



Recognition of Prior  
Learning (RPL)  
**Program Funding Guidelines**  
**2020-2021**

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

Effective: April 1, 2020

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# **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 RPL Coordinator in the Department of Labour and Advanced Education or until you have received an approval notification via the Labour Market Programs Support System (LaMPSS).

This call for proposals will commence on April 30<sup>th</sup>, 2020 and end on or before June 4<sup>th</sup>, 2020, depending on availability of funds. Other projects may be considered after this date based upon available funding. Applications should fit within the fiscal year (April 1<sup>st</sup>, 2020 – March 31<sup>st</sup>, 2021) and should 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 in LaMPSS 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 vetted, 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 given 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 and sustain 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 its been vetted, to the the online application, and submit this along with other supporting documenatation 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 final 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 bodies<sup>1</sup>;
- 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
- Career Development 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.

### **Eligible Participants**

- Canadian citizens;
- Permanent residents; and
- Protected persons within the meaning of the Immigration and Refugee Protection Act (Canada), S.C. 2001, c. 27 entitled to work in Canada.

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<sup>1</sup> 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 Projects

### 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.
- Be self-sustaining after project completion to support RPL initiatives and activities.

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 (i.e. ability) 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.



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;
- 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;
- Development or improvement of occupational standards and assessment criteria; Research on promising practices;
- Environmental scans;
- Policy development;
- Development of RPL guidance documents;
- Development of criteria for decision making; 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 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 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](mailto:LaMPSS@gov.ns.ca) or call 424-1075 (1-877-404-7074 toll free) to receive assistance.

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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](http://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 the project will 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 RPL Coordinator.

## Applying Online Using LaMPSS Self-Serve

Once your Project Proposal has been vetted, 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 a vetted 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](mailto: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:

|                             |   |
|-----------------------------|---|
| <b>Project Title</b>        | Provide a title specific to this project.   |
| <b>Agreement Start Date</b> | A start date no earlier than April 1 <sup>st</sup> of the year in which you are applying. |
| <b>Agreement End Date</b>   | March 31 <sup>st</sup> 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 RPL Program Funding Guidelines 2020 – 2021

section 2 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 table below outlines the required information for each eligible activity for the RPL funding program. The activities you choose will appear directly in your contract.

| <b><i>Recognition of Prior Learning</i></b> |   |
|---|---|
| <b>Brief Description</b>                    | Include the project activity description provided in section 3 of your Project Proposal (maximum 300 words).                              |
| <b>Expected Results</b>                     | For each activity, list all planned outputs, outcomes and key performance indicators, as described in section 3 of your Project Proposal. |
| <b>Where does this activity take place</b>  | Identify the location for each activity.  |
| <b>Expected number of participants</b>      | 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 section 4-Project Budget of the Project Proposal). Please transfer the requested information in RPL Program Funding Guidelines 2020 – 2021

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 from the vetted budget in your Project Proposal.**

| Program Delivery- Salaries & Benefits   | Eligible Costs   |
|---|--|
| <p><i>Salaries</i></p>  | <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 &amp; Labour Mobility Unit reserves the right to refuse a salary if it is determined to be disproportionate to industry standards.</p> <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 RPL Coordinator. Any change in budgeted staff (i.e., a position becomes vacant) should be communicated to the RPL Coordinator at the time of the occurrence and reflected in the financial reports.</p>  |
| <p><i>Benefits</i></p> <p><i>a) Mandatory Employment Related Costs</i></p> <p><i>b) Other HR Related Benefits</i></p> | <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 4.68% to their medical, then Adult Education may cover 4.68% as well, up to a maximum of 5%. 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><i>Travel</i></p>  | <p>Travel expenses for direct staff involvement in project delivery will be considered for funding, including reimbursement for</p>  |

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|  | <p>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"> <li>• Mileage, location(s), tolls;</li> <li>• Accommodation and meals (include number of nights);</li> <li>• Parking; and</li> <li>• Taxi total and locations.</li> </ul> <p>Out-of-province travel must be negotiated with your RPL Coordinator in advance. International travel is not eligible.</p> |
|--|--|

| <b>Operational-Standard</b>           | <b>Eligible Costs</b>   |
|---------------------------------------|---|
| <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>                            | If Canada Revenue Agency (CRA) refunds 100% of your HST expenses, enter \$0.00 here. Otherwise enter the amount that CRA does not refund.   |

|                          |   |
|--------------------------|---|
|                          | <b>Note that all other budget expenses should be entered without HST.</b> |
| <i>Other Operational</i> | May be considered.  |

|   |  |
|---|--|
| <b>Administrative</b>   | <b>Eligible Costs (UP TO a maximum of 15% of Program Delivery &amp; Operational Costs subtotal)</b>  |
| <i>Administrative Costs Excluding Salaries and Benefits for Administrative Staff</i>                                  | Costs associated with the administration of the project <b>(excluding salaries and benefits for any administrative staff which are to be included in the sections below)</b> 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>  | 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. <b>The RPL &amp; Labour Mobility Unit reserves the right to refuse a salary if hours seem disproportionate or it is determined to be disproportionate to industry standards.</b><br><br>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 RPL Coordinator. Any change in budgeted staff (e.g., a position becomes vacant) should be communicated to the RPL Coordinator at the time of the occurrence and reflected in the financial reports.  |
| <i>Administrative Benefits</i><br><i>a) Mandatory Employment Related Costs</i><br><i>b) Other HR Related Benefits</i> | 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.<br><br>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 4.68% to their medical, then Adult Education may cover 4.68% as well, up to a maximum of 5%. When an employee is contributing to an RRSP and Adult Education is covering |

|  |  |
|--|--|
|  | <p>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 <b>cannot</b> be exceeded unless approval is secured from the RPL Coordinator.</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 which must all be completed. 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:

|   |               |                   |                                  |
|---|---------------|-------------------|----------------------------------|
| <b>Office supplies</b>  |               |                   |                                  |
| The total amount must be provided on your application form or financial report in the Operational – Standard Costs – Office Supplies budget |               |                   |                                  |
| <b>Description</b>  | <b>Amount</b> | <b>Breakdown</b>  | <b>Notes</b>                     |
| 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 RPL Coordinator 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. The RPL Coordinator confirms that the submitted application 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) which is set by the RPL Coordinator at the beginning of each agreement. Organizations supported via the RPL Funding Program will be required to submit reports on at least two occasions during the life of the project. Please contact the RPL Coordinator if you have any questions or concerns.

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](http://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.”

|  |
|--|
| <a href="#"><i>Recognition of Prior Learning</i></a> |
|--|

|                                      |  |
|--------------------------------------|--|
| <b>Update / Status this Period</b>   | Describe achieved outputs/outcomes related to this project activity, based on expected results identified in your application and service agreement. Quantify results where appropriate. |
| <b>Number of unique participants</b> | 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 each activity. 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](http://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 funding<sup>2</sup>. 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 RPL Coordinator 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 RPL Coordinator. Re-allocation of unspent funds to the Program Delivery or Administrative cost categories, or re-allocation of unspent funds in excess of \$1000 must be approved in advance by the RPL Coordinator.

### 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.

### 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.

### Interim Accountability Report

*What is an Interim Accountability Report?*

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<sup>2</sup> Nor should the administrative costs exceed 15% of the Program Delivery and Operational Costs subtotal.  
RPL Program Funding Guidelines 2020 – 2021

*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.*

|                          |  |
|--------------------------|--|
| <b>Organization Name</b> |  |
| <b>Project Title</b>     |  |
| <b>Agreement #</b>       |  |

**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.

| <b>Activities</b>  | <b>Outputs</b>  | <b>Outcomes</b>  | <b>Key Performance Indicators (KPIs)</b>   |
|--|---|--|--|
| <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 outputs? Several activities could</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> |

*contribute to one output.*

## 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.*

|                          |  |
|--------------------------|--|
| <b>Organization Name</b> |  |
| <b>Project Title</b>     |  |
| <b>Agreement #</b>       |  |
| <b>Period Covered</b>    |  |

**Project Description**

*Please provide a brief description of your project.*

**Report on Progress****1a) Progress Achieved**

*Describe the progress achieved as a result of the project, accounting for the objectives and activities identified in your Project Proposal and funding agreement.*

*Please be specific to ensure that LAE can collect relevant, reliable and consistent data that will support evaluation of the RPL Program.*

| <i>Activities</i>   | <i>Outputs</i>  | <i>Outcomes</i>   | <i>Key Performance Indicators (KPIs)</i>   |
|---|---|---|--|
| <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**

*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:*

- the expertise or capacity offered by each partner and the impact of their contribution on project participants and outcomes*
- 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*

*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: <a href="mailto:Carley.Sampson@novascotia.ca">Carley.Sampson@novascotia.ca</a> |
|----------------|----------------------|--|

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 Officer.

### Funding Announcements

Contact LAE Communications Officer 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.

## **6 Contact Information**

Information about the RPL Funding Program can be obtained through LAE by contacting the RPL Coordinator, via e-mail [RPLcoordinator@novascotia.ca](mailto: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