

**PRIVATE SECTOR RESEARCH AND DEVELOPMENT  
COOPERATIVE EMPLOYMENT PROGRAM**

**APPLICATION INSTRUCTIONS - 2010-2011 WINTER**

1. **Registered Business Name** - Name is verified through <https://rjsc.gov.ns.ca/rjsc/>
  2. **Business Civic and Postal Mailing Address**
  3. **Telephone Number** - a main number that will be answered between 8:30 a.m. and 4:30 p.m.  
**Fax Number** - service during business hours  
**Website URL** - for detailed organization information
  4. **Division/Department** (if applicable) - to identify your application from others we may receive from your organization. This address will be used for all correspondence.
  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. **Name of Contact Person Name** (please print), **Middle Initial**  
**Telephone Number** (Direct office number) and **Extension** (if applicable)  
**Email Address**  
**Cell Phone/Blackberry Number**
- ★ **To comply with *Privacy Legislation*, we may only communicate with the designated contact until an alternate is designated on the program Contract.**
8. **Brief Statement of the Organization's Purpose** - Describe briefly the activities of the organization.
  9. **Statement of Division's Purpose** - Describe briefly the R&D activities of the division, if they differ from the main organization.
  10. **Eligibility Requirements** - This **information** is essential. Contact us if you have any questions by telephone toll free: 1-800-424-5418, (902) 424-6000, or by email at: [sepinfo@gov.ns.ca](mailto:sepinfo@gov.ns.ca)
  11. **Project Summary** - explain the main objective your organization wants to meet by using this employment opportunity.
  12. **Describe the Benefits to the Project 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** - ensure it matches the title on the attached job description.
  15. **Number of Positions Requested** - 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, 2011**.
  17. **Position End Date** - the last day of eligible employment for reimbursement of the student's wage under this program is **April 22, 2011**. After that date, you may continue to employ the student under your own agreement.

APPLICATION INSTRUCTIONS continued

18. **# Hours per 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. **Student's Actual 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. **Field of Study** - Identification of desired field of study of the student.
23. **Educational Institution Contacted** - The institution(s) you have contacted from the list..
24. **Coordinator Contacted and Date** - Name of Co-op Coordinator and date (dd/mm/yr) contacted to discuss this position.

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

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.
- **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.

## SKILL DEFINITIONS continued

### 2. List B

**Accounting** - performing accounting functions such as preparing bills, invoices, inventory reports and

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

