



PREPARING TO USE THE PERIODIC REPORT FOR EMPLOYMENT.

June 2025

PREPARE YOUR ORGANIZATION FOR PRE RESPONSIBILITIES

Employment service providers are required to collect mandatory information about how employment funding is being used and send it to CLBC, quarterly, via the Periodic Report for Employment. CLBC must submit data to the federal and provincial governments to receive funding for Employment Services. CLBC's reporting requirements, under the Workforce Development Agreement (WDA), were effective April 1, 2020. The WDA agreement has mandatory data categories that include "identifying and personal" information. CLBC developed the PRE and Secure File Transfer Service (SFTS), for service providers to collect and safely transfer information to CLBC. Below are the key steps new Employment Service providers need to complete in order to be prepared to use the PRE and SFTS. Please refer the [Periodic Report for Employment Practice Guidance](#), or the [PRE Toolkit](#), for more information.

If you still have questions, please email CLBC.employmentHELP@gov.bc.ca.

1. CREATE A DEDICATED EMPLOYMENT EMAIL(S) FOR YOUR ORGANIZATION

- a) Your organization will require a dedicated email for your employment services to gain access to the SFTS*.
- b) For organizations that deliver services in more than one CLBC region, you will need to develop a dedicated employment email address for each region's employment services to be the main point of contact for that region's reporting requirements.
- c) The required format for an agency's dedicated employment email is:
NameofAgency_PREReport@agencyaddress. Please do not use acronyms.
- d) The preferred format for agencies who need to create a dedicated email address for services provided in different regions is: RegionNameofAgency_PREReport@agencyaddress
- e) Once you have your dedicated email or emails set up, please send an email from the inbox for each new email address to CLBC at clbc.employmentHELP@gov.bc.ca.
- f) Once received, CLBC will add your organization's dedicated employment email address, or addresses, to the SFTS. CLBC will send dedicated employment emails an invitation for service providers to access the SFTS and submit PRE's quarterly. (See [PRE Important Dates Table](#)).
- g) If you have privacy or screening settings for your email(s), please add DoNotReply@gov.bc.ca to your contacts to ensure receipt of the invitation for the SFTS.

2. **MAKE SURE DOCUMENT STORAGE IS IN CANADA**

- a. Everyone involved in collecting and storing WDA information is bound to protect people's privacy under BC's Freedom of Information and Protection of Privacy Act (FOIPPA) and federal protection of privacy laws.
- b. With the WDA data requirements, service providers will be storing data that includes Social Insurance Numbers, among other important information. Given the very sensitive nature of this information, storage **MUST** only take place within Canada as per Terms and Conditions of your contract.
- c. Schedule E in CLBC contracts requires service providers to store personal information in Canada. Storage and Internet providers, as used by service providers, needs to comply with FOIPPA S30.1 which says; all data must be stored in Canada. Proof is required that cloud-based storage meets the requirements of FOIPPA S30.1.
- d. See CLBC's [Service Provider Privacy and Information Management course](#) for more information about privacy requirements .

3. **FIND OUT ABOUT RESPONSIBILITIES & HOW TO USE THE PRE AND SFTS**

- a) CLBC has created the [PRE Toolkit](#) to support service providers to complete PRE reports and understand roles, responsibilities and the PRE reporting process.
- b) The Toolkit has demo videos, practice guidance, and other resources. There are also materials to support conversations with individuals about collection of data and how data is used. This includes a brochure, Q&A(s), and suggested wording for consent forms

4. **GET READY TO COMPLETE THE DATA REQUIREMENTS IN THE PRE TEMPLATE**

- a) All individuals receiving CLBC employment services from your organization will need to sign a consent to allow you to collect their information.
- b) You can use your organization's consent form, or develop one from the suggested consent content in the Toolkit.
- c) Best practice is to provide an individual and/or family with your consent form, the brochure, and Q&A to review before they sign. This way they have time to fully understand what/why information is being collected and how it is being used.
- d) The collection of this information is mandatory for all individuals accessing employment services across Canada

5. **PUT REPORTING DEADLINES IN YOUR CALENDAR**

- a) Reporting timelines stipulated in the Workforce Development Agreement are tight. CLBC does not have any flexibility in our quarterly requirements to submit data to the province.



- b) Use the [Important Dates Table](#) to plan your PRE report submissions for each quarter.
- c) CLBC suggests you put them into your organizational or personal calendar as a reminder.
- d) Important to Note: in using [Important Dates Table](#) it is important to note that the date CLBC sends out the link for the SFTS is subject to staffing and hours of operation. If the date falls on a Saturday or Sunday, the link would be sent the next working day. This is also true for when Service Providers are required to submit their PRE reports through the SFTS; if the date falls on a weekend, service providers will submit on the next working day.

6. COMPLETE YOUR PRE

- a. Send an email to CLBC.employmentHELP@gov.bc.ca from your dedicated employment email. You will be asked to advise the number of individuals served in your new employment contract and an appropriate size of PRE template will be sent to you. You will also be added to the CLBC's distribution list for the Secure File Transfer Service (SFTS), and will receive the link needed to submit your PRE report.
- b. Blank PRE templates are ONLY available by request from the CLBC.employmentHELP@gov.bc.ca.
- c. Follow the instructions in the PRE Practice Guidance for saving your report in your organization's filing system where you know you and others can find it. This will ensure you don't start from scratch each quarter to meet the strict reporting deadlines.
- d. Complete the template with the mandatory information you have collected, with consent, and the other data categories that are required.
- e. Once you have submitted your first report, you will update this same report with any new information or outcomes collected each quarter. Once you have received the SFTS link you will submit your completed PRE report for the quarter by deadline using the SFTS ONLY (see [Toolkit](#) for more info on the SFTS). NEVER SHARE THE REPORT VIA EMAIL