

Industry Training Fund Program Guidelines

Department of Labour and Advanced Education –
Apprenticeship Training Division

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1 Industry Training Fund Introduction

The Industry Training Fund is a Program administered by 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 Industry Training Fund is managed through the Apprenticeship Training (AT) Division of the Department of Labour and Advanced Education, in partnership with organizations approved to deliver trades training. This fund helps support the development of the skilled trades in Nova Scotia by delivering trades specific-training to trades practitioners who may require skill enhancement, practical upgrade, and certification preparatory training.

This funding covers the delivery of technical and practical training in designated trades in accordance with the Apprenticeship and Trades Qualifications Act and General Regulations to individuals who have been approved by the AT division.

Approved training may receive financial assistance up to a maximum of \$5,000. The amount of training grant is calculated based upon:

- a cost-shared agreement of 40% being funded by the Apprenticeship Training Division
- 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.

The delivery of training is typically restricted to registered apprentices, trade qualifiers, and individuals holding Journeyperson status. Funding will only be available for participants who have been prior approved by the AT division.

Training may be delivered in a variety of methods, including in-class, online, and can be delivered on a full time or part-time basis.

The AT division and the organization will agree on a curriculum standards document for each delivery of training.

Approved organizations must have the facilities, personnel, experience, qualifications and other resources to provide the services in accordance with the requirements of the AT division.

2 Applying for 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/lampss .

Applying Using a Paper Application Form

For information on paper application please contact the Supervisor of Client Services, Apprenticeship Training Division, Department of Labour and Advanced Education at 902-424-5632 or 1-800-494-5651.

Completing an Application Form

This section provides supporting information required in completing the application form contents for the Industry Training Fund 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 your Provincial contact 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: UA Local 56 – Industry Training Fund - 2010/11 NS Boat Builders Association – Industry Training Fund - 2010/11
Agreement Start Date	Enter start date of project
Agreement End Date	Enter end date of project

Past Agreements

Enter the name of a previous project.

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)

Provide civic address where project is taking place including postal code.

Participants

Enter the total number of eligible participants expected for this project.

Project Activities

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

Skill Enhancement-Skilled Trades-Practical Upgrading	
Brief Description	Please provide a brief description of the activity (course) being delivered. For example: <ul style="list-style-type: none"> • Pipe Bending Course • Plastic Vinyl Covering and Canvas Please describe what practical skills will be taught, time spent on the practical applications, and why it is necessary to teach these skills.
Expected Results	Please describe the expected results of delivering this activity (course) For example: To deliver “Best Rigging Practices” to eligible apprentices for the improvement of 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.

Skill Enhancement-Skilled Trades-Technical Upgrading

Brief Description	Please provide a brief description of the activity (course) being delivered. For example: <ul style="list-style-type: none"> • Certification upgrade Please give a brief description as to what theory will be covered and why it is necessary. Activities are not restricted to only certification prep but may include new technology/theory.
Expected Results	Please describe the expected results of delivering this activity (course) For example: To deliver “Best Rigging Practices” to eligible apprentices for the improvement of skills in the Welding Trade.
Where does this activity take place	Identify the location for this activity.
Expected number of participants	Provide the expected number of participants for this activity.
Expected activity costs	This is not used for the Industry Training Fund. Enter 0.

Project Budget

The following table outlines the eligible costs and specific instructions for each budget category funded by Industry Training Fund 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	
Facility lease/rent	
Resource Materials	Material the instructor uses to deliver the course (e.g. handouts, course packages). Text books and code books for students are not covered
Program materials	This covers consumable materials (materials used for the

	delivery of the course).
Other operational costs	Please provide supporting documentation.
Administrative	
Administrative	
Administrative-Inclusive	

Legal Signing Officers

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

Supporting Documentation

The table below outlines documents that may be included with the Program application.

Document	Mandatory ?	Document Topic	Requirements
Instructor Resume	Yes	Resume	It must include: Trade and Certificate of Qualification number.
Course Outline	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
Attendance Report	Yes	Participant List	For each course offering an attendance report is required. A report will identify the participants scheduled to attend the course. At a minimum the report will include the participant's name, apprentice number, certificate number. This information should be provided using the Participant and Attendance Report Template for this Program. This template can be copied from our website http://www.nsapprenticeship.ca/employers/industry_training_fund.shtml .
Supporting Budget Document	Yes	Itemized Budget Breakdown	Provide an itemized 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://www.nsapprenticeship.ca/employers/industry_training_fund.shtml .

Submitting Your Application

Once your organization has finalized the application including the attachment of all the required templates, and project costs less cash and in-kind contributions, the application may be submitted to AT 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 LaMPSS.

Enter your organizations ID, username and password and click the “submit” button. 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.

3 Industry Training Fund Program Reporting Requirements

The requirements for Activity and Financial reports for your Labour Market Agreement 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.

Using a Paper Activity Report

For information on paper activity reports please contact the Supervisor of Client Services, Apprenticeship Training Division, Department of Labour and Advanced Education at 902-424-5632 or 1-800-494-5651.

Project Activities

The table below outlines the information reporting requirements for each eligible activity (course) for the Industry Training Fund Program. Provide this information for each activity in your Labour Market Agreement.

For All Activities (courses) :	
Update / Status this Period	Provide a brief update on the activity.
Number of participants	Provide the actual number of participants who attended this activity (course).
Actual activity cost	This is not used for the Industry Training Fund. Enter 0.

Participants

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

Supporting Documentation

The table below outlines documents that may be included with the Program activity report.

Document	Mandatory ?	Document Topic	Requirements
<i>Attendance Report</i>	Yes	Participant List	<p>Each course attendance report submitted at the start of the project will be updated to indicate which of the scheduled participants completed the course as well as to identify new participants who may have joined the course after the initial report had been submitted.</p> <p>Information should be provided using the “Participant and Attendance Report” Template for this Program. This template can be copied from our website at http://www.nsapprenticeship.ca/employers/industry_training_fund.shtml .</p>

Reporting Notes

Provide any additional information.

Completing a Financial Report

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

Using a Paper Financial Report

For information on paper financial reports please contact the Supervisor of Client Services, Apprenticeship Training Division, Department of Labour and Advanced Education at 902-424-5632 or 1-800-494-5651.

Project Costs

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

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, and projects costs less cash and in-kind contributions, the report may be submitted to AT 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 as in LaMPSS.

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

4 Program Terms & Conditions

The following terms and conditions form part of Industry Training Fund agreement in addition to the “General Terms and Conditions” outlined in the agreement.

- Provide the participant course evaluations at the conclusion of the training. To obtain a copy of the template please contact the Supervisor of Client Services, Apprenticeship Training Division, Department of Labour and Advanced Education at 902-424-5632 or 1-800-494-5651.

5 Contact Information

For more information, contact the Supervisor of Client Services, Apprenticeship Training Division, Department of Labour and Advanced Education at 902-424- 3411 or 1-800-494-5651.