

# Energy Training Program

May 2-August 26, 2016

## Application Deadline:

**February 26, 2016**

### Send Applications to:

Energy Training Program for Students  
NS Department of Energy  
Joseph Howe Building  
1690 Hollis Street  
PO Box 2664  
Halifax, NS B3J 3P7

### Or email to:

Noor.Subeh@novascotia.ca

### Direct questions about the program to:

Noor Subeh  
Strategic Marketing Officer  
NS Department of Energy  
Tel: (902) 424-0781  
Fax: (902) 424-3264

## Employer Application Guidelines

### Objectives

The Department will cooperate with private sector firms with business activities directly in the energy sector, to create jobs and provide educational opportunities for **Nova Scotia post-secondary students and recent graduates** throughout the Province.

### Duration of the Program

Funding will be provided for a **minimum work term of twelve (12) consecutive weeks** and up to a **maximum of seventeen (17) consecutive weeks (the Funding Period)**. **Please note that co-op students require a minimum of fourteen (14) consecutive weeks.**

**In order to meet these requirements, co-op students start date must be on or before May 23, 2016. Non co-op students start date must be on or before June 13, 2016.**

**The 2016 Funding Period is from May 2 – August 26, 2016.**

### Deadlines

Applications will be processed as they are received. Employers are urged to **submit applications early** as the program is experiencing increased demand.

## Eligibility Guidelines

### Employers

- **Must outline** a direct connection to the energy sector in Nova Scotia
- **Must provide** their Canada Customs Agency business number and registration number Companies Act.
- Should be a **Nova Scotia small (max. 100 employees) to medium (max. 500 employees) size enterprise ("SME")**. Larger local firms may be considered as funding levels allow.
- **Must provide** work term experience directly related to the student's program of study.
- Universities require that they be contacted prior to having an application submitted under the program that requires one of their co-op students.
- Employer must be in good financial standing with the province of Nova Scotia.

### Employees

- **Must be** a current post-secondary student or have graduated from a recognized Nova Scotia post-secondary institution within the past year.
- **Must be** a resident of Nova Scotia.\*
- **Must be** a Canadian citizen or permanent resident.
- **Must not be** immediate family\*\* of the business owner, the project contact or senior administrative staff of the company.

### Overview of Terms and Conditions

- Employers must pay at least the legal minimum wage plus 4% vacation pay. The employer is responsible for paying Employment Insurance, Canada Pension premiums and Workers' Compensation coverage.
- Employers must provide appropriate workplace safety training commensurate with student job tasks.
- Positions must be **related to the student's field of study**, and, for **co-op students**, be acceptable to the Cooperative Education Program Coordinator(s).
- The employee must not displace any existing staff.
- Employers must not receive funding from other sources during the specified Funding Period.
- See contract for full terms and conditions.

I hereby certify that I will comply with the above-specified program guidelines.

Signature of Contact Person \_\_\_\_\_ Date: \_\_\_\_\_

\* Students attending out-of-province institutions may be asked to provide proof of permanent residency.

\*\* Immediate family includes child, stepchild, ward, spouse, common-law spouse, parent, sister, brother, grandparent, grandchild, aunt, uncle, niece and nephew.