



Labour and Advanced Education

**Works For You
Program Guidelines**

Skills and Learning Branch
Employment Nova Scotia
LMA

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Works for You Program Guidelines

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Please read this entire Program Guidelines document. The information contained in this Program Guidelines document will become part of an agreement with the Province for delivery of Labour Market Programs.

Works for You Introduction

1.1. LMA Information

Under the Canada- Nova Scotia Labour Market Agreement (LMA), the Government of Canada will provide annual funding to the Province of Nova Scotia from 2008 to 2014 for programs and services for low-skilled employed workers and unemployed Nova Scotians who are not eligible to participate in EI-based programming available under the Labour Market Development Agreement (LMDA). The objectives of the LMA are to increase the participation of Nova Scotians in the workforce, to enhance the quality of skills development programs available to Nova Scotians, and to help facilitate workforce mobility and provide the information necessary to make informed labour market choices. In particular, the LMA aims to address the needs of those who are currently under-represented in the workforce, who have traditionally not benefited from supports due to their lack of recent employment. It is important to note that the LMA is a six-year agreement; there is therefore no guarantee of ongoing or long-term funding.

The LMA will focus on helping unemployed and low-skilled employed Nova Scotians who are not eligible for employment insurance (EI) benefits under Part II of the Employment insurance Act, including but not limited to:

- Income assistance recipients
- Immigrants
- Persons with disabilities
- Workers aged 55 and older
- Youth
- Aboriginals
- African Nova Scotians
- Acadian and francophone Nova Scotians
- Women
- New entrants and re-entrants to the labour market
- Unemployed individuals who were previously self employed
- Employed individuals who are low-skilled, in particular, employed individuals who do not have a high school diploma or a recognized certification or who have low levels of literacy and essential skills.

Detailed information regarding the Labour Market Agreement can be found at <http://www.gov.ns.ca/employmentnovascotia/lma-information/>.

1.2. Program Description

Works for You is funded under the Canada-Nova Scotia Labour Market Agreement (LMA) between the Government of Canada and the Province of Nova Scotia.

Works for You is intended to support projects across the province which will increase the job readiness of LMA clients, and aid in attaching participants to the workforce. The goal of the projects should be integrating or reintegrating clients into sustainable, insurable employment. In situations where there is little likelihood of immediate employment, programming may be aimed at increasing the employability of the participants, and ensuring they remain active and productive while they continue along a continuum toward employment. Following project participation, participants should be employed or self-employed, or have moved into further intervention(s) that will facilitate their integration into employment.

Proposals for projects under this program MUST include the following component:

- Employability Preparation

And MAY include any of the following components:

- Employer Engagement
- Work Experience
- Life Skills
- Essential Skills
- Specific Skill Training
- Other labour market readiness activities

Project sponsors must have the capability to offer client supports, should a client be in need of supports in order to participate.

Priority will be awarded to proposals that demonstrate best practices in, and/or innovative approaches to, employment programming and employer engagement. Projects must be designed to meet the specific needs of its targeted participants and to complement (not duplicate) existing programming and activities. Wherever possible, project activities should focus on preparing participants for available employment opportunities, including supporting community economic development strategies and activities.

1.3. Divisional Overview

The LMA is administered by Employment Nova Scotia (ENS), a division under the Skills and Learning branch of the Department of Labour and Advanced Education (LAE) that is responsible for the delivery of labour market programs funded in partnership with the Government of Canada (LMA, LMDA and Targeted Initiative for Older Workers, TIOW). These three agreements are designed to address the needs of Nova Scotians experiencing transitions and challenges in their work life. ENS works in partnership with other government departments, employers, training institutions, and community-based organizations to develop and deliver a wide variety of employment-related and skills development projects and programs.

1.4. Roles and responsibilities

The LMA is limited to six years, and will be evaluated by the federal government in its effectiveness. It is therefore vital that project sponsors are mindful of their roles and responsibilities in relation to the management of the project. These include, but are not limited to:

- Ensuring project activities and measurables are met;
- Adhering to the privacy and communications requirements;
- Submitting all required financial and activity reports.
- Administration of wage and income supports where applicable; and
- Client tracking and post project follow-up

1.5. Overview of application process

It is important that all applicants for this program read this guideline document in its entirety and comply with the instructions provided in order to be successful with their proposals.

1.5.1. LaMPSS

Works for You is a Program administered by Employment Nova Scotia through the Labour Market Programs Support System (LaMPSS). LaMPSS is a common method for administering Labour Market Program in Nova Scotia focused on providing consistency in processes and improving services to labour market agreement holders.

LaMPSS provides organizations with self serve capability, enabling you to apply for funding online for some labour market programs as well as submitting required financial and activity reports online.

All organizations entering into an agreement for delivering Labour Market Programs in Nova Scotia must first be registered as a LaMPSS organization. This is a one-time registration process. Once registered, we will provide you with the ability to utilize the LaMPSS self service capabilities. If your organization has not previously registered with LaMPSS, please go the Labour Market Program Web site and complete the LaMPSS Organization Registration Process.

The LaMPSS login page is : <https://lampss.gov.ns.ca>

1.5.2. Immigrant Clients

If your proposal involves working with, or on behalf of, immigrants, please consult the Office of Immigration directly about the proposal; this department offers its own funding opportunities under the Labour Market Agreement:

Nova Scotia Office of Immigration

1741 Brunswick Street, Suite 110A

P.O Box 1535,

Halifax, NS B3J 2Y3

Phone: (902) 722-1123

1.5.3. Adult Literacy

If your proposal involves adult literacy programming, please consult the Adult Education division of the Skills and Learning branch directly about the proposal; this division offers its own funding opportunities under the Labour Market Agreement:

Grant Coordinator (LMA)

4th Floor, Brunswick Place

2021 Brunswick Street

PO Box 578

Halifax, NS B3J 2S9

Phone: (902) 424-6297

1.5.4 Organization eligibility requirements

Eligible applicants for Works for You include:

- organizations (registered non-profit organizations (defined as Cooperatives recognized by Canada Revenue Agency (CRA) as registered charities or non-profit organizations pursuant to paragraph 149 (1) (f) and (l) of the Income Tax Act respectively)),
- educational institutions;
- individuals;
- public health institutions;
- municipal governments and band/tribal councils;

Projects will normally be coordinated by community-based organizations and institutions with:

- demonstrated expertise in the delivery of employment programs;

- adequate client and budget tracking systems; and
- the necessary internal capacity, knowledge, and community partnerships and support to ensure quality and appropriate programming for the residents of their community.

Project sponsors cannot monetarily profit (making money for the benefit of the owners of the business) from an LMA-funded project. Participants should not be subject to fees as a result of their participation in the project. The Province can approve some fees to participants under exceptional circumstances where a strong rationale is demonstrated; in this case, all fees must be subtracted from financial claims submitted to the Province.

1.5.4. Organization Types

Private- Not for Profit

Public

NGO- Local

NGO- Provincial

NGO- National

NGO- International

Educational Institution

School Board

Aboriginal Organization

Industry Sector Council

Industry Union/Worker Association

1.6. LMA Eligible Clients

1.6.1. Participant eligibility requirements

In order to be eligible to participate in Works for You projects, individuals must meet the following criteria:

- Be unemployed and non-EI-eligible; or
- Be employed and low-skilled (low-skilled is defined as having less than grade 12, no certificates (as recognized within NS), and/or low literacy and/or lacking essential skills).

In addition, clients:

- Must have barriers to employment;

- Cannot be eligible for service or support through the Nova Scotia public school system; and
- Must have a Return to Work Action Plan (RTWAP), created through case management, either by a LAE service provider or the Department of Community Services, that clearly demonstrates that the employment intervention offered is the best option to facilitate their integration into employment.

All income assistance recipients that are participating in LMA sponsored programs must be assessed by through the Department of Community Services and recommended for participation in the program. Any income assistance recipient who is recommended for participation in LMA programs can be assessed by their Caseworker for any extra supports that will be required in order to participate in the approved program (e.g., child care, travel, etc.).

The LMA will focus on helping unemployed and low-skilled employed Nova Scotians who are not eligible for employment insurance (EI) benefits under Part II of the Employment insurance Act, including but not limited to:

- income assistance recipients
- immigrants
- persons with disabilities
- workers aged 55 and older
- youth
- Aboriginal people
- African Nova Scotians
- Acadian and francophone Nova Scotians
- women
- new entrants and re-entrants to the labour market
- unemployed individuals who were previously self employed
- employed individuals who are low-skilled, in particular, employed individuals who do not have a high school diploma or a recognized certification or who have low levels of literacy and essential skills.

Also See: Definitions of Eligible Clients in this document.

1.6.2. Criteria to be used in selecting participants or determining participant eligibility

Client Case Management

Case management is an integrated service delivery approach which supports the implementation of the LMA accountability framework. It involves the coordination of tailored interventions for the purpose of resolving individual employment needs. Featuring a client-driven approach that focuses on individual outcomes, individuals take ownership of the resolution of their needs.

Case management starts when the client commits to a RTWAP. It ensures the tracking of clients to determine and record the employment result after the action plan is closed.

Case management supports the principles that govern the delivery of the LMA by:

- Ensuring the achievement of results instead of measuring process, and providing results for all individuals who benefit from LMA funding.
- Supporting a client-driven approach to ensure individual commitment and empowerment.
- Facilitating local level flexibility based on local labour market needs and resources.
- Supporting partnership where different partners deliver interventions and services to a common client.

Return to Work Action Plan (RTWAP)

As mentioned, a RTWAP is at the core of the case management process. It is developed by the client with the help of a staff member from an LAE sponsored employment assistance service or the Department of Community Services. Once an individual makes the commitment to a RTWAP, a case manager is identified and assumes responsibility for following-up with the client throughout the action plan. The case manager may be the same person who developed the RTWAP with the client or another designated person who will assist the client in carrying out the action plan.

Each client's RTWAP is unique and is a reflection of their personal needs, interests and abilities. RTWAP's do not always include funding under an employment program. It can range from getting a driver's license, to seeing a specialist to receive treatment for a back injury or getting financial assistance while they attend a skills upgrading course. The scope of activities that are included in the RTWAP is limited only by the resources and time available.

Both the client and case manager must commit to the RTWAP and ensure there is a clear understanding as to what action(s) need to take place, where, by whom and when. Case manager commitment to the RTWAP ensures that the agreed interventions are available and adapted to the client's needs.

The RTWAP is flexible and may be revised or enhanced at any time during the case management process. It is the mechanism to develop and follow-up on client's activities and their success in finding employment. The focus is on measurable results reflecting the accountability framework.

For every client under his or her responsibility, the case manager plays three main roles:

1. Supports the client, initially by providing him/her with up-front employment and personal supports required to set up, and if necessary, re-evaluate, his/her action plan.
 - The client assumes most of the responsibility for the action plan's success. The case manager is responsible for ensuring that the system is working at its best to help the client and that interventions are suited to the client's needs.
 - For each intervention listed in the action plan, the case manager identifies the appropriate resources in the community offering the required support or service. It should not be assumed that an LMA intervention is the only resource available to assist the client in achieving his/her employment goal.

2. Ensures the delivery of appropriate interventions until an employment result is achieved.
 - One of the most important roles played by the case manager is coordinating tailored interventions with service providers, and following-up with each client until he/she has found employment, or the action plan has been completed or officially abandoned. The client can receive assistance and advice from various service providers. The case manager is the essential link between the client's needs and the people who are in a position to meet those needs. Given the number of partnership organizations in the community who help people re-enter the labour force, it is crucial that each third party is doing the work that it is supposed to be doing and that the client is receiving the necessary assistance.

3. Ensures follow-up and/or tracking throughout the implementation of the action plan by contacting the client when necessary, recording the result of each intervention, and by evaluating, step-by-step, the success achieved in applying the action plan.
 - For every intervention listed in the client's action plan, the case manager must be able to determine the employment outcome.
 - The client and the case manager are the main sources of information for completing and updating the client's file and closing the action plan.
 - Case managers are expected to contact the client on a regular basis and record the result of each intervention up until and including a final employment result once the action plan is closed.

In the case of Income Assistance Recipients, the RTWAP and case management supports will be determined as appropriate to the Department of Community Services, and may vary somewhat from that which is described.

Applying for Works for You Program Funding

2.1. Applying Online Using LaMPSS Self Serve

Once you are a registered LaMPSS user, you can apply for funding on line using the self service capability. To apply on line go to <https://lampss.gov.ns.ca> , login, and find the 'Works for You' program.

Completing an Application Form in LaMPSS

This section provides supporting information required in completing the application form contents for Works for You.

2.2. Organization Information

Enter the name and complete mailing address for your organization.

If you are applying online, this information will be pre-populated.

If your organization name or mailing address has changed, please contact your Provincial contact to obtain a LaMPSS Registration Change form to update your information.

2.3. Project Details

Please provide the following:

Project Title	Provide a title specific to this project. (ie. Not 'Works for You')
Agreement Start Date	Provide the date the project will begin. This is not necessarily the date the clients will begin their interventions, there is generally a project preparation and recruitment period to start with.
Agreement End Date	Provide the date the project will be completed. This includes project wrap up and submission of the final report.

2.4. Project Description

Include in this section a brief summary of the project, which is limited to 2000 characters or 300 words.

2.5. Past Agreements

Provide information relating to past agreements if this application refers to a project which has been funded in the past.

2.6. Attach a detailed project description / proposal to the application

We require that you attach a document outlining the following information, ensuring that you maintain the numbered structure below, and that all sections are present in your proposal. The proposal attachment should be formatted to print on 8.5" X 11" paper, and should not exceed 9 letter-sized pages.

1. Project description- include in this section a summary of the project.
2. Project objectives- objectives should be clear, concise and measurable.
3. Proposed community to be served- specify geographic area and LMA region (East, North, Central or West; a map of LMA regions can be found on the LMA website).

4. Description of the targeted participants or beneficiaries and how you will recruit them.
5. Assessed labour market need- if applicable, include link to community economic development strategies and activities.
6. Means by which success will be measured- this refers to a whole project evaluation and not a duplication of the 'expected results' of specific activities.
7. Applicant's background, mandate and expertise with respect to the project activities and targeted clientele.
8. Past projects with the Province of Nova Scotia (or other level of government) and their achievements.
9. List all partner organizations- identify their roles and responsibilities, and financial contributions (monetary or in-kind). Please specify whether these contributions had been confirmed at the time of the submission of this application.

2.7. Agreement Contact

Provide the appropriate contact for your organization.

2.8. Language Preference

2.9. Project Location(s)

In the 'Project Locations' section there is a free text field 'location description'. In order for us to report on this project, please enter in this field the LMA region in which this project is to take place (Eastern, Northern, Central or Western). A map of the LMA regions can be found on the LMA website <http://www.gov.ns.ca/employmentnovascotia/lma-information/>. Please enter in this field only the LMA region name (Eastern, Northern, Central or Western).

2.10. Participants

Enter the total number of participants expected for this project. Enter the number of participants expected for each participant group. Include participants in all relevant participant groups. I.e. a participant may be part of more than one participant group.

2.11. Project Activities

2.11.1. LMA Priorities

Nova Scotia's LMA has determined four areas of programming focus, your Works for You project should fall under one or more of these priorities:

Client Access and Services Provision Objectives:

- To improve equity of access to clients regardless of income attachment.
- To address system and program shortfalls associated with high demand areas.

Labour Market Skills Development Objective:

- To increase the essential and occupational skills capacities of individuals and the system to support better transition readiness for clients

Workforce Attachment and Retention Objective:

- To actively facilitate the attachment and retention of that attachment for labour market participants to workforce activity through employer associated engagement programs.

Workforce Development Objective:

- To develop the skills of low-skilled workers already in the workforce, and the capacity of the workforce community to support those workers.

2.11.2. LMA Intervention Types

Projects will be classified as one of the following intervention types, according to the activities in the project, during the assessment of the project by ENS.

Employment Services:

This grouping includes generic employment information and assistance services that are not related to a specific job. Services to assist clients prepare to enter or re-enter the labour market, increase their employment prospects and/or ability to sustain employment. Activities can also target employers and create awareness among employers and clients on opportunities available. Services could include but are not limited to:

- Résumé writing, interview techniques, informational interviews, networking, and other related job finding activities.
- Services used in conjunction with other activities such as Skills Development and Work Experience.
- Employment services for non-EI-eligible workers who have been or are about to be laid off, to facilitate their adjustment
- Employer engagement and awareness activities
- Labour Market Information to support employment services and interventions

Note: Works For You projects should not duplicate Employment Assistance Services already eligible under the LMDA; the LMDA provides funding for most of the employment services described above for all unemployed Nova Scotians. Therefore, only employment services targeting low-skilled employed Nova Scotians, or employment services which are an integral, but small, piece of a larger project, will be considered.

Skills development and upgrading:

Formal training or education interventions aimed at assisting clients to obtain and/or enhance employment skills. Interventions may include but are not limited to:

- Customized skill development partnerships with employers
- Bridging experiences between training and sector specific employment

Work experience:

Work experience interventions (e.g. wage subsidies, earnings supplements, job placements, and project-based job creation), for unemployed clients:

- Includes on-the-job employment supports
- The principal focus of this grouping is employment. However, the intervention may also include a short training component, such as Workplace Hazardous Materials Information System training, that is a prerequisite for the job in question.

Insurance Information for Work Experience Activities

Employment Nova Scotia has an 'Accidental Death and Dismemberment Policy' which covers participants in work experience activities of ENS programs who are ineligible for WCB coverage. This would include volunteer placements and work experiences paid through the program. If the work experience component is one where an employee-employer relationship exists, such as a wage subsidy, the employer is expected to cover the insurance costs for this employee.

Combined skill development and work experience:

Interventions that incorporate skill development and work experience activities. Services may include but are not limited to:

- Work placements or internships
- Mentorships
- Sector specific training programs with work experience components
- Employer-based training programs with job shadowing or work experience components

Workplace-based skill development and training for employed clients:

Interventions that incorporate training and work, and that enable clients who are employed to upgrade their skills while they continue working. On-the-job and formal training opportunities may be offered through the employer. Interventions may include but are not limited to:

- Short-term occupation-specific program supports to assist vulnerable workers in maintaining their employment

2.11.3. Eligible Activities

Proposals for projects under this program MUST include the following component:

- Employability Preparation

And MAY include any of the following components:

- Employer Engagement

- Work Experience
- Life Skills
- Essential Skills
- Specific Skill Training
- Other labour market readiness activities

The tables below outline the required information for each eligible activity for the Works for You Program. This is the complete set of eligible activities.

Works for You projects MUST include the following employability preparation activity:

<i>Skill Enhancement-Job Search</i>	
Brief Description	Provide a learning experience to enhance the skills needed to conduct a successful job search, such as: resume writing; interviewing; search strategies; networking; Employment Counseling; Informational interviews; Portfolio development etc... Please provide information about plans for delivery of these activities & list all workshops that will be provided.
Expected Results	Describe the outcome of your activity, for instance, outcome of a resume workshop will be useable resumes for the clients and/or increased resume writing skills.
Where does this activity take place	Identify the location for each activity.
Expected number of participants	Provide the expected number of participants for this activity.

In addition, projects may wish to engage in any combination of the following activities:

<i>Assessment</i>	
Brief Description	Includes: Recognition Of Prior Learning (RPL), individual needs assessment, diagnostic services. Please provide information about plans for delivery of these activities.
Expected Results	Describe the outcome of your activity.
Where does this activity take place	Identify the location for each activity.
Expected number of participants	Provide the expected number of participants for this activity.

<i>Client Management-Job Placement</i>	
Brief Description	Provide a service that matches employers with participants seeking work experience placements.

	Please provide information about plans for delivery of these activities.
Expected Results	Describe the outcome of your activity.
Where does this activity take place	Identify the location for each activity.
Expected number of participants	Provide the expected number of participants for this activity.
Expected number who achieve employment	Provide numbers of clients you expect to achieve permanent employment as a result of this activity.

<i>Client Management-Job Development</i>	
Brief Description	Work closely with both clients and employers to develop work experience opportunities for individuals with special needs and/or barriers. Please provide information about plans for delivery of these activities.
Expected Results	Describe the outcome of your activity.
Where does this activity take place	Identify the location for each activity.
Expected number of participants	Provide the expected number of participants for this activity.
Expected number who achieve employment	Provide numbers of clients you expect to achieve permanent employment as a result of this activity.

<i>Awareness-Employer Engagement</i>	
Brief Description	Includes: Event Sponsorship, Information Campaign, Labour Market Information-Information Campaign, Partnership Development. Please provide information about plans for delivery of these activities & list all workshops that will be provided.
Expected Results	Describe the outcome of your activity.
Where does this activity take place	Identify the location for each activity.
Expected number of participants	Provide the expected number of participants for this activity, if the activity has no participants, note as zero.

<i>Research and Planning</i>	
Brief Description	Includes: Developing Labour Market Information, Workforce Adjustment Planning, Human Resource Planning, Community Needs Planning, Curriculum Development, Toolkit Development. Please provide information about plans for delivery of these activities & list all workshops that will be provided.
Expected Results	Describe the outcome of your activity.
Where does this activity take place	Identify the location for each activity.
Expected number of participants	Provide the expected number of participants for this activity, if the activity has no participants, note as zero.

<i>Skill Enhancement- Pre-Employment</i>	
Brief Description	Deliver a learning experience to enhance Pre-Employment skills - the self-management and interpersonal abilities needed for an individual to function effectively within society and the workplace, ranging from Punctuality and Grooming to Problem Solving and Personal Responsibility. Please provide information about plans for delivery of these activities & list all workshops that will be provided.
Expected Results	Describe the outcome of your activity.
Where does this activity take place	Identify the location for each activity.
Expected number of participants	Provide the expected number of participants for this activity.

<i>Skill Enhancement- Essential Skills</i>	
Brief Description	Provide a learning experience to enhance one or more of the nine Essential Skills: Reading Text; Document Use; Numeracy; Writing; Oral Communication; Working with Others; Continuous Learning; Thinking Skills; Computer Use, or, GED preparation.

	Please provide information about plans for delivery of these activities & list all workshops that will be provided.
Expected Results	Describe the outcome of your activity.
Where does this activity take place	Identify the location for each activity.
Expected number of participants	Provide the expected number of participants for this activity.

<i>Skill Enhancement- Job Specific</i>	
Brief Description	Deliver a learning experience to enhance specialized skills that are needed to perform a specific job, including but not limited to certifications such as First Aid, CPR, WHIMIS etc. Specific skills training should be targeted to identified or anticipated labour market demands, where they exist. Please provide information about plans for delivery of these activities & list all workshops that will be provided.
Expected Results	Describe the outcome of your activity.
Where does this activity take place	Identify the location for each activity.
Expected number of participants	Provide the expected number of participants for this activity.
Expected number who achieve employment	Provide numbers of clients you expect to achieve permanent employment as a result of this activity.

<i>Skill Enhancement - Self Employment-Workshop</i>	
Brief Description	Activities to enhance Self Employment Skills - the skills needed to start and run your own business, such as: business plan creation; financing; bookkeeping and accounting; marketing etc. Activity must be delivered as a group workshop. Please provide information about plans for delivery of these activities & list all workshops that will be provided.
Expected Results	Describe the outcome of your activity.
Where does this activity take place	Identify the location for each activity.
Expected number of participants	Provide the expected number of participants for this activity.
Expected number who achieve employment	Provide numbers of clients you expect to achieve permanent employment as a result of this activity.

<i>Skill Enhancement – Additional Language</i>	
Brief Description	Provide language in the workplace courses in English or French.

	Please provide information about plans for delivery of these activities & list all workshops that will be provided.
Expected Results	Describe the outcome of your activity.
Where does this activity take place	Identify the location for each activity.
Expected number of participants	Provide the expected number of participants for this activity.
Expected number who achieve employment	Provide numbers of clients you expect to achieve permanent employment as a result of this activity.

<i>Skill Enhancement – Human Resources</i>	
Brief Description	Provide a learning experience to enhance Human Resource management skills.. Please provide information about plans for delivery of these activities & list all workshops that will be provided.
Expected Results	Describe the outcome of your activity.
Where does this activity take place	Identify the location for each activity.
Expected number of participants	Provide the expected number of participants for this activity.

<i>Work Experience-Volunteer</i>	
Brief Description	Provide volunteer work experience for one or more participants. Please provide information about plans for delivery of these activities & list all workshops that will be provided.
Expected Results	Describe the outcome of your activity.
Where does this activity take place	Identify the location for each activity.
Expected number of participants	Provide the expected number of participants for this activity.
Expected number who achieve employment	Provide numbers of clients you expect to achieve permanent employment as a result of this activity.

<i>Work Experience-Paid</i>	
Brief Description	Provide a work experience for one or more participants paid by the employer. Please provide information about plans for delivery of these activities & list all workshops that will be provided.
Expected Results	Describe the outcome of your activity.
Where does this activity take place	Identify the location for each activity.

Expected number of participants	Provide the expected number of participants for this activity.
Expected number who achieve employment	Provide numbers of clients you expect to achieve permanent employment as a result of this activity.

<i>Work Experience-Wage Subsidy</i>	
Brief Description	Provide paid work experience to one or more participants via a wage subsidy. Employers must contribute to the wages at a minimum rate of 50%. Under exceptional circumstances, a contribution of less than 50% will be considered. The percentage of reimbursement should be based on the experience that the participant brings to the position, and may vary as the subsidy progresses and as the individual becomes more adept at performing his/her required duties. Client earnings through a wage subsidy are taxable, insurable and pensionable. Please provide information about plans for delivery of these activities & list all workshops that will be provided.
Expected Results	Describe the outcome of your activity.
Where does this activity take place	Identify the location for each activity.
Expected number of participants	Provide the expected number of participants for this activity.
Expected number who achieve employment	Provide numbers of clients you expect to achieve permanent employment as a result of this activity.

<i>Work Experience- Job Shadowing</i>	
Brief Description	Provide a job shadowing work experience to one or more participants. Please provide information about plans for delivery of these activities & list all workshops that will be provided.
Expected Results	Describe the outcome of your activity.
Where does this activity take place	Identify the location for each activity.
Expected number of participants	Provide the expected number of participants for this activity.
Expected number who achieve employment	Provide numbers of clients you expect to achieve permanent employment as a result of this activity.

2.12. Project Budget

2.12.1. Client Support

Project sponsors must be capable of administering financial supports to clients. Budget categories included in 'client support' include wage subsidies, incidental supports, child care,

training allowance, participant special needs, and travel. Projects need not select all client support categories, a project can select a subset of supports to be offered that are specific to the project. Project sponsors, in conjunction with case managers, should be able to assess clients to determine the level of financial support needed to participate in the project. It is possible that only a sub-set of participants in the project will be receiving support.

2.12.2. Budget Categories

The following table outlines the eligible costs and specific instructions for each budget category funded by the Works for You Program. Please include your complete project costs and requested amounts by budget category in the application form. An 'Itemized Budget Breakdown', in a format of your choosing, is to be included as an attachment to your application.

Works for You Budget Categories	
Category	Works For You Description
Program Delivery	
Program Costs	
Salaries	Staff must be directly involved in the delivery of project activities. Administrative salaries are not covered in this category, as they are reimbursed under the 'administration costs' category.
Merc's	MERCs are as per the Labour Standards Code.
Health & Dental Benefits	Benefit costs are eligible where warranted by current organizational Human Resources/Personnel Policies to a maximum contribution level of 50% of benefit cost.
Pension Benefits	Benefit costs are eligible where warranted by current organizational Human Resources/Personnel Policies to a maximum contribution level of 50% of benefit cost.
Other HR Related Benefits	Benefit costs are eligible where warranted by current organizational Human Resources/Personnel Policies to a maximum contribution level of 50% of benefit cost.
Professional Development	Courses required by staff to better enable them to perform their duties. Can include conferences and short-term training programs/courses. Diplomas and degree programs are not applicable. PD must be deemed reasonable according to the duration of the project. PD will not be considered for projects less than 6 months in duration.

Works for You Budget Categories	
Category	Works For You Description
Travel	For direct involvement in project delivery; includes reimbursement for mileage for the use of personal vehicles, taxis, parking, overnight accommodations, meals, airfare, and incidentals. Reimbursements are to be made according to current organizational Human Resources/Personnel policies, not to exceed provincial government rates . Due diligence must be demonstrated in reimbursing for overnight accommodations and airfare, and costs associated with out-of-province travel must be negotiated in advance.
Participant Program Delivery	
Participant Costs	Participant-related project costs should only be considered if it is determined that without such supports they would not be able to participate in the intervention (i.e., supports are required to overcome a barrier).
Wage Subsidies & Benefits	A wage subsidy is funding provided to employers to reimburse them for wages paid to an eligible LMA participant. The purpose of a wage subsidy is to encourage employers to hire someone for a job vacancy that they would not normally hire in the absence of a subsidy. Employers must contribute to the wages at a minimum rate of 50%. Under exceptional circumstances, a contribution of less than 50% will be considered. The percentage of reimbursement should be based on the experience that the participant brings to the position, and may vary as the subsidy progresses and as the individual becomes more adept at performing his/her required duties. Client earnings through a wage subsidy are taxable, insurable and pensionable. Organizations that wish to deliver wage subsidies must demonstrate that they have protocols in place for managing employer-employee matching and monitoring.
Incidental Supports	It is recognized that participants attending a program inevitably incur costs outside of child care, travel and special needs. A per diem rate of \$7, up to a maximum of \$150/month, may be offered to participants who are

Works for You Budget Categories	
Category	Works For You Description
	<p>actively participating in a group intervention; these amounts are considered taxable, non-insurable, non-pensionable earnings.</p> <p><i>Note:</i> Incidentals cannot be offered in conjunction with training allowances, as described in the 'training allowance' category.</p>
Child Care	<p>Dependent Care Costs are a form of financial support or assistance which is provided to eligible participants if required, while they are participating in a group intervention (an employment intervention delivered in a group format and lasting a minimum of one week, offering a minimum of 25 hours per week of instruction).</p> <p>Dependent care costs are considered to be incremental costs incurred for the care of a child or other person who is dependent upon the participant for care. A dependent must reside with the participant or be under the participant's care; be wholly or partially dependent on the participant for support and either be mentally or physically disabled, or be a child under 14 years of age. Financial assistance should not be provided for dependent care provided by family members unless this arrangement had previously been in place, or there is a rationale to support it.</p> <p>Participants in receipt of financial support from LMA for dependent care will substantiate this cost by submitting regular receipts to the 3rd party or department administering the intervention. The receipt will clearly identify the recipient, the time period for which care was provided and the amount paid.</p> <p>The current rate to be paid for Dependent Care will be based on actual cost up to a maximum of \$400.00 per month.</p> <p>Participants requesting LMA support for dependent care will be required to sign a form advising the 3rd party</p>

Works for You Budget Categories	
Category	Works For You Description
	<p>and/or department whether or not they will be receiving any other sources of income for dependent care (details required) for the duration of their intervention. DCS clients should have their case worker involved before benefits are issued.</p> <p><i>Note:</i> The participant should be informed about the Universal Child Care Benefit (UCCB) and the DCS subsidized child care program.</p>
Training Allowance	<p>A training allowance is a form of income assistance or support which is provided to eligible participants for participating in an approved program intervention; earnings are taxable, non-insurable, and non-pensionable. Training allowances are not normally recommended under LMA. Under extenuating circumstances, however, training allowances may be considered.</p> <p>Training allowances are set at an hourly rate and are paid directly or indirectly (through 3rd parties) to a participant for each hour they actively participate in a group intervention. Participants should not be paid for hours that they are not actively participating in the group intervention. Training Allowances are not allocated for specific participant expenses (like dependent care) and are at the discretion of participants to spend as they choose.</p> <p>Training allowances are not to exceed an hourly rate of \$8.60. <i>Note:</i> This is the LMA rate, it is not meant to align with minimum wage.</p> <p><i>Note:</i> Training allowances cannot be offered in conjunction with incidentals, as described in the 'incidental supports' category.</p>
Participant Special Needs	<p>Includes disability related costs and job coaching.</p> <p>Disability-related costs, incremental to their regular needs, will be reimbursed for eligible participants, if</p>

Works for You Budget Categories	
Category	Works For You Description
	<p>required, while they are participating in a group intervention. These costs may include the cost of a special device, aid or special assistance or special equipment essential to overcome a disability and allow the participant to activity participate in a program intervention. Examples include computers, special transportation costs (excluding modifications to vehicles), the cost of adapting materials and the costs of interpretation or transcription of documents into 26 Braille. Individuals should be encouraged to explore all alternate sources of funding available to assist them to cover these costs.</p> <p>Before a special device/equipment is provided, an assessment (e.g., medical assessment, learning disability assessment, vocational assessment) must take place to demonstrate a need. The cost of required assessments is included in this category.</p>
Program Materials	Includes tools of the trade, books and anything the participant keeps at the end of the intervention.
Travel	<p>Travel Costs are a form of financial support or assistance which is provided to eligible participants, if required, while they are participating in a group intervention. Travel costs are those costs that may be incurred for incremental daily commuting to and from the location of an intervention such as car/bus/taxi/car pool/train. The current rate to be paid for travel costs will be based on actual cost up to a maximum of \$150.00 per month. Participants will be required to submit completed kilometrage forms that allow for no more than 20 cents per kilometer reimbursement.</p> <p>If a participant is using a reasonable means for travel to and from an intervention and the cost associated with their travel exceeds the monthly maximum, the participant's case manager will have the ability to negotiate for additional funds to help overcome this barrier. These types of situations will be decided on a case-by-case basis.</p>

Works for You Budget Categories	
Category	Works For You Description
	Participants requesting LMA support for travel will be required to sign a form advising the 3rd party and/or department whether or not they will be receiving any other sources of income for travel for the duration of their intervention (details required).
Graduation	For graduation ceremonies for participants.
Other Participant Costs	Costs related to exams, and other expenses linked to the process of credential recognition and achieving regulatory body requirements, may be considered.
Operational	These are costs directly related to the operations of the project, incremental to organizational costs.
Recurring	Heat, electricity, telephone, internet, photocopy lease, etc.
Professional Fees	For example, IT/web maintenance, janitorial services, security, and resource people.
Honoraria	For guest speakers, at reasonable market price.
Equipment	Capital items are defined as those tangible items that have a lifespan beyond the end of the project and can include office furniture, computers, printers, software, etc. All capital item expenditures must be directly linked to the project activities, negotiated in advance, and tracked separately from activity-related project non-capital costs. Serial numbers must be kept on file for monitoring purposes. A plan for disposal of capital items must be outlined.
Equipment Repairs	Equipment maintenance services.
Facility Lease\Rent	Project office space, meeting rooms, etc.
Facility repairs	
Advertising & Promotion	Advertising, signage, etc
Office Supplies	Supplies used to run the day-to-day operations of the

Works for You Budget Categories	
Category	Works For You Description
	project, such as stationary supplies, postage, etc.
Resource Materials	Includes books, videos, instructional guides, etc., for both staff and participants.
Insurance	Includes fire, theft, and liability insurance.
Other Operational Costs	May be considered at the project level.
Exceptional- Capital	Capital items are defined as those tangible items that have a lifespan beyond the end of the project and can include office furniture, computers, printers, software, etc. All capital item expenditures must be directly linked to the project activities, negotiated in advance, and tracked separately from activity-related project non-capital costs. Serial numbers must be kept on file for monitoring purposes. A plan for disposal of capital items must be outlined.
Administrative	
Administrative	<p>These are expenses incurred for 'main office', 'head office', or 'administrative office' type costs, which guide and enable effective program delivery and contribute to the success of the project by providing support through overall organization governance, management, planning, finance, communications, human resources and information technology.</p> <p>These costs will be reimbursed based on actual expenses, to a maximum of 15% of project costs.</p> <p><i>Note:</i> Some cost types could be considered as either 'administrative' or 'operations' costs; please determine whether the cost is incremental to regular operations in deciding where the cost should lie.</p>

2.12.3. Ineligible Expenses

The following are some examples of ineligible expenses for Works For You projects.

- No salary top ups or increase in hours for individuals negotiated in the wage category is allowable under administration.
- Costs that cannot be directly linked to the project
- Capital Infrastructure (e.g., new construction, land/building purchase)
- Financial losses/deficits incurred by the organization
- Political lobbying activities
- Canada Revenue Agency or payroll penalties
- Parking tickets
- Staff travel to and from work, including parking passes
- Staff salary bonuses
- Alcoholic beverages
- Recreational membership fees (e.g., gym passes)
- Unreasonable gifts or payment for recognition
- Passive income support for participants (i.e., payment to clients while NOT in a group intervention)
- Costs incurred before or after the start and end dates of the project as per the signed agreement

2.12.4. Itemized Budget Breakdown

Provide a rationale and calculation for the amounts requested in each budget category. You may choose the format which you wish to present this information in.

2.12.5. Project Cash Flow

Provide a monthly cash flow estimate of the requested project expenses.

2.13. Legal Signing Officers

Provide the appropriate signing officers for this project agreement as well as the legal signing requirements for your organization.

2.14. Supporting Documentation

The table below outlines documents that must be included with the Works for You Program application.

Document	Requirements
<i>Itemized Budget Breakdown</i>	Budget narrative describing the costs in each category in detail.
<i>Letter of Support</i>	Two letters of support for the proposed project.

Submitting Your Application

Once your organization has finalized the application including the attachment of all the required templates, and projects costs less cash and in-kind contributions, the application may be submitted to Employment Nova Scotia using the LaMPSS self-serve system.

In this section of the application enter the following information that would have been received when your organization was registered as in LaMPSS.

Enter your organizations ID, username and password and “submit.” This will connect you with the LaMPSS system to submit the application.

Please note: There is a 120 day calendar timeline to open, complete and submit an application. After 120 days you must begin the process again to ensure the application information is current.

One submitted Organizations should ensure the submitted application remains in an electronic state (i.e., saved on your computer network) to enable the organization to make any requested edits and then resubmit.

Works for You Program Reporting Requirements

Activity and Financial reports for your project will be required quarterly, and a final report will be required at the completion of the project in order to release the 5% holdback. The requirements for Activity and Financial reports for your project for Works for You will be outlined in your project agreement.

3.1. Reporting Online Using LaMPSS Self Serve

Reports should be submitted online using LaMPSS self serve functionality at

<https://lampss.gov.ns.ca>

3.2. Completing an Activity Report

This section provides supporting information required to complete the activity report.

3.2.1. Project Activities

The tables below outlines the information asked on the online activity report for each eligible activity for the Works for You Program.

<<Activity Type >>	
Update / Status this Period	Provide a summary of how the activity is progressing in the reporting quarter, and any results obtained.
Number of unique participants	Provide the actual number of participants for this activity during this reporting period.
Number who achieved employment	Provide the actual number of participants for this activity that have achieved employment during this reporting period. This is relevant only to certain activity types.

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3.2.2. Target Groups

Enter the actual number of participants during this reporting period for all activities.

Enter the actual number of participants during this reporting period for each target group. Include participants in all relevant target groups. I.e. a participant may be part of more than one target group.

3.2.3. Supporting Documentation

You can include any supporting documents with your activity report.

3.3. Completing a Financial Report

This section provides supporting information required to complete the financial report.

3.3.1. Project Costs

Provide the actual costs for each eligible expense for this reporting period.

3.3.2. Project Cash Flow

Provide an updated cash flow estimate for the remainder of the agreement.

3.3.3. Supporting Documentation

You can attach any supporting documents with your financial report.

3.4. Final Reports

A final project report should include:

Total client numbers, broken down by LMA client group

- Number and percentage of clients who have completed the intervention
- Activities undertaken and outcomes
- Confirmation that completed client registration and completion surveys have been received by ENS
- At the end of the intervention, the number of clients who are:
 - Employed Full Time
 - Employed Part Time
 - Self-Employed
 - Unemployed
 - In further training
- Specify the job title for those who are listed as 'employed' and course title for those in further training.

Submitting Your Reports

Once your organization has finalized the report including the attachment of all the required templates, the report may be submitted to the Employment Nova Scotia using the LaMPSS self-serve system.

In this section of the report enter the following information that would have been received when your organization was registered in LaMPSS.

Enter your organization's ID, username and password and click the "submit" button. This will connect you with the LaMPSS system to submit the report.

Works for You Program Terms & Conditions

The following terms and conditions form part of Works for You agreement in addition to the "General Terms and Conditions" outlined in the agreement.

4.1. Client Surveys

The project sponsor will require and assist all program participants receiving services and/or training under the project to complete the Labour Market Agreement Client Surveys. Clients must complete a registration survey at the beginning of the Project, a post-intervention survey at the end of the Project, as well as follow-up surveys at three and twelve months following the completion of the Project.

Project sponsors will be required to ensure that all project participants complete the LMA client registration and survey at the time they are accepted into the program, and submit these to ENS before their first quarterly report due date. Project sponsors will be required to ensure that all project participants complete the LMA completion survey when they complete the program and to submit these before their final report is due. Confirmation of receipt of client surveys is a requirement of the final report. Participants will be asked to complete follow-up surveys three and twelve months after leaving the intervention to measure various facets of participant success. ENS will facilitate the follow-up survey process.

Copies of the surveys and the process to submit surveys can be found on the LMA website <http://www.gov.ns.ca/employmentnovascotia/lma-information> .Please return surveys by mail or courier to:

Manager of Accountability

Employment Nova Scotia

Duke Tower 8th Floor

5251 Duke Street,

Halifax, Nova Scotia

B3J 1P3

Definitions of Performance Indicators used on Client Survey can be found in this document.

4.2. Client Privacy

Participants must be informed that funding for the project has been provided under the Canada-Nova Scotia Labour Market Agreement, and that Canada and Nova Scotia will use information collected solely for the purpose of evaluating the initiative. By registering and completing the initial client survey, the participant provides consent to the collection, use and disclosure of the information provided; this is a condition of their participation in the project.

The participant must be informed that any personal information which is provided to the Project Sponsor or Nova Scotia will be collected, used and disclosed in accordance with the NS Freedom of Information & Protection of Privacy [FOIPOP] Act and the NS Personal Information International Disclosure Protection [PIIDPA] Act, and that participants have a right to access their personal information, and a right to request correction of their personal information.

Project sponsors must protect the personal information of participants, and are required to only use personal information for the purpose for which it is collected. Any disclosure of the personal information of participants by project sponsors must be in keeping with this agreement and the provisions of the NS Freedom of Information & Protection of Privacy [FOIPOP] Act and the NS Personal Information International Disclosure Protection [PIIDPA] Act,

Further information about access and privacy processes may be found at <http://www.gov.ns.ca/lae/dept/foipop.asp>

Any questions regarding the collection, use, and disclosure of personal information under the LMA may be directed to the Information Access & Privacy Manager by email at LAEaccess@gov.ns.ca or by phone at (902) 424-8472.

4.3. Communications Requirements

Department of Labour and Advanced Education Communications Advisor:

Pamela M Menchenton

Phone: (902) 424-0011

E-mail: MenchePM@gov.ns.ca

The Governments of Canada and Nova Scotia must be acknowledged in all communications related to the project. Any public communication of the project via news release or any other event must be coordinated with the Department of Labour and Advanced Education's Communications Advisor.

Communications activities can be generally defined as, but not limited to, the following:

- news releases;
- public events such as funding announcements, official openings, press conferences;
- written or electronic communications material;
- program products such as brochures, program descriptions , forms for the use of clients, annual plans and reports; and
- advertising in all forms.

At offices or kiosks where information is provided to the public or transactions are conducted with the public pertaining to this project, signage is required indicating that the Programs/Services provided are funded in whole or in part by the Government of Canada and the Province of Nova Scotia. Bilingual notices are required in designated bilingual offices. Please note that the project will be made public on the Department's website.

Watermarks, wordmarks, signage and/or logos can be obtained from the Department of Labour and Advanced Education Communications Advisor.

Required Text For Project Material

Please include the following text in news releases, features, speeches, announcements, etc.:

<Project Name> is funded through the Canada-Nova Scotia Labour Market Agreement, through which Canada will transfer an estimated \$85 million to Nova Scotia over six years to help low-skilled workers, individuals who are not eligible for Employment Insurance benefits, and groups who are under-represented in the workplace, to find sustainable employment.

Please include the following text on posters and other pieces that are more graphic and light on text:

Funded under the Canada-Nova Scotia Labour Market Agreement

The Canada and Nova Scotia wordmarks should also appear on posters and other pieces that are more graphic and light on text.

Funding Announcements

Please contact LAE's Communications Advisor if you are contacted by the media about a project or as soon as your organization starts to discuss:

- a funding announcement or event
- a news release or feature
- a radio or television spot
- an advertisement
- a poster or brochure

Proposal Assessment

Proposals will be forwarded to Employment Nova Scotia; they will then be assessed by an internal review committee against a pre-defined list of proposal assessment criteria. The Province reserves the right to take into consideration over-all funding availability, and appropriate geographical distribution for employability programs, when making the final decision regarding which proposals are approved for funding. The evaluation process is intended to ensure that funded projects reflect local labour market priorities and needs. Proposals will be evaluated against the following criteria:

5.1.1. Assessment Questions

1. Is the application in compliance with program requirements/guidelines/terms and conditions?
2. Has the organization provided adequate documentation?
3. Does the applicant have the ability, capacity, and expertise to effectively manage and deliver this project?
4. Have you researched the organization (including Joint Stocks, internet search, etc.)?
5. Are agreement project activities clearly identified with expected outcomes and timeframes?
6. Are the agreement project activities measurable and achievable within the project time frame?
7. Are project costs reasonable and do they relate directly to agreement project activities?
8. Does the applicant have appropriate bookkeeping and financial controls?
9. Is there an adequate facility to support the participants and/or activities?

10. Does the application address identified needs within the community (i.e.: not a duplication of service, etc.)?

Contact Information

You may contact Shelley Bent at (902) 722-1123 for more information on the program.

Works for You Definitions

Term	Definition
Definitions of Eligible Clients	
All individuals must be non-EI eligible, and cannot be eligible for service or support through the Nova Scotia public school system.	
EI client	<p>An EI client is an unemployed individual:</p> <ul style="list-style-type: none">(a) who is eligible for assistance under labour market programs provided by the Canada Employment Insurance Commission under Part II of the Employment Insurance Act, or(b) who is eligible for assistance under any similar labour market programs provided by Nova Scotia which are funded by the Canada Employment Insurance Commission under a Labour Market Development Agreement entered into between Canada and Nova Scotia pursuant to Part II (section 63) of the Employment Insurance Act. <p>EI eligible also includes individuals who have had:</p> <ul style="list-style-type: none">- an unemployment benefit period has been established or has ended within the 36 months (3 years) prior to the date of requesting assistance;- and/or a benefit period that included a maternity or parental claim has been established within the 60 months (5 years) prior to the date of requesting assistance, after which you remained out of the labour market in order to care for a newborn or newly adopted child and are now seeking to re-enter the labour force. <p>For more information on EI, please visit the following website:</p> <p>http://www1.servicecanada.gc.ca/eng/ei/types/regular.shtml</p> <p>If you have a client that is unsure if they are or are not EI eligible, they can visit a local Service Canada or call the following Service Canada Employment Insurance Telephone Information</p>

	Service at 1-800-206-7218.
Income Assistance recipient:	<p>A recipient is considered an individual, the spouse of the individual or the dependent of the individual who is:</p> <p>In direct pay with Income Assistance; or</p> <p>Receiving Extended Pharmacare benefits and meets the definition of low skilled employed under the LMA</p> <p>Receiving Transitional Pharmacare benefits and meets the definition of low skilled employed under the LMA</p>
Immigrant	<p>A person and their dependents that has been issued an official Visa and have come to Canada to establish permanent residence. Categories of immigrants include:</p> <p>Permanent residents of Canada</p> <p>Canadian citizens born outside of Canada</p> <p>Protected persons as defined in Section 95 of the Immigration and Refugee Protection Act</p>
People with Disabilities	<p>Includes persons who have a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and who</p> <p>(a) consider themselves to be disadvantaged in employment by reason of that impairment, or</p> <p>(b) believe that a employer or potential employer is likely to consider them to be disadvantaged in employment by reason of that impairment,</p> <p>and includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace.</p>
Older Workers	Individuals age 55 and above who lack skills needed for successful integration into employment and who are non EI eligible
Youth	Youth are defined as individuals between the ages of 15 – 30 inclusive, and who are not eligible for service or support through the Nova Scotia public school system. Youth are eligible for service under the public system if below the age of 21; however, if youth are between the ages of 19 and 21 (inclusive), and have NOT attended school within the past year, they are eligible for service under the LMA.

Aboriginal	Aboriginal peoples include Indian, Inuit, and Métis peoples of Canada as defined by the Constitution Act (1982), and the Indian Act as periodically amended.
African Nova Scotian	African Nova Scotians include all individuals from first migrants to Nova Scotia (Matthew Da Costa circa 1604) to recent newcomers from the African Diaspora.
Francophone/ Acadian	Acadian and Francophone Nova Scotians are individuals who identify French as their first language; or attended Acadian or French school in Nova Scotia; or require services in the French language; or who otherwise self identify as Acadian.
Women/Female	Nova Scotia is focusing on supporting women in non-traditional roles with the LMA.
New Entrants & Re-entrants	<p>Re-entrant – An individual, who has had previous labour market attachment, has been out of the labour market and who is actively searching for employment and/or looking to gain the skills necessary to re-enter the labour market.</p> <p>New entrant– An individual who does not have previous labour market attachment and is actively searching for employment and/or looking to gain the skills necessary to enter the labour market for the first time and is not eligible for services through the public school system.</p>
Previously Self-Employed	An individual who was previously the owner of an incorporated or unincorporated business, farm or professional practice, with or without paid help. The “unincorporated” group includes self-employed workers who did not own a business (such as babysitters and newspaper carriers). Self-employed workers include unpaid family workers, i.e., persons who worked without pay on a farm or in a business or professional practice owned and operated by another family member living in the same dwelling.
Low-Skilled Employed	Includes employed individuals who do not have a high school diploma or a recognized certification or who have low levels of literacy and/or essential skills.
Definitions of Performance Indicators	
Completed intervention	Client has completed entire intervention. In cases where a client may miss some days/hours of training or work experience, for example due to illness, the determination of whether the client has “completed” the intervention rests with the instructor or project/service manager.

Incomplete intervention	Client did not attend majority of session, majority of classes, or left a job placement prior to end date.
Continuing in intervention	As of the “snapshot” date, client has not yet finished intervention.
Employed	Employed persons are those who work at a job or business, that is, who have paid work in the context of an employer-employee relationship (not including self-employment). This includes those who have a job, but are not at work due to factors such as own illness or disability, personal or family responsibilities, vacation, labour dispute or other reasons (excluding persons on layoff, between casual jobs, and those with a job to start at a future date). Employment may be full-time or part-time.
Full time	“Full-time”, with respect to employment, means paid employment for thirty (30) hours or more per week
Part time	“Part-time”, with respect to employment, means paid employment for up to thirty (30) hours per week
Unemployed	This category includes those who (a) are on temporary layoff with an expectation of recall and are available for work, or (b) are without work, have actively looked for work in the past four weeks, and are available for work, or (c) have a new job to start within four weeks from reference week, and are available for work.
Not in the labour force	Those who are unwilling or unable to offer or supply labour services under conditions existing in their labour market.
Self-Employed	Self-employed persons are working owners of an incorporated or unincorporated business, farm or professional practice, with or without paid help. The “unincorporated” group includes self-employed workers who do not own a business (such as babysitters and newspaper carriers). Self-employed workers include unpaid family workers, i.e. persons who work without pay on a farm or in a business or professional practice owned and operated by another family member living in the same dwelling.
Education level	
Less than high school	Anyone who has not completed a high school diploma or equivalent, and who does not have any post-secondary courses, diplomas or certificates.
High school	Individuals who have completed a high school diploma or

	equivalent.
Post-secondary education	Individuals who have: <ul style="list-style-type: none">- Some post-secondary (incomplete)- Trades certificate or diploma from a vocational or apprenticeship training- Non-university certificate or diploma from a community college, CEGEP, school of nursing, etc.- University certificate below a Bachelor degree- Bachelor degree- University degree or certificate above a Bachelor degree.