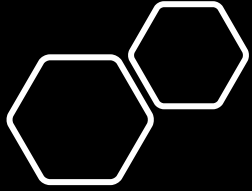
School & Training Research

- Research schools that offer the training you are interested in
- Must research 3 schools
 - One must be a **public college** and one must be a **private career college**
- Online, Hybrid or In Class are acceptable
- Must finish with either a Certificate or Diploma
- Program must be no longer than 52 weeks including breaks.

Acceptance Letter



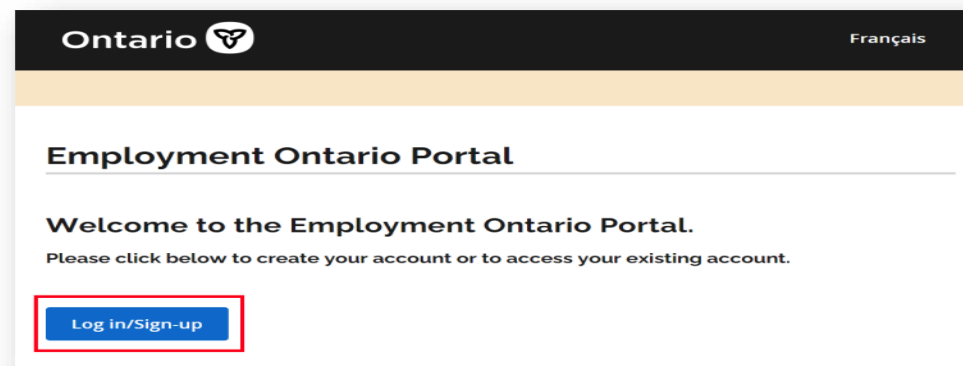
- Please ensure that the acceptance letter has all the items that are required as per the “Acceptance Letter from Training Institution” document



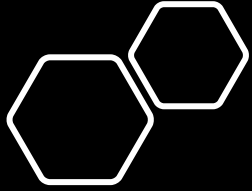
Better Jobs Ontario Application Form

- All applications for the Better Jobs Ontario program are completed online through the Ontario Portal.
- This can be accessed and supported through an Employment Services – Employment Coach’s myEOIS account.

2. The client will be navigated to the Public Secure homepage. They should select the **Log in/Sign-up** button.



3. The client can choose between creating a My Ontario login or signing up with a partner (e.g., bank). We recommend they create a **My Ontario login**.



Employment Ontario Portal

Dashboard

My Application [Start application](#) [Go to application](#)

Program: Better jobs Ontario
Application Type:
Created on:
Updated on:

1 IN-PROGRESS 2 SERVICE PROVIDER REVIEW 3 MINISTRY REVIEW 4 MINISTRY CASE CREATED

Recent Documents [View all documents](#)

Uploaded Documents 0 Approved Documents 0

Exclude Rejected Documents

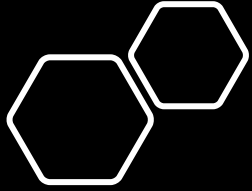
My Application section

The My Application section (outlined in purple in the above image) is where the client can:

1. Start a new application
 - Only available if an application has not yet been started
2. Go to their existing application
 - Only available if an application has been started
3. View the program type, application type, date the application has been created and date the application has been updated.
 - Note: if an application has not yet been started, these fields will be blank
4. View their application's progress
 - Note: this feature is not yet fully responsive.
5. [Download a PDF copy of their application](#)

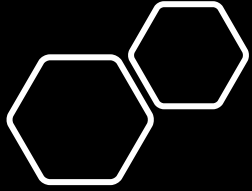


Adobe Acrobat
Document



Reminder

- Discuss paying or starting any training with your Employment Coach prior to making a commitment. Making a decision could have an effect on your approval for funding.

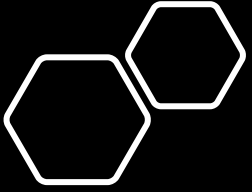


Learning Connections Literacy & Basic Skills Program

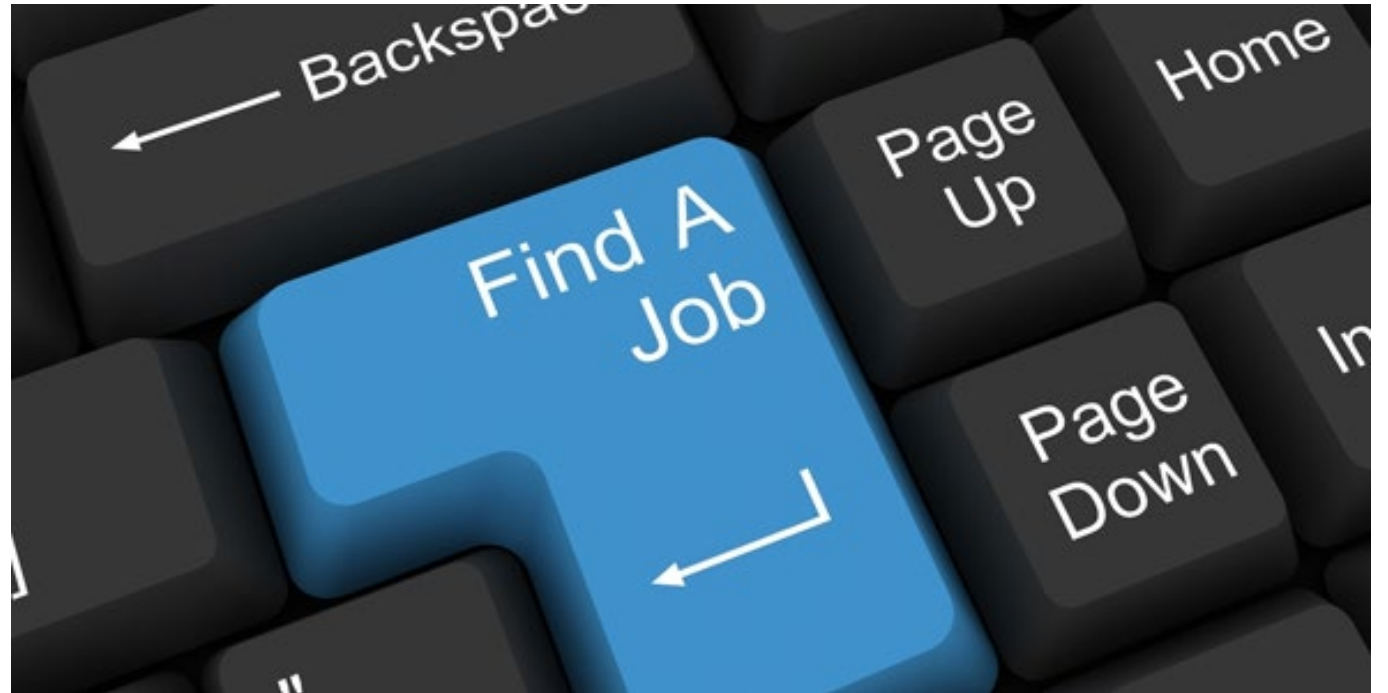
Some clients may need assistance with their research in preparation for the Better Jobs Ontario application.

The YMCA Better Jobs Ontario Readiness Program Through our Learning Connections Program will provide assistance with the following:

- Digital Skills
- Labour market research/prospects,
- Career Exploration
- Employer research,
- School & training research
- Academic counselling
- Referral back to ES for Application completion and submission



Questions?



Literacy and Basic Skills - Making the Connection

- The Literacy and Basic Skills (LBS) program helps adults in Ontario to develop and apply communication, numeracy, interpersonal and digital skills to achieve their goals. The LBS program serves learners who have goals to successfully transition to employment, postsecondary, apprenticeship, secondary school, and have increased independence.

How Better Jobs Ontario Readiness fits with LBS & OALCF

The program includes learners who may have a range of barriers to learning. The program will assist adults to: Gain the necessary skills to transition to post-secondary or skills training including:

- A. **Find and Use Information** – seek out schools, costs,
- B. **Communicate Ideas and Information** – complete charts, write application, support letters
- C. **Understand and Use Numbers** – budgeting for a year of training,
- D. **Use Digital Technology** – using the online portal
- E. **Manage Learning** – understand different platforms, how to pace and complete the program
- F. **Engage with Others** – contact schools, ministry, teachers, instructors

Depending on the goal path desired, the up to 6-week program will assist adults to understand the steps needed to transition to the next step. Attendance is virtual and can be completed in person for those that do not have technology access or skills

THE LBS / ES Relationship



Referral Process from Employment Services To LBS BJORP

- ES client identifies interest in BJO
- ES Coach completes eligibility and suitability
- If needed, referral to BJORP
- Assessment of needs and learning plan development
- Learning activities
- Referral back to ES or other depending on final decision

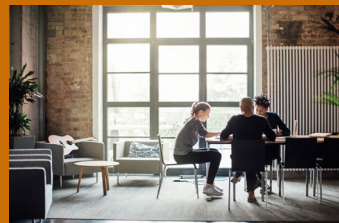
ES client meets with
Employment Coach



ES Coach completes matrix to
ensure eligibility and Suitability



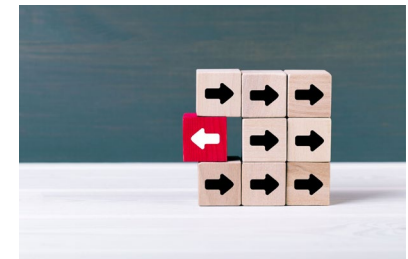
Referral to BJORP

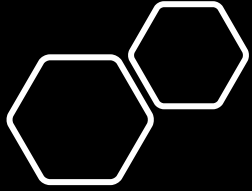


Assessment & Learning Plan
Development & Learning Activities



Referral back to ES

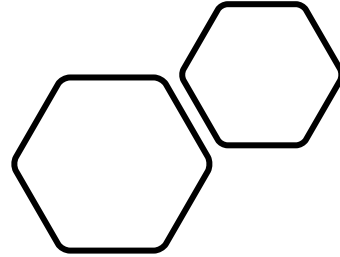




Appropriate Referrals

- Client wants extensive 1:1 support with Better Jobs Ontario application
- Client is having difficulty with or wants support with online Better Jobs Ontario application
- Client is having difficulty or wants support with researching training institutions
- Client wants to develop digital technology skills related to completing the online application or learning at a postsecondary training
- Client wants to develop financial literacy skills or needs support to create a budget required for the Better Jobs Ontario application

Appropriate Referrals



- Client has been out of school or a longer training program for a while (# of years)
- Client has not completed high school
- Client does not have pre-requisites for their training goals
- Client is unsure about readiness for their training goals
- Client would like to update / refresh their academic skills

Assessment & Learning Plan Development



Microsoft Word
Document



Microsoft Word
Document

BJORP Curriculum



Let's visit the Google classroom

- All required curriculum is on the classroom
- Materials can be downloaded and completed in person or online
- After pilot phase, we can discuss any changes required based on experience and feedback from Instructors, Learners and Employment Coaches



How to work with ES Employment Coach



Blended Services

- Initial referral form
- Blended service
- Check in with client
- Progress check in with ES Coach
- Referral back to ES for application completion and submission



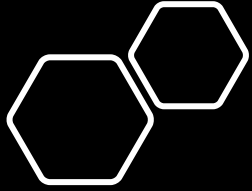
How to Support Learners



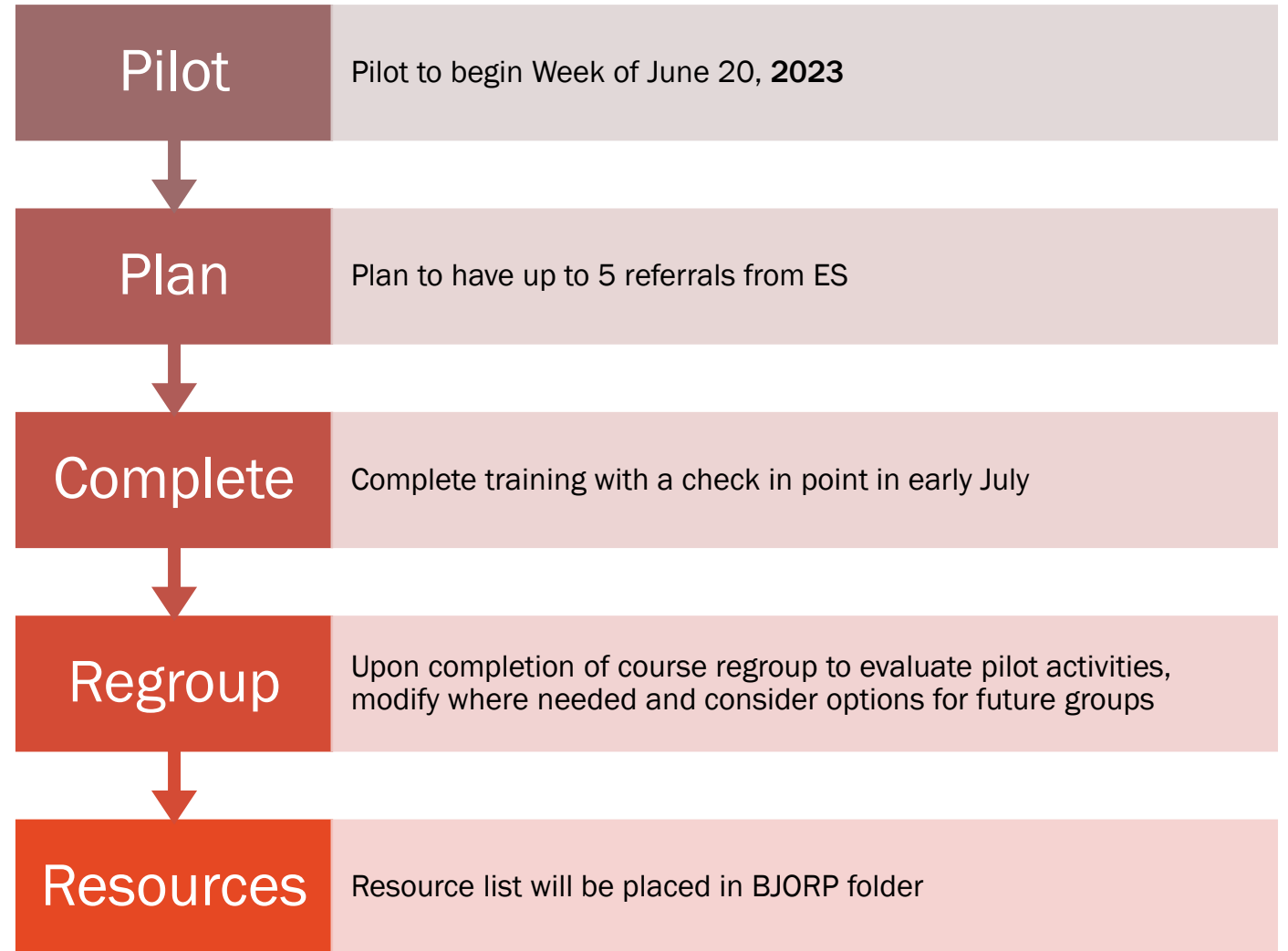
Outside of normal program LBS operations

- Guidance on learning pace
- Provide realistic preview of what it is like to be back in training again
- Study and pacing skills
- Permission to choose other options – continue with upgrading
- Keep connection with Employment Coach

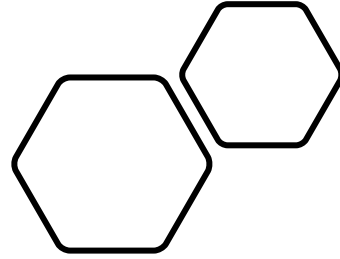




Next Steps



**Thank you
for your
participation
in the Pilot**



- Looking forward to hearing to the final result