

# **Student Employment Programs Graduate to Opportunity (GTO)**



**Labour and Advanced Education**

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**Department of Labour and Advanced Education**

*Youth Initiatives*

*Skills and Learning Branch*

*Student Employment Programs*

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## **1.0 Program Introduction**

The Graduate to Opportunity (GTO) Program is administered by the Department of Labour and Advanced Education 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.

## **2.0 Purpose**

The Graduate to Opportunity program (GTO) is designed to help strengthen Nova Scotia's workforce and retain well-educated young people in the province by encouraging Nova Scotia employers to hire recent graduates for permanent, full-time jobs in their field of study.

GTO provides salary contributions to private sector organizations of fewer than 100 employees, start-up companies and not-for-profit organization of 25% of the first year's salary and 12.5% of the second year's salary.

Applications are accepted on a continuous basis through the Labour Market Program Support System (LaMPSS). Once an application has been approved, the proponent will enter into a funding agreement with the Department that clearly defines the relationship and outlines expectations and funding arrangements. This agreement will be administered through LaMPSS.

## **3.0 Funding Duration**

Funding agreements span 2 years, beginning on the date the Graduate is hired. Employment agreements must be at least two years of full time work and pay a salary of at least \$30,000 in order to be considered for the program. Employers receive 25% of the graduate's annual salary in Year 1, and 12.5% of the graduate's annual salary in Year 2, up to \$60,000.

## **4.0 Roles and Responsibilities**

### **4.1 Student Employment Programs – Graduate to Opportunity Roles and Responsibilities**

Defines the program, sets baseline standards for service delivery and quality. This includes:

- Designing the program and setting program policy
- Developing reporting requirements and tools
- Assess applications and determine funding eligibility amounts
- Providing advice and guidance that clarifies Student Employment Program – Graduate to Opportunity expectations
- Ensuring transparency and accountability by monitoring and evaluating delivery performance against agreement commitments and guideline compliance
- Issuing funds and recovering overpayments where required
- Providing employers with appropriate program guidelines

- Work with employers and applicants on application and report submission

#### 4.2 Employers Roles and Responsibilities

Employers are responsible for:

- Recruiting and hiring a qualifying graduate for a job related to their field of study
- Providing permanent, ongoing employment
- Paying a full wage to the participant plus mandatory employer-related costs
- Completing a survey and otherwise providing feedback to Student Employment Programs on the Graduate to Opportunity program, how participants are progressing and the impact of the program on the business
- Ensuring all required documentation is completed in full

#### 5.0 Organization Eligibility Requirements

Organizations must meet at least one of the following criteria: Fewer than 100 full-time employees, a start-up company, incorporated within two years of the application date and/or a social enterprise, a not-for-profit organization or registered charity with recognized standing.

Employer organizations must create a new, permanent full-time position with a minimum annual salary of \$30,000.00. Once approved, the organization must hire the Graduate within 90 days of the date listed on the Letter of Offer. Additionally, the Graduate must begin employment within 6 months of the date listed on the Letter of Offer.

Federal, provincial, and municipal governments, and their agencies, health authorities, and school boards are not eligible for this program.

#### 5.1 Graduate Eligibility Requirements

A recent graduate is an individual who has successfully completed a post-secondary program within a year of the date the employer application is received by Student Employment Programs. They must live and work in Nova Scotia as a new full-time employee of the organization. The recent graduate must not begin employment until final approval is granted through the program. You can view a list of post-secondary institutions recognized under this program at: [canlearn.ca](http://canlearn.ca)

#### 5.2 Application Requirements

Applicants are required to apply for funding through the Labour Market Program Support System (LaMPSS) and must follow the directions in this guide.

Applicants must attach all required documents listed throughout this guide.

#### 6.0 Applying for Graduate to Opportunity Funding through LaMPSS

##### 6.1 Applying Online Using LaMPSS Self-Serve

All organizations entering into an agreement for GTO must first be **registered as a LaMPSS organization**. This is a one-time registration process. Once registered, it will provide you with the ability to utilize the LaMPSS self service capabilities. You can register your organization at: <http://novascotia.ca/lae/lampss/lampss.asp>

If your organization has not previously registered with LaMPSS, you can download a form from the above link.

## 6.2 Completing an Application Form

This section provides supporting information required in completing the application form contents for Graduate to Opportunity Program.

### 6.2.1 Organization Information

Your organization name and mailing address will be pre-populated in the application. If your organization name or mailing address has changed, please contact the Student Employment Program Officer at: [sepinfo@novascotia.ca](mailto:sepinfo@novascotia.ca) , (local) 902-424-6000 or (toll free) 1-800-424-5418 to obtain a LaMPSS Registration Change form to update your information.

### 6.2.2 Agreement Contacts

Provide the appropriate 2 contacts for your organization. Please note that these contacts should be empowered to negotiate all or some portions of the agreement.

### 6.2.3 Project Location(s)

Provide the address information for the location of the activities. If you have not yet secured a location, please enter your main organization address.

### 6.2.4 Participant(s)

Enter the total number of graduates you expect to hire.

### 6.2.5 Project Activities

Select “WorkExperience” as the Activity Type. In the space that asks you to “Provide a brief description of this activity”, please input the job description(s) you are applying for.

On the next page you will see “Expected Results”, please enter the following phrase:  
*“The <Position Name> will be employed for a minimum of 2 years. Ideally, employment will continue indefinitely.”*

### 6.2.6 Project Budget

The project budget is meant to help Student Employment Programs understand the costs associated with the hiring of the new graduate. This number will be the amount you intend on offering your chosen graduate as an annual salary.

Budget Category	Eligible Costs
-----------------	----------------

Participant Program Delivery – Participant Wages	Enter the total annual salary
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### 6.2.7 Project Cash Flow

Employers are not required to submit a cash flow statement with their application.

### 6.2.8 Legal Signing Offers

Provide the appropriate signing officers for this project agreement as well as the legal signing requirements for your organization.

## 7.0 Supporting Documentation 1

Upon completion of this document, you will be required to attach it to your application form on LaMPSS. You can download this form on our website: <http://www.novascotia.ca/programs/graduate-to-opportunity/>

The following information will be requested in the Supporting Document:

- Project Title – enter “Organization Name, Date of Application”.
- Anticipated Agreement Start Date – provide the proposed start date for the graduate.
- Agreement End Date – 2 years from the proposed start date for the graduate.
- Designate two employees from your organization to be a primary and a secondary contact for the project. These contacts should have the authority to negotiate and sign any documents, including the agreement.
- Active Registry of Joint Stocks Number
- Organization Mandate – a brief description of what the organization does.
- Date the organization was incorporated
- Current Number of Full Time Employees – a full time employee is an employee who works 35+ hours per week.
- Total Net Sales – Net Sales for the last fiscal year in Canadian Dollars
- The organization has sales – check all the options that apply to your organization.

### Example:

Project Title	Company ABC, DD/MM/YYYY
Anticipated Agreement Start Date	Anticipated start date of DD/MM/2015
Agreement End Date	DD/MM/2017

Primary Contact		Secondary Contact	
Name	John Smith	Name	Joe Smith
Title	CEO	Title	CFO

Phone Number	902-222-2222	Phone Number	902-222-2223
Email Address	john@abc.com	Email Address	joe@abc.com
Active Registry of Joint Stocks Number	XXXXXXXX		
Organization Mandate	Company ABC's mandate is to ....		
Date organization was incorporated	DD/MM/YYYY		
Date organization started operating in Nova Scotia	DD/MM/YYYY		
Current Number of Full Time Employees (35+ hours per week)	XX		
Total net sales (last fiscal year in Canadian dollars)	\$		
The organization has sales (check all that apply):	<input checked="" type="checkbox"/> Inside Nova Scotia <input type="checkbox"/> Within Canada <input type="checkbox"/> Outside Canada		

### 7.1 Supporting Documentation 2

Upon completion of this document, you will be required to attach it to your application form on LaMPSS. You can download this form on our website: <http://www.novascotia.ca/programs/graduate-to-opportunity/>

Please provide the following for each position you are applying for.

#### Example

<b>Position Title</b>	Administrative Assistant
<b>Annual Salary (Minimum \$30,000.00)</b>	\$45,000.00
<b>Anticipated Start Date</b>	DD/MM/2015
<b>Hours Per Week</b>	40
<b>Work Location</b>	123 Address Street Halifax, NS B1B 1B1
<b>County in Nova Scotia</b>	Halifax
<b>Job Description</b>	This will be the same as the advertisement you intend on posting to the public. It should include a list of duties, expected hours, qualifications, and rate of pay.

Indicate which of the statement(s) below align with the purpose of this new position (check all that apply):

#### Example

Assist in creating a new revenue opportunity/new operational budget stream for the organization	✘
Increase the efficiency of an existing process within the organization	
Shut down an inefficient process within the organization	
Assist with research and/or development for the organization	✘
Foster innovation in the business/workforce	✘
Increase the long-term competitiveness of the business/workforce	✘
Enhance competitiveness locally or international through entrance into new markets or development of new products	
Other (describe)	

### 7.2 Supporting Documentation 3

Organizations are required to attach a copy of T4 Summary. If a T4 Summary has not yet been issued for this organization, attach the latest Statement of Account for Current Source Deductions (PD7A Form).

### 7.3 Supporting Documentation 4

Organizations are required to attach a letter stating:

*“As an authorized officer of the organization, I certify this position does not displace an existing employee, the organization is not in receipt of other funding for the salary of this position, a graduate will not begin employment until the organization has been approved for the GTO program and the organization does not have any pending or outstanding litigation/claims.”*

## 8.0 Application Assessment Process

Applications will be assessed by the Student Employment Program Officers, and the Youth Initiatives Director.

Applications will initially be assessed on eligibility and application requirements. If all requirements have been met, the application will then move to the next phase where it will be assessed based on job quality, county/region, wage, and GTO budget. Once a decision has been made, the applicant will receive notification of the decision.

## 9.0 Post Approval

Once the organization has been approved for the Graduate to Opportunity Program, it will receive a Letter of Offer in the mail. Organizations will be required to have both contacts sign and return within 2 weeks of the date the letter was issued. The organization will then have 90 days to hire an eligible graduate.

### 9.1 Graduate Documentation




Upon hiring your chosen graduate, you will be required to submit a copy of the graduate's degree/diploma or a letter from their institute stating that they have completed all program requirements and their specific convocation date.

Also required is a signed copy of the employment contract between the organization and graduate, and a completed Graduate Information Form which can be downloaded at: <http://www.novascotia.ca/programs/graduate-to-opportunity/>

### Example

#### PART 1 – Primary Contact Person Completes


<b>Organization Name:</b> ABC Company	<b>Project Number:</b> (on Letter of Offer) <b>201501234</b>
<b>Primary Contact Name (please print):</b> John Smith	
<b>Signature:</b> XXXXXXXXXXXX	<b>Date:</b> DD/MM/YYYY
 <b>I have enclosed proof of graduation and a copy of the Employment Agreement/Contract which includes the salary, start date, and other terms and conditions of employment.</b>	

#### PART 2 – New Employee: Complete Part 2 and return to your employer to submit

<b>Name:</b>  Jane Doe	<b>Job Title:</b> Administrative Assistant
	<b>Start Date:</b> DD/MM/2015
<b>Home Address: Street Number / PO Box / City / Town / Province Postal Code</b> 123 Address Street Halifax, NS B1B 1B1	
<b>Phone#:</b> (902) 111-1111	<b>Email Address (Mandatory):</b> janedoe@janedoe.com
<b>Social Insurance Number:</b> 111-111-111	<b>Date of Birth</b> dd: XX mm: XX yr: XXXX
<b>Sex:</b> M <input type="checkbox"/> F <input checked="" type="checkbox"/>	
<b>Name of Educational Institution you attended:</b> Saint Mary's University	
<b>Program of study:</b> Bachelor of Business Administration	<b>Start date at this institution:</b> dd: XX mm: XX yr: XXXX
<b>Graduation Date:</b> dd: XX mm: XX yr: XXXX	

## GRADUATE AUTHORIZATION

I authorize the Province of Nova Scotia, as represented by the Graduate to Opportunity Program, to contact me for matters related to administration, monitoring, and evaluation of my job.

 \_\_\_\_\_ Date: XX / XX / XXXX  
Employee Signature dd mm yr

You will be emailed a survey link at various stages of employment for the purpose of evaluating the GTO program.

### 9.2 Surveys and Payment Disbursement

The graduate and organization's primary contact will be required to fill out surveys throughout the agreement. The first survey will be due at the 6 month anniversary and the second at the 15 month anniversary, from the graduates start date with the organization. Both individuals will be emailed a link that will direct them to the survey.

### 9.3 Financial Reporting using LaMPSS

The organization will also be required to provide proof of wages paid to the graduate at the 6 and 15 month mark. You can download and submit your Financial Report(s), including all required documentation, online at: <http://www.gov.ns.ca/lampss>.

You will login to LaMPSS using your organizations ID, username and password that was given to you upon registration with LaMPSS. To submit the report you will again need to use this credential information.

The required sections of the Financial Report will be highlighted for completion. You can upload the documents requested once you login and download the electronic report form.

Once program requirements have been met through submission of the Financial Report(s), the subsidy will be paid to the organization via direct deposit.

At the 30 month mark, the graduate will be sent a link to a follow up survey to close out the agreement.

All information gathered in the surveys will remain confidential and will be used to evaluate and monitor the Graduate to Opportunity program.

### 9.4 Activity Reporting using LaMPSS

With each Financial Report (as outlined in section 9.3) the organization will also be required to provide information on the work experience activities in which the graduate is participating. You can download and submit your Activity Report(s) online at: <http://www.gov.ns.ca/lampss>

To submit the report you will again need to use the Organization ID, username and password that was given to you upon registration with LaMPSS.

The required sections of the Activity Report will be highlighted for completion. For the Work Experience activity in the Activity Report template, provide the requested information, including the Update/Status this Period which should be a brief narrative on the graduate's progress to date, achievements, issues, etc.

#### **10.0 Contact Information**

If you require any additional information, please contact:

#### **Student Employment Programs - Graduate to Opportunity (GTO)**

PO Box 578

2021 Brunswick Street, 4<sup>th</sup> Floor

Halifax, NS B3J 2S9

[sepinfo@novascotia.ca](mailto:sepinfo@novascotia.ca)

(Toll Free) 1-800-424-5418

(Local) 902-424-6000

(Fax) 902-428-2037