

Workplace Education Initiative Program Guidelines

Department of Labour and Advanced Education

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Table of Contents

1	Workplace Education Initiative Introduction.....	3
	Workplace Education Initiative Program Funding	5
	Applying Online Using LaMPSS Self Serve.....	5
	Completing an Application Form	5
	Organization Information	5
	Project Details.....	5
	Project Description.....	5
	Project description /proposal	6
	Agreement Contact.....	6
	Project Location(s)	6
	Participants	6
	Project Activities	6
	Project Budget	9
	Supporting Documentation	9
2	Workplace Education Initiative Program Reporting Requirements.....	9
	Reporting Online Using LaMPSS Self Serve.....	10
	Completing an Activity Report	10
	Using a Paper Activity Report	10
	Project Activities	10
	Participants	11
	Supporting Documentation	12
	Reporting Notes	12
	Completing a Financial Report.....	12
	Using a Paper Financial Report	12
	Project Costs	12
	Supporting Documentation	12
	Reporting Notes	12
	Submitting Your Reports.....	13
3	Contact Information.....	13

1 Workplace Education Initiative Introduction

Workplace Education Initiative (WEI) is a Program administered by the Department of Labour and Advanced Education through the Labour Market Programs Support System (LaMPSS), a common method for administering Labour Market Programs in Nova Scotia. The Department, in partnership with business, industry and labour organizations, manages this Labour Market Program.

WEI promotes learning at work and supports the development of a skilled, adaptable and competitive workforce by increasing workplace essential skills. These skills build capacity in individuals and organizations. Please read this entire Program Guidelines Document. The information contained in this Program Guidelines document will become part of an agreement contract with the Province for delivery of Labour Market Programs.

Partnership

The core element in the Workplace Education Initiative program is the creation of partnerships with business(es) or organization(s). Representatives of all interest groups from within the organization work together to plan and carry out the activities related to the Workplace Education Initiative. This group is called the project team. Representation on the project team come from all levels of the organization and includes the Workplace Education Coordinator. This resource, provided by the Department of Labour and Advanced Education, provides consultation, coordination and ongoing support to the project team.

Essential Skills

WEI funded projects provide learning in the workplace through a customized curriculum based on Essential Skills. Essential Skills provide the foundation for learning other skills and enable people to evolve with their jobs and adapt to workplace changes. Essential skills at varying levels of complexity include math (numeracy), reading, writing, document use, oral communication skills, working with others, continuous learning, Problem solving, and basic computer use.

Organizational Needs Assessment

Prior to the delivery of a WEI project, a workplace must participate in an Organizational Needs Assessment (ONA). The ONA process involves consultation with people who represent all levels of the organization. Information is gathered through one on one interview and focus groups. The resulting recommendations for training, provided by the ONA report, are used by the project team to create a training plan for the organization and prioritize the delivery of identified courses. We recommend the ONA be updated on a yearly basis so the information contained in the document is current and reflects workplace change that has taken place. This information will assist the project team in identifying current training requirements.

Principles of Good Practice in Workplace Education

WEI strives to be flexible and responsive to the changing needs of businesses and individuals using the following principles:

- Training needs of the organization and employees are identified by an ONA. Additional specific training requirements and supports may be identified by the participant and the instructor prior to the start of a program during an Individual Needs Assessment (INA).
- All interest groups from the workplace are represented in the ONA and on the project team including the instructor. The project team meets regularly throughout the project to ensure that the goals of the learning plan are being met and discuss future training needs.
- Relevant curriculum is customized to the needs of the participants and the workplace so that the learning is a true reflection of the skills required in the workplace. Everyone in the workplace is a potential learner. Program participants come from all levels of the organization depending on the type of training being offered.
- Classes are small with seven to twelve participants, delivery is based on adult education principals, participation is voluntary, individual progress and results are confidential. WEI courses vary in length from 40 to 120 instructional hours; are delivered in two hour to four hour classes over a defined term, provided at no cost to the participant.
- WEI requires on-going and end-of-program evaluation, conducted by the project team, the participants and the instructor

Program Development

The Department of Labour and Advanced Education provides ongoing support to organizations through the expertise of the regional Workplace Education Coordinators and the provision of funding for Organizational Needs Assessments, Educational Needs assessments, instructor costs associated with course development and delivery as well as funding to support tutoring for registered NS apprentices. The funding includes a clearly defined budget which outlines the duties of the workplace course. Funding application based and subject to approval.

Contributions come from the workplace such as time release, training space, materials and supplies and are a critical component of all projects and partnerships.

Multiple courses can be funded at any one workplace or organization.

WEI projects can be delivered to an individual business or a collection of businesses or organizations.

Workplace Education Initiative Program Funding

Applying Online Using LaMPSS Self Serve

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

Completing an Application Form

This section provides supporting information required in completing the application form contents for the Workplace Education Initiative program

Organization Information

Enter the name and complete mailing address for your organization.

If you are applying online, this information will be pre-populated.

If your organization name or mailing address has changed, please contact your Provincial contact to obtain a LaMPSS Registration Change form to update your information.

Project Details

Please provide the following:

Project Title	Provide a title specific to this project. Project title should include name of organization or workplace and project year (YYYY). (The project year is the year the agreement is signed) IE: Your Business Name Workplace Education Initiative 20-- Your Organizations Name Workplace Education Initiative 20--
Agreement Start Date	The start date is the date you expect the agreement to be signed (and the project to begin).
Agreement End Date	The end date must be within one (1) year of the agreement start date.
Past Agreements	Enter the project name and year of the last agreement. i.e. Your last agreement name, date

Project Description

Project description should include the following:

- Statement of individual need and organizational need and how this project is intended to specifically address those needs.
- The number of activities (courses) included in this project and the anticipated delivery time frame.
- Include findings and recommendations from completed Organizational Needs Assessment (ONA).

Project description /proposal

If you wish, you can provide additional information describing the project by attaching a document.

Agreement Contact

The contact person (lead project team member) is pre-populated in this section. If there is a different contact person than what is displayed, please select **new** from the drop down list and add the name and title of the person to contact in regards to this application, including phone, fax and e-mail.

Project Location(s)

This section is pre-populated with your organization address. If training is taking place at a location other than the one listed please complete this section.

In the location description / notes section please include the following:

- name of building
- where is the location of the class space in the building?
- is it accessible to all participants?

For example: "This activity is taking place at the Career Resource Centre in Kentville, in the training room which is accessible to all participants."

NOTE: for rural or remote areas please provide specific instructions or directions for project location.

Participants

Enter the total number of participants expected for this project. This is based on the total number of participants for all activities (courses) (minimum 7, maximum 12 per class).

For example: Organization X has been approved to deliver a Workplace Education Initiative Program. They will be delivering 3 customized curriculum courses over the next year with 12 participants each for a total of 36 participants. The expected number of participants to be entered is 36.

Enter the number of participants expected for each participant group. Include participants in all relevant participant groups. I.e. a participant may be part of more than one participant group.

Project Activities

The tables below outline the required information for each eligible activity (course) for the Workplace Education Initiative Program. Please select the most appropriate activities for your project.

Skill Enhancement - Essential Skills - Customized Curriculum - Classroom	
Start Date	
End Date	
Brief Description	Please describe the specifics of this activity including the name of the activity (course) to be delivered. In creating the name, use the essential skill being delivered as well as the participant type.

	<p>For example:</p> <ul style="list-style-type: none"> • Essential Communication Skills for Supervisors • Essential Communication and Teamwork skills for front line staff • Essential Document Use for Trades people • Essential Computer Skills for Real Estate Agents • Essential Communication, Numeracy and Document use for Restaurant staff.
Expected Results	Please provide the expected number of participants who will successfully complete this activity (course).
Where does this activity take place	From the drop down menu, select the appropriate address of the activity location.
Expected number of participants	Provide the expected number of participants for this specific activity. (minimum 7 , maximum 12 per class)

Skill Enhancement - Essential Skills - Customized Curriculum - Workplace	
Start Date	
End Date	
Brief Description	<p>Please describe the specifics of this activity including the name of the activity (course) to be delivered. In creating the name, use the essential skill being delivered as well as the participant type. For example:</p> <ul style="list-style-type: none"> • Essential Communication Skills for Supervisors • Essential Communication and Teamwork skills for front line staff • Essential Document Use for Trades people • Essential Computer Skills for Real Estate Agents • Essential Communication, Numeracy and Document use for Restaurant staff.
Expected Results	Please provide the expected number of participants who will successfully complete this activity (course).
Where does this activity take place	From the drop down menu, select the appropriate address of the activity location.
Expected number of participants	Provide the expected number of participants for this specific activity. (minimum 7 , maximum 12 per class)

Skill Enhancement - Essential Skills - GED Prep - Classroom	
Start Date	
End Date	
Brief Description	<p>Please describe the specifics of this activity including the name of the activity (course) to be delivered. In creating the name, use GED Prep and the participant type. For example:</p> <ul style="list-style-type: none"> • GED Prep for Supervisors • GED Prep for front line staff • GED Prep for Trades people • GED Prep for Real Estate Agents • GE Prep for Restaurant staff
Expected Results	Please provide the expected number of participants who will successfully complete this activity (course).
Where does this activity take place	From the drop down menu, select the appropriate address of the activity location.
Expected number of participants	Provide the expected number of participants for this specific activity. (minimum 7 , maximum 12 per class)
Skill Enhancement - Essential Skills - GED Prep - Workplace	
Start Date	
End Date	
Brief Description	<p>Please describe the specifics of this activity including the name of the activity (course) to be delivered. In creating the name, use the use GED Prep and the participant type For example:</p> <ul style="list-style-type: none"> • GED Prep for Supervisors • GED Prep for front line staff • GED Prep for Trades people • GED Prep for Real Estate Agents • GED Prep for Restaurant staff
Expected Results	Please provide the expected number of participants who will successfully complete this activity (course).
Where does this activity take place	From the drop down menu, select the appropriate address of the activity location.

Expected number of participants	Provide the expected number of participants for this specific activity. (minimum 7 , maximum 12 per class)
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Project Budget

The following table outlines the eligible costs and specific instructions for each budget category funded by the WEI Program. Please complete project costs by budget category. This information will be calculated using the Workplace Budget Sheet and will be provided to you by your Workplace Education Coordinator prior to application submission.

Please note: Recording leveraged or in kind contributions are not required in completing this budget.

Budget Category	Eligible Costs
Program Participant Delivery	
Participant	Include Program Materials and Other Participant Costs when required for transition support activities .
Program Materials	Program materials may include GED manuals
Other Participant cost	Participant costs may include the following: Calculators
Operational	
Standard	
Consulting Services	Consultant fee is based on hours of preparation and delivery of activity (course). Please enter the total amount listed on the Workplace Budget Sheet provided to you by the Workplace Education Coordinator.
Facility / Lease or Rent	Include Facility / Lease or Rent when required for transition support activities .
Office supplies	Include Office Supplies when required for transition support activities .

Supporting Documentation

The table below outlines documents that must be included with the WEI Program application.

You can also attach any supporting documentation that supports your application i.e.: policy documents, regulations, brochures, etc.

Document	Mandatory?	Document Topic	Requirements
<i>Workplace Budget Sheet</i>	Yes	Itemized Budget Breakdown	Attach completed workplace budget sheet including additional relevant information.

2 Workplace Education Initiative Program Reporting Requirements

The Activity and Financial reporting requirements for the Workplace Education Initiative Program are outlined in the agreement contract (see schedule F – Planned Reporting Periods and Payments).

Reporting Online Using LaMPSS Self Serve

Reports should be submitted online using LaMPSS self serve functionality at www.gov.ns.ca/lampss

Completing an Activity Report

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

Using a Paper Activity Report

If the use of on line reports is not available in your area or region please contact the Workplace Education Coordinator in your region and request a paper copy of an activity report.

Project Activities

The tables below outline the reporting requirements for each eligible activity type for the **Workplace Education Initiative** Program. Provide this information for each activity in your Project.

Skill Enhancement - Essential Skills - Customized Curriculum – Classroom	
Update / Status this Period	<p>Cut and paste the following text into the update/status section and answer questions as outlined.</p> <ul style="list-style-type: none"> • Were all areas of the customized curriculum covered throughout this activity? • Were participant, instructor and project team “end of project” evaluations completed for this activity? • Was participant attendance tracked? And were attendance issues addressed? • Was the instructor paid in a timely manner during and following the completion of this activity? • Did a graduation celebration take place at the end of this activity? Describe details of event, and who attended from the workplace.
Number of unique participants	Provide the number of participants who completed this activity.

Skill Enhancement - Essential Skills - Customized Curriculum – Workplace	
Update / Status this Period	<p>Cut and paste the following text into the update/status section and answer questions as outlined.</p> <ul style="list-style-type: none"> • Were all areas of the customized curriculum covered throughout this activity? • Were participant, instructor and project team “end of project” evaluations completed for this activity? • Was participant attendance tracked? And were attendance issues addressed? • Was the instructor paid in a timely manner during and following the completion of this activity? • Did a graduation celebration take place at the end of this activity? Describe details of event, and who attended from the workplace.
Number of participants	Provide the number of participants who completed this activity.

Skill Enhancement - Essential Skills - GED Prep – Classroom	
Update / Status this Period	<p>Cut and paste the following text into the update/status section and answer questions as outlined.</p> <ul style="list-style-type: none"> • Were all areas of the customized curriculum covered throughout this activity? • Were participant, instructor and project team “end of project” evaluations completed for this activity? • If this activity was in preparation for GED, how many of the participants are prepared to write, have written the GED, or how many are scheduled to write? • Was participant attendance tracked? And were attendance issues addressed? • Was the instructor paid in a timely manner during and following the completion of this activity? • Did a graduation celebration take place at the end of this activity? Describe details of event, and who attended from the workplace.
Number of participants	Provide the number of participants who completed this activity.

Skill Enhancement - Essential Skills - GED Prep – Workplace	
Update / Status this Period	<p>Cut and paste the following text into the update/status section and answer questions as outlined.</p> <ul style="list-style-type: none"> • Were all areas of the customized curriculum covered throughout this activity? • Were participant, instructor and project team “end of project” evaluations completed for this activity? • If this activity was in preparation for GED, how many of the participants are prepared to write, have written the GED, or how many are scheduled to write? • Was participant attendance tracked? And were attendance issues addressed? • Was the instructor paid in a timely manner during and following the completion of this activity? • Did a graduation celebration take place at the end of this activity? Describe details of event, and who attended from the workplace.
Number of participants	Provide the number of participants who completed this activity.

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.

Supporting Documentation

There are no electronic supporting documents required when completing this activity report.

Please comply with current WEI requirements for completion of end of project evaluation forms. Copies of the evaluation forms (participant, instructor and project team) can be found at <http://nswworkplaceeducation.ca/LaMPSS/DocumentsForms.shtml>

Submit completed evaluation forms to your regional Workplace Education Coordinator (see list in Contact Information section).

Reporting Notes

Provide any additional information.

Completing a Financial Report

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

Using a Paper Financial Report

If the use of on line reports is not available in your area or region please contact the Workplace Education Coordinator in your region and request a paper copy of a financial report.

Complete as directed and return by fax, mail, or in person to your regional Workplace Education Coordinator (see list in Contact Information section).

Project Costs

For each budget category please report actual dollars for each category with an approved budget amount. Copy and paste the following information into the Reporting notes section and complete.

- Date of payment:
- Payable to:
- Payment amount:

Supporting Documentation

Attach the following supporting document with your financial report.

Document	Mandatory?	Document Topic	Requirements
<i>Invoice</i>	Yes	Financial Report	Attach invoice submitted by instructor.

Reporting Notes

Provide any additional information.

Submitting Your Reports

Once your organization has finalized the 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 report enter the following information that would have been received when your organization was registered in LaMPSS.

Enter your organizations ID, username and password and click the “submit” button. This will connect you with the LaMPSS system to submit the report.

3 Contact Information

Regional Workplace Education Coordinators

Central:

Labour and Advanced Education
2021 Brunswick Street, 4th floor
Halifax NS B3J-2S9
Fax- 424-0488

Roger Peters	– 424-8955	petersrw@gov.ns.ca
Margo Hampden	– 424-5178	hampdemj@gov.ns.ca
Evan Williams	- 424-5794	williamsej@gov.ns.ca
Joe Brown	– 424-0661	brownjd@gov.ns.ca

Northern:

Labour and Advanced Education
60 Lorne Street
Truro NS, B2N-3K3
Fax: 893-6104

Colleen O'Connor - 896-2215 occonocc@gov.ns.ca

Northern Strait Region:

Labour and Advanced Education
187 Terra Cotta Drive
New Glasgow, NS B2N 3K3
Fax: 928-3697

Robin Jardine - 752-9363 jardinmr@gov.ns.ca

Cape Breton:

Labour and Advanced Education
360 Prince Street
Sydney NS B1P-5L1
Fax: 563-3719

Raymond LeFort - 563-2341 lefortrp@gov.ns.ca

Western:

Labour and Advanced Education
80 Logan Road
Bridgewater, NS B4V-3J8
fax: 543-0648

Judy Purcell - 543-2011 purceljl@gov.ns.ca

Valley Region:

Labour and Advanced Education
10 Webster Street, Suite 202
PO Box 578, Kentville, NS B4N 3X7
Fax: 679-6235

Renette Muise - 679-4344 muiserm@gov.ns.ca