



Economic Development
Community and Rural Development

**PRIVATE SECTOR RESEARCH AND DEVELOPMENT
CO-OPERATIVE EMPLOYMENT PROGRAM**

2009 SUMMER APPLICATION

Start Date: April 27, 2009 End Date: September 4, 2009

POST-MARK DEADLINE: JANUARY 30, 2009
Courier or hand-delivered applications are encouraged

FOR OFFICE USE ONLY:

This form must be completed in full.	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):

ORGANIZATION NAME: _____

POSITION FUNCTIONS

25. From the list below choose a minimum of 4 and a maximum of 10 position functions/skills that best describe how the employee will spend his/her time. Beside the function selected indicate the percentage of time each function/skill will require. (one day = 20% of a 5 day week). <u>Only functions/skills from the list below will be accepted.</u>			
Function/skill	% of avg wk	Function/skill	% of avg wk
Accounting	_____	Office Assistant	_____
Advising	_____	Oral Presentation	_____
Analyzing	_____	Organizing	_____
Auditing	_____	Performing (acting/music)	_____
Bookkeeping/Payroll	_____	Program Administration	_____
Budgeting	_____	Program Development	_____
Cartography	_____	Program Management	_____
Child Care	_____	Recreation	_____
Coordinating	_____	Recycling/Conservation	_____
Counselling	_____	Report Writing	_____
Curriculum Development	_____	Research	_____
Customer Service	_____	Restoration, Artifact	_____
Data Collection	_____	Silviculture	_____
Database Software Use	_____	Statistical Analysis	_____
Designing	_____	Summarizing	_____
Drafting	_____	Supervising	_____
Evaluating	_____	Survey/Testing	_____
Equipment Maintenance	_____	Taping/Filming	_____
Fundraising	_____	Therapy, Occupational	_____
GIS Use	_____	Therapy, Physical	_____
Horticultural	_____	Therapy, Speech/Language	_____
Inspecting	_____	Translation	_____
Interpreting	_____	Tutoring	_____
IT Design/Development	_____	Work with Elderly	_____
Lab Work	_____	Work with Mentally Challenged	_____
Marketing/Sales/Public Relations	_____	Work with Physically Challenged	_____
		Work with Youth/Child	_____
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

Mail/Deliver Application to: Nova Scotia Economic Development
 Research and Development Co-operative Employment Program
 Student Employment Programs
 1660 Hollis Street, Suite 600
 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 SUMMER**

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 .
 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 April 27, 2009.
 17. **Position End Date** - the last day of eligible employment for reimbursement of the student's wage under this program is September 4, 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.

Eligible Educational Institution	Minimum hours and 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
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*¹, 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.

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

- **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.
- **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