

Strategic Cooperative Education Incentive

Program Guide

GENERAL

SCEI aims to grow the number of cooperative education work placements available to students enrolled in cooperative education programs in universities and community colleges. The objective of the program is to support student career decision making; support success in the workforce; and to incent the hiring of cooperative education students as part of the “learning the right skills for good jobs” component in *jobsHere: the plan to grow our economy*. This incentive will assist high-value businesses and organizations to recruit and retain university and community college students by providing quality work experience; encourage youth retention leading to full-time long-term employment, while also improving workforce productivity.

INCENTIVE

The incentive for approved projects will be offered to: Not-for-Profit, Government Funded Organizations and Private Sector Organizations at \$7.50 per hour (50% of the required minimum hourly wage of \$15.00 per hour) to a maximum of 40 hours per week.

Private Sector Organizations that are eligible to receive the incentive and are also in receipt of the Industrial Research Assistance Program (IRAP) or the Scientific Research & Experimental Development (SR&ED) tax credit, are eligible to receive 50% of the hourly wage to a maximum of \$10.00 per hour, to a maximum of 40 hours per week.

The duration of the work term can range from 12 to 32 weeks. Organizations are responsible for all mandatory employment related costs and applicable wages, as indicated on the application.

To be eligible for the incentive, work terms must be used for credit and be approved by a university or community college Co-op Coordinator to ensure the co-op program requirements are met. Applicants may apply for one or more work terms, while the length of the placement will be dependent on the requirements of the institution, availability of the student and work requirements of the organization.

ELIGIBILITY

Private Sector, Government-Funded and Non-Profit organizations are eligible to apply and are required to provide at least one of the following: Registry of Joint Stocks number; CRA Charities number; or a copy of the Act of Legislature.

Provincial and Federal Government Agencies and Departments are not eligible.

Preference will be given to organizations that can demonstrate the following job/employer characteristics:

These characteristics describe important aspects of the job:

- above average wage/salary
- knowledge intensive, requiring high skill levels
- require adaptable and flexible skills
- career related work experience; relevant to the student’s field of study

Some of the characteristics that describe important aspects of the employer:

- high potential return to the economy
- highly productive and innovative
- be globally competitive and engaged in international commerce
- will promote high performance work practices
- will engage in environmentally sustainable practices
- will be sustainably competitive and resilient

APPLICATION PROCEDURE

To qualify for the incentive, applicants must submit a completed original application and a job description to the Student Employment Program by the deadline date. There are multiple eligible work terms per year and the deadline for application will be posted on the website. The application is available at: <http://www.gov.ns.ca/econ/sep/scei>.

Prior to submission, applicants are required to contact a university or community college co-op coordinator to review the job description and obtain a signature on the application form. This confirms the position meets co-op program requirements. A list of eligible co-op programs and associated Co-op Coordinators are available on our website (see “Co-op Coordinator Contact List”).

The assessment of applications is a competitive process. Preference will be given to applications that align with the province’s economic plan, *jobsHere*, and promote an opportunity for the student to gain career related experience in high-value businesses and organizations.

The Province of Nova Scotia reserves the right to prioritize applications based on established criteria and availability of funding. If the application is approved a *Letter of Offer* will be issued to the employer.

APPROVED PROJECTS

Successful applicants will be notified by a *Letter of Offer*. Once your application has been approved, you must forward an electronic copy of page 4 of the application to sepinfo@gov.ns.ca. The Letter of Offer, the application and the program guidelines will serve as the terms and conditions of the project. After a student has been hired, the Employer must return a Confirmation Form to accept or decline the project and to include details of the student. The student must provide a letter of Confirmation of Enrollment in a Co-op program (or unofficial transcript) to the Employer. The Employer must forward a copy of the

letter of Confirmation of Enrollment in a Co-op program or unofficial transcript with the completed *Confirmation Form*.

At the completion of the cooperative work term, evaluations are required to be completed by the Employer and Student prior to receiving the incentive. An online survey will be emailed to the primary contact and student two weeks prior to the program end date. The Employer must also send in a completed *Payroll Record* and a copy of the students *Record of Employment* to receive the incentive. Once all documents have been received, the final claim will be processed.

All required documents are available on our website at: www.gov.ns.ca/econ/sep/scei .

All approved projects are subject to an audit and random site visits will be carried out by Student Employment Program staff.

For questions related to the Strategic Cooperative Education Incentive, contact the Student Employment Program at: Toll free: 1-800-424-5418; Local: 424-6000; Email: sepinfo@gov.ns.ca