

WORKIT Grant Funding Program Guidelines

Department of Labour
and Advanced Education,
Apprenticeship Training division

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1 WORKIT Grant Program Funding Introduction

WORKIT Grant Funding is available to Nova Scotia regional schools boards and Mi'kmaw Kina'matnewey (MK) schools. *WORKIT Grant Program Funding* is intended to increase junior and senior high school students' awareness and opportunities to explore careers in the skilled trades. The overall goal of this program funding is to assist students in making informed career decisions and help increase the number of students choosing post-secondary options leading toward trade certification, including youth apprenticeship. Funding for awareness and exploration activities is available in the following seven (7) sub-categories: promotion of the skilled trades; projects and partnerships; skilled trades education; professional development; personal protective equipment; safety certification; and student transportation.

In all projects or activities, safety is of utmost importance and in all cases precautions must be taken to ensure all individuals on site are fully protected. In projects where personal protective equipment (PPE) is required and schools do not have access to such equipment, PPE costs must be included in the project proposal before it will be accepted.

Category 1

Awareness Funding

Awareness of the skilled trades is essential for students to cultivate an interest in exploring and eventually committing to a career in the skilled trades. Skilled trades are defined as a skilled practice of a practical occupation and for the purpose of *WORKIT Grant Program Funding*, include any of Nova Scotia's designated trades and all the Nova Scotia Provincial Skills Competition areas, **except** technologies and leadership. For a full list of these trades, go to www.workitns.ca/descriptions.php and www.skillsns.ca.

Activities within the awareness funding category are intended to be grassroots projects, with student engagement and learning as the main focal point. Students should be actively involved in all aspects of any project and in those instances where this is not possible, some form of student engagement must occur, therefore providing students with an increased level of awareness of the trade(s).

Proposed Awareness Funding projects fall under the following sub- categories:

- A. Promotion of the Skilled Trades
- B. Projects and Partnerships
- C. Skilled Trades Education
- D. Professional Development

A. Promotion of the Skilled Trades

Examples of activities that might fall under this funding category include:

- School-based career days or specific information sessions focusing on the skilled trades. This may involve bringing local tradespeople into the school or having students visit trade related places of employment or institutions.

- Local educational and promotional campaigns on the skilled trades. This may involve students providing information to other students and/or the local community on the skilled trades in the form of poster campaigns, presentations and interactive activities.
- Parent information sessions about careers in the designated skilled trades. These sessions may be conducted by students and/or local skilled tradespeople.

The purchase of technical equipment unrelated to the skilled trades, such as computers, televisions, video cameras and digital cameras is not included as part of this funding category.

B. Projects and Partnerships

Skilled trade employers are often looking to engage with their local high schools to promote awareness of the career opportunities in their particular industry and to encourage students to stay and contribute to the local community and economy. Examples of activities employers may take part in could include hosting educational sessions in their workplaces and in schools, workplace tours and job shadowing opportunities for youth and teachers. Partnerships with community organizations or institutions would also fall within this funding sub-category and may include participation in various skilled trade activities such as Skills Canada - Nova Scotia events. *Fees associated with Robotics competitions, as well as equipment rentals would be included in this funding sub-category.*

Hiring individuals and paying contractor fees is not covered by WORKIT Grant Program Funding, however honoraria may be provided to individuals in recognition of their time and contributions to a project or activity.

Honoraria are voluntary, non-negotiated, one-time payments and should not be a substitute for term employment or independent contractor services. These payments are made to individuals in recognition of their short-term services in a volunteer capacity. Honoraria amounts are left to the discretion of the school board/MK; however amounts should be minimal in relation to total project costs.

C. Skilled Trades Education

For Public School Programming (PSP) and locally developed courses specific to the skilled trades, there are often costs related to **consumable** materials or field trips needed to support students' learning in the skilled trades. Examples of these types of courses/programs would include Skilled Trades Education, Construction Technology, Career Access, STEP, Production Technology, Power and Transportation, Energy, Options and Opportunities (O₂), and the Career Exploration Program. There may also be other opportunities to provide skilled trades education outside of these specific courses and teachers are encouraged to access this funding to offer these opportunities. *Substitute costs for teachers to accompany students to outside activities would be included in this funding sub-category.*

D. Professional Development

This funding would be used to support ground transportation, registration fees and substitute teacher costs for educators wishing to take part in professional development opportunities hosted by the Apprenticeship Training division, local skilled trade employers or industry groups, or other training directly related to the skilled trades. This could also include educators participating in job shadowing opportunities with local skilled trade employers, or with other teachers providing skilled trades education.

Category 2

Exploration: Connecting with Career Exploration Programming

In-depth career exploration provides students with invaluable exposure to the skilled trades. To encourage these types of opportunities within the public school system, funding in this category is being made available to courses that provide experiences directly related to the trades, such as the Skilled Trades Education, Cooperative Education and the O₂ program. Locally developed courses that also provide similar career exploration opportunities are also eligible for funding.

A. Personal Protective Equipment

In all skilled trade work placements or projects, personal protective equipment (PPE) is required. In the case where an employer does not supply or a school does not have PPE, such as work boots, goggles and/or hard hats, *WORKIT Grant Program Funding* is available. **For students registered in the O₂ program, O₂ funding should be accessed prior to applying for *WORKIT Grant Funding*.**

For the purpose of this funding, PPE is defined as equipment worn by a worker to minimize exposure to specific occupational hazards. It includes such things as respirators, gloves, aprons, fall protection, and full body suits, as well as head, eye and foot protection. It should not be confused with items used for convenience or efficient use of tools, such as coveralls and tool boxes.

B. Safety certification

Employers in the designated skilled trades are much more likely to provide work placements for students if they have basic safety certifications. Suggested certifications may include WHMIS, Occupational Health and Safety, First Aid/CPR, Food Handling Safety and Transportation of Dangerous Goods. This funding may be used to train both individual students and teachers through recognized training providers. **For students enrolled in O₂ or cooperative education courses, *Passport to Safety* is exempt from this funding, as it is being provided free of charge by the Workers' Compensation Board of Nova Scotia.**

C. Student Transportation

Current school board policy for cooperative education courses states that students are responsible for their own transportation to and from work placements. However, in instances where students are unable to provide for their own transportation, *WORKIT Grant Program Funding* may be accessed. This applies to all community-based learning activities that involve students completing a work placement component. The course teacher is responsible for determining the appropriate means of student transportation according to school board/MK policy. **Transportation costs will only be covered for work placements in a Nova Scotia designated trade. For a complete list of designated trades in Nova Scotia, go to www.workitns.ca/descriptions.php.**

Applications/requests for funding may be submitted anytime after August 1st for the upcoming school year and will only be accepted from designated individuals at the school board/MK level. Designated individuals have been identified by each school board/MK and have the responsibility of managing the *WORKIT Grant Program Funding* at the school board/MK level. If *WORKIT Grant Program Funding* was previously received, an activity and financial report of all expenditures from the previous school year must be submitted prior to any new applications being processed.

All *WORKIT Grant Program Funding* allocations are based on a predetermined funding formula which takes into account high school student population and the number of schools in each school board or within MK.

WORKIT Grant Program Funding is a Program administered by the *Department of Labour and Advanced Education, Apprenticeship Training division* through the Labour Market Programs Support System (LaMPSS). LaMPSS is a common method for administering Labour Market Program 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, please go the Labour Market Program Web site and complete the LaMPSS Organization Registration Process.

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.

2 WORKIT Grant Program Funding Reporting Requirements

The requirements for Activity and Financial reports for your Labour Market Agreement for the *WORKIT Grant Program Funding* are outlined in the agreement.

Reporting Online Using LaMPSS Self Serve

Reports should be submitted online using LaMPSS self-serve functionality.

You may want to reference specific instructions relating to our online form at www.workitns.ca .

Submitting Paper Reports

Activity and financial reports may be accessed, and completed forms delivered to the Youth Apprenticeship Coordinator.

In Person:

Apprenticeship Training
Brunswick Place
2021 Brunswick Street
4th floor, main entrance

By Mail/Fax:

Labour and Advanced Education
c/o Youth Apprenticeship Coordinator
Apprenticeship Training
PO Box 578

Halifax, Nova Scotia

Halifax, NS B3J 2S9

Tel: 1-800-494-5651

Fax: (902) 428-0717

Completing an Activity Report

This section provides supporting information required to complete the activity report.

Project Activities

The tables below outline the information reporting requirements for each eligible activity for the *WORKIT Grant Program Funding*. Provide this information for each activity in your Labour Market Agreement.

<i>Agreement Management- CBL Consultant (Manage and monitor grant funds)</i>	
Update / Status this Period	Briefly describe how the school board/MK promotes the use of <i>WORKIT Grant Program Funding</i> . In addition, describe the application process and allocation of funds. This should include any application deadlines and a description of how funding was allocated to schools.

<i>Awareness – Skilled Trades</i>	
Update / Status this Period	<p>Briefly describe (2-3 sentences) each project that was approved for the school or school board/MK.</p> <p>For projects that were approved, but not completed, explain why this occurred and their current status.</p> <p>The school is required to submit a School Funding Report to the CBL Consultant/ MK Representative by the end of the school year. These reports may be requested by the Department of Labour and Advanced Education and must be supplied upon request.</p>
Activity costs incurred	Enter the total actual expenditures for all projects.
Number of unique participants	Provide the total actual number of participants for all projects.

Participants

Enter the actual number of participants during this reporting period for all projects and activities within the school board/MK.

Enter the actual number of participants during this reporting period for each target group. The **male/female target group** includes students who participated in any approved school board/MK projects and activities, as well as any teachers who may have participated in any professional development activities.

Supporting Documentation

You may include supporting documents with your Activity Report. Electronic copies of all school reports can be attached with your Activity Report, however if sending school reports as hard copies, please make note of this in the “Reporting Notes” section.

The table below outlines documents that **must** be included with the *WORKIT Grant Program Funding* Activity Report.

Document	Mandatory?	Document Topic	Requirements
<i>School Funding Report</i>	No, however it may be requested for further clarification	Activity Report	This is the school report for approved projects. The template can be found at http://www.workitns.ca/educatoropportunities.php

Reporting Notes

From a school board/MK perspective, describe some of the successes and challenges of the *WORKIT Grant Program Funding*. This may include such areas as promotion, administration, use, funding and reporting.

Completing a Financial Report

This section provides supporting information required to complete the financial report.

Project Costs

Provide the actual costs for each eligible expense for this reporting period. **All words in quotation marks are actual descriptor names in SAP.**

Budget Category	Eligible Costs
<i>Program Delivery</i>	
<i>Program</i>	
<i>Overall</i>	This is the total WORKIT Grant Funding Amount for the Agreement. When reporting on actual expenditures in the final report, Service Provides will enter \$0.00 in this category and report their actuals in the categories below.

<i>Salaries and Benefits</i>	
<i>Salaries</i>	Includes all expenditures associated with hiring “substitute teachers”
<i>Professional Development</i>	Includes associated fees to attend a “conference-in province”, “in-service teachers”, “professional development teachers” or various courses related to the skilled trades.
<i>Participant Program Delivery</i>	
<i>Participant</i>	
<i>Program Materials</i>	Includes all “supplies and materials”, and any Personal Protective Equipment (PPE) purchased
<i>Travel</i>	Includes all “student conveyance” and “travel in province” for teachers
<i>Operational</i>	
<i>Standard</i>	
<i>Other Operational Costs</i>	Includes “other professional services” such as rental of equipment, safety training costs and honoraria. It also includes all remaining expenditures

Supporting Documentation

You may attach supporting documents with your Financial Report. For those organizations using SAP, they **must** provide a financial report in SAP format. This report may be attached electronically in Excel format.

The table below outlines documents that **must** be included with the *WORKIT Grant Program Funding* Financial Report. All words in quotation marks are actual descriptor names in SAP.

Document	Mandatory?	Document Topic	Requirements
<i>Expenditure Report</i>	Yes	Financial Statement	The Expenditure Report must outline all expenditures for projects and activities that occurred between August 1st and July 31st of the current

			<p>school year. The report must include the following budget categories, with total expenditures for each, and a total column for all expenditures:</p> <ul style="list-style-type: none"> • Substitute Teachers – includes all expenditures associated with hiring a “substitute teacher” • Travel – includes “student conveyance” and “travel in province” for teachers • Supplies and Materials – includes all “supplies and materials” and any Personal Protective Equipment (PPE) purchased • “Other Professional Services” – includes rental of equipment, safety training costs, honoraria • “Professional Development Teachers” – includes associated fees to attend a “conference-in province”, “in-service teachers”, or various courses related to the skilled trades • Other – include all remaining expenditures <p>In addition, any carried over amounts from a previous school year must be identified, as well as any carried over amounts for the upcoming year.</p>
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Reporting Notes ** IMPORTANT**

School boards/MK are required to note in this section that they moved expenses from the overall budget category to the other budget categories. **You will not be able to submit your financial report unless you enter this information in the Reporting Notes.**

If the school board SAP Expenditure Report has any outstanding expenditures to be entered in the system, please indicate the approximate amount in this section. Updated SAP Expenditure Reports are due by **October 1st** of the upcoming school year.

3 Contact Information

For more information contact the Youth Apprenticeship Coordinator, Department of Labour and Advanced Education at 1-800-494-5651.