

**CO-OPERATIVE EMPLOYMENT PROGRAM
APPLICATION AND COMPLETION INSTRUCTIONS
2009-2010 Winter**

Q: WHO IS ELIGIBLE TO APPLY?

A: Government-funded organizations; municipal governments, and non-profit organizations in Nova Scotia.

A) OBJECTIVE

The program will partner with eligible employers to provide skills-based work experience and learning opportunities, throughout Nova Scotia for **post-secondary co-operative education students** enrolled in eligible institutions (see Section 15). These highly-qualified students provide superior value to employers.

B) PROJECT APPLICATION DEADLINE

Applications **must be submitted On-Line or clearly postmarked or hand-delivered to Economic and Rural Development, on or before September 11, 2009.** If you use a courier service, it is suggested you use one that provides you with a receipt, as deadlines are strictly enforced.
Faxed applications will not be accepted.

C) DURATION OF PROGRAM

Projects will be reimbursed between **January 4, 2010 and ending April 23, 2010.** A work term will be funded for a **maximum of 16 weeks** of continuous employment within this period.
Applicants must contact educational institutions to verify minimum weeks' work required for each program of study.

D) FUNDING ASSISTANCE

Government-funded organizations and municipal government will be reimbursed 50% of the hourly wage to a maximum of \$7.00 per hour.

Non-profit organizations will be reimbursed a flat rate of \$8.00 per hour.

Non-profit organizations may apply for an advance payment up to 75% of approved funding.

Positions must be full time. The student must work at least the minimum hours per week approved by the educational institution, for the full approved weeks, in order to receive the rebate. The rebate reimburses the organization for a maximum of 35 hours per week.

E) ELIGIBLE ORGANIZATIONS

1. Non-profit organizations legally registered and/or incorporated.
2. Government-funded organizations as defined under the program guidelines include: colleges, universities, schools, school boards, medical care clinics, hospitals and special care facilities. Private special care homes are **not eligible.**
3. Municipal government units.

F) PROOF OF ELIGIBILITY: Applications received without this documentation will not be considered. If you have any questions, please contact us.

All applicants must provide proof of eligibility with every applications submitted. At least one of the following documents must accompany this application:

- i) **ACTIVE Societies Act** Registration Number issued by Registry of Joint Stocks; **or**
- ii) Revenue Canada Charitable Organization number issued by Revenue Canada (xxxxxxxRRxx), **or**
- iii) **ACTIVE Companies Act** (Limited by Guarantee) issued by Registry of Joint Stocks, and a copy of legal documentation showing clearly that upon dissolution, all assets of would be distributed to a recognized charity, not to members, **or**
- iv) Acts of Legislature: Name of Act, Chapter, Number and Year

G) ELIGIBLE STUDENTS:

1. Must be currently registered **at one of the eligible post-secondary co-operative education institutions and programs on the list provided**. This work term must be a **mandatory requirement** for graduation with a co-op education degree/diploma.
2. Must be legally entitled to work in Canada.
3. Must be a resident of Nova Scotia for at least six months prior to the work term. This program is a partnership between the Province and Nova Scotia post-secondary educational institutions. Students who claim their principal residence as Nova Scotia and attend school outside the province, are **not eligible** for consideration under this program.
4. Organizations may hire students if they are not family members of the following:
 - ❖ **In non-profit, or government-funded organizations**
 - the project contact, chairperson of the board, or senior administrative staff.
 - ❖ **In municipal government organizations**
 - the project contact, mayor, warden, councillors, or senior administrator.

Family under this program includes the contact person's (and spouse's) child, stepchild, ward, spouse, common-law spouse, parent, sister, brother, grandparent, grandchild, aunt, uncle, niece, and nephew.

H) TERMS AND CONDITIONS

- **The student must receive at least \$12.00 per hour plus 4% vacation pay for both non-profit and government-funded organizations to be accepted for review.**

Employers are responsible for Employment Insurance, Canada Pension premiums and Workers' Compensation coverage.

- Positions must be **related to the student's field(s) of study**, and be acceptable to the Co-op Program Coordinator at the student's institution. The applicant must discuss the position with the Co-op Coordinator before sending an application to Economic and Rural Development. (the list provided in this package). In that conversation, if it is agreed that the proposed student position is suitable to the institution's requirements, the applicant must send a copy of the application and position description to the institution's Co-op Coordinator. This can be a copy of the original application that is sent to Economic and Rural Development.
- The position offered to the co-op student must not displace existing staff.
- The rebate will not be paid if wages are also funded by another assistance program.

?????? QUESTIONS ??????

To ensure your application is processed quickly, please contact us with questions about the this application form, **BEFORE** sending it to:

**Co-operative Employment Program
Economic and Rural Development
1660 Hollis Street, Suite 600
PO Box 2311
Halifax, NS B3J 3C8**

Telephone: (902) 424-6000
Toll-free within Nova Scotia: 1-800-424-5418
Fax: (902) 424-0508
Email: SEPINFO@gov.ns.ca
Website: www.gov.ns.ca/econ/sep

STEPS TO COMPLETE THIS APPLICATION:

1. **Name of Organization** - as it appears on the eligibility documents submitted – Societies Act registration, document of incorporation, Act of Legislature, etc. (see F - Proof of Eligibility)
 2. **Organization Mailing and Civic Address** - year round for Canada Post or delivery service.
 3. **Organization Contact Numbers:**
 - Telephone Number** - a main number that will be answered 8:30 a.m. to 4:30 p.m., or where a voice message can be left.
 - Fax Number** - either owned by your organization, or someone who will accept faxes for you.
 4. **Division/Department** - to identify your application from others we could receive from your organization, for example: Town of Truro (organization), Public Works (division).
 5. **Division Information** - self-explanatory.
 6. **Contact Person's Email Address** - this is used frequently. **MUST BE PROVIDED.**
 7. **Name of Contact Person** - the contact person is the only person authorized to speak with us about this application prior to approval. He/she reads these guidelines, completes and signs this application and is primarily responsible for all aspects of this project. Ideally, the contact should be available week days between 8:30 a.m. - 4:30 p.m. and have e-mail access and a voice-messaging system.
 8. **Statement of the Organization's Purpose:** this brief statement (10-12 words) should reflect your organization's reason for being. It is often called a Mission Statement (e.g.: "*Volunteers providing resource services, and workshops on community health issues*").
 9. **Statement of Division's Purpose:** a brief statement (10-12 words) which describes the activities of the division if different from the main organization.
 10. **Information to prove eligibility for consideration under the funding program.**
This information is essential. Without it we cannot evaluate your eligibility. You may have to consult with senior administrators within your organization to find this information prior to submitting the application.
 11. **Statement describing the project** - this brief statement (10 - 12 words) should explain the main objective your organization wants to meet by using this employment opportunity.
 12. **Benefits to the Organization** - this statement (approximately 20 words) should **describe the measurable results** your organization expects to achieve by hiring a co-op student.
- Signature Line** - the contact person will read these guidelines, complete and sign this application and be responsible for all aspects of this project. If this application is approved, we will ask the organization to designate a second contact person in the case you are unavailable.
13. **Position Start Date** - the date you intend the student to start work. It could be the same as the reimbursement period, or it may be different as long as you have the required number of weeks and hours to meet the institution's eligibility requirements.
 14. **Position End Date** - the last day of eligible employment for the student under this program is **April 23, 2009**. You may continue to employ the student under your own agreement, outside the jurisdiction of the Co-operative Employment Program. **Before completing this section**, please contact the educational institution to verify the minimum number of weeks the student is required to work.

15. **# Hours Per Week** - please enter the number of hours you expect the student to work.
5 days per week x 7 hours per day = 35 hours per week.

Each institution requires that a student work a minimum number of hours per week.

Please refer to the table below to verify the hours with the Co-op Coordinator.

Eligible Educational Institution	Minimum hours/minimum weeks required for Co-op Credit
Acadia University	35 hours/13 weeks
Dalhousie/Science	32.5 hours/13 weeks
Dalhousie/Architecture	35 hours/14 weeks
Dalhousie University/Commerce	35 hours/12 weeks
Dalhousie University/Engineering	35 hours/14 weeks
Mount Saint Vincent University	35 hours/13 weeks
Nova Scotia Community College	30 hours/13 weeks
Université Sainte-Anne	35 hours/12 weeks
Saint Mary's University	32.5 hours/13 weeks
St. Francis Xavier University	35 hours/13 weeks
Cape Breton University	32.5 hours/13 weeks

16. **Hourly Wage** - the rate the student will be paid (provincial rebate + organization's portion).

A wage of \$12.00 must be offered for the application to be accepted.

An employer is also responsible for 4% vacation pay and employer costs.

Frequency of Pay - please circle the frequency of how often the student will receive a pay cheque.

We encourage employers to pay their students bi-weekly.

17. **Actual Work Location** - Please identify the town, village, or community where the work site is located.
We do not need to know the street name or building name in this section.

18. **County of Work Location** - Please identify the county where the work site is located. Positions are distributed on this basis. e.g. CBRM is in Cape Breton County.

19. **Preferred Educational Institution** - we track this information from year to year. You may include more than one institution. Before you send the application to the Economic and Rural Development, you must speak directly with a Co-op Coordinator at each eligible institution you are considering to let them know you are interested in posting a position. You must **also send them a copy of this application and a position description.**

20. **Desired Field of Study** - the available fields are outlined on the list of Co-op Coordinator's. Please discuss your student requirements with Co-op Coordinator during your telephone conversation to him/her before you submit this application.

21. **Coordinator(s)* you contacted** - please write in the name(s) of the Co-op Coordinator(s) you have telephoned about this particular position, your organization's need, and the student's skills. You must fill in this section of the application before we can consider it for approval.

22. **Date you spoke to the Co-op Coordinator** - this assists us and the institutions in tracking correspondence, and us that only authorized Co-op Coordinator's are speaking with you.

23. **Please attach a copy of the position (job) description** to this application. For On-Line applications, you may fax the description and it would be helpful to have you provide your Reference Number. You must also send a copy of this application and the position description to the Co-op Coordinator(s) you have contacted prior to the application deadline date.

24. **Position Title** - **only one title** is to be circled. If you have a specific title, add it in the "Other" category. If more than one position title is circled, your application may not be considered. The position title stated here, must match the title on the position description provided.

25. **Position Functions** - please circle every item that reflects the skills the student will be required to use, perform, or exhibit for this job. They should be measurable, be reflected in the expectations and position description. If your application is approved, discuss these with the student at the beginning and at the end of the employment period. See attached definitions.

POSITION DESCRIPTION - A detailed position description is to be attached to the application. The title must match the title stated in Section 24. Applications will not be considered if this position description is not included. Please discuss the required qualifications for the position description in advance with a Co-op Coordinator.

APPENDIX A - SKILL CATEGORIES

For our purposes, a **skill** is the ability to perform a task competently. An **occupation** is the combination of the professional, or technical skills, and knowledge required to perform a particular type of work. Using the book, *Expert Panel on Skills¹*, skills are categorized skills as essential, technical, contextual, managerial, and leadership. Each set of skills describes categories that are important to the performance of any occupation:

1. **List A** consists of reading text, document use, writing, numeracy, thinking skills (problem solving, decision making, job task planning, significant use of memory, and finding information) oral communications, working with others, computer use, and continuous learning. They can describe a person's skill level without reference to external measures such as level of education and work-based training.
2. **List B** refers to the ability to do or perform specialized tasks that may be particular to a single occupation or industry or cross a range of industries. They are considered foundational to other learning, including formal education.
3. **List C** refers to the ability to undertake organizational activities such as planning, marketing, and evaluation as well as the ability to manage people, capital, budgets, and so on, which has broad application across industry sectors.

SKILL DEFINITIONS

1. List A

Reading Text– refers to reading material that is in the form of sentences or paragraphs and generally involves reading notes, letters, memos, manuals, specifications, regulations, books, reports or journals.

Document Use– refers to tasks that involve a variety of non-textual documents such as signs, labels, lists, tables, schedules, forms, graphs, drawing sketches, blueprints, diagrams, schematics, maps etc.

Writing– includes text writing and writing in documents such as filling in forms and non-paper-based writing such as typing on a computer.

Numeracy– refers to the use of numbers by workers in the occupational group and their requirement to think in quantitative terms in order to complete tasks.

Numerical Calculation consists of:

Money Math– financial transactions, e.g., handling cash, preparing bills or making payments.

Scheduling or Budgeting and Accounting Math– managing time and money as resources, planning and monitoring their use, assessing best value and reducing waste.

Measurement and Calculation Math– measuring and describing the physical world.

Data Analysis Math– analysis of numerical data.

All include some combination of the following mathematical foundations: Number Concepts, Patterns and Relations, Shape and Spatial Sense, and Statistics and Probability.

Oral Communication– pertains primarily to the use of speech to give and exchange thoughts and information by workers in an occupational group. The purposes of Oral Communications include: to greet, to take messages, to provide information, explanation, direction, to seek information, to obtain information, to co-ordinate work with that of others, to reassure, to comfort, to discuss, to persuade, to facilitate, to animate, to instruct, to instill understanding and knowledge of, to negotiate, to resolve conflicts, and to entertain.

Problem Solving– involves finding solutions to problems.

¹Stepping Up: Skills and Opportunities in the Knowledge Economy, 2000

Decision Making– refers to making a choice based upon options. It occurs during problem solving, but not all decision making is part of problem solving.

Job Task Planning – refers to the extent to which the workers plan and organize their own tasks. It does not refer to involvement in the planning function for the organization that they work.

Significant Use of Memory– includes any significant or unusual use of memory for workers. It does not include normal memory use that is a requirement for every occupation.

Finding Information– involves using any of a variety of sources including text, people, computerized databases and information systems.

Working with Others– examines the extent to which workers work with others to carry out their tasks. Do they have to work cooperatively with others? Do they have to have the self-discipline to meet work targets while working alone?

Computer Use– includes use of computer as part of everyday aspect of work from use of word processing software, to computer controlled machinery, to data entry, to developing software, to managing a network etc.

Continuous Learning– the requirement of workers to participate in an on-going process of acquiring skills and knowledge.

2. List B

Accounting– performing accounting functions such as preparing bills, invoices, inventory reports and account statements; coding, totaling, batching, entering, verifying and reconciling transactions such as accounts payable and receivable, payroll, purchase orders, cheques, invoices, cheque requisitions, and bank statements; and preparing period or cost statements or reports etc. using commonly accepted procedures and standards

Analyzing– analyzing situations, data, statistics, problems, etc., to discover linkages that increase an understanding of the situations etc.

Auditing– examining and analyzing journal and ledger entries, bank statements, inventories, expenditures, tax returns and other accounting and financial records, documents and systems to ensure financial recording accuracy and compliance with established accounting procedures, methods and standards or examining and analyzing systems, procedures, policies, equipment etc. to maximize efficiency, effectiveness and overall quality of products etc.

Cartography– creation and use of maps

Counselling– assisting clients etc. to identify, understand and overcome personal problems and achieve personal objectives or to provide assistance, counsel and information to clients on aspects of employment search, education requirements, career planning etc.

Collecting Data– using commonly accepted methods and standards to collect data

Designing/Developing Databases, Software and/or Website– using IT to develop or design software, website or databases

Drafting– developing and preparing designs and drawings from preliminary concepts, sketches, calculations, specification sheets and other data

Financial Modeling– using financial procedures

Fund-raising– conducting various aspects of fund-raising from canvassing to leading campaigns

Inspecting– inspecting products, processes etc. to ensure that they meet expected standards and specifications

Instructing/Training/Tutoring– instructing, training or tutoring participants/workers in a formal educational program such as teaching or research assistants who conduct seminars, lead discussion groups or supervise laboratory sessions

Marketing– conducting research, formulating policies or managing programs etc. to promote products and services

Press releases– implementing communication and promotion strategies and information programs, publicizing activities and events, and maintaining media relations

Public Speaking– preparing and delivering presentations, speeches etc. to large groups

Report Writing– writing reports that compile research results, inform the reader about the results of a program, describe the work of the organization, etc.

Researching– using research skills to gather information from various sources to gather knowledge for various purposes including informing future decision making, program development, design etc. Includes literature reviews, surveys etc.

Technical Writing– writing technical reports to instruct or inform

Testing– conducting tests, experiments, laboratory analyses, field research etc. using formal scientific methods and procedures.

3. List C

Administering– managing the overall administrative functions of an organization, program, project, initiative etc.

Budgeting– preparing costs and resources estimates for programs or projects.

Coordinating– coordinating teams of people or their work, or the overall direction of projects/ programs

Developing– developing policies, standards and procedures for the organization.

Evaluating– leading formal discussions or conducting formal evaluations of procedures and results

Implementing– implementing policies, standards, and procedures for the organization

Interviewing– conducting interviews to gather information from clients, participants etc.

Managing/Supervising Staff– interviewing, making hiring decisions, orienting new workers, assigning tasks to other workers, identifying training that is required or would be useful to other workers, monitoring the work performance of others, dealing with other workers grievances or complaints.

Monitoring– monitoring and reviewing procedures etc. to ensure optimum performance

Negotiating– negotiating with partners/clients to a contractual agreement, development or design of a work product etc.

Planning & Organizing– planning and organizing operations, activities and/or projects

Recruiting– actively seeking out potential program participants, workers etc. by creating ads (electronic, print, media etc.), running seminars, participating in trade shows etc.

**Co-operative Co-ordinators
2009-2010 Winter**

SCHOOL	CO-OP PROGRAM	CONTACT
<p>DALHOUSIE UNIVERSITY Commerce: Management Career Services Commerce Cooperative Education Dalhousie University 6100 University Ave, Suite 2100 Halifax, NS B3H 3J5 www.dal.ca/mcs</p> <p>Science: Science Co-operative Education Dalhousie University 1390 LeMarchant Street Halifax, NS B3H 3P9 www.sciencecoop.dal.ca</p> <p>Technical: Engineering & Computer Science Co-operative Education Dalhousie University PO Box 1000 5257 Morris Street Halifax, NS B3J 2X4 www.ecsce.dal.ca (SOME PROGRAMS ARE SEASONAL)</p> <p>Architecture & Planning: Faculty of Architecture and Planning 5410 Spring Garden Road Box 1000 Halifax, NS B3J 2X4 www.archplan.dal.ca</p>	<p>Bachelor of Commerce, Co-op Accounting Finance Business Management Marketing Logistics Marketing Management International Business Entrepreneurship</p> <p>Bachelor of Science, Co-op: Honors, Combined, and Advanced Major Biochemistry, Biology, Chemistry, Earth Sciences, Economics, Environmental Science, Marine Biology, Mathematics, Microbiology/ Immunology, Physics, Statistics.</p> <p>Bachelor of Engineering Biological (Winter/Summer) Chemical Civil (Summer/Fall) Electrical/Computer Environmental (Winter/Summer) Industrial Mechanical Materials (Winter/Summer) Mineral Resources (Summer/Fall)</p> <p>Bachelor of Computer Science</p> <p>Bachelor of Informatics</p> <p>Master of Planning (Summer)</p> <p>Master of Architecture (Winter, Summer & Fall)</p> <p>Bachelor of Environmental Design Studies (Fall)</p>	<p>Melvina Jones (Commerce) Phone: 494-6935 Fax: 494-1578 Email: melvina.jones@dal.ca</p> <p>Anna Cranston (Commerce) Phone: 494-1575 Fax: 494-1578 Email: anna.cranston@dal.ca</p> <p>John MacLeod (Commerce) Phone: 494-6936 Fax: 494-1578 Email: John.MacLeod@dal.ca</p> <p>April MacLeod (Commerce) Phone: 494-1150 Fax: 494-1578 Email: April.MacLeod@dal.ca</p> <p>Ally Howard (Commerce) Phone: 494-5516 Fax: 494-1578 Email: a.howard@dal.ca</p> <p>Anne Dunsworth (Science) Phone: 494-1768 Fax: 494-6643 Email: anne.dunsworth@dal.ca</p> <p>Lori Baker (Engineering & Computer Science) Phone: 494-6082 Fax: 422-9311 Email: lori.baker@dal.ca</p> <p>Doug Gallant (Informatics) Phone: 494-6155 Fax: 422-9311 Email: doug.gallant@dal.ca</p> <p>Paula Costello (M. Arch, M. Planning, B.E.D.S.) Phone: 494-6201 Fax: 423-6672 Email: paula.costello@dal.ca</p>

<p>ACADIA UNIVERSITY</p> <p>Cooperative Education & Career Services Vaughan Library Level B1, Room 223 Wolfville, NS B4P 2R6 www.acadiau.ca/employment/co-op Email: co-op@acadiau.ca</p>	<p>Bachelor of Arts English, History, French, German, Psychology, Political Science, Sociology, Spanish, Music, Economics</p> <p>Bachelor of Business Administration</p> <p>Bachelor of Computer Science Specializations: Computer Systems Software E-commerce</p> <p>Bachelor of Science Biology, Chemistry, Environmental Science, Geology, Mathematics & Statistics, Physics, Nutrition, Psychology</p> <p>Master of Science, Major Computer Science, Applied Mathematics & Statistics</p>	<p>Michelle Larsen (All Science, Computer Science & Master of Science Programs) Phone: 585-1928 Fax: 585-1065 Email: michelle.larsen@acadiau.ca</p> <p>Shelley McMullin (Business & Arts) Phone: 585-1462 Fax: 585-1065 Email: shelley.mcmullin@acadiau.ca</p>
<p>MOUNT SAINT VINCENT UNIVERSITY</p> <p>Cooperative Education Office Seton Annex 3 166 Bedford Highway Halifax, NS B3M 2J6 www.msvu.ca</p>	<p>Bachelor of Applied Arts (Information Technology) Database & Web Development, IT Training, Records Management)</p> <p>Bachelor of Arts Major: Public Policy (summer work terms only)</p> <p>Bachelor of Arts History / IT</p> <p>Bachelor of Business Administration Accounting, Finance, Management, Marketing</p> <p>Bachelor of Public Relations Media kit, Fund-raising materials, Promotions, Writing (internal & external), Special events, PR & Marketing campaign</p> <p>Bachelor of Tourism and Hospitality Hospitality Management Tourism Development Special Events</p>	<p>Scott Daniels (Business Administration and Information Technology) Phone: 457-6493 Fax: 457-1514 Email: co-op@msvu.ca</p> <p>Sonya Horsburgh (Public Relations) Phone: 457-6493 Fax: 457-1514 Email: co-op@msvu.ca</p> <p>Mausi Reinbold (Tourism) Phone: 457-6493 Fax: 457-1514 Email: co-op@msvu.ca</p> <p>Kirsten Somers (Public Relations & Public Policy) Phone: 457-6493 Fax: 457-1514</p>

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<p>UNIVERSITÉ SAINTE ANNE</p> <p>Bureau des stages Pointe-de-l'Eglise, NE B0W 1M0 www.usainteanne.ca</p>	<p>Bachelor of Business Administration</p>	<p>Nadine Belliveau Phone: 769-2114 ext. 155 Fax: 769-0027 Email: nadine.belliveau@usainteanne.ca</p>