## Contents

1.0 Program Introduction ................................................................................................. 1

2.0 Purpose ....................................................................................................................... 1

3.0 Funding Duration ........................................................................................................ 1

4.0 Roles and Responsibilities .......................................................................................... 2

   4.1 Youth Employment Programs – SKILL Roles and Responsibilities ...................... 2

   4.2 Employer Roles and Responsibilities ...................................................................... 2

5.0 Organization Eligibility Requirements ....................................................................... 3

   5.1 Student Eligibility Requirements ........................................................................... 3

   5.2 Application Requirements ..................................................................................... 4

6.0 Applying for SKILL through LaMPSS .................................................................... 5

   6.1 Applying Online Using LaMPSS Self-Serve ........................................................... 5

   6.2 Completing an Application Form ............................................................................ 5

      6.2.1 Organization Information ..................................................................................... 6

      6.2.2 Organization Mandate .......................................................................................... 6

      6.2.3 Agreement Contact .............................................................................................. 6

      6.2.4 Work Locations .................................................................................................... 7

      6.2.5 Position Information ............................................................................................ 7

      6.2.6 Co-op Program Information .................................................................................. 8

      6.2.7 Function / Skills Assessment ................................................................................. 8

      6.2.8 Legal Signing Officers ........................................................................................... 9

      6.2.9 Supporting Documentation ................................................................................... 9

7.0 Application Assessment Process ............................................................................... 10

8.0 Post Approval .............................................................................................................. 10

9.0 Student Documentation ............................................................................................ 10

   9.1 Surveys ...................................................................................................................... 11

   9.2 Financial Reporting using LaMPSS .......................................................................... 11

10.0 Contact Information ................................................................................................. 11
1.0 Program Introduction
The Student Summer Skills Incentive (SKILL) supports career-related summer jobs for post-secondary students by providing funding to employers to offset the cost of employing those students. The program is administered by the Department of Labour and Advanced Education through the online Labour Market Programs Support System (LaMPSS).

2.0 Purpose
The Student Summer Skills Incentive helps students who are enrolled in full-time university and community college programs to secure quality, career-related summer jobs. The program offers a wage subsidy to non-profit organizations that provide valuable work experiences in which students develop and hone transferrable work skills.

Applications are accepted once a year, in January, through LaMPSS. Once an application has been approved, the employer enters into an agreement with the Department that defines the relationship and outlines expectations and funding arrangements. This agreement is administered through LaMPSS.

3.0 Funding Duration
Funding agreements run at least 8 consecutive weeks and a maximum of 14 consecutive weeks, between April and August. Employers are reimbursed $8.85 per hour for the wages they pay their student up to 35 hours per week. Employers are required to pay their student at least the current minimum wage per hour and provide at least 30 hours of work per week.
4.0 Roles and Responsibilities

4.1 Youth Employment Programs – SKILL Program Roles and Responsibilities

Defines the program, sets baseline standards for service delivery and quality. This includes:

• Designing the program and setting program policy
• Developing program guidelines, reporting requirements and tools
• Assessing applications and determining funding eligibility amounts
• Providing advice and guidance that clarifies program expectations of employers
• Ensuring accountability and transparency by monitoring and evaluating performance against agreement commitments and guideline compliance
• Issuing funds and recovering overpayments where required
• Supporting employers with their application and report submissions

4.2 Employers Roles and Responsibilities

Employers are responsible for:

• Developing job requirements, recruiting, orienting, supervising and providing students with a valuable, career-related work experience
• Paying the hourly wage stated in the Agreement Contract plus 4% vacation pay
• Providing feedback to the Department on the program by completing a brief online survey and ensuring the student completes another online survey at, or toward the end of, the work term
• Ensuring all required documentation is completed in full and submitted on time
• Engaging in fair hiring practices
5.0 Organization Eligibility Requirements

To be eligible for the incentive, the employer must be a non-profit organization or regulated charity with an active Society’s Act number or charity’s number.

The employer must employ the student for a minimum of 8 consecutive weeks up to a maximum of 14 consecutive weeks between April and August.

The exact dates may vary each year.

Employers must pay a minimum of:

- Current minimum wage, or more, per hour plus 4% vacation pay for non-cooperative (co-op) positions or
- $12.00 per hour (plus 4% vacation pay) for co-op positions

The Youth Employment Program will reimburse $8.85 per hour, up to a maximum of 35 hours per week and minimum of 30 hours per week for both co-op and non-co-op positions. Employers are required to pay the hourly wage indicated on their Agreement Contract plus 4% vacation pay.

Employers cannot receive additional funding from any other government employment program for the same position for which they are being reimbursed through the Student Summer Skills Incentive.

5.1 Student Eligibility Requirements

To be eligible for the Incentive, the student must be a full-time student in an accredited post-secondary institution or a graduating grade 12 student (must submit a copy of their high school diploma) who is enrolled full-time in a university or college program in the coming fall term. A copy of their acceptance letter and/or copy of transcript(s) must be submitted as proof of eligibility. The student must be a permanent resident of the province or reside in Nova Scotia for at least six months prior to this work term.

LAE will provide incentives to employers to support the hiring of immediate family members only where it supports the employment of individuals from certain groups that are underrepresented in the labour market, and where the employer has followed a fair hiring process.
Individuals who self-identify as one or more of the following may be eligible:

- Mi’kmaq or Indigenous
- African Nova Scotians
- Visible minorities (including persons of African descent)
- Persons with disabilities (consisting of a physical, cognitive or mental impairment that presents a persistent barrier to work)

A fair hiring process includes:

- advertising the position, (which can include language that indicates a preference for candidates from one of the populations above);
- interviews; and
- a rationale for selection

5.2 Application Requirements

Organizations are required to apply for funding through the Labour Market Program Support System (LaMPSS) as outlined in this guide. You must submit all required documents listed throughout this guide.
6.0 Applying for the Student Summer Skills Incentive through LaMPSS

6.1 Applying Online Using LaMPSS Self-Serve

The first step to entering into an agreement for SKILL is to request LaMPSS access by completing the LaMPSS External Access Form. This is a one-time process. You will receive your login credentials by email within a day or so, and then you will be able to utilize the LaMPSS self-serve capabilities.

6.2 Completing an Application Form

We think you’ll find the application form relatively easy to complete. This section provides a little additional explanation.

You access the application form through LaMPSS. Select your ‘Organization Home’ and then ‘Programs and Services’ on the left navigation pane.
Select ‘Student Summer Skills Incentive’.

6.2.1 Organization Information

The name and mailing address of your organization will be pre-populated (or automatically entered) in the application. If your organization’s name or mailing address has changed, please complete the LaMPSS External Access form, and select ‘Update Access’. Send the completed document to lampss@novascotia.ca and the LaMPSS team will update your information.

6.2.2 Organization Mandate

In this section, please provide a short description about your organization, including what it does and its impact on and benefit to your community.

6.2.3 Agreement Contact

You will see a drop-down bar in this section which will allow you to choose from the contacts already associated with the login information for your organization. Please select the person who will be most directly involved with the position(s) for which you are applying. If the appropriate person is not on the drop-down list, you can add that name now. Please note that you cannot edit an existing contact, you can only add a new contact.
6.2.4 Work Locations

Please create a separate application for any positions that will be located in a different county. If positions will be in multiple locations within the same county, they can all be under one application.

6.2.5 Position Information

There are 2 types of positions that your organization can apply for: Standard and Co-op.

If you intend on hiring a Standard Summer Student:
select ‘WageSubsidy-SKILL’ from the Position Type drop-down menu.

If you intend on hiring a Co-op student:
select ‘WageSubsidy-SKILL(COOP)’.

**Position Information**

The following information is required for either type of position:

**Position Title** – be as specific as possible when naming the position.

**Position Description** – in this section, please enter the job description.

**Estimated Start Date** – please enter the day you expect your student to start.

**# of Weeks** – enter the number of weeks that you plan to employ your chosen student. The program supports a minimum of 8 consecutive weeks and a maximum of 14 consecutive weeks.

**# of Positions Requested for this Job Description and Work Location** – This refers to the total number of positions for this individual job description and work location.

If there are any variations between positions, for example: wage, start date, work location; click the ‘Add Position’ button to create a separate position definition.

**Hourly Wage** – enter the hourly wage that you will offer your student. This amount must be at least the current minimum wage.
**Hours per Week** – enter the number of hours per week your student will be working. The program reimburses to a minimum of 30 hours per week to a maximum of 35 hours per week.

**Work Location** – select the location the student will primarily be working from in the drop-down menu.

**Is the organization receiving federal / provincial assistance for this position?** – select yes or no. If yes, explain the funding that you are in receipt of.

If you are looking to hire for a position with a different job description, you will click the ‘add position’ button and complete the above steps again.

### 6.2.6 Co-op Program Information

If you chose to apply for a Co-op position you will see this section next:

**Program of Study** – select the program of study that you want your student to be enrolled in, from the drop-down menu.

**University / College** – select the University and/or College that have reviewed and endorsed your position. Remember to provide the Co-op Coordinators with the job description and employment details (hours per week, number of weeks and hourly wage).

If you are looking to hire for a position with a different job description, you will click the ‘add position’ button and complete the above steps again.

### 6.2.7 Function / Skills Assessment

In this section, you will find a list of job functions, or work activities, on a drop-down menu. Please click on all of the functions that your student will be undertaking during this placement. There should be a minimum of two activities and a maximum of ten.

To the right of the job functions drop-down option you will see an area where you can enter the amount of time the student will spend performing the activity. This should be entered as a percentage of a typical work-week. Please enter a percentage of time for each activity. The total should add up to 100%.

<table>
<thead>
<tr>
<th>Activity</th>
<th>% of Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>select</td>
<td></td>
</tr>
<tr>
<td>- select -</td>
<td></td>
</tr>
<tr>
<td>Accounts Receivable / Payable</td>
<td></td>
</tr>
<tr>
<td>Analyzing / Interpreting / Advising</td>
<td></td>
</tr>
<tr>
<td>Bartending</td>
<td></td>
</tr>
<tr>
<td>Bookkeeping / Payroll</td>
<td></td>
</tr>
<tr>
<td>Budgeting</td>
<td></td>
</tr>
<tr>
<td>Cash Transactions</td>
<td></td>
</tr>
</tbody>
</table>
Here is a list of the skills that you can choose from:

- Accounts Receivable / Payable
- Analyzing / Interpreting / Advising
- Bartending
- Bookkeeping / Payroll
- Budgeting
- Cash Transactions
- Child Care
- Cleaning
- Coaching
- Coordinating / Organizing
- Customer Service
- Data Collection and Management
- Database Use
- Drafting / GIS Use
- Evaluating
- Equipment Maintenance
- Fundraising
- Horticulture / Silviculture
- IT Programming / Development
- IT Support
- Kitchen Duties
- Lab Work
- Lawn Mowing
- Maintenance / Repairs
- Marketing / Public Relations
- Office Assistance
- Presentations / Performing
- Painting
- Program Administration
- Program Development
- Program Management
- Recreation
- Report Writing
- Research
- Restoration, Artifact
- Sales
- Statistical Analysis
- Summarizing
- Supervising
- Survey / Testing
- Video Production
- Therapy – Occupational / Speech / Physical
- Web Activity
- Working with Seniors / Special Needs

6.2.8 Legal Signing Officers

Please list the legal signing officers, by title and name, who are required to sign a legal agreement on behalf of your organization.

6.2.9 Supporting Documentation

There are no attachments required in applying for this program. Although, once you have hired your student, we require the student documents be submitted as outlined in section 5.1.
7.0 Application Assessment Process

Applications are assessed by Youth Employment Program Officers and the Youth Initiatives Director. Approvals are based on the quality of the job experience, the recommendation of university and college co-op coordinator(s), the wage being offered, the track record of the employer, the impact of the organization on the community, and an equitable distribution of opportunity throughout the province.

Organizations whose applications are not approved may appeal the decision within one week of the date of the email notification. An appeal should contain additional information about the quality of the work experience and be emailed to your Agreement Manager.

8.0 Post Approval

Once your organization has been approved for the Student Summer Skills Incentive, you will receive an Agreement Contract (in PDF format) in an email. Please have your signing officer(s) sign and email the contract back to your Agreement Manager within 1 week of the date the letter was issued.

9.0 Student Documentation

Once you have hired your chosen student you will need to submit the required student documents as outlined in Section 5.1 and, if applicable, proof of enrolment in a cooperative program. You can download the required student documents as outlined in Section 5.1 from our website.

Please make sure the student signs page 1 and 2 of the Student Confirmation Form and email all documents to your Agreement Manager.

If you wish to have an advance, please also complete the Advance Request Form and send with your student documents.
9.1 Surveys

Near the end of the agreement, we require two people to complete surveys: the student, and the student's supervisor. Both individuals will be emailed a link that will direct them to the survey, and we suggest the supervisor direct the student to complete the survey before their last day with the organization. All information gathered in the surveys is confidential and will be used to evaluate and monitor the Student Summer Skills Incentive.

9.2 Financial Reporting using LaMPSS

The organization will also be required to provide a completed Payroll Record at the end of the work term and a Record of Employment (ROE). If the organization continues to employ the student after the term ends, an ROE is not required. Organizations can download the Payroll Record Form from our website, and can then email the completed form to their Agreement Manager.

The Payroll Record includes the number of hours worked each week, regular wages received each week, and vacation pay earned each week. Incomplete forms will result in a delay of processing.

Once program requirements are met through submission of the Payroll Record, Record of Employment, and the completed employer and employee surveys, reimbursement will be issued to the organization via direct deposit.

10.0 Contact Information

If you require any additional information, please contact:

Youth Employment Programs – Student Summer Skills Incentive
Email: sepinfo@novascotia.ca
Telephone: 902-424-6000
Toll Free: 1-800-424-5418