

Recognition of Prior Learning

(RPL) Program

PROJECT PROPOSAL

For information or questions about the RPL Program or the Project Proposal, please contact:

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Introduction

Before completing an application in LaMPSS, Recognition of Prior Learning (RPL) project applicants will be required to complete a Project Proposal, using this template provided. The purpose of the Project Proposal is to help applicants clearly articulate project objectives and outcomes before submitting their application, as well as indicate how these align with priorities and reporting requirements of the funding program. We believe that this approach will contribute to more successful applications, greater consistency in reporting, and projects that more readily achieve and demonstrate success. For the department, this translates to improved accountability in the use of funds and a greater ability to demonstrate outcomes that we have committed to achieve.

The Project Proposal has 4 parts:

**Part 1- Organization Information**

* 1. Organization Identification
  2. Organization Contact

**Part 2- Project Description**

2.1 Project Details

2.2 Project Description

2.2.1. Project Description

2.2.2 Project Objectives

**Part 3- Project Activities**

3.1 Activity Description

3.2 Expected Results (Outputs, Outcomes, Key Performance Indicators)

**Part 4-Project Budget**

Once the Project Proposal has been approved, the above information provided in the proposal document should be copied directly into to the corresponding sections of the online application in LaMPSS. Any additional information may be provided as Supplementary Documentation to the application.

In order to complete this Project Proposal, please review the instructions provided in this document as well as the RPL Program Funding Guidelines, available on the RPL and Labour Mobility Unit website, <https://novascotia.ca/lae/rpllabourmobility/>

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| Part 1 – Organization Information | |
| 1.1 Organization Identification | |
| **Organization Name**  Please provide the legal name of your organization. | |
| **Street Address**  *Please indicate the address of your organization. Applicants must provide a complete address in a format recognized by Canada Post.* | |
| **Mailing Address** *(if different from Street address)* | |
| **City** | |
| **Province** | **Postal Code** |
| **Telephone** | **Fax** |
| **E-mail** | |
| 1.2 Organization Contact | |
| **Title** | |
| **Last name** | **First name** |
| **Telephone** | **Mobile** |
| **Email** | |

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| Part 2 – Project Description  *To complete this section, please refer to eligible priorities and programming (themes and expected outcomes) and eligible activities in the RPL Program Guidelines.* |
| 2.1 Project Details |
| Project title  Please provide a brief, descriptive project title. |
| Planned project start and end dates  Please indicate the planned start and end dates of your project.  Please note that activities cannot begin before your project is approved and an agreement has been signed by both the recipient and LAE. |
| 2.2 Project Description |
| 2.2.1 Project Description *Please provide an executive summary of approximately 300 words (2,000-character limit) that serves as an overview of the project, including a condensation of the objectives below. Once your application is approved, this description will be used to summarize your project in LaMPSS and in the signed agreement with the Province.*  *If you wish to provide additional details, please include the detailed project description as an attachment to your proposal.* 2.2.2 NEW - Project Objectives Proposals should include clear and achievable objectives. The objectives of each proposal should be described in terms of quantifiable and measurable goals to be achieved through this project.  Project objectives should:   * be consistent with the funding program’s goals and priorities and link to the program’s eligible themes * identify the specific outcome(s) that the project is designed to accomplish * ensure that these outcome(s) are measurable * identify who will benefit from the project * show how meeting the project objectives will help to achieve the identified outcomes   When developing the Project Objectives, please consider the socio-demographic, economic or labour market issues the proposed project will address (i.e. the rationale for the project). |

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| Part 3 – Project Activities |
| 3.1 Activity Description |
| Project activities are the steps that will be taken to meet the objectives of the project. Activities should be specific, measurable, achievable and relevant to the project objectives and demonstrate how and when the project outcome(s) will be achieved. Applicants must include their proposed activities which should include the following details:   * a description of each activity and explanation as to how each of them relates to the objectives of the project * a listing of activities in a logical sequence including milestones, timelines and/or duration of the various activities (milestones are significant events or points of progress during the project) * a clear link between project activities and project costs outlined in the itemized budget breakdown (refer to Part 4 of the proposal) * if your project includes multiple activities/programs, please include this information for each activity/program.   To complete this section, refer to the **Eligible Activities** in the RPL Program Guidelines:   * Assessment-Recognition of Prior Learning * Research and Planning |
| 3.2 Expected Results (NEW - Outputs, Outcomes, Key Performance Indicators (KPI’s)) |
| Expected results of the project must be clearly linked to the project objectives and be specific, measurable, achievable, relevant and timebound.  Please refer to the development of specific outputs and expected outcomes.  **Outputs** are tangible products, including goods and services that will be produced to generate the desired outcomes; several activities could contribute to one output. Examples: assessor training delivered, competency profile developed, online self-assessment created, x# of focus group sessions conducted, competency-based job description tool-kit for employers created, social media strategy launched.  **Outcomes** are the short-term and intermediate change that are expected to occur as the result of the project (more than one outcome could be directly related to an objective). Examples: increased number of internationally-educated candidates licensed, enhanced ability of employers to assess workplace competencies, improved availability of RPL assessments, greater acquisition of academic credits as a result of RPL processes.  If your project includes more than one activity/program, please describe expected results for each activity/program individually.   |  |  | | --- | --- | | **OUTPUTS** | **OUTCOMES** | |  |  | |  |  | |  |  |   A key performance indicator (KPI) provides evidence that results have or have not been achieved. They ensure a proper assessment of the progress achieved towards the intended outputs, outcomes, goals and objectives of the project. Applicants must provide performance indicators which will clearly demonstrate how they will measure each anticipated result and ensure their project is progressing as planned.  Examples of KPI’s can include:   * # of outputs aligned with project objectives, such as:   + # of resources produced (including blended resources)   + # of competency assessment processes or tools produced   + # of focus groups, interviews, surveys or meetings with stakeholders   + # of individuals who participate in or are successful with a prior learning assessment process   + # of individuals where prior learning assessments resulted in reduced training or educational requirements   + # of program participants   + # of individuals licensed   + # of individuals hired by employers or attached to employment * increased quality of program (measured in accordance with an established evaluation framework) * improved availability and quality of assessment preparation and other early intervention support tools * increased availability of information on assessment approaches and tools * increased capacity to monitor and evaluate program success/outcomes |

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| Part 4 – Project Budget |
| Please use the RPL Program Itemized Budget Breakdown Workbook available at:  [Recognition of Prior Learning](https://novascotia.ca/lae/RplLabourMobility/rpl.asp)  Refer to the **Project Budget** section of the RPL Program Guidelines for a description of eligible costs and instructions on how to complete the RPL Itemized Budget Breakdown Workbook. |