

Public School Program (PSP) – High School Completion Grant Program Guidelines

Canada-Nova Scotia
Labour Market Agreement (LMA)

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

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1 Public School Program (PSP) – High School Completion Grant Program Introduction

The Public School Program (PSP)—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, you will have 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](#).

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 funding, curriculum development, program guidelines, student resources, recognition of prior learning (RPL) and 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 Nova Scotia Department of Education. One of the programs delivered through NSSAL, in partnership with six of the province's eight regional school boards (Strait Regional School Board and Conseil Scolaire Acadien Provincial do not deliver programs), is the Public School Program (PSP) – High School Completion Grant Program.

Public School Program (PSP) – High School Completion

The partnering regional school boards provide public school program (PSP) credits that are required to meet the entrance requirements for some community college and universities courses. These credits are coordinated through regional school boards and may be obtained through adult high schools. The partnering regional school boards are:

Annapolis Valley Regional School Board
Cape Breton Regional School Board
Chignecto Central Regional School Board
Halifax Regional School Board
South Shore Regional School Board
Tri-County Regional School Board

Eligible Applicants

The program delivery at regional school boards is specific to the provision of grade 10 (maximum of three grade 10 credits), 11 and 12 public school program credits to program participants who meet the eligibility criteria stated below.

Eligible Program Participants

An eligible program participant is an adult learner 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 Nova Scotia High School Diploma. Learners who are over 19 but are in continuous enrolment through the public school system are not considered eligible program participants for the purpose of funding.

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.

NSSAL Program Guide

The NSSAL Program Guide contains detailed information on NSSAL programs including the Adult Learning Program (Levels I–IV), 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.

The program guide is not an assessment tool to evaluate the application, but 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.

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

The Organization will require and assist all program participants receiving services and/or training under the Project to complete the client surveys. Project participants will be expected to complete a registration survey at the beginning of the Project and; they will also be expected to participate in a survey at the end of the Project, as well as three and twelve months following the completion of the Project. The Project will be assigned a unique identifier to be used by the client when registering. User access information, passwords, and user names can be obtained from the Adult Education Division by email at gonssal@gov.ns.ca or by calling toll-free at 1-877-goNSSAL (466-7725).

2 Applying for Public School Program (PSP) – 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 90 days you must begin the process again by downloading a new form.

Completing an Application Form

This section provides supporting information to complete the application form.

Organization Information

Enter the name and complete mailing address for your organization. This information will be pre-populated for registered LaMPSS organizations. 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 previously authorized 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. Please note that approval of a subsequent project is dependent on approval of the organization's final project report.

Past Agreements

Funding for the Public School Program (PSP) – High School Completion Grant Program is negotiated with the partnering regional school boards on an annual basis. Therefore, 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. This must include the following information:

- the number and locations of the adult high school sites
- a description of the students serviced including the age of the students
- a description of programs currently offered
- staffing levels for each location.

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 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.

Project Location(s)

Record the civic address of the adult high school site within the regional school board. If the project will be delivered in more than one location, please click the “add another location” button to provide details. The “notes” area of this section can be used for directions or any location specific details that would be helpful, such as “church basement” or “take the first left after the stop sign.”

In the event that the adult high school site must be changed throughout the course of the year (i.e., due to natural causes such as a flood or damage to the building), the organization should consult the Registrar or Assistant Registrar with the Adult Education Division to advise of the change and then record the details through LaMPSS using the self-serve option. The contact information can be found at the end of this document.

Participants

Enter the total number of participants expected for this project.

Project Activities

The following eligible activity is to be followed by regional school boards for providing PSP credits that are required by adults to meet the entrance requirements for some community college courses and universities. These may be obtained through adult high schools or correspondence studies.

Adults enrolled in the program at an adult high school will be able to work toward their Nova Scotia High School Graduation Diploma for Adults.

The High School Graduation Diploma for Adults requires the completion of 12 credits (six elective and six compulsory). The diploma is unique because it accepts credits obtained through a number of different educational programs. In recognition of prior learning that adults may have obtained, an assessment is completed at the beginning of their studies. Transfer credits may be awarded at this time. Complete information on the diploma requirements can be found online in the Adult Learning Program Guide at www.goNSSAL.ca/fundedprograms/NSSALprgguide.

The table below outlines the information required. If relevant, the information provided in this section may be the same or similar as the information provided in the project description section.

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

Skill Enhancement – Essential Skills – PSP – Classroom	
Brief Description	<p>Briefly state a description of the program including the number of credits to be delivered and the total number of high schools within your region.</p> <div style="background-color: #92d050; padding: 10px; border: 1px solid black;"> <p>For Project Proposals Submitted For Funding under the Labour Market Agreement (LMA):</p> <p>Organizations may receive incremental funding through LMA to supplement the delivery of the PSP classroom activities as noted below.</p> <ul style="list-style-type: none"> • Skill Enhancement - Essential Skills - PSP– Classroom/Incremental funding <p>The details required in the remaining sections also apply for the additional LMA-only activity types.</p> </div>
Expected Results	Provide a brief description of the board’s expectations related to the success of the program.
Expected number of participants	Provide the expected number of adult learners expected to participate in the activity. Organizations will have an opportunity to provide actual numbers when reporting on activities during the project.

Project Budget

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

When calculating project costs, the organization is reminded to ensure the “requested amount” is **less any contribution by the Nova Scotia Department of Education** and is recorded 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) as determined according to the agreement signed with the Nova Scotia Teachers Union.
<i>Health and Dental Benefits</i>	Insert the costs associated with the provision of health and dental benefits for program delivery staff only as determined according to the agreement signed with the Nova Scotia Teachers Union.
<i>Pension Benefits</i>	Insert the costs associated with the provision of pension benefits for program delivery staff only as determined according to the agreement signed with the Nova Scotia Teachers Union.
<i>Professional Development</i>	Insert the costs associated with the provision of professional development for program delivery staff. This should take into account any requirements as per the agreement signed with the Nova Scotia Teachers Union.
<i>Travel</i>	Insert the costs associated with any travel requirements for program delivery staff. This should take into account any requirements as per the agreement signed with the Nova Scotia Teachers Union.

Operational

Standard	Eligible Costs
<i>Equipment</i>	Costs associated with the purchase of resource materials used for the delivery of the adult learning program may be included. The school board will be expected to provide details as to what was purchased and provide reasons for that purchase.
<i>Facility Lease/Rent</i>	Costs associated with the facilities used for the delivery of the adult learning program may be included. The school board will be expected to provide details.
<i>Advertising/Promotion</i>	Costs associated with promoting the adult learning program may be included. The school board will be expected to provide details.
<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 school board 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>Other Operational Costs</i>	Costs associated with the delivery of the adult learning program may be included that are not included in the other categories may be included here. The school board will be expected to provide specific details.

Administrative

Administrative	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 outside of the bargaining unit classification with the Nova Scotia Teachers Union).
<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 outside of the bargaining unit classification with the Nova Scotia Teachers Union).
<i>Pension Benefits</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 outside of the bargaining unit classification with the Nova Scotia Teachers Union).

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 PSP – 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. Suggested documents are listed below for consideration only—they are **not mandatory**. In many cases these

documents are already on file and you should only consider submitting them if there have been changes.

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	The itemized budget breakdown document must contain the 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. This document should also explain any changes to the budget requirements from the previous year.
<i>Financial Statement</i>	Yes	Financial Statement	Please provide a current financial statement.
<i>Board and Staff Members</i>	No	Board/Staff Members	This information is not mandatory.
<i>Job Descriptions</i>	No	Job Description	This information is not mandatory and the review of your application will not be delayed if not included.
<i>Letter of Incorporation</i>	No	Letter of Incorporation	This information is not mandatory.
<i>Organization Structure (org chart)</i>	No	Organization Structure	This information is not mandatory.
<i>Organization Mandate</i>	No	Organization Mandate	This information is not mandatory.
<i>Mission Statement</i>	No	Mission Statement	This information is not.
<i>Business Plan</i>	No	Business Plan	This information is not mandatory.

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 Public School Program (PSP) – 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, you 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.

Project Activities

This section provides an opportunity to report on the activities identified when the application was made to request funding. The table below outlines the information reporting requirements for each eligible activity.

If your organization was approved to receive a grant based on the commitment to deliver more than one activity, the organization is required to report on all activities prior to the next installment of funding being released.

As part of the activity report, you are also required to complete a form to report enrolment, student funding and PSP credit information. This form is called the final report which was originally called the interim and final report. It can be found online at www.goNSSAL.ca/lampss.

<i>Skill Enhancement – Essential Skills – PSP – Classroom</i>	
Update / Status this Period	Please describe the successes and challenges experienced by your regional school board related to the delivery of the NSSAL programming.
Number of unique participants	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.

Supporting Documentation

As referenced above, the division requires specific statistics on the participants enrolled at the adult high schools across the province. Using this section, attach a completed final report form 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	Mandatory?	Document Topic	Requirements
<i>Final Report</i>	No	Review	This template includes a request for enrolment, student funding and PSP credit information. This template can be found at www.goNSSAL.ca/LaMPSS/PSP-HighSchoolComp/Finalreport .

Reporting Notes

It is not mandatory for you to provide information in this section. However, you can use this space to make additional comments not already reported above.

Completing a Financial Report

This section provides information to the organization on completing the Financial Report form.

Organization Information

This section is 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 registrar or assistant registrar of the 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. Depending on whether it is the 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

Although supporting documentation is not currently required with the submission of a financial report, the organization has the option to attach documentation if they feel the additional information 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.

Reporting Notes

In this section, you are expected to provide an explanation if you exceeded the originally approved budget. This section can also be used 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 Public School Program (PSP) – High School Completion Grant Program Terms & Conditions

Under this agreement, the Department of Labour and Advanced Education is providing your Board with restricted funding for adult education to support the delivery of the Public School Program (PSP) credits to eligible adult learners. This funding is incremental and meant to enhance, not replace, funding currently provided by Boards to support adult high schools. It is not provided to subsidize programming for individuals ages 21 and under as per the *Nova Scotia Education Act*.

The funding must target students eligible under the Nova Scotia School for Adult Learning (NSSAL) who meet the following criteria:

- are 19 years of age and over
- are not in continuous enrolment
- do not already have a Department of Education recognized high school diploma (Note: students with General Educational Development (GED), Academic Upgrading Level IV or vocational certificates are eligible for the High School Graduation Diploma for Adults); and
- are enrolled in PSP grades 10*, 11 and 12 credits required to meet graduation requirements.

The Board cannot make changes to its approved budget submission without the consent of the Department of Labour and Advanced Education.

* Note: the Nova Scotia School for Adult Learning has agreed to support up to three grade 10 credits per student under the following conditions:

- that a comprehensive student educational assessment is carried out
- a student is eligible to complete a maximum of three grade 10 credits in preparation for grade 11 or 12 completion;
- that the Public School Program (PSP) is determined to be the best route to meet the student’s educational goals;
- there is no alternative delivery option in close proximity which would better meet the needs of the student.

Exceptions would require further permission from the Department of Labour and Advanced Education. The Nova Scotia School for Adult Learning (NSSAL) wishes to specify that grade 10 courses are not the best route for adults who require substantial upgrading at the grades 8–10 level. In those cases, we recommend that a referral be made to the Adult Learning Program.

As part of the terms and conditions of funding, the department requests a commitment from the Board as follows:

- to comply with the policies and procedures outlined in the Nova Scotia High School Graduation Diploma for Adults – Program Guide;
- to issue the Nova Scotia High School Graduation Diploma for Adults following the guidelines established by the department as described in the Nova Scotia High School Graduation Diploma for Adults – Program Guide;
- to assess student transcripts from external organizations and institutions (those organizations that do not offer the Nova Scotia Public School Program) adhering to the policies and procedures described in the Nova Scotia High School Graduation Diploma for Adults — Program Guide and in partnership with the Registrar of the Nova Scotia School for Adult Learning (NSSAL);
- to provide the department with program and student information as requested in the interim and final reports. This will include both enrolment and completion data;
- to participate on the Nova Scotia School for Adult Learning Regional Planning Teams, information sessions and professional development sessions;
- to provide tuition-free credits to students who are eligible for funding under NSSAL. It is the understanding of the Department of Labour and Advanced Education, under the NSSAL agreement with its service providers, that no tuition will be charged for approved grade 10, grade 11, and/or grade 12 Public School Programs (PSP) credits for NSSAL-eligible students or their sponsoring organizations such as Employment Nova Scotia and the Department of Community Services. If book fees are charged to adults, it is recommended that these costs be kept at a minimum and not create a barrier for learners;
- to consider the recommendations of the Nova Scotia School for Adult Learning Regional Task Teams in making decisions about the location of increased capacity;
- to acknowledge funding assistance provided by the Department of Labour and Advanced Education’s Nova Scotia School for Adult Learning in promotional materials related to the Nova Scotia High School Graduation Diploma for Adults. School boards should notify the Department of Labour and Advanced Education of references to Nova Scotia School for Adult Learning or the Nova Scotia High School Graduation Diploma for Adults in its promotional materials and other forms of publicity;
- to comply with all Revenue Canada, federal and provincial laws concerning salaries and tax deductions and other statutory deductions; and
- to comply with all Human Rights legislation.

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.

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

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.

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

The Organization will require and assist all program participants receiving services and/or training under the Project to complete the client surveys. Project participants will be expected to complete a registration survey at the beginning of the Project and; they will also be expected to participate in a survey at the end of the Project, as well as three and twelve months following the completion of the Project. The Project will be assigned a unique identifier to be used by the client when registering.

User access information, passwords, and user names can be obtained from the Adult Education Division by calling toll-free at 1-877-goNSSAL (466-7725) or email at goNSSAL@gov.ns.ca.

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

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