

One Journey at Work Program Guidelines

Department of Labour and Advanced Education –
Workplace Initiative Division

Version 1.0
Effective: January 1, 2011

Table of Contents

1	One Journey at Work Introduction	4
2	Applying for One Journey at Work Program Funding	5
	Applying Online Using LaMPSS Self Serve.....	5
	Applying Using a Paper Application Form.....	Error! Bookmark not defined.
	Completing an Application Form	5
	Organization Information	5
	Project Details	5
	Past Agreements	5
	Project Description.....	5
	Agreement Contact.....	6
	Project Location(s)	6
	Participants	6
	Project Activities	6
	Project Budget	7
	Legal Signing Officers	7
	Supporting Documentation	8
	Submitting Your Application	8
3	One Journey at Work Program Reporting Requirements.....	8
	Reporting Online Using LaMPSS Self Serve.....	9
	Completing an Activity Report	9
	Using a Paper Activity Report	Error! Bookmark not defined.
	Project Activities	9
	Participants	9
	Supporting Documentation	9
	Reporting Notes	9
	Submitting Your Reports.....	10

4	One Journey at Work Program Terms & Conditions.....	10
5	Contact Information.....	10

1 One Journey at Work Introduction

One Journey at Work is a Program administered by The Department of Labour and Advanced Education through the Labour Market Programs Support System (LaMPSS). LaMPSS is a common method for administering Labour Market Programs 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, you can request a LaMPSS registration form from the Provincial contact identified in these guidelines.

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

The One Journey at Work Program is managed through the Workplace Initiative (WI) Division, of the Department of Labour and Advanced Education. One Journey at Work partners with pre-approved organizations and workers to improve business operations through up-skilling the workforce with training that leads to certification and advanced qualifications. Workers involved in the program will be experienced in their field and currently working at a high level. This fund helps support the development of workers in Nova Scotia by delivering job specific-training to employees who may require skill enhancement, practical upgrade, and certification preparatory training. This investment in the workforce will lead to higher qualifications and grow the leadership in the organization which will lead to better business operation, increased job satisfaction and sustainable and balanced growth in the workforce.

The delivery of training is typically restricted to participants who are currently working in the field and are looking to increase their qualifications. Participants may be asked to use new qualifications to mentor fellow workers in their field.

This funding covers the delivery of technical and practical training in workplaces to individuals who have been pre-approved by the WI division.

The approved training amount is calculated based upon:

- the actual cost of offering the training, such as curriculum development, instructor salary, facility costs, teaching materials, etc.
- the number of expected eligible participants.

Note - Funding for training grants is calculated and approved prior to the start of training. Any adjustments to payments will be made following the completion of the program and will be based on changes in program, and the actual number of eligible participants who attended.

2 Applying for One Journey at Work Program Funding

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 www.gov.ns.ca/lamps.

Completing an Application Form

This section provides supporting information required in completing the application form contents for Workplace Initiatives, One Journey at Work Program.

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 the Supervisor of Workplace Education, 424-7016 to obtain a LaMPSS Registration Change form to update your information.

Project Details

Please provide the following:

Project Title	Provide a title specific to this project. For example: NSCC – One Journey at Work – 2011/12
Agreement Start Date	Enter start date of project
Agreement End Date	Enter end date of project

Past Agreements

Provide information relating to past agreements if this application is a renewal.

Project Description

Project description should include the following:

- Statement of individual need and industry need and how this project is intended to specifically address those needs.
- The number of activities (courses) included in this project and the anticipated delivery time frame.
- The rationale for delivering this project and expected outcomes

Attach a detailed project description / proposal to the application

The project description is limited to approximately 300 words. If you wish to provide more information you may attach a detailed project description.

Agreement Contact

Provide the appropriate contact for your organization.

Project Location(s)

Please provide the civic address where project activities take place, including the postal code.

Participants

Enter the total number of participants expected for this project.

Project Activities

The tables below outline the required information for each eligible activity for the One Journey at Work Program. This is the complete set of eligible activities.

Research and Planning – Skilled Trades – Curriculum Development	
Brief Description	<i>Please provide a description of the activity or course being delivered</i>
Expected Results	<i>Please describe the expected results of this activity For example: To develop a course for eligible participants to upgrade their skills.</i>
Where does this activity take place	<i>Identify the location for each activity.</i>
Where does this activity take place	<i>Please provide the location for this activity</i>

Skills Enhancement – Job Specific - Classroom	
Brief Description	<i>Please provide a description of the activity being delivered</i>
Expected Results	<i>Please describe the expected results of this activity. For Example: To deliver this course to eligible participants for the improvement of skills.</i>
Where does this activity take place	<i>Identify the location for each activity.</i>
Expected number of participants	<i>Provide the expected number of participants for this activity.</i>

Skills Enhancement – Job Specific - Mentoring	
Brief Description	<i>Please provide a description of the activity being delivered</i>
Expected Results	<i>Please describe the expected results of this activity. For Example: To provide participants with the skills to mentor co-workers.</i>
Where does this activity take place	<i>Identify the location for each activity.</i>

Expected number of participants	Provide the expected number of participants for this activity.
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Skills Enhancement – Job Specific - Workplace	
Brief Description	<i>Please provide a description of the activity being delivered</i>
Expected Results	<i>Please describe the expected results of this activity. For Example: To deliver this course to eligible participants for the improvement of skills.</i>
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.

Project Budget

The following table outlines the eligible costs and specific instructions for each budget category funded by the One Journey at Work Program. Please include your complete project costs and requested amounts by budget category.

Budget Category	Eligible Costs
Program Delivery	
Salaries and Benefits	
Salaries	Salaries for instructors only.
Operational	
Standard Costs	
Equipment	Equipment required for the delivery of the course
Facility Lease/Rent	This covers the cost of rent/lease for the delivery of the course.
Resource Materials	Resources the instructor uses to deliver the course (e.g. handouts or course packages). This does not include textbooks for students.
Program Materials	This covers consumable materials used to deliver the course.
Other Operational Costs	Please provide details
Administrative	
Administrative-Inclusive	% of total agreement value. Covers WI contribution to centralized administration costs.

Legal Signing Officers

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

Supporting Documentation

You can attach any supporting documents with your application.

The table below outlines documents that may be included with the One Journey at Work Program application.

Document	Mandatory?	Document Topic	Requirements
<i>Budget Document</i>	Yes	Itemized Budget Breakdown	Provide an itemized budget breakdown detailing budget category costs. This information should be provided using the itemized Budget Breakdown Template for this Program. This template can be copied from our website. http://nsworkplaceeducation.ca/apply/forms-and-templates/
<i>Course Outline</i>	Yes	Course Information	Each course outline must include a description of course, specific outcomes and objectives, teaching resources/materials used, texts used and any other teaching aids.

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 the Department of Labour and Advanced Education 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 in LaMPSS.

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

Please note: There is a 180 day calendar timeline to open, complete and submit an application. After 180 days you must begin the process again to ensure the application information is current.

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

3 One Journey at Work Program Reporting Requirements

The requirements for Activity reports for your Labour Market Agreement for One Journey at Work are outlined in the agreement.

Reporting Online Using LaMPSS Self Serve

Reports should be submitted online using LaMPSS self serve functionality at www.gov.ns.ca/lampss .

Completing an Activity Report

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

Project Activities

The tables below outlines the information reporting requirements for each eligible activity for the One Journey at Work Program. Provide this information for each activity in your Labour Market Agreement.

<i>Research and Planning – Skilled Trades – Curriculum Development</i>	
Update / Status this Period	Please provide a brief update on the activity including the number of curriculum developed during this reporting period.

<i>Skills Enhancement – Job Specific - Classroom</i>	
Update / Status this Period	Please provide a brief update on the activity.
Number of unique participants	Provide the actual number of participants for this activity during this reporting period.

<i>Skills Enhancement – Job Specific -Mentoring</i>	
Update / Status this Period	Please provide a brief update on the activity.
Number of unique participants	Provide the actual number of participants for this activity during this reporting period.

<i>Skills Enhancement – Job Specific - Workplace</i>	
Update / Status this Period	Please provide a brief update on the activity.
Number of unique participants	Provide the actual number of participants for this activity during this reporting period.

Participants

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

Supporting Documentation

You can include any supporting documents with your activity report.

Reporting Notes

Provide any additional information.

Completing a Financial Report

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

Project Costs

For each budget category please report actual dollars for each category with an approved budget amount.

Supporting Documentation

You can attach any supporting documents with your financial report.

Reporting Notes

Provide any additional information.

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 Department of Labour and Advanced Education 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, user ID and password and click the "submit" button. This will connect you with the LaMPSS system to submit the report.

4 One Journey at Work Program Terms & Conditions

The following terms and conditions form part of One Journey at Work agreement in addition to the "General Terms and Conditions" outlined in the agreement.

5 Contact Information

For more information, contact the Supervisor of Workplace Education, Workplace Initiatives Division, Department of Labour and Advanced Education at 902-424-7016.