

# One Journey Initiative Program Guidelines

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Department of Labour and Advanced Education

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# 1 One Journey Initiative

## 1.1 Introduction

The One Journey Initiative is a labour market attachment partnership between the Department of Labour and Advanced Education, industry and community. The Initiative responds to employer / industry identified skills shortages by supporting job-ready employees who have participated in customized skills development training.

The purpose of the program is to provide opportunities for skills development and direct employment by responding to an industry with an identified labour shortage. Such opportunities are extended to Income Assistance recipients, individuals who are unemployed, underemployed, or employed individuals who have low levels of skills and are seeking training for a better job.

This concerted effort to include individuals, currently unattached to the labour market, and matching the individuals to the needs of the current labour market supply and demand will reduce income support dependence, labour shortages and ultimately, structural unemployment. The result is to build a skilled, adaptable and self-sufficient Nova Scotian workforce that contributes to the prosperity of Nova Scotia's communities.

**NOTE:** Please read this entire Program Guidelines document. The information contained in this Program Guidelines document will become part of an agreement with the Province for delivery of Labour Market Programs.

## 1.2 Expected Results

The following are the expected results of the program:

- Employer and industry involvement to ensure immediate labour market attachment, upon training completion
- To increase labour market attachment in industries which have identified in need and have a labour shortage
- Successfully build a skilled, adaptable and adaptable workforce that contributes to the prosperity of Nova Scotia's communities

## 2 Guiding Principles

The One Journey Initiative operates on the following principles:

- Individuals are motivated to work but many require training and support
- Linking training and employment adds value for both trainees and industry
- Skills development is the responsibility of government, business and community
- Government, business and community can collaborate successfully
- Active participation of all partners, including trainees, is essential for success
- Promotion of life-long learning and self-sufficiency benefits the whole community
- Mentoring, follow-up and evaluation are vital to continued achievement
- Ensuring project activities and measurable aspects are met (training leads to an available job)

## 2.1 Roles and Responsibilities

### **A. Nova Scotia Labour and Advanced Education – Skills and Labour Branch - Workplace Initiatives (WI) Division**

- Defining the program, setting baseline standards for service delivery and quality. This includes:
  - Designing the program and setting program policy
  - Developing reporting requirements and supporting tools
  - Assessing applications and determining funding eligibility amounts
- The provincial government will continue to fund a significant portion of workplace training costs
  - The province will fund up to 66.67% of the training programs they support
- Providing advice and guidance that clarifies the expectations of WI
- Ensuring transparency and accountability by monitoring and evaluating delivery performance against agreement commitments and guideline compliance
- Issuing funds and recovering overpayments, where required
- Providing employers with appropriate program guidelines
- Working with employers and applicants on application and report submission
- Adhering to the privacy and communications requirements
- Engaging with the stakeholders to develop the Project Team

### **B. Organizations / Employers**

Project sponsor's roles and responsibilities in relation to the management of the project include:

- Administration of wage and income supports when applicable
- Client tracking and post project follow-up (immediately and 12 months after training)
- Making a 33.33% cash contribution to the cost of the training (*Section 7.3 – Completing a Financial Report*)
- Ensuring project activities and measurable aspects are met (i.e. training leads to an available job)
- Adhering to the privacy and communications requirements
- Submitting all required financial and activity reports
- Administration of wage and income supports when applicable
- Client tracking and post project follow-up (immediately and 12 months after training)

All organizations entering into an agreement for delivering Labour Market Programs in Nova Scotia must first be registered as a LaMPSS organization. (*Section 4.1 – Applying - Online using LaMPSS*)

## 2.2 Eligibility Criteria

### **A. Eligible Organizations / Employers**

- Corporations;
- Partnerships;
- Sole proprietorships;
- First Nations and/or Tribal Councils;
- Industry Associations or Unions

**Note:** All Organizations / Employers must have an identified market need and must be committed to providing opportunities for skills development and direct employment by responding to an industry with an identified labour shortage. In addition, such opportunities are to be extended to Income Assistance recipients, individuals who are unemployed, underemployed, or employed individuals who have low levels of skills and are seeking training for a better job.

### **B. Ineligible Employers**

- Will not be used to fund municipal, provincial or federal positions that would normally be considered part of the public service.
- Will not be used for positions funded by any monies received through the provincial or federal government.

### **C. Eligible Participants**

To be eligible to participate in One Journey projects, individuals must meet the following criteria:

- Unemployed and seeking training to obtain a job<sup>1</sup>

In addition, clients:

- Must have barriers to employment;
- Cannot be eligible for service or support through the Nova Scotia public school system; and
- Must have a Return to Work Action Plan (RTWAP) created through case management, either by an LAE service provider or the Department of Community Services, that clearly demonstrates that the employment intervention offered is the best option to facilitate their integration into employment.

## **3 Eligible and Ineligible Types of Projects**

- The project must meet an identified labour shortage and is not aimed at regular onboarding activities
- Participants must be unemployed
- The training must lead to direct employment
- Employers must commit to hiring
- Employers / Industry must contribute 33.33%, cash, toward training costs
- Note: This program is not eligible to provide training to employees of the participating employers

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<sup>1</sup> Unemployed refers to working less than 20 hours a week and unable to find full-time employment.

## 4 Nepotism

No cost incurred in relation to, or wages paid, to any person who is a member of the immediate family is eligible for reimbursement under a grant or contribution agreement unless the Province is satisfied that the participation, recruitment or hiring of that person was not the result of favouritism by reason of membership in the immediate family of the agreement recipient.

For the purposes of this policy, "immediate family" means father, mother, step-father, step-mother, foster parent, brother, sister, spouse, child including child of spouse, step-child, ward, father-in-law, mother-in-law, or a relative residing with the recipient or a principal of the recipient; "principal" means a person having controlling authority over the recipient or any aspect of the recipient's operations; "spouse" means a married spouse or a person cohabiting in a conjugal relationship for a period of one year.

## 5 Applying for One Journey Initiative Program Funding

### 5.1 Applying Online using LaMPSS Self-Serve

Education through the Labour Market Programs Support System (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 for some labour market programs as well as submitting required financial and activity reports online.

Once you are a registered LaMPSS user, you can apply for funding on line using the self service capability. To apply for funding online go to: <https://www.gov.ns.ca/lampss>.

If you are not registered for LaMPSS, the first step before you apply for funding under the One Journey Initiative program is to register. This is a one-time process, completed the first time you want to apply for funding using LaMPSS. Once the registration is entered into LaMPSS, your information will then be stored and shared by departments managing labour market funding agreements within LaMPSS.

To register with LaMPSS, complete the LaMPSS Organization Registration Form and Electronic Funds Transfer Form at: <http://novascotia.ca/lae/lampss/lampss.asp>. These forms can be returned by email, fax or mail to:

LaMPSS Operations Support Labour and Advanced Education PO Box 383 Halifax, Nova Scotia B3J 2P8	email: <a href="mailto:lampss@novascotia.ca">lampss@novascotia.ca</a> Toll Free: 1-877-404-7074 Metro: (902) 424-1075 Fax: (902) 424-0804
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The One Journey Initiative is administered by the Nova Scotia Department of Labour and Advanced Education

## 5.2 Completing an Application Form

This section provides supporting information to help you complete the application form for the One Journey Initiative program. Each section of the application form is listed below along with information about what information should be entered or what documentation should be attached to the application.

### **A. Organization Information**

Enter the name and complete mailing address for your organization. If you have downloaded an application form from LaMPSS self-serve this section will be pre-filled with your organization's information.

### **B. Project Details**

Please provide the following:

Project Title	Provide a title specific to this project.
Agreement Start Date	Indicate the start date for the project
Agreement End Date	Indicate the end date for the project

### **C. Past Agreements**

Please outline any past agreements which you may have had through this Initiative, or through any other Provincial programs.

### **D. Project Description**

Please provide a short summary of your project.

### **E. Attach a detailed project description / proposal to the application**

This section allows you to add a document attachment to the application form. This document should provide details on the following:

- Employer involvement and commitment to the project (including financial/in-kind)
- How the industry skills shortage was identified?
- Interview process (including industry / employer involvement) for recruiting participants
- How job development services will be provided.

### **F. Agreement Contact**

Provide the appropriate contact person for your organization. If you have registered with LaMPSS you will have the option to select from a drop-down menu of any contacts included with your registration. Alternately, you can choose to add a new contact and fill in their contact information.

### **G. Project Location(s)**

Please indicate where the training will be offered. If the work experience is to be offered in a separate location, please provide details by adding multiple locations (i.e. First location is where the training takes place, second location is where the work experience will take place).

In order for Planning and Accountability at Labour and Advanced Education to report on this project, please use the 'Location Description' field to enter the region in which this project is to take place. Use 'East' for all of Cape Breton Island; 'West' includes the counties in the South Shore and Annapolis Valley; 'Central' includes Halifax County and 'North' includes remaining six counties.

## **H. Participants**

Enter the total number of participants expected for this project.

Enter the number of participants expected for each participant group listed on the application form. The participant groups for OJI are:

- Income assistance recipients
- Low skilled employed
- Previously self employed
- Unemployed
- Youth

Include participants in all relevant participant groups. (i.e., a participant may be part of more than one participant group). For example, a participant may be part of more than one participant group such as unemployed and an Income Assistance Recipient. If this is the case, you would include the participant in the count of expected participants in both groups.

## **I. Project Activities**

The section outlines the required information for each eligible activity for the One Journey Initiative program. This is the complete set of eligible activities. Only complete the required information for eligible activities you are proposing for your project. You must choose at least one of the eligible activities, but you do not need to complete all of them.

**Note:** The start and end date of these activities may overlap (i.e. more than one activity can take place at a time)

The Following is a list of eligible activities to be considered under One Journey:

1. Skill Enhancement – Essential Skills
2. Skill Enhancement – Job Specific – Classroom
3. Skill Enhancement – Job Specific – Workplace
4. Skill Enhancement – Skilled Trades – Classroom
5. Skill Enhancement – Skilled Trades – Workplace

For each Eligible Activity Listed above, you must provide the following information in your proposal:

Brief Description	Please provide the following: - Description of the essential skills curriculum - Description of employer contribution to essential skills curriculum
Expected Results	Please identify the length of the essential skills training

Where does this activity take place	Identify the location for each activity. If an activity will take place at more than one of the locations, select "All Locations"
Expected number of participants	Provide the expected number of participants for this activity.

### J. **Eligible Cost Categories**

The following table outlines the eligible costs and specific instructions for each budget category funded by the One Journey Initiative Program. Please include your complete project costs and requested amounts by budget category.

The provincial government will fund a significant portion of workplace training costs. The One Journey Initiative will fund two-thirds (2/3) / 66.67 percent of the eligible training programs.

- Organizations / Employers who participate in the program are required to provide a **cash investment** of one third (1/3) / 33.33 percent of the training costs.
- While in-kind contributions from the workplace including such items as time release, training space, materials and supplies are critical components of all projects and partnerships, these are not included as part of the employers 33.33 percent cash contribution.

When submitting your project budget, please use the Itemized Budget Breakdown Worksheet found at <https://novascotia.ca/lae/one-journey-work-and-learn/>.

**Note:** It is recommended that you complete both the project budget on the application form and the related Itemized budget breakdown template (together), before you move on to the next section of the form.

Budget Category	Eligible Costs
<b>Program Delivery</b>	
Salaries and Benefits	
Salaries	Staff involved in direct delivery of the project
MERC	As per the Labour Standards Code
Health and Dental Benefits	To a maximum of 50% of benefit costs
Pension Benefits	To a maximum of 50% of benefit costs
Professional Development	Fees for Essential Skills Component
Travel	Not to exceed provincial government rates
<b>Participant Program Delivery</b>	
Participant	
Training Allowance	Amount to be negotiated
Program Material	Includes tools of the trade, books and anything the participant keeps at the end of the project

Child Care	To a maximum of \$400 per month for child care and/or dependent care
Travel	To a maximum of \$150 per month
Incidental Supports	To a maximum of \$7 per day or \$150 per month
Graduation	For graduation ceremonies for participants
Other Participant Costs	Cost related to exams, and other expenses linked to the process of credential recognition and achieving regulatory body requirements, may be considered
<b>Operational</b>	
Standard	
Recurring Costs	Heat, electricity, telephone, internet, photocopy lease, etc.
Professional Fees	IT/web maintenance, janitorial services, security, and resource people
Honoraria	For guest speakers
Facility Lease/Rent	For incremental project office space, etc.
Advertising / Promotion	Advertising promotion and signage.
Office Supplies	Supplies used to run the day to day operations of the project such as stationery supplies, postage, etc.
Program Materials	Materials that stay with the service provider (textbooks, etc.)
Insurance	Includes insurance cost incremental to the project and please provide details
Other Operational Costs	Costs directly related to the operations of the project, incremental to organizational costs
<b>Administrative</b>	
Administrative	
Administrative-Inclusive	To a maximum of 15% of project costs

**K. Project Cash Flow**

Provide a monthly cash flow estimate of the requested project expenses.

**L. Legal Signing Officers**

Provide the appropriate signing officers for this project agreement as well as the legal signing requirements for your organization.

**M. Supporting Documentation**

The table below outlines documents that may be included with this Program application.

Document	Mandatory?	Document Topic	Requirements
Budget Template – Supporting details template	Yes	Itemized Budget Breakdown	Please provide this information using the Supporting Details Budget Template for One Journey Initiative. This template can be copied from the One Journey website at:

			<a href="https://novascotia.ca/lae/one-journey-work-and-learn/">https://novascotia.ca/lae/one-journey-work-and-learn/</a>
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### 5.3 Submitting Your Application

Once your organization has finalized the application including the attachment of all the required templates, the application may be submitted to the Department using the LaMPSS self-serve system.

In the final section of the application form enter the following information that would have been received when your organization was registered as in LaMPSS:

- Organization ID
- User ID
- Password

Click “submit.” This will connect you with the LaMPSS system to submit the application. If you have forgotten to fill out a required field or attach a required document, an error message will display. Complete the missing information and try again.

**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.

## 6 Service Registration

LaMPSS includes a set of functions to help your organization manage the services to be delivered under your agreement, register participants in those services, and facilitate reporting requirements.

LaMPSS Service Registration enables federal accountability, program evaluation and transformational initiatives by:

- Providing a means for organizations to configure and maintain services.
- Providing a means to register uniquely identified clients, indicate what services they received and capture client characteristics.
- Providing automated reports and analysis tools that reduce the complexity and effort required to compile program participation data.

### 6.1 Service Setup

After your funding agreement has been activated in LaMPSS you can define your service offerings. As a user of Service Registration in LaMPSS you will need to Define each of the services you will be offering over the course of your funding agreement. This includes elements such as:

- Service Format (Group vs Individual)
- Service Name
- Service Type (select service types that align with activities in your agreement).

\*If you are only offering one program under your agreement, then you would only have one service.

More information about how to define the service follows below.

## 6.2 Service Format

The One Journey Program offers group services. All participants are expected to complete the entire program as detailed in the agreement. Individual programming would be offered under other LaMPSS programs where participants will only complete services as required, e.g. employment interventions or workshops. For the One Journey Initiative, only create group services.

## 6.3 Service Naming Convention

The service name should be related to the programming offered. If there is more than one location or intake offered under your agreement, please differentiate between programs.

Example:

Training program - Cape Breton  
Training Program – 2<sup>nd</sup> intake

## 6.4 Service Types

Select service types for the services your organization is providing based on the Activity types that are in your funding agreement. The services you define and deliver should align with the activities that have been specified in your contract. For example, if you are delivering Skills Enhancement – Essential Skills, you should select that Service Type.

# 7 Registering Participants in Services

## 7.1 Intake Form and Notice of Collection, Use, and Disclosure

Client intake forms can be generated through LaMPSS on the Organization Home page, under reports “Service Registration Intake Form”. Information may not be the same between programs so please ensure to download the correct form for your agreement. This form can be customized to your organization, e.g. adding a logo, or additional information that you may require. It is imperative that clients complete this form, and indicate their understanding with a signature.

Service providers are required to collect personal information from individuals in order to verify their eligibility as participants, as well as to enable the Department to evaluate the effectiveness of services being delivered.

Service providers are also responsible for informing individuals of the purposes for which their personal information is being collected, and obtain consent for the sharing of that information with the province. They must also inform clients of their rights under the provincial Privacy Act to view their personal information when it is held by the province as a result of the disclosure. It must be documented also that the individual consents to the use and sharing of that information as it has been explained to them.

Service providers are required to treat all information about the participants that it collects or compiles as confidential and ensure that all necessary measures have been undertaken to protect the information against unauthorized release or disclosure.

This includes appropriate care in their use of electronic forms of information record keeping, information sharing, and the disposition of computers and similar electronic storage devices when being replaced or no longer used for project purposes.

## 7.2 Participant Data

Information that the service provider will collect from participants for the One Journey Initiative includes:

- Name
- Social Insurance Number (SIN)
- Contact Information
- Date of Birth
- Designated group
- Employment Status
- Education level
- Immediate outcome information

## 8 One Journey Initiative Program Reporting Requirements

The requirements for Activity and Financial reports for your Labour Market Agreement for the One Journey Initiative Program are outlined in the agreement.

### 8.1 Reporting Online Using LaMPSS Self-Serve

Reports should be submitted online using LaMPSS self-serve functionality at: [www.gov.ns.ca/lampss](http://www.gov.ns.ca/lampss)

### 8.2 Completing an Activity Report

This section provides supporting information required to complete the activity report.

#### A. **Project Activities**

The table below outlines the information reporting requirements for each eligible activity for the One Journey Initiative Program. Provide this information for each activity in your agreement.

<i>For All Activities</i>	
<b>Update / Status this Period</b>	Please provide information about the project's progress to date, achievements, issues, concerns.

#### B. **Participants**

Enter the actual number of participants during this reporting period for all activities. Enter the actual number of participants during this reporting period for each participant group. Include participants in all relevant participant groups. I.e. a participant may be part of more than one participant group.

### **C. Supporting Documentation**

You can include any supporting documents with your activity report.

### **D. Reporting Notes**

Provide any additional information.

## **8.3 Completing the Financial Report**

This section provides supporting information required to complete the financial report.

### **A. Project Costs**

Provide the actual costs for each eligible expense for this reporting period.

### **B. Project Cash Flow**

Each project will be negotiated for its own merit and required cash advancement. Prior to each request for payment, provide an updated cash flow estimate for the remainder of the agreement. This payment schedule will be outlined within the project agreement.

### **C. Supporting Documentation**

You can include any supporting documents with your financial report.

### **D. Reporting Notes**

Provide any additional information.

## **8.4 Submitting Your Reports**

Once your organization has finalized the reports, including the attachment of all the required templates, the reports may be submitted using the LaMPSS self-serve system.

In the final section of the report enter the following information that would have been received when your organization was registered as in LaMPSS.

- Organization ID
- User ID
- Password

Click “submit.” This will connect you with the LaMPSS system to submit the application. If you have forgotten to fill out a required field or attach a required document, an error message will display. Complete the missing information and try again.

## **9 Contact Information**

For further information about the One Journey Initiative Program, please contact 1-866-562-0100

## **10 One Journey Initiative Program Terms & Conditions**

The following details will be included within the Terms and Conditions within the program agreement.

The following terms and conditions form part of the One Journey Initiative Program agreement in addition to the “General Terms and Conditions” outlined in the agreement.

The following are considered Essential Components of a One Journey Initiative project:

- The skill shortage must be identified by industry, which must further offer opportunities for future skills development and mobility.
- Industry must make a commitment to employ all successful participants.
- All stakeholders must be committed and active members of the project team.
- Clients’ participation must be voluntary and subject to the established criteria.
- Department of Community Services clients must have a completed Nova Scotia Employability Assessment (NSEA) and action plan.
- Essential skills training must be part of every project.
- Clients must have liability coverage while in job shadowing or training.
- If an apprentice able trade, the course content must be approved by the Department of Labour and Advanced Education, the Nova Scotia Apprenticeship Agency and the Workplace Initiatives Division.

#### **A. Participant Information**

The project sponsor will require and assist all program participants receiving services and/or training under the project to completed Participant Information forms and provide Social Insurance Numbers. Project sponsors will be required to ensure that all project participants complete the client registration at the time they are accepted into the program. Participants will be contacted for follow-up three and twelve months after leaving the intervention to measure various facets of participant success. *(Refer to Section 18 of the LaMPSS Agreement)*

#### **B. Client Privacy**

Participants must be informed that funding for the project has been provided under the Canada-Nova Scotia Labour Market Transfer Agreement, and that Canada and Nova Scotia will use information collected solely for the purpose of evaluating the initiative. By registering and completing the initial participant information form, and providing their SIN the participant provides consent to the collection, use and disclosure of the information provided; this is a condition of their participation in the project.

Participants must be informed that the information, when provided to Canada, will be collected, used and disclosed in accordance with Canada’s Privacy Act and Department of Human Resources and Skills Development Act and that they have a right under the Privacy Act to obtain access to and request correction of their personal information held by the federal government.

The participant must be informed that any personal information which is provided to the Project Sponsor or Nova Scotia will be collected, used and disclosed in accordance with the NS Freedom of Information &

Protection of Privacy [FOIPOP] Act and the NS Personal Information International Disclosure Protection [PIIDPA] Act, and that participants have a right to access their personal information, and a right to request correction of their personal information.

Project sponsors must protect the personal information of participants, and are required to only use personal information for the purpose for which it is collected. Any disclosure of the personal information of participants by project sponsors must be in keeping with this agreement and the provisions of the NS Freedom of Information & Protection of Privacy [FOIPOP] Act and the NS Personal Information International Disclosure Protection [PIIDPA] Act. *(Refer to Sections 17 and 18 of the LaMPSS Agreement)*

Further information about access and privacy processes may be found at <https://novascotia.ca/just/IAP/PIIDPAquest.asp>

### **C. Communications Requirements**

The Governments of Canada and 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 Advisor.

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 Government of Canada and the Province of 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 One Journey Program Coordinator. *(Refer to Section 15 of the LaMPSS Agreement)*

### **D. Funding Announcements**

Please contact LWD's Communications Advisor 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
- a poster or brochure

*(Refer to Section 15 of the LaMPSS Agreement)*