

Department of Labour and Advanced Education

The Nova Scotia Department of Labour and Advanced Education (LAE) works to contribute to a competitive workforce by making strategic investments in people, programs, services and partnerships.

Vision

The vision for the department is to foster Nova Scotians' belief in a bigger future - knowing where the jobs are and will be, building the skills to access those jobs, and working to their highest potential in fair, equitable, safe, productive, and inclusive workplaces.

Mission

The department will work to ensure that all Nova Scotians believe their future is here, with each person confident in their abilities to prosper. We will do this by maximizing our capacity to have more people learning, more people working and working safely, and more sustainable businesses in our province.

Mandate

The mandate for LAE is to provide a fair, equitable, safe, productive, and inclusive environment in which to learn, work, and live. The broad mandate of the department includes:

- Regulatory responsibility for occupational health and safety, technical safety, the Workers' Advisers Program, labour relations, and labour standards.
- Improving access among Nova Scotians to labour market information, employment services, and learning programs that support their labour market attachment and growth. Strategic action is taken to align the needs of employees with those of employers to help all Nova Scotians prepare for, find, and keep employment.
- Providing opportunities for individuals to advance to employment and within the workplace through adult learning, literacy and essential skills, employment and skills development programs.
- Providing funding, services, and support to post-secondary institutions and post-secondary students to ensure high-quality post-secondary education and training remains accessible and affordable.

The mandate for Youth is to:

- reverse outmigration numbers by attracting and retaining more 18-34 year olds than those leaving the province;
- retain more youth in the province and achieve youth employment levels so that the unemployment rate for 18-34 year olds is less than 12%; and
- increase workforce participation, especially for underrepresented groups.

Responsibilities

CORPORATE POLICY AND SERVICES

The branch is the department's primary link with government. The branch helps ensure the department aligns with and adheres to government policies, priorities, and processes, and in turn supports government decision-making. The branch is also responsible for coordinating appointments to agencies, boards and commissions.

Policy and Planning Division

The division is the key liaison with Executive Council and Treasury Board and takes a lead role on behalf of the department in developing legislation, regulations and policies (including submissions to Executive Council), preparing ministerial and deputy ministerial briefing materials, policy analysis, and strategic and business planning. The division also takes a leadership role in the development of strategic initiatives, including relationships with internal and external stakeholders.

Research, Accountability and Intergovernmental Affairs Division

The division provides evidence-based decision support to the department and its stakeholders through strategic and collaborative research, analysis and advice. This includes the provision of labour market information and supporting intergovernmental relations, evaluation and accountability functions across the department.

Organizational Health and Professional Services Division

The division provides support in four areas - Facilities Management, Occupational Health and Safety, Information Management and Organizational Health. The division coordinates services including real property and office space allocation, central registry, records and information management and provides a people-centered approach to productivity and supports compliance with corporate initiatives. The division also coordinates the internal occupational health and safety program on behalf of the department.

Youth

The division leads a horizontal government approach on youth to increase the number of youth in the public service, support youth transition from school, provide opportunities for skilled and unemployed or underemployed youth, and programs that focus on 16 – 25 year olds.

HIGHER EDUCATION

The Higher Education branch contributes to lifelong learning by providing funding, services, and support to post-secondary institutions to maintain access to high quality post-secondary education. This business unit also supports the provision of the necessary, highly qualified personnel to meet labour market demand and the need for a knowledgeable, engaged citizenry.

Student Assistance Division

The Nova Scotia Student Assistance division provides an opportunity for all qualified students in Nova Scotia to pursue post-secondary education.

Post-Secondary Disability Services Division

Post-Secondary Disability Services, through the Canada-Nova Scotia Labour Market Agreement for Persons with Disabilities, provides a range of programs, goods and services to support students with disabilities in post-secondary education.

Universities and Colleges Division

The division is the key liaison between the province and post-secondary institutions. The division develops and manages funding agreements between the province and the public post-secondary institutions, co-operates with post-secondary institutions on strategic projects, conducts Nova Scotia based higher education research through the Minister's Post-Secondary Education Research Advisory Panel, and represents the province at a regional and national level regarding post-secondary education issues.

Private Career Colleges Division

The division works with Private Career Colleges to ensure that Nova Scotians have access to training opportunities that respond to labour market needs and leads to employment.

LABOUR SERVICES

The branch enforces the Province's labour legislation and helps ensure Nova Scotia's labour laws are fair and balanced, both for employers and employees.

Labour Standards Division

The division administers the Labour Standards Code, which sets out minimum employment rights, primarily for non-unionized employees. The division investigates and resolves complaints, issues orders, collects payment of wages found owing, and promotes compliance with the legislation through proactive awareness and audit/inspection activities. It also administers the Foreign Worker provisions of the Code which include recruiter licensing and employer registration requirements.

Conciliation and Mediation Services Division

The division provides impartial conciliation, mediation, and dispute resolution services focused on settling workplace disputes with the goal of decreasing conflict in the workplace, grievance arbitrations, and work stoppages. Additionally, the division encourages harmonious labour relations through the delivery of high quality educational programming.

Workers' Advisers Program

The Workers' Advisers Program is established under Part III of the *Workers' Compensation Act* and regulations to provide free legal assistance, advice, and representation to eligible injured workers and their families seeking workers' compensation benefits.

Labour Board

The Labour Board is an independent, adjudicative body established under the *Labour Board Act* to adjudicate and resolve disputes under various provincial labour and employment laws, such as the *Trade Union Act*, *Occupational Health and Safety Act* and Labour Standards Code.

SAFETY

The branch supports the delivery of effective and efficient regulatory management to enhance the protection of the public and workers' safety through education and outreach, inspection and enforcement, equipment registrations/permits and licenses.

Occupational Health and Safety Division

The division concentrates its efforts on promoting safe and healthy workplaces, safe work practices, and safe standards that protect people at work. It does this by relying on the internal responsibility system, which acknowledges the shared responsibility of employers and employees for workplace health and safety.

Technical Safety Division

The division works with industry, municipalities, stakeholders and the public to safely regulate amusement devices, elevating devices, boiler systems and plants, electrical work, cranes and fuel safety using a range of compliance tools including certification, registration, licensing, permitting and inspections.

Strategic Planning and Risk Management Division

The division leads the formulation, planning, integration, review and evaluation of strategies, policies, programs and services that advance the overall purposes of the Safety Branch, supporting a comprehensive approach to dealing with risk.

SKILLS AND LEARNING

The branch supports unemployed Nova Scotians to prepare for and secure work; helps businesses, industries and their employees become more productive through skills training, strategic HR services, and industry/sector partnerships; provides adult learners with foundational education to enable further education or labour force attachment; and supports career-oriented work experiences for post-secondary students, and employment for recent graduates. To advance this work, the branch has two operating Units (Programs Unit, and the Strategy and Planning Unit).

Programs Unit

The unit is accountable for the delivery of labour market programming across the province, to help grow and strengthen Nova Scotia's workforce, and it is comprised of the following divisions:

Employment Nova Scotia Division

The Employment Programs Division is dedicated to helping Nova Scotians meet their full employment potential, help employers find the employees they need to prosper, and to help communities play an active role in developing well-balanced

local labour markets. Working closely with a network of external service providers, the Employment Programs Division is responsible for the management and ongoing development of the province's employment services delivery system, Nova Scotia Works, through which most of its programs are initially accessed by the public. It is also responsible for coordination of transition services for employees effected by industry downsizing or closures.

Adult Education Division

The Adult Education Division is dedicated to improving the education and employment prospects of Nova Scotia's adults by funding, developing, coordinating and upgrading adult educational programs and services, promoting family literacy, and supporting the recognition of international qualifications and fair labour mobility practices.

The division coordinates the Nova Scotia School for Adult Learning, administers the General Education Development (GED) testing program, supports capacity-building through the Recognition of Prior Learning funding program and International Qualification Recognition program, and ensures fair labour mobility practices through the administration of the *Fair Registration Practices Act* and implementation of the Labour Mobility Chapter of the Canada Free Trade Agreement.

Workplace Initiatives Division

The division is dedicated to building a vibrant and adaptable workforce in Nova Scotia by partnering with and providing support to employers and industry to ensure they have the skilled employees and HR practices to effectively compete and grow in a global marketplace. The division provides the programs and tools that support industry, business and organizations to build knowledge, develop new skills and access tools to hire and performance manage staff.

Strategy and Planning Unit

The unit is focused on enhancing co-ordination and consistency in strategic and operational planning, in program design and delivery, and investment decisions throughout the Skills and Learning Branch. The unit promotes program excellence across the branch's divisions through a comprehensive suite of support services, and plays a lead role in supporting LAE and horizontal/government-wide initiatives on behalf of the branch. The unit provides direct support to organizations and businesses to encourage post-secondary student and graduate employment. The unit is comprised of the following divisions:

Strategy and Business Innovation Division

The division leads the development, implementation and integration of key strategic, business, operational and investment plans and priorities to advance the objectives of the branch, LAE, and the priorities of government. It promotes program excellence across the branch through a suite of support services, including evaluation, training, financial management, operational planning facilitation, Lean Six Sigma tools and techniques, and LaMPSS support. The division also plays a key role in the stewardship of federal/provincial labour market agreements, including the development of investment control protocols for decision-making, audit purposes and consistent financial accountability.

Strategic and Youth Initiatives Division

The division is responsible for establishing and elevating strategic and policy directions in the province to attach youth to the labour force, and to address issues related to under-employment and barriers to employment for under-represented groups in Nova Scotia. The division manages employment programs for post-secondary students and graduates.

NOVA SCOTIA APPRENTICESHIP AGENCY

The Agency is responsible for stewarding and operating a relevant, accessible and responsive industry-led trades training and certification system and improving access to and participation in the system by Aboriginal Peoples, African Nova Scotians, differently-abled persons, immigrants, women and members of other under-represented groups.

Vision

The vision for the Agency is an industry-led apprenticeship system that builds and maintains a highly skilled and diverse workforce, contributing to the economic success of Nova Scotia.

Mission

As advocates and stewards, the Agency, industry, and its partners will build a leading-edge apprenticeship system, creating more jobs for apprenticeship, giving broader access to training and certification, and exceeding nationally recognized performance.

Legislation

Note: This list includes all legislation that the Minister of Labour and Advanced Education is responsible for in whole or in part, Private Acts related to universities, and federal student assistance legislation administered by the Province.

CORPORATE POLICY AND SERVICES BRANCH

- *Cosmetology Act*
- *Registered Barbers Act*
- *Youth Secretariat Act*

HIGHER EDUCATION BRANCH

- *Acadia University Act (Private Act, 1891)*
- *An Act to Amend and Consolidate the Acts Relating to St. Francis Xavier University*
- *An Act for the Regulation and Support of Dalhousie College (Private Act, 1863)*
- *An Act relating to Dalhousie College (Private Act, 1935)*
- *Atlantic School of Theology Act (Private Act, 1974)*
- **Canada Student Financial Assistance Act*
- **Canada Student Loans Act*
- *Canadian Forces Reservists Protection Act*
- *Cape Breton University Act*
- *Community Colleges Act*
- *Dalhousie-Technical University Amalgamation Act*
- *Dalhousie University-Nova Scotia Agricultural College Merger Act*
- *Degree Granting Act*
- *Language Schools Act*
- *Maritime Provinces Higher Education Commission Act*
- *Mount Saint Vincent University Act (Private Act, 1988)*
- *Nova Scotia College of Art and Design Act (Private Act, 1969)*
- *Private Career Colleges Act*
- *St. Francis Xavier University Act (Private Act, 1921)*
- *St. Mary's University Act (Private Act, 1970)*
- *Student Aid Act*
- *Université Sainte-Anne - Collège de l'Acadie Act/ Loi sur l'Université Sainte-Anne - Collège de l'Acadie*
- *Universities Accountability and Sustainability Act*
- *University Foundations Act*
- *University of King's Collage Act (Private Act, 1960)*
- ** Federal legislation administered by the Province*

LABOUR SERVICES BRANCH

- *Civil Service Collective Bargaining Act*
- *Construction Projects Labour Relations Act*
- *Essential Health and Community Services Act*
- *February Holiday Act*
- *Highway Workers' Collective Bargaining Act*
- *Labour Board Act*
- *Labour Standards Code*
- *Pay Equity Act*
- *Poverty Reduction Working Group Act*
- *Remembrance Day Act*
- *Teachers' Collective Bargaining Act*
- *Trade Union Act*

NOVA SCOTIA APPRENTICESHIP AGENCY

- *Apprenticeship and Trades Qualifications Act*
- *Community Colleges Act*

SAFETY BRANCH

- *Amusement Devices Safety Act*
- *Canada-Nova Scotia Offshore Petroleum Resources Accord Implementation (Nova Scotia) Act*
- *Electrical Installation and Inspection Act*
- *Elevators and Lifts Act*
- *Occupational Health and Safety Act*
- *Smoke-Free Places Act*
- *Technical Safety Act*
- *Workers' Compensation Act*

SKILLS AND LEARNING BRANCH

- *Adult Learning Act*
- *Fair Registration Practices Act*

Administrative update: **November 7, 2017**
