



# WORKIT GRANT FUNDING 2010-11

## What is WORKIT?

WORKIT, a career development approach, focuses on assisting youth in establishing a career pathway to a successful future in the designated trades. The WORKIT approach introduces youth to career information and exploration experiences in the designated trades and assists them in navigating the apprenticeship system.

## WORKIT Youth Apprenticeship Outcomes

As a result of WORKIT Youth Apprenticeship, youth in Nova Scotia will:

- Be more likely to select occupations in the skilled trades, thereby addressing the issue of skills shortages in the Nova Scotia economy;
- Be more aware of the benefits of apprenticeship training and related labour market opportunities;
- Actively choose to train through the apprenticeship system; and
- Have access to a system that supports strong and effective partnerships amongst industry, educational institutions and the Department of Labour and Workforce Development.

## WORKIT and the Nova Scotia School System

For Youth Apprenticeship to be successful, youth need opportunities to learn about and explore careers in the skilled trades; a strong connection to the school system in Nova Scotia is essential for making this happen. According to the *2004 Youth Decision Survey Report*, two reasons youth are not choosing careers in the skilled trades are a lack of accurate information and limited opportunities to explore the skilled trades.

## WORKIT Grant Funding

In an effort to increase youths' awareness of the skilled trades and connect more youth to the apprenticeship training system in Nova Scotia, the Youth Apprenticeship Coordinator has been working actively with schools and organizations across the province. Some of the WORKIT activities currently underway include youth presentations, professional development for educational and career resource professionals, a WORKIT website and *Guide to Youth Apprenticeship*, apprenticeship hours for completion of specific high school courses, and collaborative youth apprenticeship initiatives.

To support these activities and provide assistance in creating new opportunities for students, *WORKIT Grant Funding* has also been made available to Nova Scotia regional school boards and Mi'kmaq Kina'matnewey (MK). This funding, in the amount of \$300,000, is intended to increase junior and senior high school students' awareness and opportunities to explore careers in the skilled trades, while assisting them in making informed career and post-secondary education decisions. *WORKIT Grant Funding* allocations are based on a predetermined funding formula which takes into account senior high school student population and the number of schools in each school board or MK



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## WORKIT Grant Funding Categories

*WORKIT Grant Funding* is intended to increase junior and senior high school students' awareness and opportunities to explore careers in the skilled trades. The overall goal of this funding program is to assist students in making informed career decisions and help increase the number of students choosing post-secondary options leading toward trade certification, including youth apprenticeship. Funding for awareness and exploration activities is available in the following seven (7) sub-categories: promotion of the skilled trades; projects and partnerships; skilled trades education; professional development; personal protective equipment; safety certification; and student transportation.

**For all projects or activities, safety is of utmost importance and in all cases precautions must be taken to ensure all individuals on site are fully protected. In projects where personal protective equipment (PPE) is required and schools do not have access to such equipment, PPE costs must be included in the project proposal before it will be accepted.**

### Category 1

#### Awareness Funding

Awareness of the skilled trades is essential for students to cultivate an interest in exploring and eventually committing to a career in the trades. Skilled trades are defined as a skilled practice of a practical occupation and for the purpose of *WORKIT Grant Funding*, include any of Nova Scotia's designated trades and all the Nova Scotia Provincial Skills Competition areas, **except** technologies and leadership. For a full list of these trades, go to [www.workitns.ca/descriptions.php](http://www.workitns.ca/descriptions.php) and <http://skillsns.ednet.ns.ca>.

Activities within the awareness funding category are intended to be grassroots projects, with student engagement and learning as the main focal point. Students should be actively involved in all aspects of any project and in those instances where this is not possible, some form of student engagement must occur, therefore providing students with an increased level of awareness of the trade(s).

#### Mid-term Review

For projects lasting more than two months in duration, an informal mid-term review is required and will be conducted by the school board Community-Based Learning Consultant or MK representative. If the mid-term review identifies that funding is being used outside the scope of the approved project or activity, this will be communicated to the school and the Youth Apprenticeship Coordinator, as appropriate.

*Mid-term Reviews should focus on the following items:*

- Project activity plan - adjust timeline and activities as necessary
- Working partnerships established in the community and/or school, if appropriate
- Participants and leads chosen for the project and roles established
- Resources identified and research conducted, if and when appropriate
- Budget - adjust as necessary



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## Options for Awareness Funding

Proposed Awareness Funding projects fall under the following sub- categories:

- A. Promotion of the Skilled Trades
- B. Projects and Partnerships
- C. Skilled Trades Education
- D. Professional Development

### A. Promotion of the Skilled Trades

*Examples of activities that might fall under this funding category include:*

- School-based career days or specific information sessions focusing on the skilled trades. This may involve bringing local tradespeople into the school or having students visit trade related places of employment or institutions.
- Local educational and promotional campaigns on the skilled trades. This may involve students providing information to other students and/or the local community on the skilled trades in the form of poster campaigns, presentations and interactive activities.
- Parent information sessions about careers in the designated skilled trades. These sessions may be conducted by students and/or local skilled tradespeople.

**The purchase of technical equipment unrelated to the skilled trades, such as computers, televisions, video cameras and digital cameras is not included as part of this funding category.**

### B. Projects and Partnerships

Skilled trade employers are often looking to engage with their local high schools to promote awareness of the career opportunities in their particular industry and to encourage students to stay and contribute to the local community and economy. Examples of activities employers may take part in may include hosting educational sessions in their workplaces and in schools, workplace tours, job shadowing opportunities for youth and teachers and on-site projects. Partnerships with community organizations or institutions would also fall within this funding sub-category and may include participation in various skilled trade activities such as Skills Canada~Nova Scotia events. *Fees associated with Robotics competitions, as well as equipment rentals would be included in this funding sub-category.*

**Hiring individuals and paying contractor fees is not covered by *WORKIT Grant Funding*, however honoraria may be provided to individuals in recognition of their time and contributions to a project or activity.**

*Honoraria are voluntary, non-negotiated, one-time payments and should not be a substitute for term employment or independent contractor services. These payments are made to individuals in recognition of their short-term services in a volunteer capacity. Honoraria amounts are left to the discretion of the school board/MK; however, amounts should be minimal in relation to total project costs.*



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## C. Skilled Trades Education

For Public School Programming (PSP) and locally developed courses specific to the skilled trades, there are often costs related to **consumable** materials or field trips needed to support students' learning in the skilled trades. Examples of these types of courses/programs would include Skilled Trades Education, Construction Technology, Career Access, STEP, Production Technology, Power and Transportation, Energy, Options and Opportunities (O2), and the Career Exploration Program. There may also be other opportunities to provide skilled trades education outside of these specific courses and teachers are encouraged to access this funding to offer these opportunities. *Substitute costs for teachers to accompany students to outside activities would be included in this funding sub-category.*

## D. Professional Development

This funding would be used to support ground transportation, registration fees and substitute teacher costs for educators wishing to take part in professional development opportunities hosted by the Apprenticeship Training and Skill Development division, local skilled trade employers or industry groups, or other training directly related to the skilled trades. This could also include educators participating in job shadowing opportunities with local skilled trade employers, or with other teachers providing skilled trades education.

## Category 2

### Exploration Funding: Connecting with Career Exploration Programming

In-depth career exploration provides students with invaluable exposure to the skilled trades. To encourage these types of opportunities within the public school system, funding in this category is being made available to courses that provide experiences directly related to the trades, such as the Skilled Trades Education, Cooperative Education and the O2 program. Locally developed courses that also provide similar career exploration opportunities are also eligible for funding.

### Options for Exploration Funding

Proposed Exploration Funding projects fall under the following sub- categories:

- A. Personal Protective Equipment
- B. Safety Certification
- C. Student Transportation

#### A. Personal Protective Equipment

In all skilled trade work placements or projects, personal protective equipment (PPE) is required. In the case where an employer does not supply or a school does not have PPE, such as work boots, goggles and/or hard hats, *WORKIT Grant Funding* is available. **For students registered in the O2 program, O2 funding should be accessed prior to applying for WORKIT Grant Funding.**



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*For the purpose of this funding, PPE is defined as equipment worn by a worker to minimize exposure to specific occupational hazards. It includes such things as respirators, gloves, aprons, fall protection, and full body suits, as well as head, eye and foot protection. It should not be confused with items used for convenience or efficient use of tools, such as coveralls and tool boxes.*

## B. Safety certification

Employers in the designated skilled trades are much more likely to provide work placements for students if they have basic safety certifications. Suggested certifications may include WHMIS, Occupational Health and Safety, First Aid/CPR, Food Handling Safety and Transportation of Dangerous Goods. This funding may be used to train both individual students and teachers through recognized training providers. **For students enrolled in O2 or cooperative education courses, *Passport to Safety* is exempt from this funding, as it is being provided free of charge by the Workers' Compensation Board of Nova Scotia.**

## C. Student Transportation

Current school board policy for cooperative education courses states that students are responsible for their own transportation to and from work placements. However, in instances where students are unable to provide for their own transportation, *WORKIT Grant Funding* may be accessed. This applies to all community-based learning activities that involve students completing a work placement component. The course teacher is responsible for determining the appropriate means of student transportation according to school board/MK policy. **Transportation costs will only be covered for work placements in a Nova Scotia designated trade. For a complete list of designated trades in Nova Scotia, go to [www.workitns.ca/descriptions.php](http://www.workitns.ca/descriptions.php).**

## Application for WORKIT Grant Funding: SCHOOLS

Schools must complete the *WORKIT Grant Funding* proposal template and submit it to the appropriate school board Community-Based Learning Consultant or MK representative for approval. All *WORKIT Grant Funding* proposals must be approved according to funding guidelines and all funding is expected to be used during the 2010-2011 school year. For more information about this funding, please contact your school board Community-Based Learning Consultant or the MK representative.

AVRSB	Kathy Greeno	424-5685	<a href="mailto:kathy.greeno@avrsb.ca">kathy.greeno@avrsb.ca</a>
CBVRSB	Rhonda Smith	794-6212	<a href="mailto:rhondas@staff.ednet.ns.ca">rhondas@staff.ednet.ns.ca</a>
CCRSB	Don Hill	755-8161	<a href="mailto:hilldl@ccrsb.ca">hilldl@ccrsb.ca</a>
CSAP	Bruce Joshua	226-5233	<a href="mailto:brucej@csap.ednet.ns.ca">brucej@csap.ednet.ns.ca</a>
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MK	Lorianne Stevens	567-0336	<a href="mailto:lstevens@kinu.ca">lstevens@kinu.ca</a>
SRSB	Cyril MacGillivray	747-3670	<a href="mailto:cyril.macgillivray@strait.ednet.ns.ca">cyril.macgillivray@strait.ednet.ns.ca</a>
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## WORKIT Grant Funding: SCHOOL BOARDS and MK

WORKIT Grant Funding will be distributed to school boards and MK after August 1<sup>st</sup> of the upcoming school year. If a school board or MK has received WORKIT Grant Funding in the past, new funding will not be released until the school board/MK Activity Report and all school Funding Reports have been submitted to the Department of Labour and Workforce Development, as well as an updated financial report. The deadline for updated financial reports is October 1<sup>st</sup> of the current school year and it should outline all expenditures from August 1<sup>st</sup> to July 31<sup>st</sup> of the previous school year. The following is a list of required budget categories.

Budget Categories	Eligible Costs
Substitute Teachers	Includes all expenditures associated with hiring “substitute teachers”
Student and Teacher Travel	Includes all “student conveyance” and “travel in province” for teachers
Supplies and Materials	Includes all “supplies and materials”, and any Personal Protective Equipment (PPE) purchased
“Other Professional Services”	Includes rental of equipment, safety training costs and honoraria
“Professional Development Teachers”	Includes associated fees to attend a “conference-in province”, “in-service teachers”, or various courses related to the skilled trades
Other	Includes all remaining expenditures

**Note:** All words within quotation marks are actual descriptor names in SAP; associated GL numbers may be accessed from each school board’s finance department.

All carry over amounts from the previous school year must be identified in the financial report, as well as any carry over for the upcoming year.

Organizations that use SAP must provide a SAP report. This report may be provided electronically in Excel format. For those organizations not using SAP, this information should be provided using the WORKIT Financial Report template.



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## Roles and Responsibilities

*WORKIT Grant Funding* will be managed by the Community-Based Learning Consultant at the school board level, or by a representative from MK. This individual will:

- Communicate information about the program to schools;
- Answer educators questions about the program;
- Approve *WORKIT Grant Funding* proposals based on an established criteria;
- Allocate funding based on approved proposals;
- Conduct informal mid-term reviews of projects exceeding two months in duration;
- Complete the school board/MK Activity Report and submit, along with all school Funding Reports, to the Youth Apprenticeship Coordinator, at the Department of Labour and Workforce Development, by July 15, 2011; and
- Submit confirmation of all expenditures in a financial report no later than October 1, 2010.



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