

# Adult Education Special Projects Grant Program Guidelines

Canada-Nova Scotia  
Labour Market Agreement (LMA)

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

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## 1 Adult Education Special Projects Grant Program – Introduction

The Adult Education Special Projects 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 registered with LaMPSS, you can request a LaMPSS registration form from the Provincial contact identified in these guidelines.

Please read this entire Program Guidelines document. The information contained in this Program Guideline document will become part of an agreement with the Province for delivery of Labour Market Programs.

### Project Proposals Submitted For Funding under the Labour Market Agreement (LMA):

Organizations submitting project proposals are subject to the requirements within these guidelines. Many of these details are common to other programs funded by the Adult Education Division of the Skills and Learning Branch. However, specific comments and criteria within tables such as this refer to details that are only relevant to LMA projects.

Additionally, organizations submitting project proposals under the LMA are subject to the criteria of the Canada-Nova Scotia Labour Market Agreement. The LMA can be found on the federal government's Human Resources and Social Development Canada website by opening this link: [Canada-Nova Scotia Labour Market Agreement](#).

### Adult Education Special Projects – Introduction

The department, through the various adult education programs 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.

In addition to these programs, the division provides funding to organizations who wish to contribute to the economic and social development of the province through the provision of conferences, workshops or development of research documents in the area of literacy and essential skills.

### The Purpose of the Program

The Adult Education division provides one-time-only restricted grant funding for adult learning special projects and initiatives.

## Eligible Applicants

The Special Projects Grant Program is available in both official languages to community learning organizations, not-for-profit organizations working in partnership with literacy organizations or with other organizations that can show strong evidence of a project that will impact the literacy and learning of adults in Nova Scotia.

### For Project Proposals Submitted For Funding under the Labour Market Agreement (LMA):

The LMA will target service at unemployed and employed, low skilled Nova Scotians who are not EI eligible\* including;

- social assistance recipients
- immigrants
- people with disabilities
- older workers
- youth
- Aboriginal people
- African Nova Scotians
- new entrants and re-entrants
- unemployed individuals previously self employed
- Acadian and francophone Nova Scotians
- women

Details on each of these categories can be found in the Terms and Conditions section of this document. LMA funding is restricted to purposes specified in the application and approved by the DLAE.

## Available Funds

The funds available for special projects will vary from year to year depending on provincial budget restrictions. Therefore, organizations may wish discuss a potential project with the division's management team prior to making an application. Contact information can be found at the end of the document.

## 2 Applying for the Adult Education Special Projects 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](http://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 Education Special Projects 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:

<b>Project Title</b>	Provide a title specific to this project.
<b>Agreement Start Date</b>	Projects must begin and end within one fiscal year. Therefore the start date must be chosen to allow sufficient time to complete the project.
<b>Agreement End Date</b>	As noted above, projects must begin and end within one fiscal year. In special circumstances, the division may authorize the project end date to extend beyond the fiscal year as long as the funds allocated to the project are expended before the end of the fiscal year.  However, it is recommended that the project begin and end within the fiscal year in which the funds were allocated.

### Past Agreements

Funding of Adult Education Special Projects Grant Program is negotiated on a project-by-project basis. If your organization had a previous funding agreement with the province, provide the name of the project and the year in which funds were provided.

### Project Description

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

If you require additional space to provide the description of the project, use a separate document and attach it as a “detailed project description.” See details below on how to attach it to the application.

### 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 your detailed Project Description document Simply click the “Attach...” button to attach the document to 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 Documents” 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 Education Special Projects Grant Program is available in both official languages. Please choose your language preference.

### Project Location(s)

Please identify all civic addresses of all secured locations. If activities will be delivered in more than one location, please click the “Add Another Location” button to provide details. There is a space for “notes” which can be used to describe the location such as “community hall basement” or specific directions on how to locate the space.

In the event that your organization has not secured locations at the time the proposal is submitted, or if the project location must be moved (i.e., due to natural causes like a flood or damage to the building), the organization should consult the Director of the Adult Education Division to advise of the change and then record the details through LaMPSS using the self-serve option.

### Participants

In this section, organizations are asked to include the total number of participants expected to participate in the project activity. There will be an opportunity during the interim and final report to report actual numbers.

### Project Activities

The Adult Education Special Projects Grant Program is offered to organizations who wish to improve adult literacy and learning skills within the province. Grants are limited to a one-time-only restricted grant funding for adult learning special projects and initiatives.

Project activities can be delivered in a variety of ways (i.e., workshops, conferences or the development of a policy research paper that helps to advance the adult education mandate of the province).

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.***

#### Assessment – Recognition of Prior Learning (RPL)

Brief Description	
	Provide a brief description. In particular, use the following criteria: <ul style="list-style-type: none"><li>• purpose of the project</li></ul>

	<ul style="list-style-type: none"> <li>• number of weeks and the activities to be accomplished within those weeks</li> <li>• scope of the project and the specific tasks to be carried out</li> <li>• information on any partnerships created to deliver the project</li> </ul>
<b>Expected Results</b>	This is a one-time-only grant to undertake the development of a project that develops or supports the development of recognition of prior learning for adult learners. Describe how the project activities will accomplish this object as well as details on project deliverables (i.e., policy report).
<b>Where does this activity take place</b>	From the drop-down menu, indicate where this activity will be delivered. If the same activities will be delivered at all locations, select “all locations.”
<b>Expected number of participants</b>	Provide the number of participants expected to participate in this activity. Actual numbers will be reported in the submission of any required interim and/or final reports.
<b>Research and Planning – Curriculum Development</b>	
<b>Brief Description</b>	Provide a brief description. In particular, use the following criteria: <ul style="list-style-type: none"> <li>• purpose of the project</li> <li>• number of weeks and the activities to be accomplished within those weeks</li> <li>• scope of the project and the specific tasks to be carried out</li> <li>• information on any partnerships created to deliver the project</li> </ul>
<b>Expected Results</b>	This is a one-time-only grant to undertake research and planning activities related to curriculum development. Describe how the project activities will accomplish this objective as well as details on project deliverables (i.e., curriculum resources).
<b>Where does this activity take place</b>	From the drop-down menu, indicate where this activity will be delivered. If the same activities will be delivered at all locations, select “all locations.”
<b>Expected number of participants</b>	Provide the number of participants expected to participate in this activity. Actual numbers will be reported in the submission of any required interim and/or final reports.

<b>Research and Planning – Labour Market Strategies</b>	
<b>Brief Description</b>	Provide a brief description. In particular, use the following criteria: <ul style="list-style-type: none"> <li>• purpose of the project</li> <li>• number of weeks and the activities to be accomplished within those weeks</li> <li>• scope of the project and the specific tasks to be carried out</li> <li>• information on any partnerships created to deliver the project</li> </ul>

<b>Expected Results</b>	This is a one-time-only grant to undertake research and planning activities related to labour market research. Describe how the project activities will accomplish this objective as well as details on project deliverables (i.e., policy report).
<b>Where does this activity take place</b>	From the drop-down menu, indicate where this activity will be delivered. If the same activities will be delivered at all locations, select “all locations.”
<b>Expected number of participants</b>	Provide the number of participants expected to participate in this activity. Actual numbers will be reported in the submission of any required interim and/or final reports.
<b>Research and Planning – Workforce Adjustment Planning</b>	
<b>Brief Description</b>	Provide a brief description. In particular, use the following criteria: <ul style="list-style-type: none"> <li>• details on how the funds will be used to develop a product that addresses workforce planning through research mechanisms</li> <li>• describe research methodology and any other resources to be used</li> <li>• length of the project (number of workshops, meetings, etc.)</li> <li>• include information on any partnerships created to deliver the project</li> </ul>
<b>Expected Results</b>	This is a one-time-only grant to undertake research and planning activities related to workforce planning. Describe how the project activities will accomplish this objective as well as details on project deliverables (i.e., policy report).
<b>Where does this activity take place</b>	From the drop-down menu, indicate where this activity will be delivered. If the same activities will be delivered at all locations, select “all locations.”
<b>Expected number of participants</b>	Provide the number of participants expected to participate in this activity. Actual numbers will be reported in the submission of any required interim and/or final reports.

<b>Skill Enhancement – Essential Skills</b>	
<b>Brief Description</b>	Provide a brief description. In particular, use the following criteria: <ul style="list-style-type: none"> <li>• details on how the funds will be used to develop literacy and learning skills for adults in Nova Scotia</li> <li>• length of project (number of workshops, meetings, etc.)</li> <li>• include information on any partnerships created to deliver the project</li> </ul>
<b>Expected Results</b>	This is a one-time-only grant to deliver an adult upgrading project in the province. Provide details on the objectives of the project and how it 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.

<b>Where does this activity take place</b>	From the drop-down menu, indicate where this activity will be delivered. If the same activities will be delivered at all locations, select “all locations.”
<b>Expected number of participants</b>	Provide the number of participants expected to participate in this activity. Actual numbers will be reported in the submission of any required interim and/or final reports.

### Project Budget

The following table outlines the eligible costs and specific instructions for each budget category funded by the Adult Education Special Projects 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-**Travel**” is \$100, and you have secured \$50 from another source for travel, 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.**

### Program Delivery

<b>Salaries &amp; Benefits</b>	<b>Eligible Costs</b>
<b>Travel</b>	Provide the funds required to cover travel costs associated with program delivery

### Operational

Standard	Eligible Costs
<b>Honoraria</b>	Costs may be included for special payments for guest speakers, resource persons and/or consultants.
<b>Facility Lease / Rent</b>	Costs may be included for rent of meeting rooms and/or offices.
<b>Equipment</b>	Costs associated with equipment rental or copier and telecommunications charges.
<b>Office Supplies</b>	Costs for supplies related to the program (e.g., paper, markers and file folders) may be included.
<b>Program Materials</b>	Other costs related to printing, reproduction and distribution costs, costs associated with the evaluation of the program or equipment rental may be recorded as “office supplies.”
<b>Resource Materials</b>	Costs associated with resources required to complete the project may be included.

### Administrative

Administrative	Eligible Costs
<b>Administrative-Inclusive</b>	Include any costs associated with the administration of the project including salaries and benefits for any administrative staff. Administrative costs cannot exceed 15 percent of the total project budget.

### Legal Signing Officers

Although the LaMPSS self-serve system allows most of operations and negotiations of applications, the final agreement between the organization and the Adult Education Division of the Department of Labour and Advanced Education must be done in writing. Therefore, 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. In addition, if the organization does not require signatures from all persons listed, identify whose signatures **must** be included on the final agreement.

For example, if the chair, vice-chair, president and treasurer of your organization has signing authority but only two signatures are required, one of which must be the chair or the vice-chair, ensure that information is noted in the second block requesting the combination of signatures.

### Supporting Documentation

The Adult Education Division does not require any mandatory documents be provided to assist in the assessment process. However, organizations may wish to attach documents to help support the request for funding or to inform the division of your future priorities.

If you have questions, do not hesitate to contact the Director of the Adult Education Division (contact details are provided in Section 4 of this document).

### Submitting your application

Once your organization has finalized the application including the attachment of all supporting documents you wish to include, 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 Education Special Projects Grant Program Reporting Requirements

The Adult Education Division requires that all organizations that are in receipt of provincial funds to deliver projects using the Adult Education Special Projects Grant Program to 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 are to be submitted online using LaMPSS self-serve functionality at [www.gov.ns.ca/lampss](http://www.gov.ns.ca/lampss).

## Completing an Activity Report

This section provides information to the organization for completing the Activity Report form for the Adult Education Special Projects 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, ensure the changes are recorded in LaMPSS and you have notified the Adult Education Coordinator of the change.

### Project Activities

The tables below outline the information required to complete the Activity Report for the project activities defined in the application for the Adult Education Special Projects Grant Program.

<b>Assessment – Recognition of Prior Learning (RPL)</b>	
<b>Update / Status this Period</b>	Provide details on how the objectives of the project have been met, including any challenges or successes.
<b>Number of unique participants</b>	Provide the number of participants currently participating in the activity.

<b>Research and Planning – Curriculum Development</b>	
<b>Update / Status this Period</b>	Provide details on how the objectives of the project have been met, including any challenges or successes.
<b>Number of unique participants</b>	Provide the number of participants currently participating in the activity.

<b>Research and Planning – Workforce Adjustment Planning</b>	
<b>Update / Status this Period</b>	Provide details on how the objectives of the project have been met, including any challenges or successes.
<b>Number of unique participants</b>	Provide the number of participants currently participating in the activity.

<b>Research and Planning – Workforce Adjustment Planning</b>	
<b>Update / Status this Period</b>	Provide details on how the objectives of the project have been met, including any challenges or successes.
<b>Number of unique participants</b>	Provide the number of participants currently participating in the activity.

<b>Skill Enhancement – Essential Skills</b>	
<b>Update / Status this Period</b>	Provide details on how the objectives of the project have been met, including any challenges or successes.
<b>Number of unique participants</b>	Provide the number of participants currently participating in the activity.

### Participants

In this section, provide an update on the total number of participants participating in the project.

### Supporting Documentation

This section can be used by the organization to submit supporting documentation (i.e., status report) that may be different from what was reported above or 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.

### 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 for completing the Financial Report form for the Adult Education Special Projects 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, ensure the changes are recorded in LaMPSS and you have notified the Director of Adult Education Division 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.

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. In this situation, organizations must contact the Director of Adult Education Division to discuss the circumstances.

### Supporting Documentation

This section can be used by the organization to submit supporting documentation to report any details that may be different from what was reported above or any additional information or documents that

may provide a more complete financial picture of the progress of the project. For instance, if the organization has a budget worksheet that describes the budget in more details, it should be included here as an attachment.

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.

### Reporting Notes

If projects costs reported above exceeded the originally approved budget, the organization is expected 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 Education Special Projects Grant Program Terms & Conditions

### 4.1 Eligible and Targeted Clients

The LMA will target service at unemployed and employed, low skilled Nova Scotians who are not **EI eligible\*** including;

- social assistance recipients
- immigrants
- people with disabilities
- older workers
- youth
- Aboriginal people
- African Nova Scotians
- new entrants and re-entrants
- unemployed individuals previously self employed
- Acadian and francophone Nova Scotians

- women

**Targeted Client Definitions (See Appendix E for further information)**

**Immigrant:** A person and their dependents that has been issued an official Visa and have come to Canada to establish permanent residence. Categories of immigrants include:

- Permanent residents of Canada
- Canadian citizens born outside of Canada
- Protected persons as defined in Section 95 of the *Immigration and Refugee Protection Act*

**Income Assistance recipient:** A recipient is considered an individual, the spouse of the individual or the dependent of the individual who is:

- In direct pay with Income Assistance; or
- Receiving Extended Pharmacare benefits and meets the definition of low skilled employed under the LMA
- Receiving Transitional Pharmacare benefits and meets the definition of low skilled employed under the LMA

**Note: Approval Procedures for DCS (Income Assistance clients)**

1) For all current IA clients that are participating in programs, they will remain in receipt of assistance and obtain all required special needs through their ESS/IA Caseworker. Also please remember that all DCS clients that are participating in LMA sponsored projects need to be assessed by ESS and recommended for participation in the appropriate program.

2) If you have non IA people participating in programs, you will be able to provide support for childcare and transportation (as required) up to the maximum allowable IA rates, so up to \$400.00 for childcare and up to \$150.00 for transportation. Also, please be advised that you are able to include money in your overall project costs to cover off special needs that may be required in order to participate in the project (i.e. work boots, uniforms, etc.). The amount required should be entered as a separate line item as part of your overall project costs.

**Older Workers:** Individuals age 55 and above who lack skills needed for successful integration into employment and who are non EI eligible.

**Youth:** Youth are defined as individuals between the ages of 15 – 30 inclusive, and who are not eligible for service or support through the Nova Scotia public school system. Youth are eligible for service under the public system if below the age of 21 and if above 19 years of age, must not have been out of school for more than 1 year.

**Aboriginal:** Aboriginal peoples include Indian, Inuit, and Métis peoples of Canada as defined by the Constitution Act (1982).

**African Nova Scotian:** African Nova Scotians include all individuals from first migrants to Nova Scotia (Matthew Da Costa circa 1604) to recent newcomers from the African Diaspora.

**Francophone/ Acadian:** Acadian and Francophone Nova Scotians are individuals who identify French as their first language; or attended Acadian or French school in Nova Scotia; or require services in the French language.

**New Entrants & Re-entrants:**

Re-entrant – An individual, who has had previous labour market attachment, has been out of the labour market and who is actively searching for employment and/or looking to gain the skills necessary to re-enter the labour market.

New entrant– An individual who does not have previous labour market attachment and is actively searching for employment and/or looking to gain the skills necessary to enter the labour market for the first time and is not eligible for services through the public school system.

**Previously Self Employed:** An individual who was previously the owner of an incorporated or unincorporated business, farm or professional practice, with or without paid help.

**People with Disabilities:** Individuals who indicate that a physical, mental condition or health problem reduces the kind or amount of activities they could do.

*Under the Canada-Nova Scotia Labour Market Agreement, “EI client” means an unemployed individual:*

In this Agreement, “EI client” means an unemployed individual

- (a) who is eligible for assistance under labour market programs provided by the Canada Employment Insurance Commission under Part II of the *Employment Insurance Act*, or
- (b) who is eligible for assistance under any similar labour market programs provided by Nova Scotia which are funded by the Canada Employment Insurance Commission under a Labour Market Development Agreement entered into between Canada and Nova Scotia pursuant to Part II (section 63) of the *Employment Insurance Act*.

EI eligible **also** includes individuals who have had:

an unemployment benefit period has been established or has ended within the 36 months (3 years) prior to the date of requesting assistance;

and/or

a benefit period that included a maternity or parental claim has been established within the 60 months (5 years) prior to the date of requesting assistance, after which you remained out of the labour market in order to care for a newborn or newly adopted child and are now seeking to re-enter the labour force.

*For more information on EI, please visit the following website:*  
<http://www1.servicecanada.gc.ca/eng/ei/types/regular.shtml>

*If you have a client that is unsure if they are or are not EI eligible, they can visit a local Service Canada or call the following Service Canada Employment Insurance Telephone Information Service at 1-800-206-7218.*

## 4.2 Program Intervention Types

The following provides an overview of eligible programming.

### **Employment Services:**

Services to assist clients prepare to enter or re-enter the labour market, increase their employment prospects and/or ability to sustain employment. Services range from those targeted at job ready clients to individualized programs for clients with multiple barriers to employment. Activities will also target employers and create awareness to employers and clients on opportunities available. This could include but are not limited to:

- résumé writing, interview techniques, informational interviews, networking, and other related job finding activities
- client assessments and individualized work or learning action plans of clients with multiple barriers to employment
- business development counselling for clients to successfully start businesses

Services can be used in conjunction with other interventions such as skills development and work experience programs.

### **Skills development and upgrading interventions:**

Formal training or education interventions aimed at assisting clients to obtain and/or enhance employment skills. Support may also include income support payments. Interventions may include but are not limited to:

- customized skill development partnerships with employers
- bridging experiences between training and sector specific employment
- language training
- adult learning programs
- literacy and essential skills training

Funding for language training will be provided to projects that are occupation-specific or focus on employability skills or help a client to enter the workforce.

### **Work experience interventions:**

Interventions that create opportunities for clients to gain attachment to the labour market, and allow clients to gain work experience and on-the-job training. Services may include but are not limited to:

- community based work experiences
- job development services

## 5 Contact Information

Karen Gatien, Director

Adult Education Division, Skills and Learning  
Branch

Dept. of Labour and Advanced Education  
2021 Brunswick Street, 4th Floor, PO Box 578  
Halifax, NS B3J 2S9

Toll free: 1-877-go-NSSAL (1-877-466-7725)

Website: [www.goNSSAL.ca](http://www.goNSSAL.ca)

Michelle Thomason, Manager/Registrar, NSSAL

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Branch

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Website: [www.goNSSAL.ca](http://www.goNSSAL.ca)

Lynn Wells-Orchard, Manager, Operations

Adult Education Division, Skills and Learning  
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