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| Recognition of Prior Learning (RPL)  **INTERIM ACCOUNTABILITY REPORT** |
| Nova Scotia Department of Labour and Advanced Education Skills and Learning Branch  Adult Education Division |
| Effective: April 1, 2020 |
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## 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 RPL Coordinator will inform you of the numbery of Interim Accountability Reports required for project-specific accountability reporting.

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| Organization Name |  |
| Project Title |  |
| Agreement # |  |
| 1. Report on Progress | |
| Progress Achieved  Describe the progress achieved for this period for the objectives and activities identified in your Funding Agreement.  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.  **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.   |  |  |  |  | | --- | --- | --- | --- | | **Activities** | **Outputs** | **Outcomes** | **Key Performance Indicators (KPIs)** | | 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? | 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 outputs? Several activities could contribute to one output. | 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? | Refer to the KPIs listed in your project proposal and agreement. For each KPI, indicate please provide evidence that results have or have not been achieved. If the KPI being used differs from that originally proposed, please indicate why. |  1. Tracking | |
| 1. Is the project on track to meet the expected results in your Funding Agreement?   No  Yes   1. What is your overall progress toward the stated objectives outlined in the project description of your Funding Agreement?   delayed  on-time  ahead of schedule   1. If your project is delayed or ahead of schedule, please provide a rationale describing how you plan to adjust timelines. | |
| 1. Have all financial and/or non-financial partnership commitments to this project been fulfilled or are they in the process of being fulfilled?   If not, are there any foreseeable concerns that this might jeopardize the results of this project? | |
| 1. Do you expect any changes to the budget or activities outlined in the Funding Agreement/ Proposal Template?   No  Yes   1. If yes, provide a detailed explanation of any change(s) and needed to:  * Activities of the Funding Agreement * Budget of the Funding Agreement | |
| 1. 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? | |
| 1. Other Information | |
| Is there any other information about your project’s progress that you want to share with us? | |
| 1. 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

# Contact Information

For information or questions about how to complete the Interim Accountability Report, please contact the RPL Coordinator via e-mail [RPLCoordinator@novascotia.ca](mailto:RPLCoordinator@novascotia.ca), phone 902-424-2536, or mail:

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