

**RNC**



**Employment Services**

*Aurora*

# Second Career

Eligibility and Overview

**EMPLOYMENT  
ONTARIO**

Your job is out there. We'll help you find it.

# What is Second Career?

If you qualify, you can go back to school to gain new skills for jobs that are high in demand.

You can apply for up to \$28,000 for costs including:

- Tuition
- Books
- Manuals, workbooks or other educational costs
- Transportation
- Basic living allowance (maximum \$410 per week)
- Child care

# How Can You Qualify?

- You must have been laid off and have not been working
- OR**
- You have been laid off and are working a temporary job to cover costs
  - You must provide your Record of Employment (ROE) to start an application

## *Second Career Application requires the following information:*

- How long you have been unemployed, or working your temporary job and looking for work
- Places and jobs you have been applying for (Cover Letters, resumes and responses from potential employers)
- Your level of education, including any international education
- Where and for how long you have worked, and the skills you needed for that work
- What skills you want to acquire and where you want to get trained in them
- Information that will demonstrate what skills are needed for the job you want
- Information that documents the job you want to get trained for is in high demand

# What You Pay Into Second Career

When applying to Second Career, you will need to show the costs to be covered during your training. You may have to pay a part of those costs yourself. The amount you pay is based on several factors, starting with your gross (before tax) household income.

## Application Timelines

The Second Career application process may take up to 2 – 4 months.

Times vary due to the following:

- How quickly applicants complete the required documents
- How complete the documents are, free from omissions and errors

# Ministry of Labour, Training and Skills Development Application Review

Once you and your Employment Ontario Case Manager have completed your application, and it is free of omissions and errors, the Ministry of Labour, Training and Skills Development may take up to 4 – 6 weeks to make a decision on your application depending on application volume at the time. It is important that you submit a Second Career application at least 6 – 8 weeks in advance of the start date of the course you want to take.

***Please note that you CANNOT start your training prior to being approved, as this will make you ineligible for Second Career funding.***

# First Steps...

- ***Fill in the eligibility checklist attached*** (Click to open, print off and fill in)
- ***CHECKLIST is here***
- Register for our Second Career Information Session (see our workshop schedule for dates and time on our website)
- If you are eligible, please bring the checklist to RNC Employment Services and get registered
- Once registered, we will set-up an appointment with a Case Manager
- If you have any questions, please contact our office 905-727-3777



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