SDF-TS ERF AND PRF

NEED TO KNOW

...mostly ERF

When identifying 'placement' opportunities

'Placement' means *job*. The positions you're going to hire and claim the Training Subsidy for.

Don't forget to 'Add Placement Positions' (bottom of page 4)

Push the button to generate another 'Placement Position' page and follow the same process used for the first position. Complete a 'Placement Position' page for each position you'd like to claim the Subsidy for. If you don't add all your positions into the same SDF-TS ERF you'll have to complete another one when submitting claims for additional positions.

Number of available positions

Important! State the number of people you anticipate hiring into the position over the course of the year. If you only say 'one' because you just hired one person, you will have to complete another full SDF-TS ERF the next time you hire someone for the same position.

Scheduled Days / Hours of Work

If the schedule is variable or uncertain, simply state as much in the text box.

Each 'placement position' should be a different job, for instance:

Placement Position 1 = Host/Hostess
Placement Position 2 = Server
Placement Position 3 = Line Cook

SDF-TS ERF Video Overview

Follow the below link for a short video explaining the above features of the form:

https://youtu.be/aHbXDTIdt74

How to find your NOC and NAICS (page 4)

Find your National Occupation Code (NOC)

North American Industry Classification System (NAICS)

PRF Reminder!

The SDF-TS PRF is to be completed by the staff. All fields marked with an asterisk (*) are mandatory as per Ministry requirements (this includes their Social Insurance Number).

If they have no work history or are unsure, they should state "no work history" in that section (it cannot be left blank).

Ontario

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