

## Memorandum

**To:** Employment Ontario Delivery Partners

**From:** Annette Huton, Director  
Skills Development and Community Response Branch

**Date:** May 13, 2025

**Subject:** Better Jobs Ontario (BJO): Client Skills Training Institution  
Research Tool

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Dear Employment Ontario Delivery Partners,

The ministry has recently worked closely with our colleagues at the Ministry of Colleges and Universities (MCU) to update the former Second Career Research Institution document to develop the new Better Jobs Ontario Client Skills Training Institution Research Tool. This tool has been updated with the objective of supporting BJO applicants in their exploration of training options and decision making, regarding the selection of an appropriate skills training institution.

When used in conjunction with a client's own independent research, the tool serves as an added level of diligence, aiding clients in accessing information to identify training institutions that:

- provide the desired course of instruction
- deliver approved programs that meet all credential requirements, to support the participant's transition to employment, upon completion
- provide the most cost-effective training option, of those available

The tool provides a single point of access to information and resources that users might otherwise find difficult to access.

### Next Steps

The ministry encourages service providers to share the tool with BJO applicants.

Sincerely,

*Original signed by*  
Annette Huton  
Director  
Skills Development and Community Response Branch, Employment and Training Division