



Recognition of Prior Learning (RPL)

INTERIM ACCOUNTABILITY REPORT

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

Version 2.0
Updated April 2021

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 performance throughout the project duration by analyzing what has been accomplished. The report also assists in identifying possible issues which could affect the success of your project. You can use the Interim Accountability Report to demonstrate how funding is used to support your project objectives and provide information on progress and change.

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 Activity and Financial Reports submitted in the Labour Market Program Support System (LaMPSS).

Organization Name	
LaMPSS Organization #	
Project Title	
Agreement #	
Period Covered	
Report on Progress	
1a) Progress Achieved <i>Describe the progress achieved for this period 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. If your project includes more than one activity, please report for each activity individually.

Deliverables		
Activities	Objectives	Project Deliverables
<p><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></p>	<p><i>Refer to the objectives identified in your project proposal and agreement. What progress has been made towards achieving the project objectives?</i></p> <p>Note: Several activities could contribute to one objective</p>	<p><i>Refer to the project deliverables listed in your project proposal and agreement. What progress has been achieved in meeting these project deliverables?</i></p>

1b) Tracking

a) Is the project on track to meet the expected results in your Funding Agreement?

No Yes

b) What is the status toward the stated objectives/activities 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) Do you expect any changes to the budget or activities outlined in the Funding Agreement/ Project Proposal?

No Yes

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

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

2. 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?

3. Additional Information

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

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, phone 902-424-2536, or mail:

Mailing Address

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