

STRATEGIC COOPERATIVE EDUCATION INCENTIVE

Application Instructions

Application must be the original with original signatures. All fields must be completed for the application to be considered.
The original application must be received or postmarked by deadline date: January 31, 2012.

ORGANIZATION INFORMATION

1. Organization's registered name under Registry of Joint Stocks or other legal registration.
2. Provide a main telephone number that is answered between 8:30 a.m. to 4:30 p.m. Monday to Friday. A number with voice mail is preferred.
3. If the organization has separate divisions, sections or departments, indicate the division/department applying. A separate application is required for each division.
4. Provide an address specific to the division or department if different than the address in Section A.
When this section is filled in, it will be used as the primary mailing address for all correspondence.

CONTACT INFORMATION:

1. *Primary Contact:* This contact must be the person who completes the application and is authorized to make decisions on all administrative matters, including access to payroll documents. This person must sign the application.
2. *Alternate Contact:* An appointed second contact who will share responsibility for overseeing the project and who has signing authority. Both contacts are required to sign and date this section.
Contacts must be available from 8:30 a.m. to 4:30 p.m., Monday to Friday and have voice mail.

ELIGIBILITY REQUIREMENTS: *Must have at least one of the following*

1. *Registry of Joint Stocks Number:* The organization must have an **active** registration number issued by the Nova Scotia Registry of Joint Stock Companies. Active means that yearly fees are up to date. Refer to their website: <http://rjsc.gov.ns.ca/rjsc> or speak with a representative at 1-800-225-8227.
2. *Canada Revenue Agency Charitable number:* An eligible number has 9 digits, **RR** then 4 digits. Refer to their website: <http://www.cra-arc.gc.ca/>
3. *Act of Legislature:* To have the organizations eligibility considered, include a copy of legal documentation with the application that clearly identifies that, upon closure of this organization; assets will be distributed to approved charities. Final decision of eligibility will be made by Economic and Rural Development and Tourism.

PRIVATE SECTOR INCENTIVE

1. Organizations in receipt of the Industrial Research Assistance Program (IRAP) or the Scientific Research & Experimental Development (SR&ED) tax credit are eligible for an incentive of 50% of the required minimum hourly wage up to a maximum of \$10.00 per hour for 40 hours per week.
2. Companies must provide proof of eligibility (copy of correspondence or tax information confirming participation).

POSITION INFORMATION:

1. If applying for more than one position and the *position title, location* or *wage* is different, a separate copy of Page 2 of the application must be completed.
2. *Job description* is mandatory. Attach as a separate document to your application. Discuss the required qualifications for the position description in advance with a Co-op Coordinator.
Items to be included:
Duties: Detail activities the cooperative student will be expected to perform. These tasks typically repeat over a daily to monthly period; **Supervisor:** Identify the person the student will directly report to over the duration of the placement; **Education level:** Identify number of years and type of post secondary education required to fulfill job tasks; **Required competencies:** Competencies are the measurable or observable knowledge, skills, abilities, and behaviors critical to successful job performance; **Work term outcomes:** Must detail the organizations' expectations on what the student should achieve by the completion of the work placement.

CO-OP COORDINATOR:

1. The Co-op Coordinator completes this section and is required to ensure the work placement meets Cooperative Education requirements mandatory for graduation.
2. Forward **page 2** of the **Application** with a job description to a Co-op Coordinator from the “Co-op Coordinator Contact List”. The list can be found at <http://www.gov.ns.ca/econ/sep/scei>. Using the list, identify the program of study of which you intend to recruit a student(s), and choose an appropriate Co-op Coordinator. The Co-op coordinator will review the *job description* and determine if the work placement(s) meets the requirements for graduation. If the application is endorsed, the coordinator will return the signed copy to you.

AUTHORIZATION:

1. A signature is required from the Primary Contact (applicant) to verify:
 - a. (S)he is an authorized officer of the organization
 - b. Information provided in the application is true; and
 - c. The applicant will comply with terms and conditions of the program.
2. This authorization also permits the Province of Nova Scotia, as represented by the Student Employment Program, to make enquiries to the organization and to evaluate results of the project.

ORGANIZATION ASSESSMENT:

Section to be sent to Economic and Rural Development and Tourism directly. Do not send to the Co-op Coordinator

1. **Total net sales: This question is to be completed by private sector companies only.** The amount of sales generated by a company after the deduction of returns, allowances for damaged or missing goods and any discounts allowed. The sales number reported on a company's financial statements is a net sales number, reflecting these deductions.
2. **Total operating budget: This question is to be completed by Government-funded and not for profit organizations only.** Indicate the total operating budget required to finance activities pursued by the organization in the last fiscal year.
3. **Full-time employees:** A full-time employee works 1560 or more hours per year. This is equivalent to 30+ hours per week.
4. **Part-time employees:** A part-time employee works less than 1560 hours per year. This is equivalent to less than 30 hours per week.
5. **Starting annual wage for cooperative students accepting full-time employment in the organization after graduation:** If the organization pays different starting wages to different educational disciplines then indicate all disciplines and their respective starting wages.
6. **Assist in creating a new revenue opportunity/new operational budget stream for the organization:** Check ‘Yes’ if the student will participate in activities directly related to the research and development of a new process or product within the organization. Detail in the work outcomes how the student will impact the success of the objective.
7. **Increase the efficiency of an existing process within the organization:** Check ‘Yes’ if the student will participate in activities that will encourage the expansion, efficiency, productivity, or profitability of an existing product or process. Detail in the work outcomes how the student will impact the success of the objective.
8. **Shut down an inefficient process within the organization:** Check ‘Yes’ if the student will participate in activities directly related to the elimination of an existing process or product within the organization for the purpose of increasing, efficiency, productivity, or profitability. Detail in the work outcomes how the student will impact the success of the objective.
9. **The cooperative student will be involved in research and/or development for the organization:** Check ‘Yes’ if the student will directly contribute to a project which receives assistance from Scientific Research and Experimental Development (SR&ED) tax credit, or Industrial Research Assistance Program (IRAP). Detail in the work outcomes how the student will impact the success of the objective.

Contact the Student Employment Program staff if you have any questions on page 3 or 4.

Application must be an original document, faxed or scanned applications will not be accepted. Incomplete applications will not be processed. If you need assistance completing this application, please contact the Student Employment Programs.

Mail or courier the original application to:

Student Employment Programs
Economic and Rural Development and Tourism
PO Box 2311, Halifax, NS B3J 3C8

Courier Address:
1660 Hollis Street, Suite 600
Halifax, NS B3J 1V7

Toll free: 1-800-424-5418
Local: 424-6000
Email: sepinfo@gov.ns.ca

