



## Economic and Rural Development

### 2010 Student Career Skills Development Program

*A wage reimbursement program helping students gain a career-related work experience.*

## PROGRAM GUIDELINES

**Application Deadline post-marked by: January 29, 2010**

### Who can apply?

Not-for-profit organizations as defined by the program, regulated charities or others defined in section D, under Eligibility criteria.

### Who cannot apply?

Universities/Colleges, School Boards/Schools, Medical Clinics and Special Care facilities are classified as Government Funded Organizations under the program and are not eligible to apply.

### How does an organization qualify for a wage reimbursement?

**A student must be employed full time between the reimbursement period (hours worked before or after those dates are paid by the employer) noted below:**

- Between April 26 and September 3, 2010. Up to 14 weeks can be reimbursed (as per dates, hours and weeks identified by the employer on the application form)
- Not less than 8 consecutive weeks of employment between the above dates.
- Not less than 28 hours per week. A maximum of 35 hours per week will be reimbursed.
- **Positions paying \$10.50 per hour or more are accepted for consideration, Employers are also responsible to pay:**
  - + 4% vacation pay
  - + Employment Insurance
  - + CPP
  - + Worker's Compensation coverage

**How much do we reimburse? \$8.50 per hour** for hours worked meeting program eligibility

**Who can you hire?** A student must be attending one of the following:

Student Eligibility	Proof of Eligibility Required
- A post secondary institution and returning to the same institution in the Fall	- Copy of marks
- A post secondary institution and transferring to another in the Fall	- Copy of marks and acceptance letter
- A Grade 12 graduate who will be attending post secondary institution full-time in the Fall	- Copy of marks or Grade XII graduation certificate and acceptance letter from post secondary institution

### Who can you not hire?

- Students returning to high school.
- Students cannot be related to the following:  
Immediate and extended family members of the organization's contact or alternate, chairperson of the organization's board, organization's staff, spouse/partners/common-law, ward, guardian, niece/nephew, and/or in-law of the above persons.

### When does the position start?

- The organization determines the start and end dates of the employment period according to their business requirements.

## **PROGRAM GUIDELINES** continued

### **When an organization applies to this program it agrees to:**

- Accept full responsibility for advertising, interviewing and hiring for identified positions in order to meet the requirements of the eligibility requirements of the program
- Accept responsibility to provide a meaningful, career-related work experience for the student
- Accept with full understanding that the position cannot displace any existing staff.
- Understand that the position cannot be funded in whole or in part by any other financial assistance program
- Engage in fair hiring practices

#### **What is meant by “fair hiring”?\***

Fair hiring refers to a process where:

- Applicants are treated consistently during the recruitment and selection process
- Screening and selection criteria relate to established job requirements
- Consistent selection criteria is used
- The interview rating process, reference checks, supplementary tests, and assessment techniques are fair and impartial
- The determination of a successful candidate is based upon merit
- There is fair and reasonable accommodation of designated employment equity groups (Aboriginal persons, African Nova Scotians and other Racially Visible persons, persons with disabilities, and women in under-represented positions or occupations)

\* Excerpt from Government of Nova Scotia definitions

### **How to contact us —**

#### **By Mail:**

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

#### **By Courier:**

Student Employment Programs  
Economic and Rural Development  
1660 Hollis Street, Suite 600  
Halifax, NS B3J 1V7

#### **By Phone or Email:**

Toll-free: 1-800-424-5418  
Local: (902) 424-6000  
Email: [sepinfo@gov.ns.ca](mailto:sepinfo@gov.ns.ca)

**Website:** [www.gov.ns.ca/econ/sep](http://www.gov.ns.ca/econ/sep)



## Economic and Rural Development

### 2010 STUDENT CAREER SKILLS DEVELOPMENT PROGRAM APPLICATION INSTRUCTIONS

Instructions match the lettered and numbered boxes on the application form.

#### A. Organization

1. Use the official registered number under Registry of Joint Stocks (*Societies Act*) or other official documentation conforming to eligibility requirements. See Section D to follow.
2. Provide the organization's complete civic address and mailing address if different.
3. Provide a telephone number for the organization that is answered between the hours of 8:30 a.m.-4:30 p.m., Monday to Friday. Voice message capability is preferred.
4. Provide a fax number that is used by the contact/alternate of the organization on a daily basis.
5. Explain the mandate of your organization and its current impact/benefit to your community. For example, number of visitors, participants, leveraged economic benefit (\$) etc.

#### B. Contact

6. The contact needs to be an individual authorized to make decisions on all administrative matters, including filling out payroll documents. This person must sign the application.
7. The contact must be available: **from Monday to Friday, 8:30 a.m. - 4:30 p.m.** and have voice-mail.
8. Provide a fax number here only if different from the number in Box 4 on the application.
9. An email address that is checked on a regular basis by the contact is required.

#### C. Division/Department (if applicable)

10. If your organization has separate divisions, sections or departments, indicate the division/department applying for the position. If more than one division is applying, a separate application is required for each.
11. Provide address specific to the division or department if different than main address in section A. **If this section is filled in, it will be used by program administration as the primary mailing address for this application.**
12. Provide division/department's phone number that is answered between the hours of **8:30 a.m. - 4:30 p.m. from Monday to Friday.**
13. Provide division/department's fax number that is used by the contact/alternate on a daily basis.

#### D. Eligibility Criteria

To be considered eligible for review, an organization **must** be registered under one of the following (in order of preference):

14. **Society Act Number:**  
Hold an **active** registration number issued by the Nova Scotia Registry of Joint Stock Companies  
Refer to their website: <http://rjsc.gov.ns.ca/rjsc>  
**OR**
15. **Canada Revenue Agency Charitable number:**  
Refer to their website: <http://www.cra-arc.gc.ca/tx/chrts/menu>  
You may be asked to provide your organization's most recent: CCRA T3010  
**OR**
16. **Other:**  
To have your organization's eligibility considered, include a copy of legal documentation in your application package that clearly confirms that, upon closure of your operation, assets will be distributed to approved charities.

## APPLICATION INSTRUCTIONS continued

### E. Position Information

17. A position title is required, here are some examples:

Accountant	Bookkeeper	Director	Manager
Administrator	Child Care Worker	Interpretive Guide	Researcher
Analyst	Coach	Intern	Stage Crew
Animator	Coordinator	Lifeguard	Supervisor

There are many resource materials available on-line and at libraries to assist your organization in writing a job description. Sending in a job description is recommended.

18. The student's start date as decided for the organization's needs which may include dates outside of the program reimbursement period.
19. The student's end date as decided by the organization's needs which may include dates outside of the program reimbursement period.

20. FULL-TIME EMPLOYMENT under this program means a MINIMUM OF 28 HOURS PER WEEK. Weeks worked below this amount will not be reimbursed. Organizations are offered wage reimbursement based on the information provided (weeks/hours) on the application form. Approvals are based on the dates on your application form.

21. Organizations paying at least \$10.50/hour or more, plus 4% vacation pay will be accepted for review if all other eligibility requirements are met. Applications received with an hourly wage of under \$10.50 per hour will not be considered.
22. Organizations may apply for wage reimbursement for more than one position with the same position title and responsibilities. **If the work location is different, a separate application is required.**
23. Specify the work site of the student if it differs from the organization's street address.
24. Specify the county where the work site will be located.
25. List the most important skills and previous work experience required by the student for this position.
26. Select the function/skills that best describe what the employee will be doing each week in this position. Choose and circle **no less than four and no more than ten** in the list. Beside the function/skills you have selected, indicate the percentage of time each skill/function will require on a weekly basis. (This may not add up to 100% due to the nature of the tasks and responsibilities).
27. To clearly explain the responsibilities of the position, we encourage you to a separate description to the application. The description should include the organization's name, position title, and describe in detail the overall responsibilities, duties and expectations of the employee.
28. Before signing the application, review all sections to ensure that you have provided all of the necessary information needed to process your application.

**If information is missing or incomplete, your application will not be evaluated.**

### Questions?

**We strongly urge you to contact us before the application deadline if you have questions, as incomplete applications will not be processed.**

### How to contact us —

**By Mail:**

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Economic and Rural Development  
PO Box 2311  
Halifax, NS B3J 3C8

**By Courier:**

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Economic and Rural Development  
1660 Hollis Street, Suite 600  
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**By Phone or Email:**

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Local: (902) 424-6000  
Email: [seinfo@gov.ns.ca](mailto:seinfo@gov.ns.ca)

Website: [www.gov.ns.ca/econ/sep](http://www.gov.ns.ca/econ/sep)



(A separate copy of this page must be completed for each different position title and/or location)

17. Position Title:					
18. Start Date dd/mm/yr	19. End Date dd/mm/yr	20. Hours per Week	21. Hourly Wage <i>(without vacation pay &amp; range)</i>		22. Number of positions requested with this position title:
			Pay Frequency		
			Weekly	Bi-Weekly	Monthly
23. Position Work Location (Town or Community- one only)			24. County (for example: Queens, Cape Breton, Halifax - one only)		
25. Required Qualifications for the Position – Certification, Previous Experience, Skills					
26. Position Functions /Skills: From the list below choose a minimum of 4 and a maximum of 10 position functions/skills that best describe how the student 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>					
<u>Function/skill</u>	<u>% of avg wk</u>	<u>Function/skill</u>	<u>% of avg wk</u>	<u>Function/skill</u>	<u>% of avg wk</u>
Accounting	_____	Fundraising	_____	Research	_____
Advising	_____	GIS Use	_____	Restoration, Artifact	_____
Analysing	_____	Horticultural	_____	Silviculture	_____
Auditing	_____	Inspecting	_____	Statistical Analysis	_____
Bookkeeping/Payroll	_____	Interpreting	_____	Summarizing	_____
Budgeting	_____	IT Design/Development	_____	Supervising	_____
Cartography	_____	Lab Work	_____	Survey/Testing	_____
Child Care	_____	Marketing/Sales/Public Relations	_____	Taping/Filming	_____
Coordinating	_____	Office Assistant	_____	Therapy, Occupational	_____
Counselling	_____	Oral Presentation	_____	Therapy, Physical	_____
Curriculum Development	_____	Organizing	_____	Therapy, Speech/Language	_____
Customer Service	_____	Performing (acting/music)	_____	Translation	_____
Data Collection	_____	Program Administration	_____	Tutoring	_____
Database Software Use	_____	Program Development	_____	Work with Elderly	_____
Designing	_____	Program Management	_____	Work with Mentally Challenged	_____
Drafting	_____	Recreation	_____	Work with Physically Challenged	_____
Evaluating	_____	Recycling/Conservation	_____	Work with Youth/Child	_____
Equipment Maintenance	_____	Report Writing	_____		
27. Position Description: Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No					
28. I have read the program guidelines and application instructions and verified all information provided. I confirm that the information provided is correct and complete. I understand that if all sections are not complete and if applicable attachments are not included on the date of submission, this application will not be evaluated.					
Signature of Contact			Date Signed		

\*\*\*Save a copy for your files\*\*\*

Please return this application with an original signature and necessary attachments to:

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

Courier Address:  
1660 Hollis Street, Suite 600  
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