



Economic Development
Community and Rural Development

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

2009 - 2010 WINTER APPLICATION

Start Date: January 4, 2010 End Date: April 23, 2010

**POST-MARK DEADLINE: SEPTEMBER 11, 2009
Courier or hand-delivered applications are encouraged**

FOR OFFICE USE ONLY:

This form must be completed in full.	2009	
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ORGANIZATION

1. Registered Business Name

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2. Civic and Postal Mailing Address

Postal Code

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3. Telephone Number

Fax Number

Website URL

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4. Division/Department (if applicable)

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5. Division Mailing Address (if different from above)

Postal Code

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6. Division Telephone Number

Division Fax Number

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7. Name of Contact Person (please print)

Mr.

Ms.

Mrs.

Miss

Other

Telephone Number

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Email Address:

Cell Phone /Blackberry Number:

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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: _____

PROJECT

11. Project Summary:

BENEFITS

12. Description of benefits to the organization:

13. Learning objectives (what specific goals do you have for the student to develop transferrable job skills on the work term?):

POSITION DESCRIPTION:

- ★ Position Description must be attached
- ★ Only one position title per form

14. Position title	15. Number of positions requested

16. Position start date	17. Position end date	18. # hrs/week	19. Hourly wage

20. Actual work location (name of town, village, community)	21. County

22. Field of study	23. Educational institution (list attached) contacted	24. Coordinator contacted and date

ORGANIZATION NAME: _____

POSITION FUNCTIONS

25. Circle 4-10 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 analysis	Maintenance, equipment	Report writing
Advising	Data collection	Mapping	Research
Analyzing	Data entry	Marketing	Restoration
Answering inquiries	Database marketing	Mechanical testing	Revising
Auditing	Database software use	Mechanical work	Scheduling
Auto Cad	Designing	Mechanics	Screening
AV equipment use	Drafting	Meteorological forecasting	Statistical analysis
Bibliography	Editing	Modification	Summarizing
Biochemical analysis	Electrical	Network administration	Supervision
Bookkeeping/payroll	Environmental assessment	Planning	Survey/testing
Budgeting	Evaluation/facilitating Groups	Planning events	Supervision
Investigation	Facilitating workshops	Presenting	Taping/filming
Canvassing	Financial modeling	Program administration	Testing
Cartography	Geo technical	Programming, computer	Translation
Cataloguing	GIS use	Project management	Training
Charting	Graphic design	Promotions	Website design
Compiling information	Inspecting	Public relations	Word-processing
Conservation	Interpreting	Public speaking	Work with chemicals
Construction	Interviewing	Quality assurance activities	Writing press releases
Consulting	Inventory control	Record keeping	Writing questionnaires
Coordinating	Job costing	Recruiting	Software development
Curriculum development	Lab work	Registration	
Customer Service	Liaison	Repairing	
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: Economic and Rural Development
Research and Development Co-operative Employment Program
Student Employment Programs
1660 Hollis Street, Suite 600
Halifax NS B3J 1V7

Mail: Economic and Rural Development
Research and Development Co-operative Employment Program
Student Employment Programs
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/sep

**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 .
 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 January 4, 2010.
 17. **Position End Date** - the last day of eligible employment for reimbursement of the student's wage under this program is April 23, 2010. 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.

- **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.

¹Stepping 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