

Subject: Training and Employment Service Request form

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BACKGROUND:

In an effort to streamline data requirements and reduce overall administrative burden, a multi-lateral performance measurement strategy was developed for the Labour Market Transfer Agreements (Labour Market Development Agreement and Workforce Development Agreement). The performance measurement strategy identifies the information that Alberta has agreed to collect, on a regular basis to map an individual's progress towards the expected results of funded training and employment activities.

MESSAGE:

The Training and Employment Service Request (TESR) form is designed to collect **data required to meet the terms of our federal Labour Market Transfer Agreements (LMTA)**. The TESR form is a tool to be completed by individuals requesting or receiving training and/or employment services from staff and/or contracted providers, administering funded training and employment activities on behalf of the Ministries of Labour and/or Community and Social Services.

In order to collect all of the "mandatory" administrative data under the new agreements, modifications to Mobius are required. Work is underway and implementation of business process and system changes are planned for the spring of 2019. Information about staff training will be distributed in the New Year.

As an interim measure to full implementation, the TESR has been modified. The changes included are:

Section	Change/Clarification
Header	New section - The Training and Employment Service Request (TESR) form has been designed to collect data required to meet the terms of our federal Labour Market Transfer Agreements (LMTA) from individuals requesting or receiving training and/or employment services. It is not intended for use as a Mobius intake or registration form for other business purposes.
Personal Information	Added Marital Status
	Added Preferred Language
	Added Email Address
Identity Factors	<p>Alberta has agreed to ask and report response as it relates to 4 identity factors. The TESR form has been modified to align with the federal reporting requirements (including the definitions) however Mobius will need to be modified to enable the recording of all of the responses.</p> <p>For the time being, the special interest field only allows the collection of one of the following factors: Immigrant or Disability or Visible Minority. As an interim measure, when multiple factors are indicated, use the presentation order of the questions to guide the priority for data entry. (e.g. both immigrant and disability are “yes” – select Disability from the Special Interest Group).</p>
Country of Origin	A qualifying question has been added to provide context. Note: The United Nations High Commission on Refugees defines “Country of Origin” as the country an individual is fleeing from or faced persecution.
Education Information	The presentation has been adjusted to improve usability.
Registration Declaration	This section has not changed. Questions around the lack of a signature block have been raised. When a signature is affixed to a form, it becomes a paper record and must be retained. The FOIP Act allows for written or verbal implicit consent from the individual when collecting information. As the data collected will be retained electronically, verbal implicit consent allows the paper to be treated as a transitory document.
Records Management block (Page 3)	The final page is supplementary and is not required by all individuals. When completed, it will include one or more signatures. To support the records retention requirement, a block has been added for staff to record the individual's name and Mobius ID number.
WCB Acknowledgment	The acknowledgement has been modified to align with the new Deeming Orders and identifies the applicable programs and services.

Please discontinue using/destroy all previous versions of this form.