

## Memorandum

**To:** Skills Development Fund (SDF) Transfer Payment Recipients

**From:** Annette Huton, Director  
Program Delivery and Support Branch

**Date:** June 22, 2023

**Subject:** Skills Development Fund Participant Registration Form

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I am writing to provide you with information on the collection of Skills Development Fund (SDF) participant data. As outlined in the SDF transfer payment agreement (TPA) recipients **must** collect participant data for full-service projects through the Participant Registration Form.

Section 14 of the TPA states the Recipient will:

“Use the SDF Participant Registration form to collect information from individuals participating in Full-Service Projects. This form is mandatory for all Full-Service Project participants.”

Full-Service Projects are:

"projects that provide a comprehensive level of assistance and includes multiple components of the recruitment, learning, and training cycle and are executed over a long period of time (e.g., 6-12 months) whose Participants may obtain skills in one or multiple key domains, and training activities could include experiential learning and job placements, and which could involve the provision by the Recipient of direct financial assistance to individuals to select, arrange and pay for training."

Full-service projects include workforce development projects, skilled trades and apprenticeship projects, and employer/organization focussed projects.

As outlined in Schedule “F” of the transfer payment agreement, the province may also request reports specified from time to time on a date or dates specified by the province.

The ministry continues to be grateful to all service delivery partners for their commitment and adaptability in supporting the employment and training needs of Ontarians.

Sincerely,

Annette Huton  
Director

cc: Charles Bongomin, Regional Director, Central West Region  
Laura Loveridge, Regional Director, Central East Region  
Heather Cross, Regional Director, Western Region  
Nicole Pereira, A/Regional Director, Northern Region  
Jennifer Galloway, A/Regional Director, Eastern Region