



Workplace Innovation and Productivity Skills Incentive Program

Application Guidelines

Department of Labour and Advanced Education

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1 About the WIPSI Program

Having a well-trained workforce is key to building a province and economy that foster

- Productive, innovative, globally competitive Nova Scotia businesses
- A skilled, diverse, adaptable, and future-facing Nova Scotia workforce
- Attachment to the labour market over the long-term for more Nova Scotians

To work toward these outcomes, the Workplace Initiatives Division (LAE) administers the Workplace Innovation and Productivity Skills Incentive (WIPSI) Program. This program is an initiative of the Canada – Nova Scotia Job Grant.

The program **supplements** employer contributions to train full-time staff* who are permanently located in Nova Scotia to

- Improve productivity and profitability
- Increase innovation
- Adapt to new technology, machinery and equipment, or work processes
- Increase inter-provincial and international competitiveness; and
- Foster workplace diversity

* Employees must be receiving full-time compensation while in training to be eligible for WIPSI funding. This may include employees who are full-time seasonal.

Generally, WIPSI provides up to 50% of direct training costs (before HST); however, small businesses with 50 employees or less may be eligible for coverage of up to 100% of direct training costs (up to \$10,000).

For employees with disabilities, WIPSI covers expenses related to any accommodations that are required for them to fully participate in training.

Organizations or associations applying for WIPSI funding on behalf of their members may also be eligible for WIPSI to cover some administration costs to host training. This is considered on a case-by-case basis.

2 Scope of the Guidelines

These guidelines include the following information:

- Who is eligible for WIPSI funding
- What training is eligible for WIPSI funding
- How to apply
- What to expect after your application is accepted
- Reporting requirements
- How to appeal the decision if your application is not accepted

Read the guidelines before applying.

Refer to them during the application process.

If you have questions before or during the application process, contact the WIPSI team toll-free: 1-844-850-2030

3 Who is eligible for WIPSI funding

- Businesses, (including social enterprises or revenue-generating not-for-profit organizations) that meet the criteria below; and
- Associations, sector councils, and private sector unions that meet the criteria below

Criteria for Businesses

If your business meets each of the following criteria, you are eligible to apply:

- Located in Nova Scotia
- Registered and active in the NS Registry of Joint Stock Companies or incorporated by an Act of the Nova Scotia Legislature
- Over one calendar year into operations
- Generating at least thirty percent (30%) of revenue from commercial activity – If your business is not yet generating revenue from commercial activity, you may be eligible for funding if you are in a sector identified as high strategic value or having strong economic benefit to Nova Scotia. This is determined on a case-by-case basis

- Producing a minimum of \$25,000 in wages or owner remuneration
- Not solely generating profit from wholesale, retail, and accommodations and food services – for example, you are eligible if your business manufactures products it sells wholesale

If you are a small business in Nova Scotia with 50 employees or less, you may be eligible for up to 100% of your training costs to be covered up to \$10,000.

Criteria for associations, sector councils, and private sector unions

If your organization meets each of the following criteria, you are eligible to apply:

- Represents businesses that meet the above listed criteria – including those that represent wholesale, retail, and accommodations and food services businesses
- Has enough interest from your membership to submit an application for a minimum of \$10,000 in direct training costs

If you are an organization or association and you apply for WIPSI funding for your business members, you may also be eligible for WIPSI to cover administration costs to host training. This is negotiated with WIPSI in the training agreement and is considered on a case-by-case basis.

Eligible Staff

Employees of participating businesses are eligible for WIPSI funding if they meet three criteria:

- 1 Currently employed full-time – and will continue to be paid while participating in training (full-time seasonal employees may be considered if being paid full-time wages during training)
- 2 Of legal working age in the province
- 3 Live permanently in Nova Scotia

Eligible Types of Training

Training that is new and/or incremental to your business which will

- Result in a new direction or expansion to your core operations; and
- Foster skills in your workforce that will support business and/or sector growth and profitability could be eligible for WIPSI funding

Categories of training typically funded through WIPSI:

- information technology
- training on new equipment
- technical training
- workflow systems and processes
- other training that will benefit your business or organization and that are not typically funded through other government programs

Types of Training NOT Eligible under WIPSI

The following types of training are not eligible:

- Legislated or regulated mandatory training
- Training that has already been supported by WIPSI
- Orientation training or onboarding
- Informal training, and/or training by internal staff or trainers
- Training included in the purchase of equipment or new business processes
- Apprenticeship training
- Conference participation fees; or costs related to your business or organization hosting a conference
- Training outside of the province which has comparable learning outcomes to training available within NS
- Professional development intended to build an employee's level of competence that is typically necessary to operate as an independent professional within their current occupation. This includes formal types of education leading to qualifications or credentials required to obtain or retain employment
- Consulting or coaching services intended to assist businesses or organizations with operations

Eligible Additional Costs

In addition to training, the following costs may be eligible for WIPSI funding:

- Registration, tuition, course fees, or examination fees
- Manuals, books, and support materials
- Costs for accommodations for persons with disabilities (100%)
- Employee travel costs (up to 50%)

Eligible Trainers

The eligibility criteria for trainers is fairly broad, in keeping with the wide variety of training that may be eligible for funding.

Eligible trainers must

- Be third-party trainers – not internal to your business or organization
- Be qualified to provide the training – include a trainer biography with your application
- Not be an immediate family member of the principal of your business or organization

4 Building Your Business Case

Expected Results

To qualify for WIPSI funding, you must demonstrate how your proposed training project meets the following expected results:

- Creates new or improved services, products, or goods that generate a benefit for your business
- Supports the introduction of new technology, machinery, or work processes
- Enhances the competitiveness, productivity, and profitability of your business beyond the period of funding
- Boosts the skills and knowledge of employees

Merit Criteria

The more merit criteria that you have in your business case for training, the more competitive your application for WIPSI funding will be. We assess your application against the following criteria.

Merit criterion 1: The extent to which your training project is linked to NS sectors with high strategic value and WIPSI outcomes.

Demonstrate this by identifying how your project aligns with WIPSI outcomes:

- Increased exports and/or competitiveness of NS businesses
- Enhanced ability of the workplace to meet new challenges

- Increased innovation of NS businesses; embracing of new technologies and processes
- Stronger Business, Sector, Industry Associations
- Increased representation of diverse employees in the workforce

Demonstrate this by identifying how your project aligns with NS sectors with high strategic value¹:

- Information and communications technology
- Aerospace and defense
- Oceans technology
- Forestry
- Research and development
- Agriculture
- Clean technology
- Mining and manufacturing
- Medical technology
- Fisheries and aquaculture life sciences
- Financial services
- Energy

Merit criterion 2: The level of benefit your training project delivers during and beyond the project.

Demonstrate this by identifying each of the following:

- How many people will benefit directly from your training project
- How the training will increase the capability and technical expertise of your workforce
- How the project will enable your workforce to better meet economic opportunities
- How the project will increase opportunities for employees from diverse backgrounds

¹ These sectors were identified in the One NS Now or Never Report 2014 <https://onens.ca/img/now-or-never.pdf>

Merit criterion 3: The value for money offered by your training project.

Demonstrate this by identifying each of the following:

- Likelihood of the project going ahead without WIPSI funding
- Expected return on investment for the project
- Extent to which the project leverages additional partnerships or in-kind contributions

Merit criterion 4: Your capacity, capability, and resources to carry out the training.

Demonstrate this by identifying each of the following:

- Your track record with similar WIPSI funded training projects
- Your readiness to start the training

5 WIPSI Funding Amounts

Businesses with 50 employees or less

Minimum WIPSI application amount: \$5,000 in direct training costs

WIPSI funds:

- up to 100% of eligible direct training costs to \$10,000 per fiscal year
- up to 50% of eligible direct training costs for amounts that exceed \$10,000

Maximum WIPSI contribution: \$10,000 per employee per fiscal year

Businesses with more than 50 employees

Minimum WIPSI application amount: \$10,000 in direct training costs

WIPSI funds up to 50% of eligible direct training costs

Maximum WIPSI contribution: \$10,000 per employee per fiscal year

Organizations, business associations, private sector unions

Training for member businesses where a common need for training is identified – Associations representing retail, wholesale, food service, and accommodations *may* be eligible

Minimum WIPSI application amount: \$10,000 in direct training costs

Member businesses with more than 50 employees are eligible for a 50% WIPSI reimbursement of direct training costs; member businesses with 50 employees or less may be eligible for 100% of their direct training costs up to \$10,000 (beyond this amount, 50% of direct training costs are covered)

Maximum WIPSI contribution: \$10,000 per employee per fiscal year

Funding may be available for administration costs as determined on a case-by-case basis. Additionally, you may be able to access an advancement of your approved WIPSI funding contribution to assist with direct training costs on a case-by-case basis. This may only be requested and granted in the agreement negotiation process.

6 Timelines and Payment

Timelines

You must complete the training within 12 months of the agreement execution date – the date both parties sign the legal contract.

You may submit multiple training projects in one application; however, you must complete all training in the application within this 12-month period.

Training may start as soon as you submit your completed application; however, this is with the understanding that funding may or may not be ultimately approved.

Training must start within 20 business days of the agreement execution date.

Payment Schedule

You may choose a one or two payment schedule during the application process:

- One payment: the agreed upon reimbursement for your eligible training costs is sent to your business or organization once all training is complete and you have submitted the required documents.
- Two payments: your business or organization may request up to 50% of already dispersed eligible training costs to be reimbursed to you once you send proof of payment (receipts, cancelled cheques, or credit card statements). For organizations, business associations, and private sector unions, some approved administrative costs may be included in the first payment.

7 Reporting Requirements

WIPSI is funded through the federal and provincial governments. To be accountable to those funding commitments and NS taxpayers, certain business and personal information must be collected when you apply for WIPSI, before you receive your first payment (if you choose that option), at the end of your training program, and one year after training ends.

This information is kept confidential and only used for reporting purposes.

The following financial and operational information about your business or organization is required at the time of application:

- Annual sales/revenues
- Annual training investments
- Number of employees and total annual salaries paid

One-year follow up: this same information is required one year after the project is finished to help WIPSI to understand the potential impact of the training.

To qualify for WIPSI funding, you must submit your financial statements for the previous two years with your application. If you do not have financial statements available, CRA tax forms or unaudited balance sheets and income statements are acceptable.

Participant Information Forms

Each employee who participates in the training must complete a training participant information form that contains personal information such as their name, contact information, age, and gender. While filling out these forms are mandatory, some fields are optional; these are clearly marked on the forms. These forms must be submitted to WIPSI at the end of the training to verify that all the participants took part in the program.

Business Information Forms

Member businesses who receive WIPSI-funded training through associations, unions or other organizations are required to fill out business information forms that contain information including: contact information; Registry of Joint Stocks number; Business ID number; description of the business; breakdown of employees; and amount of money invested in training in recent years. Additional financial information may be required of the member businesses on a case-by-case basis.

Surveys

To evaluate the effectiveness of WIPSI, you are expected to complete the following surveys:

- Your business/organization completes a project survey after training is delivered
- Your business/organization completes a follow-up survey one year later

8 Applying for WIPSI Funding

WIPSI is administered through the Labour Market Programs Support System (LaMPSS).

You must register in LaMPSS online to apply for WIPSI funding.

Once registered, you will receive an email with log-in information. When you log in, you can download, complete, and submit a WIPSI application form.

Step 1: Register in LaMPSS

This is a one-time process. If you already have a LaMPSS account, go to Step 2.

Task 1: Download two forms from the Department of Labour and Advanced Education website at <http://novascotia.ca/lae/lampss/lampss.asp>:

- the LaMPSS External Access form
- the Electronic Funds Transfer (ETF) form

Task 2: Complete the Electronic Funds Transfer form. This form allows the provincial government to issue payments by direct deposit. This form must be submitted with a bank teller's stamp or a void cheque. This form must be submitted with your LaMPSS registration form.

Task 3: Complete the LaMPSS External Access form. Make sure that

- Your organization's legal name matches that which is on the joint stock registry
- Your organization's address is the actual address and not the address of an accountant or your home address
- Your organization's name and address matches that which is on the void cheque attached to the EFT form

Task 4: Return completed forms to LaMPSS Operations Support by e-mail, fax, or mail:

Mail: LaMPSS Operations Support
Labour and Advanced Education PO Box 383
Halifax, Nova Scotia B3J 2P8

Email: lampss@novascotia.ca

Fax: 902-424-0804

What happens next

Once granted access to LaMPSS, the person you identified as your primary contact on the LaMPSS request form receives an email from lampss@novascotia.ca containing

- your LaMPSS Organization ID
- User ID
- password
- link to the LaMPSS website

You are now able to use the LaMPSS network to apply for program funding.

Questions about LaMPSS External Access?

Toll Free: 1-877-404-7074

Metro: 902-424-1075

Step 2: Download the application form online using LaMPSS Self-Serve

Log in at www.gov.ns.ca/lampss.

In the left navigation menu, select “Organization Homepage,” then “Programs and Services,” then “WIPSI – Workplace Innov & Prod Skills Incentive.”

Download and save the application form.

Step 3: Complete the application form – and submit it electronically

Task 1: Verify your organization information: The name and mailing address of your organization is automatically entered in the application.

If your organization’s name or mailing address has changed, 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.

Task 2: Provide key details about your organization

Several fields may be pre-filled based on your profile information in LaMPSS, but can be changed on the application form if required.

Organization Mandate	In a couple of sentences or bullets, describe what your organization does, including product lines and services and unique features.
Website	Give your organization's website address.
Training Program Delivery Type	Select the category under which you are applying from the drop-down menu: <ul style="list-style-type: none"> • TrainingSubsidy-WIPSI-Employer-Under50Employees • TrainingSubsidy-WIPSI-Employer-Over50Employees • TrainingSubsidy-WIPSI-Association
Country	Select the county of Nova Scotia in which your organization is located.
NAICS Code	Select your organization's classification under the North American Industry Classification System: http://www.statcan.gc.ca/
HST Rebate % *if a not-for-profit	If you are a not-for-profit, you must provide your HST rebate percentage to be considered for reimbursement. If you make profit, enter 0.
Permanent Employees * field will not appear for associations	Enter the number of full-time and part-time employees in your organization. Note that only employees who are receiving full-time compensation throughout the training period are eligible for WIPSI funding. This may include employees who are full-time seasonal; include those employees (if relevant) in this number. You will be expected to detail this breakdown in the itemized budget breakdown in Task 8 below.
Wages and Salaries Paid * field will not appear for associations	Enter the total wages and salaries paid to full-time and part-time employees in your organization in the boxes provided.
Have you received funding from other sources?	Indicate whether you have received funding from other sources for the training programs. If you select yes, use the text box to provide additional details.

Task 3: Provide additional organization information

In this section, provide the following additional organization information:

<p>Date Established in Nova Scotia</p>	<p>Provide the date your organization was established in Nova Scotia. If not located in NS, enter N/A in this space.</p>
<p>Revenues from inside NS, other provinces/ territories, and outside Canada * field will not appear for associations</p>	<p>Use the checkboxes to indicate which sources of revenue apply for your organization.</p>
<p>Approximate % of revenue from outside NS * field will not appear for associations</p>	<p>Select the option that best reflects approximate percentage of revenue from outside of Nova Scotia.</p>
<p>Total net sales for last fiscal year * field will not appear for associations</p>	<p>Provide your organization's total net sales for the last fiscal year.</p>
<p>How many of your total employees are seasonal? * field will not appear for associations</p>	<p>Indicate how many of your organization's total employees are seasonal.</p>
<p>How much of the Wages and Salaries paid was for seasonal employees? * field will not appear for associations</p>	<p>Provide the total amount of wages and salaries paid for seasonal employees in Canadian dollars for the last fiscal year.</p>
<p>Outstanding or pending claims or litigation?</p>	<p>Indicate yes or no. If your organization is involved in any outstanding or pending claims and/or litigation; or is in arrears with the NS Provincial Government use the text box to provide additional details.</p>

Task 4: Verify your contact person for this application

Contact information for the currently logged-in user will be pre-populated in this section. To change the contact person for this application, select “new” from the drop-down menu and add the details of the new contact, including name, title, phone, fax, and email address.

Task 5: Verify the location of your training program

This section is pre-populated with your organization address. If training is taking place at a location other than the one previously indicated, complete this section. Multiple locations can be added.

Task 6: Describe your training program

The table below outlines the required information for each eligible training program. If you are requesting funding for more than one training program, complete a separate Training Program and Training Budget section for each program. Use the “Add Program” button on the form.

Name of Training Program	Provide the name for this training program. The title should describe your project, for example, what training or course(s) is being delivered. Do not use “WIPSI Project” for your project title.
Training Location	Select the appropriate address for this training program from the drop-down menu. If the desired address does not appear, return to the training program “Locations” section of the application form and add an additional address.
Training Program Description	Enter a short description of the training program. Include information about how the training is to be delivered. If the training is intended to lead to a certification, please specify.
Rationale for Training	This is where you make your business case for training. Describe how this training will assist your organization and your employees; ensure that it meets the eligibility criteria for WIPSI and use the expected results and merit criteria in Section 4, Building Your Business Case, to guide your rationale.
Name of Training Provider/ Instructor	List the name of the training provider or instructor for this training program. You must also attach a trainer biography to this application.
Est. Start Date	Give an estimated start date of training. Note that all training in the application must be completed within 12 months.
Est. End Date	Give an estimated end date of training.

<p>Expected # of Participants</p>	<p>Provide the expected number of participants for this training program. Note that only employees who are receiving full-time compensation throughout the training period are eligible for WIPSI funding; this may apply to employees who are full-time seasonal if approved by WIPSI. You must indicate how many employees are full-time seasonal in your itemized budget breakdown under participant wages – Task 8 below.</p>
<p>Expected # of Employers * field will only appear for associations</p>	<p>Provide the expected number of employers for this training program.</p>
<p>Training Hours</p>	<p>Provide the total number of training hours.</p>
<p>Training Costs</p>	<p>Provide the total amount of direct training costs in Canadian dollars for this training program and a brief description of those costs. Full details must be provided in the itemized budget breakdown document attachment to this application.</p>
<p>Travel Costs (may be funded up to 50%)</p>	<p>Enter total employee travel costs.</p>
<p>Admin Fee * field will only appear for associations</p>	<p>Provide the total amount of the anticipated administration fees for this training program and a brief description. Full details should be provided in the itemized budget breakdown document attachment. WIPSI may fund up to 15% of the direct training costs as administrative fees; this is determined on a case-by-case basis.</p>
<p>In-Kind Contributions</p>	<p>This will mostly pertain to employee wages while participating in training. Enter the full Canadian dollar value here. They are considered your in-kind contribution to training costs.</p>

Task 7: Identify your legal signing officers

Provide a list of the legal signing officers required to sign a legal agreement for your organization, including Title and Name.

Task 8: Create an Itemized Budget Breakdown

Use the following table to identify the total costs (in Canadian dollars before HST) for this project as well as the amount of funding that you are requesting. A document containing an itemized budget breakdown must be attached to your WIPSI application in LaMPSS.

Participant Wages	Employee wages while participating in training. Enter the full Canadian dollar value here. (Employee wages are in-kind costs and are not eligible for funding.) Provide a separate breakdown of how many employees are full-time seasonal.
Participant Travel	Insert the total amount of anticipated participant travel costs.
Direct Training Costs	Insert the total amount of anticipated training costs (do not include HST).
Participant Disability Supports	Insert any costs to accommodate disabilities. Eligible disability supports are funded at 100%.
Cash Contributions	This is the amount of the project costs that exceed the amount of funding requested.
Administrative Costs	For organizations, business associations, private sector unions, enter the amount of funding requested for administrative costs.

Task 9: Attach supporting documents

The table below outlines the documents that must be included with this application. Attach each of the listed documents separately, using the upload function. Each of the mandatory documents must be attached before LaMPSS will accept your application form. Other documents may be attached to the form in LaMPSS, if desired.

Troubleshooting: If LaMPSS will not accept one of your documents due to file size restrictions,

- 1 Email it directly to WIPSI@novascotia.ca with a subject line that includes your organization name
- 2 Attach a “mock” document with a document topic heading, such as Detailed Training Description, so that LaMPSS can consider your application as complete

Detailed Training Description and Training Quote	Attach two documents: one that describes your training activity in detail. Include how the training is to be delivered, the proposed trainer’s credentials and qualifications, and amount of training to be provided in hours or days. If the training is intended to lead to a certification, please specify; and another that has a detailed training quote (from trainer).
Two Financial Statements	Attach financial statements for the previous two years with your application. If you do not have financial statements available, CRA tax forms or unaudited balance sheets and income statements are acceptable. You may be asked in the agreement negotiation for supporting financial information.
Itemized Budget Breakdown	Attach an itemized budget breakdown as outlined in Task 8 above. Include as part of the breakdown whether you prefer to have one or two payments for your reimbursement.
Trainer Bio/ Credentials	Attach a copy of the trainer’s biography and credentials.
Participant List	Attach a list of names of the participants and their position/job titles who will take part in the training.

Task 10: Submit your application

In the final section of the application, enter the Organization ID, Username and Password that would have been received when you registered with LaMPSS.

When you click the “submit” button, the form connects with the LaMPSS system.

If your application form is complete and all mandatory documents are attached, then the LaMPSS self-serve accepts your electronic application.

When this happens, you will receive an application agreement number (in a pop-up window). This confirms successful receipt of your Application Form.

Note: the WIPSI application is not considered complete until all of the required documentation is submitted through LaMPSS. Training cannot commence until the complete WIPSI application has been submitted.

What happens next: Application Assessment

WIPSI staff will contact you if your application is incomplete or if additional information is required.

Each application is reviewed on its own merit.

Each application is assessed for eligibility requirements, strength in supporting WIPSI program objectives, and return on investment for both the business/organization and the province.

Your application may be approved in full, approved in part, or declined.

9 Appealing WIPSI Funding Decisions

Your Right to Appeal

If your WIPSI application has been declined, you have the right to appeal the decision if one of the following is true:

- new information is obtained which may impact the original decision

or

- procedures, as outlined in this document, were not followed

You are expected to be able to demonstrate that your appeal meets one of the aforementioned conditions.

Denials due to late applications cannot be appealed.

The Appeal Process

Step 1 – Managerial Review

The first step in the appeal process is a Managerial Review.

You must request a review of the original decision in writing, within 10 business days of the date of written notification from LAE that your application was declined. If you do not respond within this time period, the original decision is final.

The Managerial Review is conducted by the WIPSI Program Coordinator. Within 5 business days of receipt of your written request, you will be informed if the original decision will be maintained or will be overturned along with a rationale for the decision. The decision will be based on the new information you have provided.

Every attempt will be made to contact you by phone to notify you of the decision. You will also be notified of the decision in writing. The date of the written notification will be considered the date of the decision.

Step 2 – Directorial Review

If you obtain further new information after the Managerial Review that may impact the that decision, you may request a Directorial Review. You must request this in writing within 10 business days of the written decision of the Managerial Review. If you do not respond within this time period, the decision of the Managerial Review is final.

The Directorial Review is carried out by the Director of Workplace Initiatives. The Director reviews the original application, the result of the Managerial Review, and the additional new information provided.

You will be notified of the decision, by email and telephone, within 5 business days of receipt of your written request for the Directorial Review. The date of the written notification will be considered the date of the decision. The Directorial Review is the final step in the WIPSI appeal process.

How to Request an Appeal

The following information must be included in your request:

- WIPSI file #
- Organization Name
- Name, title, email address and telephone number(s) of the person requesting the appeal
- A summary of the new information that was not included in the original application or in the Managerial Review
- Details or documents to support the new information.

The appeal must be sent by email, Canada Post, or courier to the appropriate address listed at the end of this document for the WIPSI Program.

The email date, postmark, or delivery date stamp will be used as the date of the appeal.

Address emails, letters, or deliveries to WIPSI Program and put in the subject line or attention to: WIPSI Appeal.

10 After Your Project Is Approved

If your project is approved, a funding agreement is generated. Once signed by your legal signing officers and returned to LAE offices, the Agreement is considered to be in place.

Agreement execution date: The date both parties have signed your funding agreement.

You have 12 months from this execution date to complete your project.

Activate your agreement within 20 business days – notify us

You must notify the WIPSI office that training has commenced to activate the agreement.

Your training project must commence no later than 20 business days from the date the agreement is executed, unless otherwise approved in writing by the province.

All training must be completed within 12 months of the execution of this agreement.

Your business or organization must give the province written notice of any change to the project start date. Any change must be approved by the province.

Failure to start training by the approved date may result in revocation of the WIPSI funding contribution.

Amending Your Agreement

Notify the WIPSI office immediately by email if there are any delays or changes to training: wipsi@novascotia.ca

An amendment to the agreement may be possible; however, significant changes to your training plan may result in the need for a new application.

Qualifying for Payments

Successful applicants will receive funding according to the approved payment schedule outlined in the Agreement. Applicants may choose whether they prefer one or two payments.

If you choose to have two payments, WIPSI must be in receipt of the following documents to provide you with the first payment:

- 1 Training Confirmation Form
- 2 Business Information Forms (if you are an association with member businesses)
- 3 Proof of payment of what you have already paid for training – for example, copies of cleared cheques (front and back), bank statements, credit card statements (this may vary if you are applying as an association on behalf of member businesses)

To receive your final payment, WIPSI must be in receipt of the following documents to provide you with final payment:

- 1 A complete Financial Report
- 2 Copies of all training invoices
- 3 Copies of all travel-related receipts unless covered by provincial per diem rates (if approved)
- 4 Proof of payment — for example, copies of
cleared cheques (front and back), bank statements,
credit card statements
- 5 Trainer and Trainee Declaration Forms
- 6 Business Information Forms (if you are an association with member businesses)
- 7 Completion of the online employer survey (member businesses must fill out individual surveys)

Reporting Requirements

The reporting requirements during the agreement and following the end of training will be outlined in detail in the WIPSI agreement.

Information required includes, but is not limited to, the submission of the following:

- financial and activity reports
- an expense claim worksheet
- proof of payment
- training participant information

Questions?

Use the contact details below to connect with the WIPSI Program staff:

<http://novascotia.ca/programs/workplace-innovation-productivity-skills-incentive/>

Toll-free: 1-844-850-2030

WIPSI@novascotia.ca

WIPSI Program

Nova Scotia Department of Labour and Advanced Education
Workplace Initiatives Division
1505 Barrington Street, 4 Floor
PO Box 697
Halifax, NS B3J 2T8