

Energy Training Program

April 30-August 24, 2018

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

The Department will provide funding 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 21, 2018. Non co-op students start date must be on or before June 4, 2018.

The 2018 Funding Period is from April 30 – August 24, 2018.

Deadlines

The committee will process applications 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 government sources during the specified Funding Period.
 - See contract for full terms and conditions.

Application Deadline:

February 23, 2018

Send Applications to:

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

Or email to:

Leanne.Tremblay@novascotia.ca

Direct questions about the program to:

Leanne Tremblay
Nova Scotia
Department of Energy
Tel: (902) 424-5447

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.