



Recognition of Prior Learning (RPL)

FINAL ACCOUNTABILITY REPORT

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

Version 2.0
Updated April 2021

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 any 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 the Labour Market Program Support System (LaMPSS).

Organization Name	
LaMPSS Organization #	
Project Title	
Agreement #	
Report on Progress	
1. Progress Achieved <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> <i>Please be specific to ensure that Labour and Advanced Education (LAE) can collect relevant, reliable and consistent data that will support evaluation of the RPL Program.</i> Use the table below to report on the overall progress of the project this period. If your project includes more than one activity, please report for each activity individually.	

Deliverables		
Activities	Objectives	Project Deliverables
<i>List the activities (outlined in your project proposal and agreement) and for each activity, indicate the steps taken to meet the objectives of the project.</i>	<i>Refer to the objectives identified in your project proposal and agreement. What has been achieved in the project objectives?</i> <i>Note: Several activities could contribute to one objective.</i>	<i>Refer to the project deliverables listed in your project proposal and agreement. What has been achieved in meeting these project deliverables?</i>

2. 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*

Were 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?

3. 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?

4. 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 (e.g. the products and services produced by the program that you would like to highlight)
- qualitative data (e.g. feedback collected from stakeholders and participants throughout the project)
- additional data and analysis (e.g. statements and representations of data)
- images (e.g. 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:** _____

Contact Information

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

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