



**Economic and Rural Development**  
**PRIVATE SECTOR RESEARCH AND DEVELOPMENT**  
**CO-OPERATIVE EMPLOYMENT PROGRAM**

**2009 FALL APPLICATION**

**Start Date: August 31, 2009 End Date: December 18, 2009**

**POST-MARK DEADLINE: JUNE 5, 2009**  
**Courier or hand-delivered applications are encouraged**

**FOR OFFICE USE ONLY:**

<b>This form must be completed in full.</b>	2009	
---	------	--

**ORGANIZATION**

1. Registered Business Name

--

2. Civic and Postal Mailing Address Postal Code

--	--

3. Telephone Number Fax Number Website URL

--	--	--

4. Division/Department (if applicable)

--

5. Division Mailing Address (if different from above) Postal Code

--	--

6. Division Telephone Number Division Fax Number

--	--

7. Name of Contact Person (please print) Mr. Ms. Mrs. Miss Other Telephone Number

--	--	--	--	--	--	--

Email Address: Cell Phone /Blackberry Number:

--	--

8. Brief statement of the organization's purpose:


9. Statement of the division's purpose related to research and development (if applicable)


10. Eligibility requirements (verified with on-line registry databases)

<input type="checkbox"/> Companies Act Registration Number:
<input type="checkbox"/> Revenue Canada Business Number:
<input type="checkbox"/> Industrial Research Assistance Program (IRAP):
<input type="checkbox"/> Scientific Research & Experimental Development (SR&ED) Tax Credit:
<input type="checkbox"/> Other (please specify):



**COOPERATIVE EMPLOYMENT PROGRAM - 2009 FALL**

**ORGANIZATION NAME:** \_\_\_\_\_

**POSITION FUNCTIONS**

25. <b>Circle 4-10</b> job functions that best describe how the student will spend most of their time. If an important responsibility or duty is missing from the list, you may write it under "other".			
Accounting software use	Data collection	Liaison	Repairing
Advising	Data entry	Maintenance, equipment	Report writing
Analyzing	Database marketing	Mapping	Research
Answering inquiries	Database software use	Marketing	Restoration
Auditing	Designing	Mechanical testing	Reviewing
Auto Cad	Drafting	Mechanical work	Revising
AV equipment use	Editing	Mechanics	Scheduling
Biochemical analysis	Electrical	Meteorological forecasting	Screening
Bookkeeping/payroll	Environmental assessment	Modification	Software development
Budgeting	Evaluation/facilitating Groups	Network administration	Statistical analysis
Canvassing	Facilitating workshops	Planning	Summarizing
Cartography	Financial modeling	Presenting	Survey/testing
Cataloguing	Geo technical	Program administration	Supervision
Charting	GIS use	Programming, computer	Taping/filming
Compiling information	Graphic design	Project management	Testing
Conservation	Inspecting	Promotions	Translation
Construction	Interpreting	Public relations	Training
Consulting	Interviewing	Public speaking	Website design
Coordinating	Inventory control	Quality assurance activities	Word-processing
Curriculum development	Investigation	Record keeping	Work with chemicals
Customer Service	Job costing	Recruiting	Writing press releases
Data analysis	Lab work	Registration	Writing questionnaires
OTHER:			

**I certify that all sections are complete and correct to the best of my knowledge. If the project is approved, I will comply with all program guidelines. I HAVE FORWARDED A COPY OF THIS APPLICATION AND POSITION DESCRIPTION TO ALL INSTITUTIONS CONTACTED.**

26. Signature of contact person (specified in 7)	Date

Deliver Application to: Research and Development Co-operative Employment Program  
 Nova Scotia Economic and Rural Development  
 1660 Hollis Street, Suite 600  
 Halifax, NS B3J 3C8

Mailing Address: Research and Development Co-operative Employment Program  
 Nova Scotia Economic and Rural Development  
 PO Box 2311  
 Halifax, NS B3J-3C8

Enquiries: Local: (902) 424-6000  
 Toll Free: 1-800-424-5418  
 Fax: (902) 424-0508  
 Email: sepinfo@gov.ns.ca  
 Website: http://www.gov.ns.ca/econ/employment

**PRIVATE SECTOR RESEARCH AND DEVELOPMENT  
COOPERATIVE EMPLOYMENT PROGRAM  
APPLICATION INSTRUCTIONS - 2009 FALL**

1. **Registered Business Name** - Legislative requirements will be verified.
  2. **Business Civic and Postal Mailing Address**
  3. **Telephone Number** - a main number that will be answered between 8:30 am and 4:30 pm  
**Fax Number** - service during business hours  
**Website URL** - for detailed organization information
  4. **Division/Department** - to identify your application from others we may receive from your organization
  5. **Division Mailing Address** - if different from main organization address
  6. **Division Telephone Number** - extension, if applicable  
**Division Fax Number** - if different from information in #3
  7. **Contact Person Name, Telephone Number (Direct office number)  
Email Address, Cell Phone Number**
- ★ **To comply with Privacy Legislation we can only communicate with the designated contact (or the alternate on a signed contract when the position is approved).**
8. **Brief statement of the organization's purpose** - a brief statement that describes the activities of the organization.
  9. **Statement of Division's Purpose** - related to Research and Development, a brief statement that describes the activities of the division, if different from the main organization.
  10. **Eligibility Requirements** - this information is essential, please contact us if you have questions about what is required, by telephone: toll free: 1-800-424-5418, (902) 424-6000, or by e-mail at: [sepinfo@gov.ns.ca](mailto:sepinfo@gov.ns.ca) .
  11. **Brief summary of the project** - explain the main objective your organization wants to meet by using this employment opportunity.
  12. **Benefits to the Organization** - a brief statement describing the measurable results that your organization expects to achieve by hiring a co-op student.
  13. **Learning objectives** - specific opportunities for students to develop transferable job skills.
  14. **Position Title** - please ensure it matches the title on the attached job description.
  15. **Number of Positions Applied for** - let us know if you are applying for one or more positions with each specific position title.
  16. **Position Start Date** - the date you intend the student to start work. It could be the same as the program start date or it may be different as long as you have the required number of weeks and hours. The wage reimbursement start date is August 31, 2009.
  17. **Position End Date** - the last day of eligible employment for reimbursement of the student's wage under this program is December 18, 2009. After that date, you may continue to employ the student under your own agreement.
  18. **Number of Hours in Work Week** - Positions must be full time. The student must work at least the minimum hours per week approved by the educational institution, and during the approved number of weeks, in order to receive the rebate. The rebate reimburses the organization for a maximum of 35 hours per week.
  19. **Hourly Wage** - the program is designed to support a wage of not less than \$20.00 per hour plus 4% vacation pay.
  20. **Work Location** - city, town or village only
  21. **County** - required for evaluation purposes.

**Before completing sections 22-24, please contact the educational institution to verify the minimum number of weeks the student is required to work.**

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.

<b>Eligible Educational Institution</b>	<b>Minimum hours and weeks required for Co-op Credit</b>
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
Universite 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

**22/23/24 - EDUCATIONAL INSTITUTION INFORMATION:** 22. Identification of desired field of study of the student. 23. The institution(s) you have contacted. 24. Name of Co-op Coordinator and date contacted to discuss this position.

The above information is tracked yearly. You may include more than one institution. Before you send the application to Nova Scotia Economic 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.

25. **Position Functions** - the circled functions assist us in our assessment process.

26. **Signature Line** - the contact person should read these guidelines, complete and sign this application and be primarily responsible for all aspects of this project. If this application is approved, we will ask you to name a second contact person in case you are not available.

★ **POSITION DESCRIPTION** - a detailed position description is to be attached to the application. The position title must match the title stated in Section 14. Applications will not be considered if the 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 (provided as reference information)**

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 Skills<sup>1</sup>*, skills are categorized as essential, technical, contextual, managerial, and leadership. Each set of skills describes categories that are important to the performance of any occupation.

We hope that this information is useful to you.

- **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.
- **List B** refers to the ability to do or perform specialized tasks that may be particular to a single occupation, industry or cross a range of industries. They are considered foundational to other learning, including formal education.

---

<sup>1</sup>Stepping Up: Skills and Opportunities in the Knowledge Economy, 2000

- **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, that have 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 writing documents and 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.

**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 they work with.

**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 and cheque requisitions, invoices, 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 accurate recording and compliance with established accounting procedures, methods and standards or examining and analyzing systems, procedures, policies, equipment to maximize efficiency, effectiveness and overall quality of products.

**Cartography** - creation and use of maps.

**Counselling** - assisting clients with identifying, understanding and overcoming 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 and processes 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 and Communications** - conducting research, formulating policies or managing programs to promote products and services; implementing communication and promotion strategies and information programs, publicizing activities and events, and maintaining media relations.

**Public Speaking** - preparing and delivering presentations and speeches to large groups

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

**Researching** - using research skills to gather information from various sources and knowledge for various purposes including informing future decision making, program development and design, (includes literature reviews, surveys).

**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

**Administration** - managing the overall administrative functions of an organization, program, project, initiative, etc.

**Budgeting** - preparing resources and 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, by creating ads (electronic, print, media, etc.), running seminars, participating in trade shows, etc.

### QUESTIONS?

Call 1-800-424-5418 or E-mail: [SEPINFO@gov.ns.ca](mailto:SEPINFO@gov.ns.ca)