

Adult Learning Program (ALP) – High School Completion Grant Program Guidelines

Nova Scotia Department of
Labour and Advanced Education
Skills and Learning Branch
Adult Education Division

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1 Adult Learning Program (ALP) – High School Completion Grant Program – Introduction

The Adult Learning Program (ALP) – High School Completion Grant Program is administered by the Adult Education Division of the Department of Labour and Advanced Education through the Labour Market Programs Support System (LaMPSS). LaMPSS is a common method for administering Labour Market Programs in Nova Scotia focused on providing consistency in processes and improving services to labour market agreement holders.

LaMPSS provides organizations with self-serve capability, enabling you to apply for funding online for some labour market programs as well as submitting required financial and activity reports online.

All organizations entering into an agreement for delivering Labour Market Programs in Nova Scotia must first be registered as a LaMPSS organization. This is a one-time registration process. Once registered, we will provide you with the ability to utilize the LaMPSS self-service capabilities. If your organization has not previously been registered with LaMPSS, you can request a LaMPSS registration form from the Provincial contact identified in these guidelines.

Introduction – Nova Scotia School for Adult Learning (NSSAL)

NSSAL was created in 2001 to coordinate adult learning programs across the province, ranging from basic literacy to high school completion and is administered through the Adult Education Division, Skills and Learning Branch of the Department of Labour and Advanced Education. The department, through NSSAL, contributes to the social and economic development of the province by ensuring that more adults have the necessary skills, knowledge and credentials to succeed at home, in the community and in the workforce.

Purpose of the Program

NSSAL provides finding, curriculum development, program guidelines, student resources, recognition of prior learning (RPL) as well as practitioner support and training to organizations that deliver programs directly to adults.

Through NSSAL, over 140 programs are offered across the province each year, in both English and French. NSSAL programs are tuition-free for adults who are 19 years or older, have been out of school for one year or more, and have not earned a high school diploma recognized by the Adult Education Division of the Nova Scotia Department of Labour and Advanced Education. One of the programs delivered through NSSAL, in partnership with the Nova Scotia Community College (*hereafter referred to as the College*), is the Adult Learning Program (ALP) – High School Completion.

Adult Learning Program – High School Completion

The Adult Learning Program (ALP) includes four levels of courses offered in English ranging from basic literacy to high school graduation. The French language equivalent is Formation générale des adultes (FGA), which delivers three levels of courses through Université Sainte-Anne and Équipe d'alphabétisation–Nouvelle-Écosse.

Eligible Applicants

The Adult Learning Program (ALP) – High School Completion Grant Program provides funding for the delivery of the Adult Learning Program Levels III and IV. These levels are delivered to eligible adult learners (see below) through a partnership between the Adult Education Division of the Department of Labour and Advanced Education and Nova Scotia Community College.

Please note the Adult Learning Program Levels II, III and IV are delivered in French through a partnership between the Adult Education Division of the Department of Labour and Advanced Education and Université Sainte-Anne.

Eligible Program Participants

For the purpose of this grant, an eligible adult learner is defined as someone who is 19 years of age or older, has been out of public school for at least one year and does not have a high school diploma recognized by the Adult Education Division of the Department of Labour and Advanced Education.

NSSAL Program Guide

The NSSAL Program Guide contains detailed information on how the Adult Learning Program (Levels I–IV) is delivered, including program and course descriptions, learner placement policies and procedures, the role of recognition of prior learning as well as useful background information on the history of NSSAL and the role of government and the partner.

While the program guide is not an assessment tool to evaluate the application, it is important to be familiar with the information as it provides an orientation to NSSAL. This guide can be found online at www.gonssal.ca/General-Public/Documents-Resources/documents.

Adult Learning Program (ALP) – High School Completion Grant Program Guidelines

The Adult Learning Program (ALP) – High School Completion Grant Program guidelines will provide you with information on exactly what information is required to make an application for funding. Therefore, it is recommended that you read this entire Program Guidelines document. This document, as well as the information you provide, will become part of an agreement with the Province for delivery of your proposed project.

2 Applying for the Adult Learning Program (ALP) – High School Completion Grant Program Funding

Applying Online Using LaMPSS Self-Serve

Once you are a registered LaMPSS user, you can apply for funding online using the self-service capability. To apply online go to www.gov.ns.ca/lampss.

NOTE: You have 120 days to complete and submit the application. After 120 days you must begin the process again by downloading a new form.

Completing an Application Form

This section provides supporting information required in completing the application form contents for the Adult Learning Program (ALP) – High School Completion Grant Program for the Adult Education Division of the Department of Labour and Advanced Education.

Organization Information

Enter the name and complete mailing address for your organization. If you are applying online, this information will be pre-populated.

If your organization name or mailing address has changed please contact your Provincial contact to obtain a LaMPSS Registration Change form to update your information.

Project Details

Please provide the following:

Project Title	Provide a title specific to this project.
Agreement Start Date	Projects may not begin prior to September 1 st unless previous authorization has been provided by the Adult Education Division.
Agreement End Date	Projects end on or before June 30 th following the submission of the final report to the Adult Education Division unless previous authorization has been provided by the Adult Education Division to extend the project or deliver it outside of this time frame. Please note that approval of a subsequent project is dependent on approval of the organization's final project report.

Past Agreements

Funding for the Adult Learning Program (ALP) – High School Completion Grant Program is negotiated with the Nova Scotia Community College on an annual basis. Therefore, this section can be skipped as it is not necessary for the organization to enter information related to past agreements.

Project Description

Organizations are asked to provide a **brief** description (maximum 2,000 characters or approximately 300 words only) of the proposed project including the objectives, activities and expected results of your project. This must include the following information:

- number of ALP sections offered
- locations where ALP sections are offered
- description of the students serviced
- description of services provided
- staffing levels for each location.

In addition to this information, the College is asked to provide a brief description of:

- Adult Learning Program priorities and goals for NSSAL programming
- new initiatives
- new program sections or any changes in programming
- learner placement practices at each campus.

Attach a Detailed Project Description / Proposal to the Application

As the above section only allows 2,000 characters or approximately 300 words, you may require additional room to provide a more detailed description of your project for the purposes of assessment. To attach a detailed Project Description simply click the “Attach...” button to attach your document to the application form. ***This section only allows the attachment of one document.***

If you wish to provide other documents to support your proposal, please attach them below in the “Supporting Documentation” section of the application form.

Agreement Contact

Provide the appropriate primary contact name for your organization. Include the person’s title, contact number and e-mail address. Please note that this contact should be an individual empowered to negotiate all or some portions of the agreement.

Language Preference

The Adult Learning Program (ALP / FGA) – High School Completion Grant Program is available in both official languages. The English ALP program is delivered by the Nova Scotia Community College. The French ALP program is called “Formation générale des adultes” and is delivered by Université Sainte-Anne.

As the ALP program is delivered in English only, please choose “English” as your language preference.

Project Location(s)

Although the Adult Learning Program (ALP) – High School Completion Grant Program is delivered at many campuses, it is only necessary to complete the contact information for the head office location (i.e., the office for the Dean of Access at NSCC).

Participants

Enter the total number of participants expected for this project.

Project Activities

The Adult Learning Program (ALP) – High School Completion Grant Program include the provision of adult literacy and upgrading programs using the Nova Scotia *Adult Learning Program* curriculum as a standard for instruction. The eligible program activities are delivered in English and are designed to help adults develop a variety of essential skills needed to learn, live and work in their communities.

The ALP is an outcomes-based education program for adult Nova Scotians who do not have a high school diploma. Adults enrolled in the program will be able to work toward a number of personal goals, which may include the following:

- Improving literacy, math, problem-solving, critical-thinking, teamwork and essential skills
- Acquiring the Nova Scotia High School Graduation Diploma for Adults
- Preparing to write the GED test to further employment opportunities
- Entering the workforce
- Preparing to enter a post-secondary institution.

The ALP consists of four levels of courses, which range from basic literacy to high school graduation.

- Levels I and II have been designed for adults who need to develop a broad range of literacy and mathematic skills.
- Level III has been designed for adults who need to improve a variety of skills before entering into Level IV and/or who need to improve their literacy and essential skills to assist in their life/work transitions.
- Level IV consists of courses that can be used toward the Nova Scotia High School Graduation Diploma for Adults.

Levels III and IV are available for delivery using the Adult Learning Program (ALP) – High School Completion Grant Program. The information below outlines the information required for assessment and will appear directly on the signed agreement.

The following tables outline the required information for the each eligible activity. The information required may be the same or similar to information provided in the project description.

Note that what you include here will appear directly on the signed agreement between the organization and the Province of Nova Scotia.

<i>Skill Enhancement – Essential Skills – ALP III – Classroom</i>	
Brief Description	<p>Provide a brief description of the program including the number of Level III sections to be delivered in the total number of campuses across the province.</p> <p>Identify if this number is the same as the previous year; and if not, why the difference.</p> <p>For example: The college will deliver 23 sections of classroom activities using the Level III ALP curricula in 10 campuses across the province. This number represents an increase in 3 additional sections due to the number of adult placed on the waiting list that were assessed to be at Level III in the previous year.</p>
Expected Results	<p>Provide a brief description of the college’s expectations related to the success of the program.</p> <p>For example: The college expects that the majority of the adult learners enrolled in the Level III program this year will complete the level and move on to Level IV.</p>
Where does this activity take place	<p>From the drop-down menu, choose the head office location.</p>
Expected number of participants	<p>Provide a cumulative (from all participating campuses) expected number of adult learners expected to participate in the activity. There will be an opportunity to provide actual numbers when reporting on activities during the project.</p>

Skill Enhancement – Essential Skills – ALP IV – Classroom	
Brief Description	<p>Provide a brief description of the program including the number of Level IV sections to be delivered in the total number of campuses across the province. Please identify if this number is the same as the previous year; and if not, why the difference.</p> <p>For example: The college will deliver 23 sections of classroom activities using the Level IV ALP curricula in 10 campuses across the province. This number represents an increase in 3 additional sections due to the number of adult placed on the waiting list who were assessed to be at Level III in the previous year.</p>
Expected Results	<p>Provide a brief description of the college’s expectations related to the success of the program.</p> <p>For example: The college expects that the majority of the adult learners enrolled in the Level IV program this year will complete the level and receive the Nova Scotia High School Diploma for Adults. It is also expected that many of those learners will apply to be enrolled in one of the college programs.</p>
Where does this activity take place	<p>From the drop-down menu, choose the head office location.</p>
Expected number of participants	<p>Provide a cumulative (from all participating campuses) expected number of adult learners expected to participate in the activity. There will be an opportunity to provide actual numbers when reporting on activities during the project.</p>

Project Budget

The following table outlines the eligible costs and specific instructions for each budget category funded by the Adult Learning Program (ALP) – High School Completion Grant Program. Include your complete project costs and requested amounts by budget category.

When calculating project costs, organizations are reminded to ensure the “requested amount” is **less cash and/or in-kind contributions** for each project budget category. For example, if the projected Project Cost for “Program Delivery-Salaries & Benefits-Salaries” is \$100, and you have secured \$50 from another source for salaries, then the Requested Amount will only be \$50.

Cash and In kind contribution information is captured at a cumulative level on the form, for each applicable program budget subsection. For example:

- Salaries & Benefits (Subtotal)
- less Cash contributions
- less In Kind contributions

Please note: If the project costs and requested amount budget column totals do not equal each other, the budget total lines change to red and the message “Total requested amount must equal the project cost less your cash and in-kind contributions” will appear until the corrected amounts are entered. To resolve this problem, either change the individual budget category field values, if they were entered incorrectly or if the values were entered correctly, enter the differences (project costs less requested amount) in the appropriate contributions fields; "less: Cash contributions" and/or "less In kind contributions.

In addition, the Adult Education Division requires specific supporting documentation to support the information being provided in the application form. Please see the “Supporting Documentation” section below for details.

Program Delivery

Salaries and Benefits	Eligible Costs
<i>Salaries</i>	Insert the required amount of funds to cover the salaries for program delivery staff (i.e., instructors).
<i>MERC</i>	Insert the required amount of funds to cover MERC for program delivery staff (i.e., instructors).
<i>Health and Dental Benefits</i>	Insert the costs associated with the provision of health and dental benefits for program delivery staff only.
<i>Pension Benefits</i>	Insert the costs associated with the provision of pension benefits for program delivery staff.

Participant Program Delivery

Participant	Eligible Costs
<i>Disability Assessments</i>	Provide any costs expected to be incurred by the College in order to provide disability assessments.
<i>Disability Supports</i>	Provide any costs expected to be incurred by the College in order to provide disability supports to adult learners.

Operational

Standard	Eligible Costs
<i>Equipment</i>	Insert costs expected to be incurred for purchase/rent of any required to deliver the project.
<i>Facility Lease / Rent</i>	Insert costs expected to be incurred for the lease/rent of any meeting rooms or office space related to the operation of the project.
<i>Resource Materials</i>	Costs associated with the purchase of resource materials used for the delivery of the adult learning program may be included. The College will be expected to provide details as to what was purchased and provide reasons for that purchase.

<i>Office Supplies</i>	Costs associated with the purchase of office supplies for the delivery and administration of the adult learning program may be included. The College will be expected to provide details as to what was purchased and provide reasons for that purchase.
<i>Program Materials</i>	Costs associated with the purchase of any additional program materials for the delivery of the adult learning program may be included. The College will be expected to provide details as to what was purchased and provide reasons for that purchase.
<i>Travel</i>	Travel costs associated with the delivery of the adult learning program may be included. The Division may request that details be provided to explain the expense.

Administrative

Administrative Staff	Eligible Costs
<i>Salaries</i>	Insert the required amount of funds to cover the salaries for any staff associated with the administration of the program (i.e., anyone other than the instructors).
<i>MERC</i>	Insert the required amount of funds to cover MERC for any staff associated with the administration of the program (i.e., anyone other than the instructors).
<i>Health and Dental Benefits</i>	Insert the costs associated with the provision of health and dental benefits for any staff associated with the administration of the program (i.e., anyone other than the instructors).
<i>Pension</i>	Insert the costs associated with the provision of pension benefits for any staff associated with the administration of the program (i.e., anyone other than the instructors).

Legal Signing Officers

Although the LaMPSS self-serve system enables the negotiations of many reports and documents to be made electronically, the final agreement between the organization and the Province must be done in writing.

In this section list the names and titles of anyone in your organization authorized to sign the legal agreement to receive funds for the proposed project must be listed here. If you do not require signatures from all persons listed, identify whose signatures **must** be included on the final agreement. If a combination of signatures is required, ensure that information is noted in the second block requesting the combination of signatures.

Supporting Documentation

To accompany the completed application for the Adult Learning Program (ALP) – High School Completion Grant Program, two budget documents are **required** before a proposal can be accepted for assessment. These documents are detailed below.

In addition to the required supporting documents, you may wish to attach other supporting documents to help support your request for funding or to inform the division of your future priorities.

Please note that only the documents listed as “Mandatory” are required before an application is considered accepted. To avoid delays, please ensure your submitted application includes these documents. If you have questions, please do not hesitate to contact the Registrar or Assistant Registrar of NSSAL (contact details are provided in Section 5 of this document).

Document	Mandatory	Document Topic	Requirements
<i>Itemized budget breakdown</i>	Yes	Itemized Budget Breakdown	Provide an itemized budget breakdown containing projected costs for the fiscal year in which funding will be used. The division requires a separation of costs between NSSAL funding and core funding, and details on the breakdown of costs including staffing costs, administrative costs, recourses, professional development and other costs. There is no required template for this information, and if you have questions regarding the format, please contact the Grant Coordinator for information (contact information can be found at the end of the document).
<i>Financial statement</i>	Yes	Financial statement	Provide the financial statement for the previous year.

Submitting your application

Once your organization has finalized the application including the attachment of all the required documents, and project costs less cash and in-kind contributions, the application may be submitted to the Adult Education Division using the LaMPSS self-serve system.

In order to submit the application, follow the following steps:

1. Open the completed application form saved on your computer. You may wish to save a duplicate copy for reference purposes when making new applications in subsequent years.
2. Enter your organization's ID number, username and password. This information would have been provided to you when you registered as a LaMPSS organization receiving the ability to utilize the LaMPSS self-service capabilities.
3. Click the "submit" button. The interactive application reconnects with the LaMPSS system automatically and enables the user to submit the application.

At this point the application enters the "verification" stage of the proposal submission. A member of the Adult Education Division confirms that the submitted proposal includes all required documentation, as well as sufficient details in order to make a fair assessment.

Organizations should ensure the submitted application remains in an electronic state (i.e., saved on your computer network) to allow the organization to make any requested edits and then resubmit. Additionally, the saved document can be used for future reference in developing proposals in subsequent years.

Please note: There is a time line for applications to remain current. Organizations have 120 calendar days to open, complete and submit the completed application.

3 Adult Learning Program (ALP) – High School Completion Grant Program Reporting Requirements

The Adult Education Division requires that all organizations that are in receipt of provincial funds to deliver the NSSAL program provide both interim and final activity and financial reports. During the course of the project, the organization will be notified through the LaMPSS self-serve system when the activity and financial reports are required.

Reporting Online Using LaMPSS Self-Serve

Reports should be submitted online using LaMPSS self-serve functionality at www.gov.ns.ca/lampss.

Completing an Activity Report

This section provides information on completing the Activity Report.

Organization Information

Now that your organization is a registered LaMPSS user, this information will be pre-populated. If, during the course of the project, this information has changed, please ensure the changes are recorded in LaMPSS and you have notified the Adult Education Division of the change.

Project Activities

This section provides opportunity for the organization to report on the activities identified when the application was made to request funding. The table below outlines the information required regarding the progress of Levels III and IV activities for the Adult Learning Program (ALP) – High School Completion Grant Program.

In addition to this activity report, the College is required to submit specific statistics on the participants enrolled in the various NSSAL programs as supporting documentation. Please see the “Supporting Documentation” section below for details.

Please note, that the interim activity and funding reports must be submitted and approved by the Adult Education Division prior to the second and final installment of funding being released to the College.

<i>Skill Enhancement – Essential Skills – ALP III – Classroom</i>	
Update / Status this Period	<p>In this space, your organization is asked to provide comment on the delivery of the approved Adult Learning Program (ALP) – High School Completion Grant Program. If the content of your status report is longer than the space required, a separate document can be attached in the supporting documents section of this report.</p> <p>Please provide details regarding the following statements. The update is to be limited to the activities underway over the course of this project:</p> <ul style="list-style-type: none"> • The ALP Program successes and challenges experienced by your organization—in general and specifically related to ALP III. • How the ALP program priorities were met.
Number of unique participants	<p>Provide the actual number of adult learners participating in the activity. This number includes any participants who have completed the project and does not include any participants who have withdrawn from the project.</p>

Skill Enhancement – Essential Skills – ALP IV – Classroom	
Update / Status this Period	<p>In this space, your organization is asked to provide comment on the delivery of the approved Adult Learning Program (ALP) – High School Completion Grant Program. If the content of your status report is longer than the space required, a separate document can be attached in the supporting documents section of this report.</p> <p>Please provide details regarding the following statements. The update is to be limited to the activities underway over the course of this project:</p> <ul style="list-style-type: none"> • The ALP Program successes and challenges experienced by your organization—in general and specifically related to ALP IV. • How the ALP program priorities were met.
Number of unique participants	<p>Provide the actual number of adult learners participating in the activity. This number includes any participants who have completed the project and does not include any participants who have withdrawn from the project.</p>

Participants

Enter the actual number of participants during this reporting period for all activities.

Supporting Documentation

As referenced above, the division requires specific statistics on the participants enrolled in the various NSSAL programs. Please fill out a course-credit totals template that details the number of participants by course, including the withdrawals and credits awarded. For your convenience, this template can be found online at www.goNSSAL.ca/lampss.

To support the update, organizations are encouraged to use this section to submit any additional information or documents that may provide a more complete picture of the progress of the project. For instance, if the organization used a particular document to evaluate the program, such as a survey or an evaluation form, the organization should include samples of the materials here as an attachment.

Document Attachments	Mandatory?	Document Topic	Requirements
Course Credit form	Yes	Course Information	This document is required by the division to ensure a better understanding of the progress of participants in the NSSAL program.

Reporting Notes

If your organization would like to make a comment or provide commentary on the successes achieved and or challenges that have developed over the course of the activity, that information can be documented in this space. Additionally, any supporting documents related to this information can be attached as noted above.

Completing a Financial Report

This section provides information to the organization on completing the Financial Report form for the Adult Learning Program (ALP) – High School Completion Grant Program for the Adult Education Division of the Department of Labour and Advanced Education.

Organization Information

Now that your organization is a registered LaMPSS user, this information will be pre-populated. If, during the course of the project, this information has changed, please ensure the changes are recorded in LaMPSS and you have notified the Adult Education Coordinator of the change.

Project Costs

In this section, organizations are asked to report actual costs to date for each eligible budget category where project funds were approved. The original approved funding allocation is listed. Depending on whether or not the organization is providing an interim or final report, the “to-date” costs are also visible.

It should be noted that organizations are able to record actual costs that may exceed the original requested amounts. If this occurs, organizations are **required** to provide details in the “Notes” section as to why the costs have exceeded the approved funding allocation for that category. Organizations should expect that the Adult Education Division’s coordinator or grant administrator will be in contact to discuss the circumstances.

Supporting Documentation

Aside from attaching mandatory supporting documentation with the financial report, the organization can also attach additional supporting documentation that may provide a more complete financial picture of the progress of the project.

Also, any documentation that supports why costs exceeded the originally approved budget could also be included here. For instance, if the organization moved the project to a location that exceeded the original budget allocation for rent, any documents that reflect that difference and/or support the move could be scanned and attached in this location.

Document	Mandatory?	Document Topic	Requirements
<i>Budget Detail Template</i>	Yes	Itemized Budget Breakdown	In order to make an accurate assessment of the budget expenditures, the Adult Education Division requires details on purpose of those

			expenditures. To assist the College in providing this information, a budget detail template has been provided. It can be found online at www.goNSSAL.ca/lampss
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Reporting Notes

If projects costs reported above exceeded the originally approved budget, the organization is required to provide details explaining those differences in this section. The organization is also free to use this space to report any successes or challenges related to the financial activities of the project.

Submitting Your Reports

Once your organization has finalized the report including the attachment of all the required templates, the report may be submitted to the Department using the LaMPSS self-serve system.

In this section of the report enter the following information that would have been received when your organization was registered as in LaMPSS.

Enter your organizations ID, username and password and click the “submit” button. This will connect you with the LaMPSS system to submit the application.

4 Adult Learning Program (ALP) – High School Completion Grant Program Terms & Conditions

The Department of Labour and Advanced Education (the department), through the Nova Scotia School for Adult Learning, provides Nova Scotia Community College (NSCC) with a funding grant for each fiscal year which is approved annually and based on the previous year’s reporting results.

This funding is restricted to provide support for eligible adults participating in the Nova Scotia School for Adult Learning initiative and is based on an approved budget prospectus, and NSCC will not make substantive changes to the approved budget expenditures without the consent of the department. Amendments must be submitted to the department through the LaMPSS self-serve system.

Funding is disbursed in two allotments. The second disbursement of funding will be awarded following receipt, review and approval of the interim activity and financial reports through the LaMPSS self-serve system.

Failure to comply with the terms and conditions of funding may result in the termination of the agreement and the refusal of the second payment.

A. Eligibility

This funding covers programs and services targeted to adults which meet the following eligibility criteria:

- 19 years of age and over
- out of public school for one year or more; and
- do not have a high school diploma recognized by the Adult Education Division of the Nova Scotia Department of Labour and Advanced Education.

Eligibility exceptions are to be approved by the Department of Labour and Advanced Education.

B. Section Capacity and Location

NSCC will provide the number of sections of the Levels III and IV Adult Learning Program, as well as the number of students to be served (a section consists of a minimum of 15 students). Any modifications to this program delivery plan must have the consent of the department.

C. Tuition and Fees

NSSAL-eligible adults enrolled in the Adult Learning Program and working towards the High School Graduation Diploma for Adults will not be charged tuition or confirmation fees.

D. Resources/Books

As specified in the federal-provincial Contribution Agreement on Skills Development, NSCC will waive the book costs for up to 200 Employment Nova Scotia supported clients enrolled in the Adult Learning Program and working towards the Nova Scotia High School Graduation Diploma for Adults.

With the exception of Employment Nova Scotia supported clients, book fees may be charged to students.

NSCC will implement and maintain the agreed upon Textbook Protocol for the Department of Community Services (DCS) as developed by the NSSAL Reporting Task Team.

Resource allocations (books and classroom/student resources) will be expended in accordance with the ALP priorities as determined jointly by the department and NSCC.

E. Reporting Requirements

NSCC and the department will work jointly to determine minimum reporting and student services guidelines for Community Services and Employment Nova Scotia clients

F. Program Delivery

NSCC will deliver programs in compliance with the policies and procedures outlined in the *NSSAL Program Guide for the Nova Scotia High School Graduation Diploma for Adults*.

The Adult Learning Program is the property of the Department of Labour and Advanced Education. Decisions regarding new course offerings will be made by the department in consultation with NSCC. No changes can be made to the course learning outcomes or to the modes of delivery, including online delivery or delivery through customized training, without the consent of the department.

Professional development activities funded under this agreement will be determined jointly by the department and NSCC.

G. Representation

NSCC will ensure representation on Nova Scotia School for Adult Learning Regional Planning Teams (RPT).

NSCC will ensure representation on a NSCC–Department Working Committees, as required.

H. Information Dissemination

NSCC will formally acknowledge funding support received from the department in its promotional materials and other forms of publicity. Information published concerning the Nova Scotia High School Graduation Diploma for Adults will be developed in consultation with the department.

4.1 Adult Learning Information Survey

Adult Learner Registration System

The organization must ensure that all adult learners receiving service are registered in the Learner Registration System at the start of each of the organization’s programs. User access information, passwords and user names can be obtained from Micheline McWhirter at mcwhirma@gov.ns.ca or phone 902- 424-5160 / 1-877-466-7725. The system can be accessed at:
<http://eapps.ednet.ns.ca/NSSALSIS>.

Adult Learner Information Survey

- The organization must ensure that all adult learners fill out the on-line survey. The survey is collected annually and directions for accessing will be communicated in August via email each year.
- If you are unable to access the on-line version of the form, contact your regional office for assistance. Submit all completed Adult Learner Information Survey forms, labelled and grouped by program, to your Adult Education Coordinator at the end of each month. Please ensure all students have their ID#’s on hand when completing the form.
 - Returning students (those registered in a program during the previous year) should complete a new form for the current year.
 - Student should only complete one form per year.
 - If a student enrolls in a program, after the final report has been submitted, the paper form should be completed and submitted to the Department before August 31st. The on-line version will be available.
 - If there are no additional enrolments in a program after submission of the Interim Report, please submit a note with your final report indicating that there is “no change since the Interim Report.”
 - All forms must be completed in full prior to submitting them to the Department.

Important:

Personal information collected in this form will be kept confidential and only used in aggregate form in keeping

with the privacy legislation. Responses will be used to improve programs and services for adult learners. All questions are required. Only complete this paper version, if unable to complete on-line. All completed forms should be submitted the end of each month to your Labour and Workforce Development field office – Adult Education Division (Attn: Adult Education Coordinator). Please contact your Adult Education Coordinator if you have any questions.

4.2 Placement Process Policies and procedures

- Characteristics of Effective Placement of an Adult Learner
- The Adult Education Division recognizes that sensitivity and skills are required by NSSAL practitioners when placing adults into the appropriate NSSAL program and level. There are many non-academic factors including: geography and transportation, availability of additional support services such as child-care, financial support through a service agency, time-frame, health, family and personal supports, goals and dreams that are also a part of the referral process.
- An effective placement process:
- Provides a welcoming environment
- Many adults who are returning to school are often nervous and may feel anxious as they have been out of school for awhile and might have had negative educational experiences in the past. Practitioners can set an inviting and welcoming atmosphere to put adults at ease and set the tone for a positive learning experience by focusing on the development of a relationship with the adult learner.
- NSSAL programs should scrutinize their processes, procedures, and practices to eliminate undue barriers. For example, ensure that the placement process is respectful of adults' culture, ethnicity, socio-economic background, gender, and sexual orientation. Overall, the adult learner should feel this is a process, a first step and not a test.
- Centres around a confidential interview
- The complexity of adults' lives and background experiences must be taken into account to determine the most appropriate program or learning level. There are many factors and options to take into account. The placement process is only the first step in what will become an ongoing conversation about skills, hopes, goals, and plans.
- Includes activities that demonstrate a variety of essential skills
- Appropriate placement helps to match adults' current skills with programs and instructional levels best able to move them towards realistic hopes and goals.
- To do this, the placement process needs to allow adults to demonstrate these skills through short reading, writing, thinking, and mathematical problem-solving activities.
- Identifies starting levels for instruction in ALP or PSP curriculum

- The placement process needs to align with curriculum outcomes and skills by identifying starting levels for instruction (ALP or PSP). Once placed and attending a program, ongoing academic assessments will be essential to inform targeted instruction.
- NSSAL practitioners who administer placement process recognize the complex needs of adults entering NSSAL programs. As a provincially co-ordinated system of adult education, practitioners are asked to build community and consistency through shared professional development.
- If more information on placement process for the adult learner is required please contact our division's curriculum advisor at 902-424-1881.

5 Contact Information

At any point in the application process, organizations are encouraged to contact the Adult Education Division using the toll-free number (1877-goNSSAL or 1-877-466-7725). Organizations may also wish to visit the divisions's website, www.goNSSAL.ca, for information related to the specific grant program as well as other adult education topics.

The contact information below is for staff members directly responsible for the Adult Learning Program (ALP) – High School Completion Grant Program. In particular, the Grant Coordinator should be contacted regarding any queries related to completing any LaMPSS forms or for any financial-related activity.

Michelle Thomason, Manager/Registrar, NSSAL
Adult Education Division
Skills and Learning Branch
Dept. of Labour and Advanced Education
2021 Brunswick Street, 4th Floor, PO Box 578
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Website: www.goNSSAL.ca

Grant Coordinator
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Micheline McWhirter , Assistant Registrar, NSSAL
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6 The Adult Learning Program (ALP) – High School Completion Grant Program Definitions

If any of the terms in these guidelines are unfamiliar, please go to our website for a definition list of common terms www.goNSSAL/programsfunded/glossary.