



**MEMORANDUM**

TO: Post-secondary Training Institutions

FROM: Walt Mavin, Assistant Deputy Minister  
Regional Service Delivery

DATE: July 8, 2020

RE: Skills Training Programs

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As an update to the April 22, 2020 memorandum, “Skills Training Programs During COVID-19 Pandemic”, the Department of Advanced Education, Skills and Labour (AESL) is beginning to resume regular service delivery. As a result, effective immediately, the Department will be reinstating regular application processing deadlines.

For programs commencing in September 2020, a Request for Service form must be received at least five weeks prior to the start date of the training program. Any students seeking financial assistance under the Skills Development program for programs commencing in September 2020 should indicate their intentions to the Department by email at [employmentprograms@gov.nl.ca](mailto:employmentprograms@gov.nl.ca) by July 30, 2020. For programs outside of the September period, a Request for Service will need to be received four weeks prior to the program start date.

With deadlines reinstated, all requests for funding under Skills Development must be approved by the Department of Advanced Education, Skills and Labour before individuals begin their training programs. Those students who have started a program prior to today’s date and who have not yet been assessed by AESL, will continue to be assessed for assistance under the Skills Development program.

If you have any questions, please contact Marilyn Hannam, Manager of Individual Supports, at [marilynhannam@gov.nl.ca](mailto:marilynhannam@gov.nl.ca).

WALT MAVIN  
Assistant Deputy Minister