



Canada-Newfoundland and Labrador Job Fund Agreement

Performance Report
2016-17

Table of Contents

Introduction	2
Background	2
2016-17 Annual Plan Summary.....	2
Purpose and Organization of the Report	2
Limitations of the 2016-17 Performance Report	3
Canada-Newfoundland and Labrador Job Grant	4
Service Delivery Information	4
Employer Information.....	5
Participant Information.....	6
Participant Outcomes	8
Employer Outcomes.....	9
Employment Services and Supports and Employer-Sponsored Training.....	10
Service Delivery Information	10
Skills Development/Training Programs.....	10
Benefits/Wage Subsidy Programs.....	10
Participant Information.....	12
Employer Information.....	14
Individual Outcomes	15
Employer Outcomes.....	17
ANNEX 1: Key Performance Indicators	18
ANNEX 2: Definitions and Key Terms.....	20
ANNEX 3: Audited Financial Statement Summary	24

Introduction

Background

The Department of Advanced Education, Skills and Labour is responsible for the administration and implementation of the Canada-Newfoundland and Labrador Job Fund Agreement (JFA), which replaced the Labour Market Agreement that was signed in 2008. The JFA was signed in July 2014, and provides approximately \$7.4 million in annual federal funding to deliver programs and supports.

The agreement reinforced the common vision shared by Canada and Newfoundland and Labrador to create a strong, resilient and adaptable workforce with the skills needed to succeed in the province's economy. The goal of the agreement is to increase the participation of residents in the labour force and to help them develop the skills necessary to find and keep meaningful and long-term employment.

2016-17 Annual Plan Summary

As outlined in the 2016-17 Canada-Newfoundland and Labrador Job Fund Annual Plan, Newfoundland and Labrador established priorities to deliver programs and supports to:

- Encourage greater employer involvement in training to ensure that skills are aligned to job opportunities, particularly in sectors facing skills mismatches and shortages;
- Ensure Newfoundland and Labrador's labour market programs meet the needs of employers, including small and medium-sized businesses; and
- Ensure programs help Newfoundlanders and Labradorians to develop the skills necessary to quickly find and maintain employment.

To develop these priorities, and to help ensure that its programs and services continue to adjust to the evolving labour market needs of individuals and employers, Newfoundland and Labrador also outlined the stakeholders who are regularly engaged in consultations. Examples of these consultation activities include Workforce Development roundtables, actively participating in the St. John's Board of Trade Labour Market Committee, engaging Francophone organizations, and conducting interdepartmental consultations and dialogue. Key partners in programs and policy development include employers, community groups, regional development agencies, labour organizations, business and industry associations, educational institutions, student groups, municipalities, federal government departments and other provincial government departments.

Purpose and Organization of the Report

This report provides a profile of individual clients and employers who participated in employment and training programs funded under the JFA for the 2016-17 fiscal year. The report has been prepared in accordance with Annex 2 of the JFA.

The report summarizes the socio-demographic characteristics of clients, the types of programs in which they participated, their employment outcomes immediately (up to three months after their program participation), twelve months following participation, and their satisfaction with the program. Participating employer/organization characteristics and their assessment of the impact of the program(s) on their companies/organizations are also included in this report.

Information and outcome results for the Canada-Newfoundland and Labrador Job Grant individuals and employers are presented first, followed by information and outcome results for the Employment

Services and Supports and Employer-Sponsored Training programs. An outline of the key performance indicators and a presentation of key terms for the JFA for the 2016-17 fiscal year are contained in the annexes of this report.

The final annex of this report also contains the audited financial statement for the JFA for the 2016-17 fiscal year, as per the reporting requirements of the JFA.

Limitations of the 2016-17 Performance Report

Since the implementation of the Labour Market Programs Support System (LaMPSS), Newfoundland and Labrador has the capability of providing more consistent and timely reporting functionality than was previously available. Plans are in place to continually improve the breadth and depth of program information available in LaMPSS. As a result, some information is not always readily available for reporting. This annual report represents program information that was available at the time.

Outcome data resulted from a combination of administrative data and follow-up surveys to a sample of individual clients and employers participating in programs funded by the JFA. Consequently, only individuals and employers who agreed to participate in follow-up are reported on in this document.

As part of the performance indicators, follow-up with individuals is required immediately and twelve months after program participation. As not all clients participating in programs in 2016-17 could be followed up at twelve month intervals, outcomes are reported for all clients who reached their twelve month post program in 2016-17. As a result, some of these clients may have completed their programming in the previous fiscal year.

Canada-Newfoundland and Labrador Job Grant

Service Delivery Information

The Canada-Newfoundland and Labrador Job Grant (CJG) was implemented on August 12, 2014. The CJG provides a financial contribution to employers for employer-sponsored training for existing and new employees. Training costs are shared between the employer and government. The goal of the program is to increase labour force participation and to help develop the skills necessary to find and keep meaningful and long term employment and to encourage employer involvement in training to ensure that skills are aligned to job opportunities.

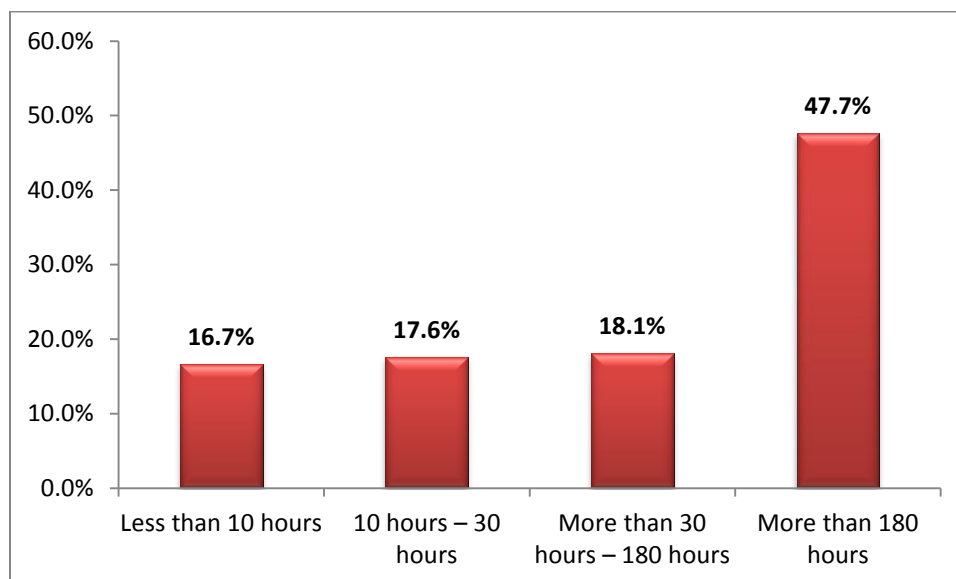
In 2016-17, a total of 216 funding agreements were approved for funding, with 144 employers or organizations. Overall, the average budgeted amount of \$12,329 per CJG and approximately 1.49 grants were provided to each employer or organization.

Most of the training activities for participants involved the development of management skills (44.0 per cent). This was followed by training in specialized or technical skills (42.6 per cent), while others involved training in essential skills 9.7 per cent) and soft skills (3.7 per cent).

Private training providers were the most utilized type of training provider (50.5 per cent), followed by universities (43.1 per cent) and colleges (6.5 per cent).

Almost half of the CJG agreements were for training of more than 180 hours (47.7 per cent). This was followed by training of more than 30 hours to 180 hours (18.1 per cent), training of 10 hours to 30 hours (17.6 per cent) and training of less than 10 hours (16.7 per cent), as shown in Figure 1.

Figure 1: Canada-Newfoundland and Labrador Job Grant by Duration of Training, 2016-17



Employer Information

A total of 144 unique employers or organizations received grants for 2016-17. Of these employers, 95 (66.0 per cent) were classified as small (having 50 or fewer employees), 41 (28.3 per cent) were classified as medium (between 51 and 499 employees), and eight (5.6 per cent) were classified as large (500 employees or more).

The most common industry sector (classified by the North American Industry Classification System, 2012) for the 144 employers or organizations was professional, scientific and technical services, with 23 employers, or 16.0 per cent of the total. This was followed by 13.2 per cent of employers in the retail trade sector. Table 1 contains the industry sector breakdown of participating employers.

Table 1: Canada-Newfoundland and Labrador Job Grant Employers by Industry Sector, 2016-17

Industry Sector	#	%
Accommodation and food services	7	4.9%
Administrative and support, waste management and remediation services	3	2.1%
Agriculture, forestry, fishing and hunting	4	2.8%
Arts, entertainment and recreation	10	6.9%
Construction	11	7.6%
Educational services	5	3.5%
Finance and insurance	4	2.8%
Health care and social assistance	11	7.6%
Information and cultural industries	4	2.8%
Management of companies and enterprises	1	0.7%
Manufacturing	9	6.3%
Mining, quarrying, and oil and gas extraction	11	7.6%
Other services (except public administration)	6	4.2%
Professional, scientific and technical services	23	16.0%
Public administration	1	0.7%
Real estate and rental and leasing	1	0.7%
Retail trade	19	13.2%
Transportation and warehousing	6	4.2%
Utilities	2	1.4%
Wholesale trade	6	4.2%
Total	144	100.0%

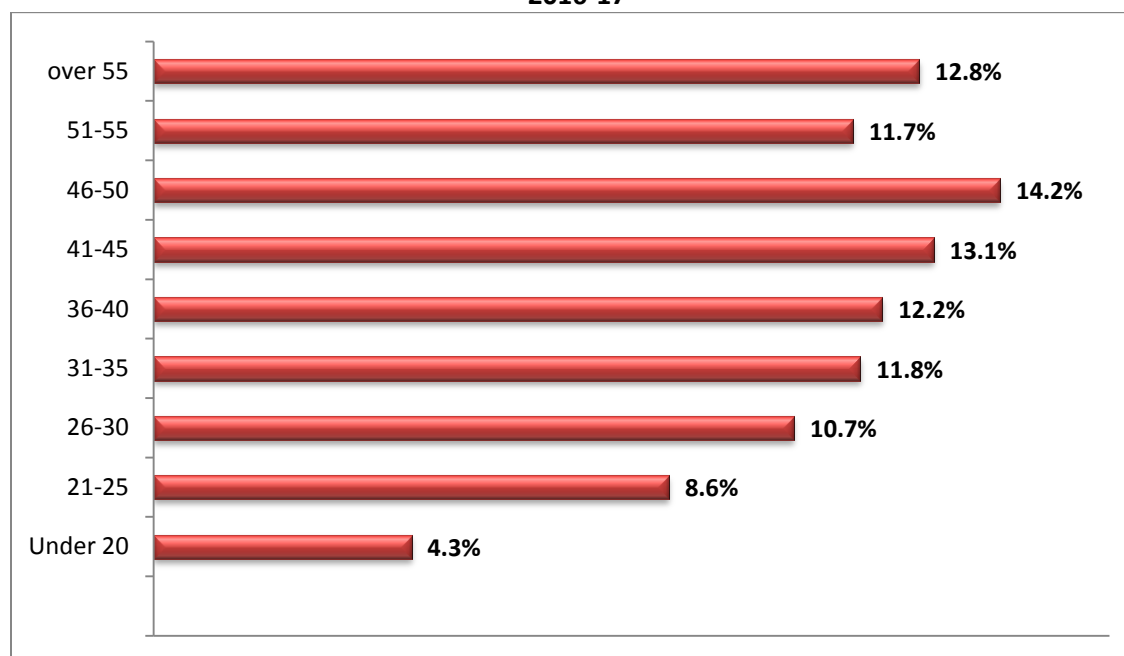
Participant Information

In 2016-17, 786 clients benefited from the CJG. Most of these clients (81.3 per cent) were employed prior to participating in the program, while the rest were unemployed (18.7 per cent).

Most of the clients were male (59.3 per cent), while 40.3 per cent were female. One individual identified as Indigenous, and one identified as a person with a disability (both are less than 1 per cent).

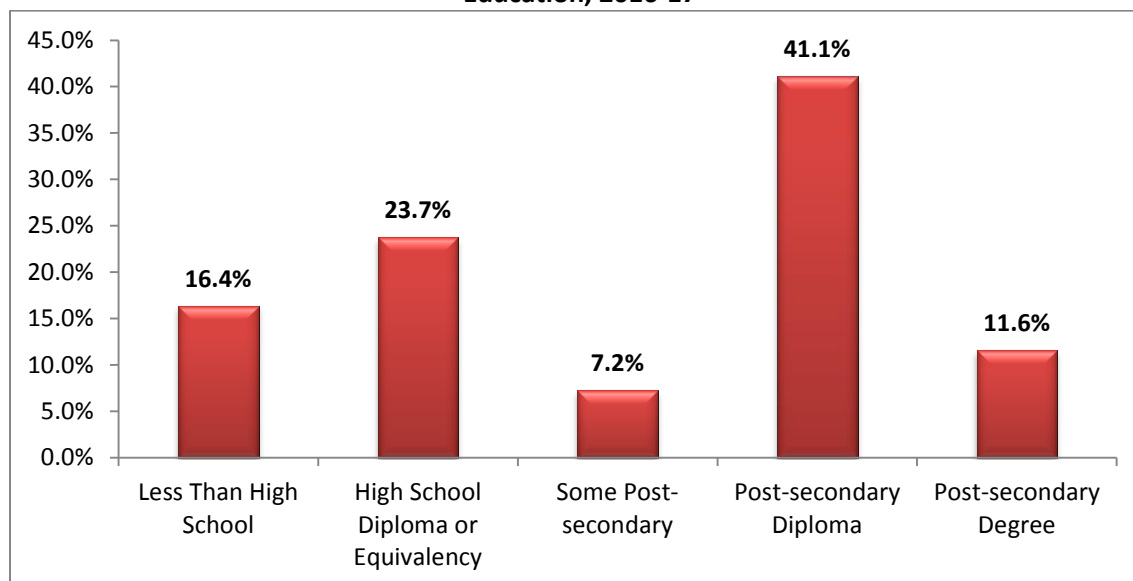
The average age of a CJG participant was 41 years of age. The majority of clients (27.3 per cent) were in the 41-50 year-old age range, as is shown in Figure 2.

Figure 2: Canada-Newfoundland and Labrador Job Grant Clients by Age Category, 2016-17



Over 41 per cent of the participants' highest reported level of education was a post-secondary diploma, followed by a high school diploma or equivalency (23.7 per cent) and less than high school (16.4 per cent) as is shown in Figure 3.

Figure 3: Canada-Newfoundland and Labrador Job Grant Participants by Highest Level of Education, 2016-17



Participant Outcomes

In 2016-17, 1,588 participants of the CJG program were eligible for follow-up immediately (within a three month period) and/or twelve month interval after program participation. Of those eligible, 915 (or 57.6 per cent response rate) completed follow-up and the results are presented here.

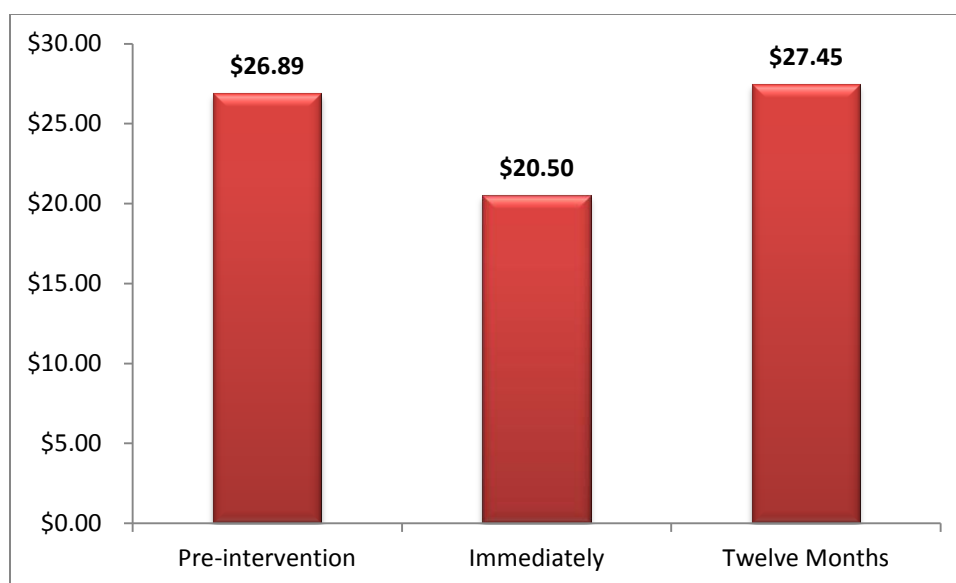
Given eligibility requirements and applicants for the CJG program, most clients (81.3 per cent) were employed prior to participating in the intervention. Almost all individuals were employed immediately after participation (99.5 per cent) and twelve months (98.6 per cent) following participation.

Almost two thirds of participants (75.3 per cent) indicated that the CJG program allowed for job advancement with current employer.

For clients who were employed prior to participating in an intervention, the average number of hours worked per week was approximately 38.6. This remained consistent for those employed immediately and/or twelve months post-intervention (averaged 40 hours a week).

The average hourly wage for those employed prior to participating in an intervention was \$26.89. Immediately following participation, those employed reported their earnings dropped to approximately \$20.50. However, the wages of those employed were reported as increasing to \$27.45 twelve months post-participation, as is shown in Figure 4.

Figure 4: Average Hourly Wage Pre-Intervention and Post-Intervention, 2016-17



Only 169 individuals indicated that their intervention would result in them obtaining a credential or certification. The types of credentials earned included those that were supported by an employer or industry (76.3 per cent) and industry or professional certificates or licenses (15.2 per cent). However, it is important to note that the number receiving credentials may be underreported as many of the training programs supported through CJG program involve training resulting in credentials.

Employer Outcomes

In 2016-17, 173 CJG employers were attempted for follow-up. Of these 22 employers completed a survey (12.7 per cent response rate) and the results of this survey are presented here.

Most employers (77.3 per cent) indicated that they invested in training for their employees prior to participating in the CJG program. However, only 24.0 per cent indicated that they would have accessed the training that was funded by the CJG if funding had not been available.

Eighteen (81.8 per cent) of employers indicated that they currently provide training to their employees. Approximately 78 per cent indicated that they provide occupational health and safety/employee wellness training, while 72.2 per cent said that they provide management and supervisory training. Almost 67 per cent provided professional or technical skills training, while 61.1 per cent provided computer training. Other types of training provided included employee orientation, communications, employee development, sales/marketing/ customer relations, apprenticeship, and administrative types of training.

Most employers (81.8 per cent) indicated that they provide some form of assistance to employees for training. This included financial assistance (77.8 per cent), time off for training (72.2 per cent), or training done on-site by their own people (61.1 per cent).

Most employers participating in the CJG program (86.4 per cent) indicated that the grant had an impact on their company or organization. When asked about the impacts, all indicated it provided the ability to train employees, including promoting employees and assisting with succession planning. Over a third of employers (36.8 per cent) also indicated that the CJG allowed their business to grow, while 26.3 per cent indicated it allowed them to hire more experience or better trained people. Twenty-one per cent of employers indicated that the CJG allowed for the creation of positions or to hire people.

Almost all employers surveyed (95.2 per cent) were satisfied with their overall experiences when participating in the CJG program.

Employment Services and Supports and Employer-Sponsored Training

Service Delivery Information

There are a number of employment supports and employer-sponsored training programs funded through the JFA and delivered by the Department of Advanced Education, Skills and Labour. These include either Skills Development/Training programs, or Benefits/Wage Subsidy programs.

Skills Development/Training Programs

Adult Basic Education (ABE) Supports

Provides eligible clients with support to participate in ABE or General Education Development (GED) preparation. Specially, it targets clients eligible under Income Support or JFA (non-EI eligible low literacy-low skilled). Supports may include transportation, start-up and stipends. Note - tuition for clients under ABE is paid directly by the department to the ABE service provider and not from ABE Supports. Supports for clients participating in either GED preparation course or GED home based study are eligible.

Apprentices

Apprentices who are directed by Newfoundland and Labrador to full-time in-school apprenticeship training may be assisted. Non EI-eligible participants may be provided with financial assistance during the in-class portion of their apprenticeship training.

Skills Short Term Training

The Skills Short Term Training program provides eligible clients with support to participate in job skills related short term training to help them with preparing, obtaining or maintaining employment. This program specifically targets clients eligible under Income Support or JFA (non-EI eligible, low literacy, low skilled). Training must complement the client's employment plan; duration must be between a minimum of a half day to 12 weeks or less and the client cannot be eligible under Student Aid.

Benefits/Wage Subsidy Programs

Apprenticeship Wage Subsidy

The Apprenticeship Wage Subsidy (AWS) program assists apprentices to gain work experience in their skilled trade, and progress to journeyperson certification by providing a wage subsidy to employers who hire apprentices. The program provides a wage subsidy of 75 percent, to a maximum of \$14 an hour, for all apprentices funded under the program, and is paid directly to the employers who hire the apprentice.

Pre-Employment

The Pre-Employment program provides eligible clients with support to participate in pre-employment training that may include personal life skills development, career planning, employment readiness or job maintenance. This program specifically targets clients eligible under Income Support or JFA (non-EI eligible low literacy-low skilled). Training may include combinations of in-class and on-the-job segments. Supports may include transportation, monthly stipends and child care.

Work Supports

The Work Supports program provides eligible clients with work-related supports to assist them with seeking, obtaining or maintaining employment. This program specifically targets clients eligible under Income Support or JFA (non-EI eligible low literacy-low skilled). Supports may include items such as specific work clothing, job-required tools and assistance with personal need in preparing for work search

or job interviews. Please note various forms of client assessment, such as diagnostic, Prior Learning Assessment, may be paid under Work Supports.

Participant Information

In 2016-17, 673 clients benefited from various employment services and supports and employer-sponsored training funded through the JFA. A distribution by program is provided in Table 2.

Table 2: Distribution of Clients by Program, 2016-17

Program	Number of Clients	Percentage of Clients
Skills Development/ Training Programs	333	49.5%
ABE Supports	237	35.2%
Apprentices	73	10.8%
Skills Short Term Training	23	3.4%
Benefits/ Wage Subsidy Programs	340	50.5%
Apprenticeship Wage Subsidy	199	29.6%
Pre-Employment	54	8.0%
Work Supports	87	12.9%
Total	673	100.0%

Most of these clients (519 clients, or 77.1 per cent) were unemployed prior to participating in the program, with a further 72 clients (10.7 per cent) indicating that they were underemployed prior to participation. Most of these employed clients (63 of the 78 employed clients) were apprentices that were in process of being laid off to attend their in-school portion of training. Table 3 shows distribution of clients by their pre-intervention employment status.

Table 3: Distribution of Clients by Pre-intervention Employment Status, 2016-17

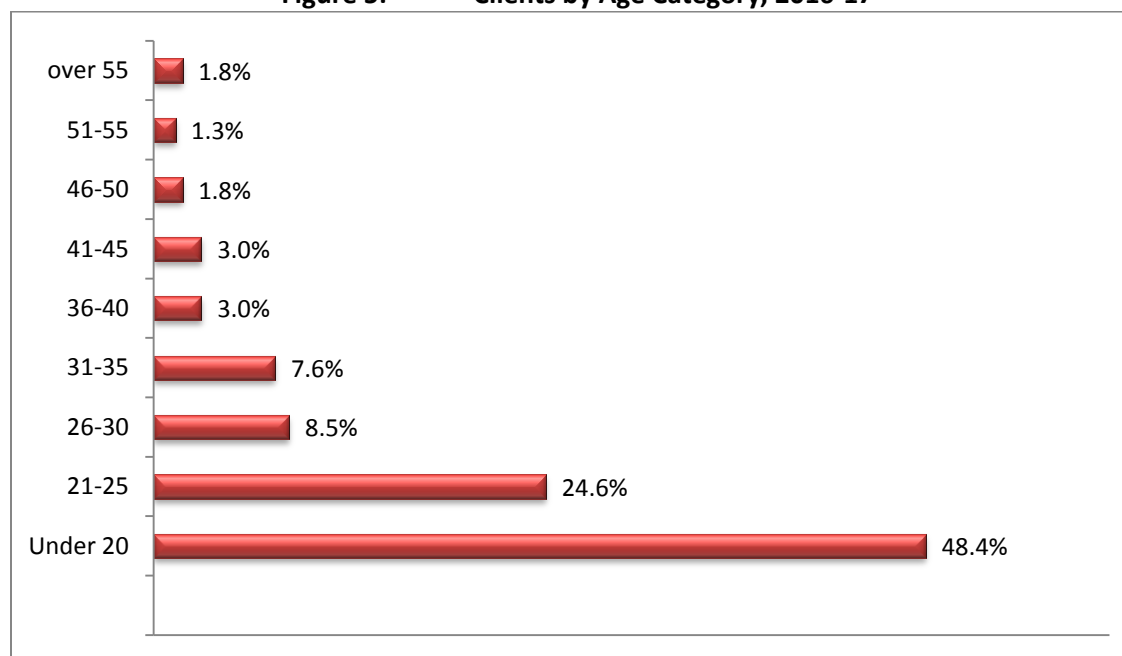
Program	Employed	Self-employed	Underemployed	Unemployed
Skills Development/ Training Programs	72	4	59	198
ABE Supports	9	0	59	169
Apprentices	63	4	0	6
Skills Short Term Training	0	0	0	23
Benefits/ Wage Subsidy Programs	6	0	13	321
Apprenticeship Wage Subsidy	0	0	10	189
Pre-Employment	1	0	0	53
Work Supports	5	0	3	79
Total	78	4	72	519
Percentage	11.6%	0.6%	10.7%	77.1%

The majority of these clients (467, or 70.0 per cent) were male, while 30.0 per cent (204 clients) were female. A breakdown of gender by program is provided in Table 4.

Table 4: Clients by Gender, 2016-17

Program	Male	%	Female	%
Skills Development/ Training Programs	196	42.0%	135	66.2%
ABE Supports	116	24.8%	121	59.3%
Apprentices	59	12.6%	12	5.9%
Skills Short Term Training	21	4.5%	2	1.0%
Benefits/ Wage Subsidy Programs	271	58.0%	69	33.8%
Apprenticeship Wage Subsidy	189	40.5%	10	4.9%
Pre-Employment	27	5.8%	27	13.2%
Work Supports	55	11.8%	32	15.7%
Total	467	69.6%	204	30.4%

Overall, this client group was relatively young, with 490 (73 per cent) under 25 years, as is shown in Figure 5.

Figure 5: Clients by Age Category, 2016-17

Thirty-six clients (5.3 per cent) identified themselves as Indigenous, while 28 identified as being a person with a disability (4.2 per cent). Thirteen (1.9 per cent) indicated that they were an Immigrant.

The most common highest level of education for program participants was less than high school (258 or 38.5 per cent). Most of these individuals were participating in ABE programming to upgrade their credentials. Almost 38 per cent (254 individuals) had some post-secondary education. In this group were predominately apprentices participating in Apprenticeship Wage Subsidy program. These individuals would all have participated in a nine month pre-apprentice course before being considered eligible for the program. Clients' highest level of education is shown in Table 5.

Table 5: Clients by Highest Level of Education, 2016-17

Program	Less than high school	High School	Some post-secondary education	Diploma
Skills Development/ Training Programs	247	79	1	4
ABE Supports	237	0	0	0
Apprentices	0	71	0	0
Skills Short Term Training	10	8	1	4
Benefits/ Wage Subsidy Programs	11	74	253	2
Apprenticeship Wage Subsidy	0	0	199	0
Pre-Employment	0	0	54	0
Work Supports	11	74	0	2
Total	258	153	254	6
Percentage	38.5%	22.8%	37.9%	0.9%

Employer Information

Other than the CJG, the Apprentice Wage Subsidy program also supports employers to provide training in Newfoundland and Labrador. In 2016-17, 199 different employers received funding under the JFA as part of participating in this program.

The most common trades for these 199 employers were Construction/Industrial Electrician (75 or 37.7 per cent), Carpenter (28 or 14.1 per cent), and Welder (22 or 11.1 per cent). Table 6 contains the trade breakdown of all employers under the Apprentice Wage Subsidy program in 2016-17.

Table 6: Employer-Sponsored Training Employers by Trade, 2016-17

Program	Number	Percentage
Automotive Service Technician	15	7.5%
Carpenter	28	14.1%
Construction/Industrial Electrician	75	37.7%
Cook	6	3.0%
Heavy Duty Equipment Technician	11	5.5%
Heavy Equipment Operator	6	3.0%
Industrial Mechanic (Millwright)	7	3.5%
Machinist	6	3.0%
Motor Vehicle Body Repairer (Metal and Paint)	2	1.0%
Plumber	6	3.0%
Powerline Technician (operating)	1	0.5%
Refrigeration and Air Conditioning Mechanic	11	5.5%
Sheet Metal Worker	2	1.0%
Truck and Transport Mechanic	1	0.5%
Welder	22	11.1%
Total	199	100%

Individual Outcomes

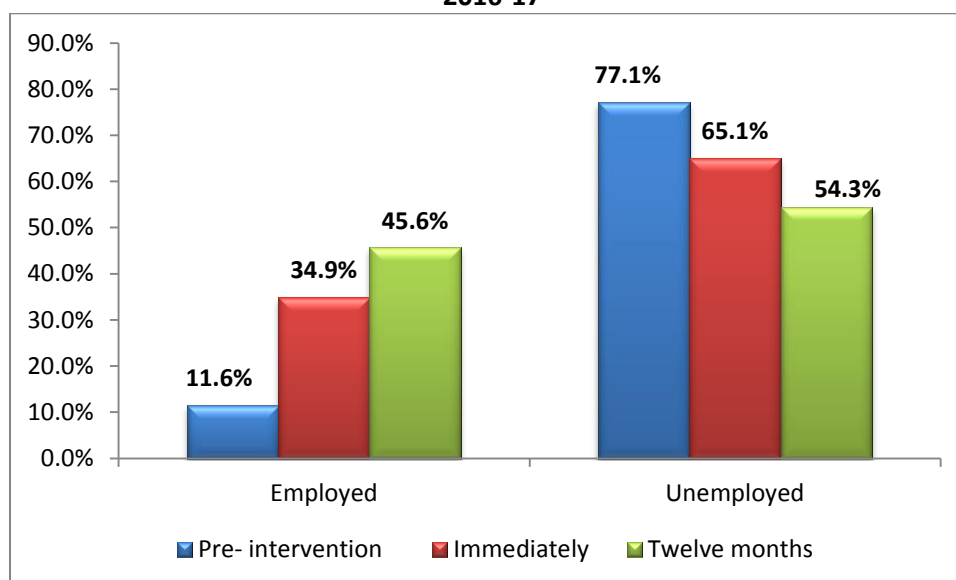
In 2016-17, follow-up was attempted with 934 individuals who participated in programs funded through the JFA immediately (within a three month period) and/or twelve month interval after program participation. Table 7 shows distribution of follow-up by program and timeframe.

Table 7: Intervention Follow-up Immediately and Twelve Months Post-intervention, 2016-17

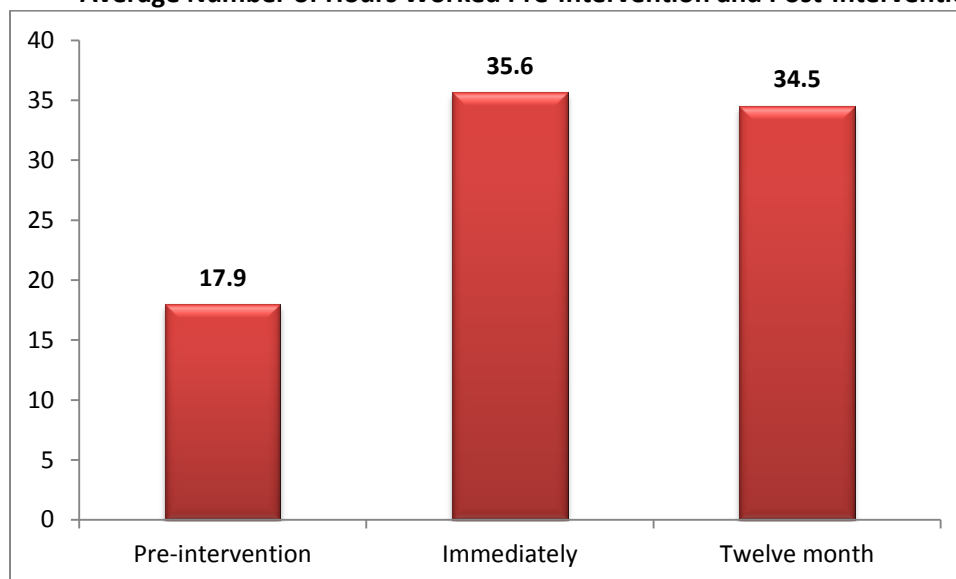
Program	Immediately	Twelve Month
Skills Development/ Training Programs	163	120
ABE Supports	132	70
Apprentices	6	18
Skills Short Term Training	25	32
Benefits/ Wage Subsidy Programs	283	196
Apprenticeship Wage Subsidy	35	13
Pre-Employment	65	31
Work Supports	183	152
Total	446	316

Given eligibility requirements for programs, most clients (77.1 per cent) were unemployed prior to participating in the intervention. However, immediately and twelve month after participation, individuals had gains in employment, as is shown in Figure 6. It is important to note that individuals indicating they were unemployed post-program include those that are participating in further employment and training programs.

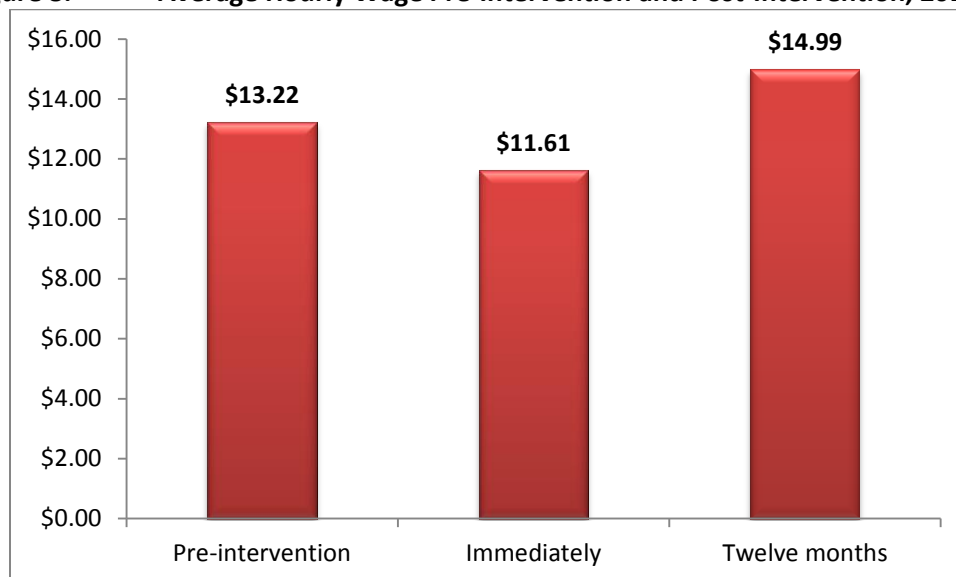
Figure 6: Employment Status Pre-Intervention and Post-Intervention, 2016-17



For clients who were employed prior to participating in an intervention, the average number of hours worked per week was approximately 18. Those employed immediately and/or twelve months post-intervention worked approximately 35 hours a week, as is shown in Figure 7.

Figure 7: Average Number of Hours Worked Pre-Intervention and Post-Intervention, 2016-17

The average hourly wage for those employed prior to participating in an intervention was \$13.22. Immediately following participation, those employed reported earning approximately \$11.61. The wages of those employed were reported as increasing to \$14.99 twelve months post-participation, as is shown in Figure 8.

Figure 8: Average Hourly Wage Pre-Intervention and Post-Intervention, 2016-17

Seventy-nine individuals indicated that their intervention would result in them obtaining a credential or certification. The types of credentials earned included high school completion or equivalency (55.7 per cent), training supported by an employer or industry (16.5 per cent), Post-secondary diploma or certificate (15.2 per cent), industry/professional certificate or license (15.2 per cent) and Apprenticeship certification (2.5 per cent). It is important to note that while individuals did not identify the credential,

the skills training interventions such as Adult Basic Education and Apprenticeship do result in credentials upon successful completion of program. As a result, it is possible this number is underreported.

Clients were also asked their level of agreement with various statements regarding their program outcomes. Almost 90 per cent of respondents indicated that their participation in the intervention has prepared them to work in a new or better job. Approximately 67 per cent attributed the program in helping them obtain employment. When asked if they feel more employable as a result of the program, 83 per cent agreed. Over 61 per cent agree that the program in which they participated is closely related to their current job.

Employer Outcomes

For the 2016-17 fiscal year, 213 employers who participated in the Apprenticeship Wage Subsidy program were attempted to be surveyed post-participation. However, only 18 completed the employer follow-up survey (8.5 per cent response rate) and the results are presented here.

Almost all of respondents (17 or 94.4 per cent) indicated that they currently provide employee training. Fourteen (82.4 per cent) indicated that they provide occupational health and safety/employee wellness training, while 13 (76.4 per cent) also indicated that they provide orientation for new employees. Thirteen (76.4 per cent) indicated that they provide apprenticeship training, and 11 (64.7 per cent) provide professional and technical skills training. Other office and non-office equipment training, clerical and administrative support skills training, managerial/supervisory training, sales, marketing and customer relations training, computer training and communications and other employee development training were also provided by some employers.

Fifteen (88.2 per cent) employers also indicated that they provide some sort of assistance to employees for training, including time off for training (86.6 per cent), having some training completed on-site by their own people (53.3 per cent) and financial assistance (26.7 per cent).

Almost 80 per cent of the employers indicated that they would not have hired these apprentices without the assistance of the Apprenticeship Wage Subsidy program. Most employers (89 per cent) indicated that the Apprenticeship Wage Subsidy program allows them to hire new employees, while 67 per cent indicated that the program allowed them to expand their company/organization.

Sixteen (88.9 per cent) of the employers responding indicated that participating in the Apprenticeship Wage Subsidy program had an impact on their company or organization. Specifically, they indicated that the program allowed their business to grow (68.8 per cent), provided them the ability to train employees (62.5 per cent), allowed for the creation of positions/to hire people (62.5 per cent), and permitted them to hire more experienced/better trained people (37.5 per cent).

All employers indicated that they were satisfied with their experiences while participating in the Apprenticeship Wage Subsidy program.

ANNEX 1: Key Performance Indicators

As per Annex 2 of the JFA, Newfoundland and Labrador is required to report on the following key performance indicators for each fiscal year:

Canada-Newfoundland and Labrador Job Grant

1. Participant information, including but not necessarily limited to:
 - Number of clients who benefited from the Grant by:
 - Pre-intervention employment status (employed, self-employed, unemployed);
 - Demographic characteristics (i.e., gender, age group, highest level of education, designated groups); and
 - EI status pre and post intervention.
 - Number of employers who received the Grant by:
 - Size (small, medium, large);
 - Sector; and
 - Type (employer, organization).
2. Service delivery information, including but not necessarily limited to:
 - Average value of a Canada-Newfoundland and Labrador Job Grant.
 - Average number of grants per employer and organization.
 - Training supported through the Grant:
 - Number of training activities by type of training (entry level, upskilling/upgrading, maintenance);
 - Number of participants by type of skills learned (essential skills, specialized/technical skills, management skills, soft skills);
 - Number of training activities by type of training provider (university, college, trade/technical school, union hall, private trainer, other, combination); and
 - Length of training (less than 10 hours, 10 hours to 30 hours, more than 30 hours – 180 hours, more than 180 hours).
3. Outcome indicators, including but not necessarily limited to:
 - Number of participants employed after participation, by pre-intervention employment status:
 - Immediately after (3 months) and 12 months following intervention;
 - Number of participants by completion of training and credential/certificate earned (educational, industry/occupation, proprietary, no credential/certification);
 - Percentage change in income and hours worked per week pre and post participation:
 - Immediately after (3 months) and 12 months following intervention;
 - Client satisfaction (i.e. stating training helped meet their employment needs); and
 - Employer satisfaction (i.e. stating training helped meet their skills needs).

Employment Services and Supports and Employer-Sponsored Training

1. Participant information, including but not necessarily limited to:
 - Number of clients who benefited from the intervention by:
 - Pre-intervention employment status (employed, self-employed, unemployed);
 - Demographic characteristics (i.e., gender, age group, highest level of education, designated groups); and

- EI status pre and post intervention; and
- Number of participating employers (Employer-Sponsored Training only) by:
 - Size (small, medium, large); and
 - Sector.
- 2. Service delivery information, including but not necessarily limited to:
 - List of programs/initiatives delivered by program/initiative type (e.g., skills development/training, employment assistance services, benefits/wage subsidies); and
 - Number of participants by pre-intervention employment status and program/initiative type (e.g., skills development/training, employment assistance services, benefits/wage subsidies).
- 3. Outcome indicators, including but not necessarily limited to:
 - Number of participants employed after participation, by pre-intervention employment status:
 - Immediately after (3 months) and 12 months following intervention;
 - Number of participants by completion of training and credential/certificate earned (educational, industry/occupation, proprietary, no credential/certification);
 - Percentage change in income and hours worked per week pre and post participation:
 - Immediately after (3 months) and 12 months following intervention;
 - Client satisfaction (i.e. stating training helped meet their employment needs); and
 - Employer satisfaction (i.e. stating training helped meet their skills needs).

In collecting the data necessary for the purposes of this report, the Department of Advanced Education, Skills and Labour utilized administrative data, internal follow-up, as well as online surveys of clients and employers to capture outcomes.

ANNEX 2: Definitions and Key Terms

Indigenous peoples:	Includes persons who are First Nations or Inuit.
Certification:	Documented recognition by a governing body that a person has attained occupational proficiency. Examples would be journeyperson certifications, required occupational safety certifications, professional designations (e.g., CA, CPA).
Credential:	Documented evidence of learning based on completion of a recognized program of study, training, work experience, or prior learning assessment. Examples include degrees, diplomas, certificates (including high school graduation or equivalency), and licenses (e.g., LPN).
Diploma:	Credential/certification from a community college, CEGEP, school of nursing.
Employed:	<p>Employed persons are those who work at a job or business, that is, who have paid work in the context of an employer-employee relationship (not including self-employment). This includes those who have a job, but are not at work due to factors such as own illness or disability, personal or family responsibilities, vacation, labour dispute or other reasons (excluding persons on layoff, between casual jobs, and those with a job to start at a future date). Employment may be permanent or temporary (temporary employment comprises work under a fixed-term contract, in contrast to permanent work where there is no end-date), full-time or part-time.</p> <ul style="list-style-type: none">• Full-time (work hours) includes employed persons who usually worked 30 hours or more per week, at their main or only job.• Part-time (work hours) includes employed persons who usually worked less than 30 hours per week, at their main or only job.
Employer:	Either an individual employer or an organization that acts on behalf of individual employers (e.g. employer consortia, union halls, industry associations training coordinators, Crown corporations and Indigenous governments as appropriate), who contributes to one or more Grants.
Entry Level:	Basic training required for a participant to obtain an entry level position with the employer
Essential skills:	They are the skills needed for work, learning and life: reading, writing, document use, numeracy, oral communication, thinking, digital technology, working with others, continuous learning
Grant:	Funding issued under the Canada-Newfoundland and Labrador Job Grant to support the eligible training costs of a participant (A Grant can include one training course or a series of multiple courses providing that the maximum government contribution per grant does not exceed \$10,000).

High school:	Includes individuals who have completed their high school diploma or equivalent (e.g. General Equivalency Diploma) but who do not have any post-secondary education.
Hours worked:	Average number of hours worked per week.
Immediately after:	Three months following completion of training.
Immediately before:	A representative week prior to starting training.
Immigrants:	Those persons who have arrived in Canada relatively recently (i.e., within the past five years) and who are destined to contribute to the provincial economy by either being employed in the labour market, or by creating a business and employing themselves and others.
Income/ Hourly wage:	Gross wage/salary (before taxes and other deductions), including tips and commissions calculated based on the individual's paid work hours per week.
Industry Sector:	Standardized employer/organization category comprised of the North American Industrial Classification System, 2012.
Intervention:	A training course, or series of courses taken by a participant and funded through a single Grant.
Large:	Employer who employs 500 or more employees.
Less than high school:	Anyone who has not completed a high school degree or equivalent, and who does not have any post-secondary courses, diplomas or certificates.
Maintenance:	Training required for the participant to stay in their current job.
Management and business skills:	Strategic planning, leading and motivating, allocating and controlling resources, evaluating, coordinating and organizing, recruiting and hiring, supervising.
Medium:	Employer who employs between 51 and 499 employees.
Not in the labour force:	Persons not in the labour force are those who, prior to the intervention, were unable or unwilling, that is, they were neither employed nor unemployed. This category also includes discouraged workers, who want to work but are not currently looking for work because they believe no suitable work is available. If there is no consensus on adding this category, then these persons would be counted as "unemployed".
Number of hours spent in	The number of hours spent in training measured in categories: less than 10 hours, 10 hours – 30 hours, more than 30 hours – 180 hours, more than 180 hours (one week =

training:	30 hours).
Participant:	Someone who attends training paid for by the Canada-Newfoundland and Labrador Job Grant, who received Employment Services and Supports and/or Employer-Sponsored Training.
Persons with disabilities:	People who self-identify as having a disability or disabilities.
Self-Employed:	Self-employed persons are working owners of an incorporated or unincorporated business, farm or professional practice, with or without paid help. The “unincorporated” group includes self-employed workers who do not own a business (such as babysitters and newspaper carriers). Self-employed workers include unpaid family workers, i.e. persons who work without pay on a farm or in a business or professional practice owned and operated by another family member living in the same dwelling.
Skills Development/ Training program/ intervention:	Skills training, ranging from training in basic skills, such as literacy and numeracy, to advanced skills training (for both employed and unemployed participants).
Small:	Employer with 50 or fewer employees.
Soft skills:	Job readiness skills, personal management skills (e.g. personal goal setting, time management, etc.), working as a team.
Some post-secondary:	Post-secondary program incomplete.
Specialized or technical skills:	Skills required to operate a particular machine or to use a particular technology.
Trades certificate or diploma:	Credential or certification from a vocational or apprenticeship training program.
Unemployed:	This category includes those who (a) are on temporary layoff with an expectation of recall and are available for work, or (b) are without work, have actively looked for work in the past four weeks, and are available for work, or (c) have a new job to start within four weeks from reference week, and are available for work. For the purposes of this report, this also includes those who are not in the labour force.
University degree:	Credential from a post-secondary institution at the bachelors or post-graduate level.
Upskilling or	Training required to advance, progress or move to a different and/or better job.

Upgrading:

ANNEX 3: Audited Financial Statement 2016-17



Auditors' Report

Canada-Newfoundland and Labrador Job Fund Agreement

March 31, 2017

Contents

	Page
Independent Auditors' Report on the Financial Statement	1-2
Financial Statement	3-6



Independent auditors' report

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To the Canada-Newfoundland and Labrador
Job Fund Agreement, as administered by the
Department of Advanced Education, Skills and Labour

We have audited the financial statement for eligible expenditures incurred and paid by the Province of Newfoundland and Labrador for the year ended March 31, 2017. The financial information has been prepared by management in accordance with the applicable sub-paragraphs of Sections 19 and 26 of the Canada – Newfoundland and Labrador Job Fund Agreement ("the Agreement").

Management's responsibility

Management is responsible for the preparation of the financial statement in accordance with the Agreement and for such internal control as management determines is necessary to enable the preparation of the financial statement that is free from material misstatement, whether due to fraud or error.

Auditor's responsibility

Our responsibility is to express an opinion on the financial statement based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statement is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the financial statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

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An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statement for the year ended March 31, 2017 is prepared, in all material respects, in accordance with the applicable sub-paragraphs of Sections 19 and 26 of the Canada – Newfoundland and Labrador Job Fund Agreement.

Restriction on distribution

The financial statement is prepared to assist the Province of Newfoundland and Labrador to meet the requirements of the Agreement in accordance with the applicable sub-paragraphs of Sections 19 and 26. As a result, the financial statement may not be suitable for another purpose. Our report is intended solely for the Province of Newfoundland and Labrador and Employment and Social Development Canada and should not be distributed to parties other than the Province or Employment and Social Development Canada.

Grant Thornton LLP

St. John's, Canada

January 24, 2018

Chartered Professional Accountants

**Canada-Newfoundland and Labrador Job Fund Agreement
Audited Financial Statement 2016-2017**

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SUMMARY

Revenue	
Annual Allocation From ESDC	\$7,282,856
Allocation of additional one-time \$50 million	\$730,477
Carry Forward from 2015-16	\$366,908
Total	\$8,380,241

Expenses/Investment

Canada-NL Job Grant	Actual
Administration Costs Incurred (from page 2)	\$186,141
Program Costs Incurred (funded from CNLJF, from page 2)	\$2,216,154

Employer-Sponsored Training & Employment Services and Supports	Actual
EST/ESS Administration Costs Incurred	\$425,356
EST Program Costs Incurred (from page 3)	\$2,239,493
ESS Program Costs Incurred (from page 4)	\$2,934,541

Evaluation	Actual
Evaluation and Year 2 Review of the CJG	\$0

Canada-NL Job Fund Totals	Target	Actual	Variance
Administration Costs Incurred	\$838,024	\$611,497	-\$226,527
Program Costs Incurred	N/A	\$7,390,188	N/A
Grand Total CNLJF Expenses / Investments	\$8,380,241	\$8,001,685	-\$378,556

The maximum amount of administration costs is 10% of the total allocation

CNLJF Carry Forward		
Carry Forward Actual	\$378,556	Maximum: \$400,667
Surplus Funds	\$0	

The maximum amount of carry forward is 5% of the allocation, including one-time additional funds.
Surplus funds are any funds that remain unspent after deduction of the carry forward.
Surplus funds must be refunded to the Government of Canada.

Canada-Newfoundland and Labrador Job Fund Agreement
Audited Financial Statement 2016-2017

Canada-NL Job Grant

Government Investment	Actual
From CNLJF	\$2,216,154
From LMDA	\$0
From P/T Sources	\$0
Sub-Total CNLJG Program Costs Incurred	\$2,216,154

Canada-NL Job Grant Totals	Target	Actual	Variance
Administration Costs Incurred	\$218,486	\$186,141	-\$32,345
Sub-Total CNLJG Program Costs Incurred	N/A	\$2,216,154	N/A
<i>Total CNLJG Investment</i>	\$2,184,857	\$2,402,295	\$217,438

The target for CNLJG investments is 30% of the allocation. The maximum amount of administration costs is 10% of the CNLJG target.

Employer Investment	Actual
Cash	993,839
Wages	135,111
Total Employer Investments	\$1,128,950

Excess investment in the CNLJG (if applicable as per the agreement)	
	Government investment
Excess amount from 2014-2015	\$0
Excess amount from 2015-2016 plus	\$0
Excess amount from 2016-2017 plus	\$217,438
Amount used to meet 2016-2017 target minus	\$0
Total	\$217,438

Reduction to the amount of Canada's maximum contribution	
	Amount
CNLJG Investment Variance (difference between actual and target)	\$0
CNLJF Carry Forward Amount (amount of carry forward from page 1) minus	\$356,966

