



Recognition of Prior Learning (RPL) Program Funding Guidelines 2019-2020

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

Effective: April 1, 2019

Table of Contents

1	Recognition of Prior Learning Funding Program Introduction	4
	Priorities	5
	Guiding Principles.....	5
	Roles and Responsibilities	5
2	Eligibility Criteria.....	6
	Eligible Applicants	6
	Ineligible Applicants	6
	Eligible Programming	7
	Eligible Themes and Expected Outcomes	7
	Assessment.....	7
	Program Development.....	7
	Research and Planning.....	8
	Capacity Building	8
	Eligible Activities	8
	Assessment-Recognition of Prior Learning (RPL)	9
	Research and Planning	9
3	Applying for RPL Program Funding.....	10
	Completing and Submitting a Project Proposal	10
	Applying Online Using LaMPSS Self-Serve	10
	Completing an Application Form	10
	Organization Information.....	11
	Project Details	11
	Project Description.....	11
	Attach a detailed project description / proposal to the application.....	11
	Agreement Contact	11
	Project Location(s)	11
	Participants	12
	Project Activities.....	12
	Project Budget.....	12

Eligible Costs.....	12
Other Considerations in Completing the Project Budget Section of the Application	15
Completing the Itemized Cost Budget Workbook	16
Legal Signing Officers	17
Supporting Documentation.....	17
Submitting Your Application	17
4 RPL Funding Program Reporting Requirements.....	18
Completing an Activity Report in LaMPSS.....	18
Project Activities.....	18
Participants	18
Supporting Documentation.....	19
Reporting Notes	19
Submitting Your Reports	19
Completing a Financial Report	19
Project Costs.....	19
Supporting Documentation.....	20
Reporting Notes	20
Submitting Your Reports	20
NEW Completing the Accountability Report.....	20
NEW Interim Accountability Report.....	20
Final Accountability Report	23
5 RPL Funding Program Terms & Conditions	26
Communications Requirements.....	26
Funding Announcements	26
Contact Information.....	27

1 Recognition of Prior Learning Funding Program Introduction

Please read the entire document. This information will become part of an agreement with the Province for the delivery of Recognition of Prior Learning programs.

The purpose of this guide is to inform applicants about the goals and priorities of the Recognition of Prior Learning (RPL) Funding Program, along with the terms and conditions of associated funding applications and service agreements.

The goal of the RPL Funding Program is to build capacity in Nova Scotia by assisting non-governmental organizations, educational institutions, immigrant serving agencies and other stakeholders to develop tools, programs and services that facilitate the assessment and recognition of what learners/workers already know and can do and to support entry and advancement in educational pursuits and/or the Nova Scotia labour force. Partnerships across government are also encouraged, to foster coordinated approaches and use of funding and other resources.

All proposals will be considered; however, the Department of Labour and Advanced Education (LAE) is under no obligation to fund every application submitted.

Please note that prior government support does not guarantee funding for the same or a similar program. LAE will not support deficit funding (expenditures exceeding total approved funding allocation) of an organization resulting from programs or services delivered.

Please do not assume that your application is approved until this has been confirmed by your agreement manager in the Department of Labour and Advanced Education or you receive an approval notification via the Labour Market Programs Support System (LaMPSS).

This call for proposals will commence on April 1st, 2019 and will end on or before March 31st, 2020, depending on availability of funds. Other projects may be considered after this date based upon available funding. Applications must fit within the fiscal year and not exceed this timeframe. In special circumstances, consideration may be given for timelines reflecting an academic year as well as multi-phase projects.

Before submitting an application for funding, please make sure to complete a Project Proposal, using the template and instructions provided on the RPL and Labour Mobility Unit website , <https://novascotia.ca/lae/rpllabourmobility/> Once your Project Proposal has been approved, the information provided in the proposal may be transferred directly to the the application. Please use the Recognition of Prior Learning Funding Program application form available online in the Labour Market Programs Support System (LaMPSS).

Priorities

Priority will be awarded to programs/projects which:

- Impact occupational sectors facing critical labour shortages in Nova Scotia;
- Demonstrate sustainability;
- Build on existing initiatives in other projects or jurisdictions (where relevant work has been done);
- Demonstrate leadership or innovation in the areas of standards development, competency-based assessment and/or practices supporting labour market access;
- Develop relevant partnerships (provincially and nationally); and
- Enrich the lives of Nova Scotians and enhance their contributions to the Province.

Guiding Principles

The funding process will be guided by the following principles:

- **Maximum Benefits:** Proposals will be assessed based on cost and potential contributions to identified priorities.
- **Relevant and Responsive:** Supported proposals will align with the RPL Policy Framework and address the needs of individuals faced with challenges securing recognition of prior learning to facilitate access to potential educational and labour market opportunities. Consideration will be given to existing resources to ensure that there is no duplication.
- **Organizational Appropriateness:** Applicants will demonstrate suitability for funding by providing evidence of their ability to deliver similar programs/projects.
- **Fair and Transparent:** Clear, published guidelines are intended to give all eligible organizations an equal opportunity to access funding.

Roles and Responsibilities

All partners in the funding process share responsibility for outcomes.

Organizations submitting proposals are expected to:

- Follow the RPL program funding guidelines and project proposal template instructions in preparing the project proposal. Actively work with the RPL Coordinator to clarify and enhance your proposal;
- Transfer the information in the proposal document (once approved) to the the online application, and submit this along with other supporting documentatation in LaMPSS;
- Complete all required reporting templates and meet all deadlines;
- Be accountable for using the funding for its intended purpose by providing required documentation (i.e., Activity & Financial Reports, Itemized Cost Breakdown Workbook, Accountability Reports), ensuring all expenditures reflect eligible costs;
- Submit project deliverables to LAE in an electronic format (**note: these materials are the property of LAE unless otherwise agreed upon by both LAE and the funded organization**); and
- Collaborate and form partnerships with other appropriate and eligible partners and submit joint proposals that would further develop RPL capacity in Nova Scotia.

The Department of Labour and Advanced Education will:

- Establish and communicate criteria for project approval;
- Provide the necessary templates, supporting documents and other information required to submit an application for funding;
- Provide advice and guidance to the applicant throughout the application process;
- Lead a fair and an open assessment process of funding proposals;
- Finalize and communicate decisions in a timely manner;
- Distribute funding; and
- Monitor and evaluate programs and services.

2 Eligibility Criteria

Eligible Applicants

- Nova Scotia regulatory bodies¹;
- Established non-profit community organizations, charities (registered under the Societies Act) or other public or non-governmental organizations, including immigrant-serving agencies;
- Unions;
- Employer Associations;
- Sector Councils;
- Professional Associations;
- Post-secondary institutions; and
- Nova Scotia Works Employment Services Centres.

Ineligible Applicants

The following lists ineligible applicants:

- Individuals, including sole proprietorships;
- For-profit corporations; and
- Funding bodies whose sole mandate is to award grants or funding.

¹ A body with authority delegated by law (i.e. provincial or federal legislation) to set or implement measures related to: the establishment of occupational standards or certification requirements, the assessment of the qualifications of workers against established occupational standards or certification requirements and the official recognition that an individual meets established occupational standards or certification requirements.

Eligible Programming

Eligible Themes and Expected Outcomes

The following is an overview of four broad themes that constitute eligible programming and are aligned with expected outcomes.

All initiatives undertaken will:

- Improve current programming and/or policies; and
- Have programming and partnerships that are aligned with needs of learners/workers in Nova Scotia.

Each theme could encompass one or more activities to achieve a range of expected outcomes. The following will provide information related to the themes and outcomes.

Eligible Themes:

- Assessment
- Program Development
- Research and Planning
- Capacity Building

Assessment

This theme focuses on improving the availability and quality of RPL assessments. RPL assessment is the process of verifying the competency, knowledge, skills, work experience and education that an individual has compared to established standards.

Expected outcomes for this theme are:

- Improved availability and quality of RPL assessments and other support tools;
- Assessment processes and methods used for determining recognition are fair, sufficient and as timely and cost effective as possible;
- Improved availability and quality of occupational standards;
- More efficient licensing, certification, program credit and workforce access for learners/workers; and
- Enhanced ability to evaluate, verify and recognize the competency skills and knowledge of Nova Scotians and internationally trained/educated individuals.

Program Development

This theme focuses on developing, implementing or expanding RPL frameworks, programs and tools to assist workers/learners in having their competencies, skills, knowledge and abilities recognized.

Expected outcomes for this theme are:

- Reduce unnecessary barriers to employment;
- Competencies and learning outcomes are part of the development of training programs;

- Development of formative RPL processes that support acquisition of academic credit;
- Development of formative RPL processes that can be used in career guidance and Human Resource counseling situations; and
- Development of summative RPL processes that support the work of certification and licensing bodies.

Research and Planning

This theme focuses on conducting research, planning and evaluation activities to create new knowledge, findings and recommendations related to RPL processes in Nova Scotia.

Expected outcomes for this theme are:

- Updated environmental scan and gap analysis to support increased understanding among stakeholders of current systems, processes, practices, programs, barriers, gaps, roles, responsibilities, strengths, challenges and opportunities;
- Development of action plans/recommendations with respect to RPL activities;
- Improved consistency in RPL standards across assessing bodies (i.e. Quality Assurance) ; and
- Program evaluation to improve program design and implementation or demonstrate program impact.

Capacity Building

This theme focuses on building capacity within government and through stakeholders to understand RPL principles, practices and provide relevant programs.

Expected outcomes for this theme are:

- Enhanced capacity to provide competency assessor training to individuals who are subject matter experts in their field;
- Enhanced capacity in Nova Scotia to train competency-based occupational standards developers;
- Increased capacity to develop and sustain competency-based assessment models and coordinated, effective delivery of RPL assessments in the workplace as well as in education/training institutions;
- Creation of innovative processes to recognize learning;
- Enhanced capacity within academic institutions for RPL as well as Transfer Credit processes;
- Enhanced administrative systems capacity within applicable organizations; and
- Improved awareness and understanding among stakeholders of RPL best practices and models.

Eligible Activities

Eligible themes can be further described as one or a set of activities. Activities are an integral part of your programming and the LaMPSS system. Depending on the project's scope, you will be providing detailed descriptions of one or more activities in your application. The following provides an overview of eligible activities.

Assessment-Recognition of Prior Learning (RPL)

Projects related to RPL assessment using competency-based occupational /job standards or other validated skills framework.

Examples could include and are not limited to:

- Assessment methods which consider internationally obtained skills, experience and education relevant to working in a given occupation in Nova Scotia;
- Development of competency-based occupational standards to support the usage of RPL assessments;
- Development and piloting of RPL assessment processes, methodologies and tools;
- Development of assessor criteria (i.e. who can be an assessor), assessor training materials and processes for subject matter experts;
- Development and application of RPL assessor training to support recognition by employers, academic institutions, sector councils and regulating bodies;
- Development of RPL processes and training for registrars in a learning institution or regulatory authority;
- Development of Quality Assurance products related to RPL;
- Validation/update of current occupational standards and RPL assessment processes;
- Development of a sustainability plan for RPL processes in an institution or organization;
- Evaluation or review of part or all of a RPL process or system;
- RPL focused Professional Development relevant to the institution or organization's programs and practices;
- Creation of resource materials to assist with the design and delivery of RPL assessments for the workplace as well as for educational institutions and regulators; and
- Development or improvement of occupational standards and assessment criteria.

Research and Planning

Projects that involve conducting research, planning and evaluation activities to create new knowledge, findings and recommendations related to RPL processes in Nova Scotia.

Examples could include and are not limited to:

- Research on promising practices;
- Environmental scans;
- Policy development;
- Development of RPL guidance documents;
- Development of criteria for decision making;
- Professional development seminars; and
- Program evaluation to determine if program is achieving its objectives.

3 Applying for RPL Program Funding

The RPL Funding Program is administered by the RPL - Labour Mobility Unit within 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, as well as submit required Financial Reports, Activity Reports and supplementary documentation (e.g., Itemized Budget Breakdown Workbook, Accountability Reports).

All applicants must be registered users of LaMPSS to apply for RPL Funding. 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, please contact LaMPSS Operational Support via e-mail LaMPSS@gov.ns.ca or call 424-1075 (1-877-404-7074 toll free) to receive assistance.

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

Completing and Submitting a Project Proposal

Before completing an application in LaMPSS, RPL Program applicants will be required to complete a Project Proposal, using the Project Proposal template and instructions available on the RPL and Labour Mobility website, <https://novascotia.ca/lae/rpllabourmobility/>. The purpose of the Project Proposal is to help applicants clearly articulate project objectives and outcomes before submitting their application online, as well as indicate how these align with priorities and reporting requirements of the funding program.

Before preparing your Project Proposal, contact the RPL Coordinator to confirm the eligibility of your project for RPL Program funding. Follow the guidelines and proposal template instructions when completing the proposal. Actively work with the RPL Coordinator to clarify and enhance your proposal, and submit this along with any supporting documentation by email to the coordinator.

Applying Online Using LaMPSS Self-Serve

Once your Project Proposal is approved, you will need to complete the online application and upload this, along with the other supporting documentation, to LaMPSS.

Completing an Application Form

This section provides supporting information required in completing the application form for the RPL funding program. This step will be faster and easier now that you have completed the first step of preparing and

obtaining approval for your Project Proposal. **Note that most of the requested information below can be transferred directly from your proposal.**

Organization Information

When applying online, the name and complete mailing address for your organization will be pre-populated.

If your organization name or mailing address has changed, please contact LaMPSS Operational Support (LaMPSS@gov.ns.ca or call 424-1075/1-877-404-7074 toll free) 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	A start date no earlier than April 1 st of the year in which you are applying.
Agreement End Date	March 31 st of the applicable fiscal year.

Project Description

Provide an executive summary of approximately 300 words (2,000-character limit) that serves as an overview of the project and clearly describes its objectives. You may wish to insert the project description provided in section 2.2.1 of your Project Proposal for this purpose. **Please ensure that that the project description in your LaMPSS application includes the project objectives, the quantifiable and measurable goals to be achieved through this project.**

Once your application is approved, this description will be used to summarize your project in the signed agreement with the Province.

Attach a detailed project description / proposal to the application

Please attach the approved Project Proposal and any other additional documentation that you wish to include with your application.

Agreement Contact

Provide the name and contact information for a person in your organization who is authorized to negotiate and finalize your application.

Project Location(s)

In the “Care of” field, enter the name of the location or the building name. Fill out the rest of the required information. “Location description/notes” field is not mandatory.

If the project is carried on in various locations, provide address details for each one. This information will be used in the “Project Activities” section of this application.

If the exact address for a project activity is not yet known, you may wish to enter “to be determined” in the “street address” field so that it is available as a choice when you are indicating the locations of project activities later in this application.

Participants

If this project has participants, enter the total number of participants expected.

Project Activities

The tables below outline the required information for each eligible activity for the RPL funding program. This is the complete set of eligible activities. The activities you choose will appear directly in your contract.

<i>Assessment – Recognition of Prior Learning / Research and Planning</i>	
Brief Description	Include the project activity description provided in section 3.1 of your Project Proposal (maximum 300 words).
Expected Results	For each activity, list all planned outputs, outcomes and key performance indicators, as described in section 3.2 of your Project Proposal.
Where does this activity take place	Identify the location for each activity.
Expected number of participants	Provide the actual (total) expected number of participants for this activity (if applicable).

Project Budget

In completing the Project Proposal, you will have already completed the step of preparing your project budget (see Part 4-Project Budget of the Project Proposal). Please transfer the requested information in the application from your proposal budget and upload the itemized budget breakdown to LaMPSS when you submit your application.

Eligible Costs

Presented below are the eligible costs and instructions for each budget category supported by the RPL Funding Program. When completing your application, note that **no new costs should be added to the approved budget in your Project Proposal.**

Program Delivery- Salaries & Benefits	Eligible Costs
<i>Salaries</i>	<p>Staff must be directly involved in the delivery of project activities. Administrative salaries are not covered in this category as they are included under the ‘Administrative Costs’ category.</p> <p>Wages will be negotiated with organizations by position based on a defined number of hours per week and an agreed hourly wage before finalizing the agreement. The RPL & Labour Mobility Unit reserves the right to refuse a salary if it is determined to be disproportionate to industry standards.</p>

	The total approved wages, per annum/hourly wage, for each individual position included in the agreement cannot be exceeded unless approval is secured from the Agreement Manager. Any change in budgeted staff (i.e., a position becomes vacant) should be communicated to the Agreement Manager at the time of the occurrence and reflected in the financial reports.
Benefits a) Mandatory Employment Related Costs b) Other HR Related Benefits	<p>a) <u>Mandatory Employment Related Costs</u> (MERCs) include: Canada Pension Plan (CPP), Employment Insurance (EI), Worker's Compensation Benefits (WCB) and Vacation Pay (VAC) based on wages (in the absence of paid vacation). Employer contributions to CPP, EI and WCB are eligible costs. As per Nova Scotia Labour Standards, vacation pay of 4% of gross wages (6% for employees after 8 years) is also eligible for funding.</p> <p>b) <u>Other Human Resource Benefits</u> (HRBs) include: health, dental, insurance premiums, pension and RRSPs. A maximum contribution of 50% of the non-MERC benefit cost (employer contribution) is eligible for funding. For example, if an employee contributes 5.21% to their medical, then Adult Education may cover up to 5.21% as well. When an employee is contributing to an RRSP and Adult Education is covering an employer's contribution to that RRSP, the employee's contribution must be reflected on their paystub.</p>
Professional Development	Professional Development (PD) required by program delivery staff to better enable them to perform their duties will be considered for funding. PD may include conferences and short-term training programs/courses. Diploma and degree programs are not applicable. PD must be deemed reasonable according to the duration of the project.
Travel	<p>Travel expenses for direct staff involvement in project delivery will be considered for funding, including reimbursement for mileage for the use of personal vehicles, taxis, parking, tolls, overnight accommodations and meals. Reimbursements are to be made according to current organizational Human Resources/Personnel Policies and may not exceed the following rates: \$0.4585/km (0-16,000 km) and \$0.4046/km (over 16,000.1 km); \$8.00 for breakfast; \$15.00 for lunch; and \$20.00 for dinner. Where work-related travel requires the employee to stay overnight in commercial accommodations, incidentals of \$5.00 per day (for each night's accommodation only) to cover miscellaneous out-of-pocket expenses other than meals and taxi use can be applied. Travel needs to be broken down as follows:</p> <ul style="list-style-type: none"> • Mileage, location(s), tolls; • Accommodation and meals (include number of nights);

	<ul style="list-style-type: none"> • Parking; and • Taxi total and locations. <p>Out-of-province travel must be negotiated with your Agreement Manager in advance. International travel is not eligible.</p>
--	--

Operational-Standard	Eligible Costs
<i>Professional Fees</i>	Fees to third party via contract to obtain a service (e.g., IT/website maintenance, resource people).
<i>Honoraria</i>	Costs may be included for special payments for guest speakers, resource persons and/or subject matter experts at reasonable market price.
<i>Equipment Repair/Rental</i>	Costs associated with equipment rental or copier and telecommunication charges. Does not include purchasing equipment (e.g., computers, printers).
<i>Facility Lease/Rent</i>	Costs may include project office space, meeting rooms, etc. In the case of project office space, provide cost per square footage.
<i>Advertising and Promotion</i>	Advertising, signage, catalogues, etc., may be included.
<i>Office Supplies</i>	Costs for supplies used to run the day-to-day operations of the project (e.g., postage, paper, ink cartridges, stationery) may be included. Provide average expense per month.
<i>Resource and Program Materials</i>	Costs associated with resources required to complete the project may be included (e.g., books, videos, instructional guides) for both staff and participants. Costs may also include printing, reproduction and distribution of resources. Provide breakdown of items and associated costs.
<i>HST</i>	<p>If Canada Revenue Agency (CRA) refunds 100% of your HST expenses, enter \$0.00 here. Otherwise enter the amount that CRA does not refund.</p> <p>Note that all other budget expenses should be entered without HST.</p>
<i>Other Operational</i>	May be considered.

Administrative	Eligible Costs (UP TO a maximum of 15% of Program Delivery & Operational Costs subtotal)
<i>Administrative Costs Excluding Salaries and Benefits for Administrative Staff</i>	Costs associated with the administration of the project (excluding salaries and benefits for any administrative staff which are to be included in the sections below) which guide and enable effective program delivery, by providing support through overall governance, management, planning, finance, communications, human resources and information

	technology (e.g., bookkeeping and auditing, administrative staff costs, project related legal costs).
<i>Administrative Staff Salaries</i>	<p>Costs include administrative staff salaries, wages will be negotiated with organizations by position based on a defined number of hours per week and an agreed hourly wage before finalizing the agreement. The RPL & Labour Mobility Unit reserves the right to refuse a salary if hours seem disproportionate or it is determined to be disproportionate to industry standards.</p> <p>The total approved administrative staff wages, per annum/hourly wage, for each individual position included in the agreement cannot be exceeded unless approval is secured from the Agreement Manager. Any change in budgeted staff (e.g., a position becomes vacant) should be communicated to the Agreement Manager at the time of the occurrence and reflected in the financial reports.</p>
<i>Administrative Benefits</i> <i>a) Mandatory Employment Related Costs</i> <i>b) Other HR Related Benefits</i>	<p>a) <u>Mandatory Employment Related Costs (MERCs)</u> include: Canada Pension Plan (CPP), Employment Insurance (EI), Worker's Compensation Benefits (WCB) and Vacation Pay (VAC) based on wages (in the absence of paid vacation). Employer contributions to CPP, EI and WCB are eligible costs. As per Nova Scotia Labour Standards, vacation pay of 4% of gross wages (6% for employees after 8 years) is also eligible for funding in the absence of paid vacation.</p> <p>b) <u>Other Human Resource Benefits (HRBs)</u> include: health, dental, insurance premiums, pension and RRSPs. A maximum contribution of 50% of the non-MERC benefit cost (employer contribution) is eligible for funding. For example, if an employee contributes 5.21% to their medical, then Adult Education may cover up to 5.21% as well. When an employee is contributing to an RRSP and Adult Education is covering an employer's contribution to that RRSP, the employee's contribution must be reflected on their paystub.</p> <p>The total approved benefit amount for each individual position included in the agreement cannot be exceeded unless approval is secured from the Agreement Manager.</p>

Other Considerations in Completing the Project Budget Section of the Application

In completing the *Project Budget* section of the self-serve application, please note that all expenses should be entered in the budget without HST included. There is a separate HST sub-category within the Operational Costs category, where the projected HST total should be entered. As noted above, the amount of HST claimed should only reflect the amount which Canada Revenue Agency **does not** refund to your organization.

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. 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 correct amounts are entered. To resolve this problem, 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.”

Completing the Itemized Cost Budget Workbook

When completing the Project Proposal, applicants must provide a detailed cost budget breakdown in the “RPL Itemized Budget Breakdown Workbook,” available at <http://novascotia.ca/lae/RplLabourMobility/Funding.asp>. This workbook includes three worksheets and you must complete them all. In addition to completing the *Project Budget* section of the self-serve application form, please attach the completed workbook to your self-serve application form in the *Supporting Documentation* section after selecting the document type “Itemized Budget Breakdown” from the dropdown list. **This is a mandatory attachment.**

If there are cash contributions and/or in-kind contributions to be reflected in your budget, when completing the Itemized Budget Breakdown Workbook, add the total project cost items and then, in the next row, enter cash contributions and in-kind contributions amounts. Subtract the latter from the total project cost. See the following example:

Office supplies			
The total amount must be provided on your application form or financial report in the Operational – Standard Costs – Office Supplies budget			
Description	Amount	Breakdown	Notes
Stationery, paper, printer cartridges, and notepads	\$2,400	\$200 x 12 months	Total project cost for this item
Cash contribution/ In-kind	(\$800)		
Total	\$1,600		

Legal Signing Officers

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

Supporting Documentation

When submitting your application, please be sure to attach a copy of **both** your Project Proposal and the Itemized Cost Budget Workbook. Organizations may also choose to attach additional documentation to help support the request for funding or to inform LAE of your future priorities.

Please note: Open documents cannot be attached and that individual attachments cannot exceed one megabyte in size. In addition, there is a five-megabyte limit on the combined size of all attachments. If you have an attachment that cannot be submitted due to these size restrictions, please contact your Agreement Manager to discuss other means of submission for the attachment or ways to reduce the file size.

Submitting Your Application

Once your organization has finalized the application and supplementary documentation (e.g., Itemized Cost Budget Workbook, Project Proposal, detailed project description, workplan), the application may be submitted to LAE using the LaMPSS self-serve system.

To submit the application, follow the steps outlined below:

1. Open the completed application form saved on your computer.
2. Enter your organization's ID, Username and Password. This information would have been provided to you when your organization was registered in LaMPSS.
3. Attach supporting documentation (e.g., Itemized Cost Budget Workbook and any other documents you deem relevant to your application).
4. Click the "submit" button. The interactive application reconnects with the LaMPSS system automatically and enables the user to submit the application.

Please note: There is a 120-day calendar timeline to open, complete and submit an application. After 120 days you must begin the process again to ensure the application information is current.

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 re-submit. Additionally, the saved document can be used for future reference in developing proposals in subsequent years.

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

4 RPL Funding Program Reporting Requirements

LAE requires 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. Due date(s) for reports are also indicated in the service agreement for your project. The number of reporting periods for projects supported by the RPL Funding Program will vary from project to project, depending on numerous factors (e.g., duration, complexity, total funding allocation). Organizations supported via the RPL Funding Program will be required to submit reports on at least two occasions during the life of the project. In the event you have any questions, please do not hesitate to contact the Agreement Manager.

Organizations will also be required to attach an Accountability Report to their Activity Report in LaMPSS, which highlights progress achieved towards fulfilling the new accountability measures outlined in the agreement contract. The Accountability Report will be submitted during and at the end of the project as an attachment to the scheduled interim or final Activity Report in LaMPSS. Templates for interim and final Accountability Reports are available at the RPL and Labour Mobility website, <https://novascotia.ca/lae/rpllabourmobility/> and instructions for completing them are provided below (see Completing the Accountability Report).

Completing an Activity Report in LaMPSS

The Activity Report template you are required to download and complete is available through LaMPSS self-serve at www.gov.ns.ca/lampss. The Activity Report requires submission of outputs related to each activity. The final Activity Report requires submission of the outputs related to each activity, as well as outcomes of the project. The following section provides further supporting information required to complete the Activity Report.

Project Activities

The table below outlines the reporting requirements for each eligible activity for the RPL Funding Program. If there is insufficient room to report within the LaMPSS reporting form, attach additional information in a word processing or spreadsheet format in the Supporting Documentation section of the form. Select the document topic “Supplementary Info” and then click “Attach a Document.”

<i>Assessment - Recognition of Prior Learning / Research and Planning</i>	
Update / Status this Period	Describe achieved outputs/outcomes related to this project activity, based on expected results identified in your application and service agreement. Quantify results where appropriate.
Number of unique participants	If this activity includes participants, provide the actual number of participants for this activity during this reporting period.

Participants

If the project includes participants, enter the actual number of participants during this reporting period for all activities. If the project does not include participants, leave this section blank.

Supporting Documentation

Before submitting your Activity Report, please be sure to complete the Accountability Report (see below), as additional Supporting Documentation. This section can also be used to submit other documentation (i.e., status report) that may provide a more complete picture of the progress of the project. Before submitting the completed Activity Report to LaMPSS, you must attach any supporting documentation to the completed Activity Report.

Reporting Notes

If your organization would like to 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.

Supporting documents related to this information can be attached as noted above.

Submitting Your Reports

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

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

Enter your organization's ID, username and password and click the "submit" button. This will connect you with the LaMPSS system to submit the report.

Completing a Financial Report

The Financial Report template you are required to download and complete is available through LaMPSS self-serve functionality at www.gov.ns.ca/lampss. This section provides supporting information required to complete the Financial Report.

Project Costs

In this section, organizations are asked to report actual costs/expenditures within the reporting period (indicated in the right-hand corner of the template) 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 amount on cost item lines, but the total project expenditures should not exceed the total approved project funding². In the event that an organization's total project expenditures exceed the total approved funding, the applicant will be required to absorb project expenditures in excess of the total approved funding. If an organization anticipates project expenditures might exceed total approved funding, the organization is encouraged to contact the Agreement Manager to discuss the circumstances.

An organization may re-allocate underspent funds up to a maximum of \$1000 from one cost item line to a cost item line within the Operational Cost Category in the absence of securing approval in advance from the Agreement Manager. Re-allocation of unspent funds to the Program Delivery or Administrative cost

² Nor should the administrative costs exceed 15% of the Program Delivery and Operational Costs subtotal.

categories, or re-allocation of unspent funds in excess of \$1000 must be approved in advance by the Agreement Manager.

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 that may provide a more complete financial picture of the progress of the project.

Reporting Notes

Provide any additional information.

Submitting Your Reports

Once your organization has finalized the Financial 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 Financial Report, enter the information that would have been received when your organization was registered in LaMPSS.

Enter your organization's ID, username and password and click the "submit" button. This will connect you with the LaMPSS system to submit the report.

NEW Completing the Accountability Report

This section outlines the information that you will be required to provide in interim and final Accountability Reports submitted during and at the end of your project. Templates are available at the RPL and Labour Mobility website, <https://novascotia.ca/lae/rpllabourmobility/> , and the reports are submitted as attachments (Supporting Documentation) with the scheduled interim and final Activity and Financial Reports in LaMPSS. Organizations will be notified through the LAMPSS self-serve system when these reports must be submitted. Due dates for reporting in LaMPSS are also indicated in the Funding Agreement for your project.

NEW Interim Accountability Report

What is an Interim Accountability Report?

The interim Accountability Report has been designed to streamline reporting and improve accountability and must be submitted during each project.

The objective of the interim Accountability Report is to provide an understanding of your project's overall performance by analyzing what has been accomplished.

The number and timing of interim Accountability Reports to submit will vary from project to project, depending on various factors (e.g., duration, complexity, total funding allocation).

Note that completion of the interim Accountability Report is a condition of the funding agreement, and this report must be attached (as Supplementary Documentation) to the interim Activity and Financial Reports submitted in LaMPSS.

What does the Interim Accountability Report do?

The interim Accountability Report summarizes your organization's overall progress towards achieving the project's objectives and outcomes and possible issues which could affect the success of your project.

You must use the interim Accountability Report to demonstrate how funding is used to support your project objectives and provide information on progress and change.

At the start of your agreement, your assigned Program Coordinator will inform you of the number of interim Accountability Reports required for project-specific accountability reporting.

Organization Name			
Project Title			
Agreement #			
1. Report on Progress			
<p>Progress Achieved</p> <p>Describe the progress achieved for this period for the objectives and activities identified in your Funding Agreement.</p> <p>The information reported below should be specific, evidence-based and measurable and include actual numbers. This will support the evaluation of LAE's RPL Program.</p> <p>Use the table below to report on both the overall progress of the project. If your project includes more than one activity, please report for each activity individually.</p>			
Activities	Outputs	Outcomes	Key Performance Indicators (KPIs)
<i>Refer to the activities outlined in your project proposal and agreement. For each activity, indicate the steps taken to meet the objectives of the project.</i>	<i>Refer to the expected outputs (tangible products, including goods and services) identified in your project proposal and agreement. What progress has been made in generating these</i>	<i>Refer to the outcomes (short-term and intermediate changes) listed in your project proposal and agreement. What progress has been achieved in meeting these outcomes?</i>	<i>Refer to the KPIs listed in your project proposal and agreement. For each KPI, please provide evidence that results have or have not been achieved. If the KPI being used differs from that originally proposed, please indicate why.</i>

	<i>outputs? Several activities could contribute to one output.</i>		
--	--	--	--

2. Tracking

a) Is the project on track to meet the expected results in your Funding Agreement?
☐ No ☐ Yes

b) What is your overall progress toward the stated objectives outlined in the project description of your Funding Agreement?
☐ delayed ☐ on-time ☐ ahead of schedule

c) If your project is delayed or ahead of schedule, please provide a rationale describing how you plan to adjust timelines.

d) Have all financial and/or non-financial partnership commitments to this project been fulfilled or are they in the process of being fulfilled?
☐ No ☐ Yes

If not, are there any foreseeable concerns that this might jeopardize the results of this project?

e) Do you expect any changes to the budget or activities outlined in the Funding Agreement/ Proposal Template?
☐ No ☐ Yes

f) If yes, provide a detailed explanation of any change(s) and needed to:

- Activities of the Funding Agreement
- Budget of the Funding Agreement

3. Success Stories/Lessons Learned

Please describe success stories or lessons learned that occurred in this period. If there are lessons learned, how will your organization incorporate them to ensure successful project delivery?

4. Other Information

Is there any other information about your project's progress that you want to share with us?

5. Disclaimer

The information you provide is collected under the auspices of the Nova Scotia Department of Labour and Advanced Education for the purpose of administering and evaluating programs. The information collected will be subject to the Freedom of Information and Protection of Privacy Act.

The undersigned hereby certifies the above information is in accordance with the Terms and Conditions of the Funding Agreement.

Authorized Organization Contact: _____

Signature: _____

Date: _____

Final Accountability Report

What is a final Accountability Report?

The final Accountability Report is intended to concisely summarize the outcomes of a project. The final Accountability Report is used to document project successes, lessons learned and performance in order to provide evidence-based information on the impact of the project and signal improvement in project delivery for the future. This template outlines the content and format of Final Reports to be used for all RPL Projects.

Note that completion of the final Accountability Report is a condition of the funding agreement, and this report must be attached (as Supplementary Documentation) to the final Activity and Financial Reports submitted in LaMPSS.

Organization Name			
Project Title			
Agreement #			
Period Covered			
Project Description			
<i>Please provide a brief description of your project.</i>			
Report on Progress			
1a) Progress Achieved			
<p><i>Describe the progress achieved as a result of the project, accounting for the objectives and activities identified in your Project Proposal and funding agreement.</i></p> <p><i>Please be specific to ensure that LAE can collect relevant, reliable and consistent data that will support evaluation of the RPL Program.</i></p>			
Activities	Outputs	Outcomes	Key Performance Indicators (KPIs)
<i>What steps were taken to meet the objectives of the project?</i>	<i>What tangible products, including goods and services were produced to generate the desired outcome. Several activities could contribute to one output.</i>	<i>What are the short-term and intermediate changes that occurred as the result of the project?</i>	<i>What evidence (KPIs) can you provide that results have or have not been achieved? Performance indicators are used to observe progress and measure actual results as compared to expected results.</i>
Partnerships			
<p><i>Applicants should include in their final report a brief description of the partnerships leveraged throughout the project. Show how these partnerships contributed to the final project outcome by providing information on:</i></p> <ul style="list-style-type: none"> <i>the expertise or capacity offered by each partner and the impact of their contribution on project participants and outcomes</i> <i>the type and level of financial and/or in-kind support offered by each partner and the impact of their contribution on project participants and outcomes</i> 			

Where the actual partnerships those that you expected at the start of the project? Has the project led to new partnerships in addition to those originally expected?

Success Stories/Lessons Learned

Please describe success stories or lessons learned from this project.

For success stories, please include testimonials quoted directly from project participants. If possible, please provide the names associated with direct quotes.

If there are lessons learned, what would you do differently next time?

Supporting Documentation

Please attach relevant documentation that supports the information provided in your final Accountability Report. Supporting documentation may include, but not be limited to:

- outputs (i.e. the products, goods and services produced by the program that you would like to highlight)*
- qualitative data (feedback collected from stakeholders and participants throughout the project)*
- additional data and analysis (i.e. statements and representations of data)*
- images (photos taken, with permission, of clients engaged in the program)*

Disclaimer

The information you provide is collected under the auspices of the Nova Scotia Department of Labour and Advanced Education for the purpose of administering and evaluating programs. The information collected will be subject to the Freedom of Information and Protection of Privacy Act.

The undersigned hereby certifies the above information is in accordance with the Terms and Conditions of the Funding Agreement.

Authorized Organization Contact:

Signature:

Date:

5 RPL Funding Program Terms & Conditions

The following terms and conditions form part of RPL Funding Program agreement in addition to the “General Terms and Conditions” outlined in the agreement.

Communications Requirements

Department of Labour and Advanced Education Communications Officer:

Carley Sampson

Phone: 902-478- 9203

E-mail: Carley.Sampson@novascotia.ca

The Province of Nova Scotia must be acknowledged in all communications related to the project. Any public communication of the project via news release or any other event must be coordinated with the Department of Labour and Advanced Education’s Communications Officer. Organizations shall notify the Department’s Communications Officer at least 15 working days in advance.

Communications activities can be generally defined as, but not limited to, the following:

- News releases;
- Public events such as funding announcements, official openings, press conferences;
- Written or electronic communications material;
- Program products such as brochures, program descriptions, forms for the use of clients, annual plans and reports; and
- Advertising in all forms.

At offices or kiosks where information is provided to the public or transactions are conducted with the public pertaining to this project, signage is required indicating that the Programs/Services provided are funded in whole or in part by the Province Nova Scotia. Bilingual notices are required in designated bilingual offices. Please note that the project will be made public on the Department’s website.

Watermarks, wordmarks, signage and/or logos can be obtained from The Department of Labour and Advanced Education’s Communications Advisor.

Funding Announcements

Contact LAE Communications Advisor if you are contacted by the media about a project or as soon as your organization starts to discuss:

- A funding announcement or event;
- A news release or feature;
- A radio or television spot;
- An advertisement; and
- A poster or brochure.

Contact Information

Information about the RPL Funding Program can be obtained through LAE by contacting the RPL Coordinator, via e-mail RPLcoordinator@novascotia.ca , phone (902) 424-2536, fax (902) 424-1171 or mail:

Mailing Address

RPL Coordinator
Department of Labour and Advanced Education
PO Box 697
Halifax, NS B3J 2T8

Civic Address

RPL Coordinator
Department of Labour and Advanced Education
Maritime Centre, 4N
1505 Barrington Street
Halifax, NS B3J 3K5