

Nova Scotia

Ministry responsible for literacy	Department of Labour and Advanced Education
<ul style="list-style-type: none"> • Minister's name • Key Staff 	<ul style="list-style-type: none"> • Hon. Marilyn More • Karen Gatien Director, Adult Education Division
Ministry responsible for the LMA	Department of Labour and Advanced Education
<ul style="list-style-type: none"> • Minister's name • Key Staff 	<ul style="list-style-type: none"> • Hon. Marilyn More
Ministry responsible for workplace literacy	Department of Labour and Advanced Education
<ul style="list-style-type: none"> • Minister's name • Key Staff 	<ul style="list-style-type: none"> • Hon. Marilyn More • Joe Brown Program Manager, Workplace Education

Definition of literacy

Nova Scotia uses the IALSS definitions and levels when speaking of literacy.

Adult Literacy Policy:

On December 10, 2010, the province passed *An Act Respecting the Nova Scotia School for Adult Learning and Other Designated Components of Adult Learning in Nova Scotia*.

The Act identifies general principles related to adult learning including :

- A government commitment to develop Nova Scotia as a learning province where every place is a learning place and everyone a learner.
- Participation in lifelong learning through formal, non-formal and informal learning opportunities at all stages of life has intrinsic value, enhancing the confidence, skills and abilities of Nova Scotia residents with respect to family life, social and civic engagement, workforce participation, productivity and success, and health and well-being, including the development of mind, body and spirit and participation in community and cultural life;
- Lifelong learning opportunities reflect a learning continuum ranging from participation in families, schools, post-secondary education, community and other adult-learning organizations, workplace education and training,

community and cultural experiences, sports and recreation activities, and volunteer organizations;

- Adult learning is recognized as a shared responsibility amongst learners and their families, educators, employers and employees, communities, and government. Participation in adult learning is enhanced when individuals have the necessary literacy and essential skills required to maximize their learning opportunities;

The Act sets out the purpose of the Nova Scotia School for Adult Learning (NSSAL) as providing support for learning organizations to offer tuition-free adult learning programs in English or French. It proceeds to outline requirements for those receiving funding under the NSSAL.

The Act also commits the Minister to regularly consult with the adult learning community including adult learners, practitioners, and organizations to continue the strategic development, implementation, and evaluation of adult learning in the province.

How are literacy programs provided?

The Adult Education division of the Skills and Learning Branch, Department of Labour and Advanced Education (LAE) is responsible for adult literacy and basic education. It is also responsible for high school completion for adults through the Nova Scotia High School Graduation Diploma for Adult and for the GED certificate.

The NSSAL provides the “Adult Learning Program” to adults over 19, free of charge, at more than 150 sites across the province. Adults enrolled in the program work toward a number of personal goals, which may include the following:

- improving literacy, math, problem-solving, critical-thinking and teamwork skills
- acquiring the Nova Scotia High School Graduation Diploma for Adults/NSHSGDA (created in 2001, French equivalent is the *Diplôme de fin d'études secondaires pour adultes de la Nouvelle-Écosse/DFESANÉ*)
- preparing to write the GED test to further employment opportunities
- entering the workforce
- preparing to enter a post-secondary institution.

The ALP's four levels of courses range from basic literacy to high school graduation. Levels I and II have been designed for adults who need to develop a broad range of literacy skills. Level III has been designed for adults who need to improve a variety of skills before entering into Level IV and/or who need to improve their literacy and essential skills to assist in their life/work transitions. Level IV consists of courses that can be used toward the Nova Scotia High School Graduation Diploma for Adults.

Learners can enrol in ALP classes at:

1. **Community Learning Networks/CLNs** – community-based organizations provide learning opportunities (30 in operation in 2008-9) at Levels I (=Skill Set Grade 6) and Levels II (=Skill Set Grade 8) and III (=Skill Set Grade 10).
2. **Nova Scotia Community College** (at 13 campuses) offers Level III and Level IV (=Skill Set Grade 11-12); Africentric ALP (through the African Canadian Transition Program); and full- or part-time classes. Level IV courses may be counted as credits towards the Nova Scotia High School Graduation Diploma for Adults.

To graduate with the Nova Scotia High School Graduation Diploma for Adults, a learner must complete 12 credits from either the public school program Grades 11 or 12, or the ALP Level IV.

In fiscal year 2009-2010, through NSSAL, 503 people completed their adult high school diploma. An additional 531 people successfully completed their General Education Diploma.

Recent efforts have developed and piloted programs that combine the ALP with employment-related curriculum, job search skills, and work experience.

Nova Scotia, along with the three other Atlantic provinces, has launched "Literacy: It means more than you think," a four year awareness campaign. Phase One of the campaign, delivered through four French and four English TV ads, will inform Atlantic Canadians regarding the importance of strong literacy and essential skills. Phase Two of the campaign will mobilize partnerships with stakeholders and employers, and encourage adult learners to participate in adult learning programs.

Is there a focus on workplace literacy and essential skills?

The Workplace Education Initiative (WEI) works through business, industry, and labour organizations to administer a suite of customized learning programs and services, foster a learning culture in the workplace and create public awareness around the value of learning at work. Through the WEI model, LAE has developed relationships with

many organizations throughout Nova Scotia including unions, individual employers, and sector/economic development organizations such as chambers of commerce, industry associations, and Regional Development Authorities to provide non-traditional educational opportunities to individuals within participating organizations.

A Skill Development Coordinator works with business to:

- assess the organization's learning needs
- recommend programming that will benefit the workers
- help the company apply for funding to cover the cost of an instructor
- help select the right instructor for the programs
- offer support while the program is ongoing

Each Workplace Education program brings together representatives from management, union, and employees to form a Project Team to initiate, coordinate, and monitor the program.

Project Team members share the costs, which may include:

- time release so employees can attend programs during the work day
- the provision of program space, materials/resources, study supplies, child care/transportation allowances
- contributions to the cost of instruction

In fiscal year 2009-2010, 1,767 people participated in 158 Workplace Education programs at 87 workplaces across the province.

Nova Scotia's LMA plans place an emphasis on literacy and essential skills. Some examples of these investments are:

- Literacy and essential skills and career development interventions in the area of the skilled trades to assist clients in accessing the existing apprenticeship system; literacy and essential skills interventions, job readiness training and work experience for older workers to assist them in re-entering the workforce; increase the number of adults in priority groups participating in existing adult learning and computer skills training programs.
- Increasing the number of adults accessing the existing Nova Scotia School for Adult Learning Program and the One Journey Work and Learn Initiative.

- Building on the Nova Scotia School for Adult Learning Program, provide integrated literacy and certificate programs with work experience components that lead to high school completion, post-secondary certificates, and employment for priority groups.
- Workplace essential skills programs to low skilled workers already in the workforce.

The November 2011 *Workforce Strategy* released by the provincial government announced increased funding to the Workplace Education initiative including mobile computer labs and the inclusion of non-profit and voluntary sector employers.

Is there a formal role for labour?

Nova Scotia Partners for Workplace Education is a multi-stakeholder committee that advises LAE on its workplace education program, including approving funding for workplace programs. The committee is co-chaired by business and labour, and includes equal numbers of business, labour, and government representatives. Recently, workplace education instructors have been added to the committee. There are presently four labour representatives. The Nova Scotia Federation of Labour now makes labour appointments.

Literacy Nova Scotia, the provincial coalition, has reserved positions on its board for labour and business.

What is the available financial support? (For workers, for labour)

Workplace Education services and programs are available to businesses and labour organizations across Nova Scotia.

Supports are also available to apprentices without work experience in some of the more essential skills of their trade. These include:

- The Learning Plan Development Process is available to apprentices to determine training needs. This leads to the development of an individualized learning plan.
- Informal Assessment Tools are used to measure the essential skills needs of apprentices based on the trade they have chosen.

- Access to Learning Supports makes essential skills training available free of charge.
- The Math Refresher and Document Use Refresher courses are free of charge for apprentices and offered on a part time basis at NSCC campuses.
- An Additional Review course allows apprentices to combine the theories they have learned and prepare a study plan for their certification exam.

Nova Scotia	
Amount	\$84.6 million (6 years)
Date Signed:	June 13, 2008
Focus for the Unemployed	<p>For unemployed individuals who are not eligible for training assistance under the Employment Insurance (EI) program, including groups who are under-represented in the labour market, such as</p> <ul style="list-style-type: none"> • Aboriginal people, immigrants, persons with disabilities, youth, women, and older workers; and • Individuals entering and re-entering the work force.
Focus for the Employed	<p>For low-skilled employed individuals who are not eligible for training assistance under the Employment Insurance (EI) program, including groups who are under-represented in the labour market, such as</p> <ul style="list-style-type: none"> • Aboriginal people, immigrants, persons with disabilities, youth, women, and older workers
Provincial Priorities	<ul style="list-style-type: none"> • to increase the participation of Nova Scotians in the work force to meet current and future labour requirements; • to enhance the quality of skills development; and • to facilitate work force mobility and provide clients with the information necessary to make informed labour market choices.
Accountability Measures	<p>The Labour Market Agreements contain a robust accountability framework that includes commitments related to</p> <ul style="list-style-type: none"> • the development of annual plans and the engagement of stakeholders; • the management of financial resources provided under the agreement; • the measurement of the outcomes and benefits of investments in three areas. participants, service delivery and results; • regular public reporting of results achieved; and • regular review and evaluation of activities.
Displacement	<p>These new arrangements also contain a commitment to ensure that the new federal investments do not displace normal provincial expenditures within the labour market.</p>
Official Languages	<p>In developing and delivering its eligible programs and services, Nova Scotia agrees to take into account the needs of the official language minority communities within the province, and to deliver, where there is significant demand, services in either official language.</p>

Nova Scotia	
Strategic Training and Transition Fund	NS has invested its \$16,000,000 STTF funding into three areas: Workforce Response Strategy; Workforce Stabilization; Labour Market Growth and Development
Consultations	The province does not have a specific consultation process for the LMA.
Literacy and Essential Skills	The Bridging to Apprenticeship and Age Advantage Plus programs have a focus on literacy and Essential Skills. Funds were also provided to Adult Learning Initiatives – the province’s adult literacy program; the Nova Scotia School for Adult Learning Program; the One Journey Work and Learn Initiative (for adults on social assistance); Workplace Education (literacy and Essential Skills) and English in the Workplace.

Nova Scotia - Original LMA

Priority Areas (\$000's)	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	Six Year Total	Notional %
Client access and service provision	600	6 00	300	300	200	200	22,000	26%
Labour Market Skills Development	4,100	4,100	5,100	5,100	5,100	5,100	28,600	14%
Workforce attachment and retention	200	200	300	300	400	400	18,000	21%
Workforce Development	200	200	300	300	300	300	16,000	19%
Administration	.066	.066	.066	.066	.066	.066	400	.47%
Total (\$000's)	14,100	14,100	14,100	14,100	14,100	14,100	84,600	100%

Nova Scotia LMA Activity

Priority Area (\$, millions)	2008- 2009 Actual	2008-2009 Actual Activities	2009- 2010 Actual ¹	2009-2010 Actual Activities	2010- 2011 Actual	2010-2011 Actual Activities	2011- 2012 Planned	2011-2012 Planned Activities
Client access and service provision	\$.171	Objective(s): <ul style="list-style-type: none"> To improve equity of access to clients regardless of income attachment To address system and program shortfalls associated with high-demand areas To ensure integration of new programs and ability to support and measure client outcomes 		<ul style="list-style-type: none"> Assisted immigrant women in increasing their employment and self-employment capabilities through the acquisition of various certifications, English language training, and business counseling services. Assisted diverse, unemployed women prepare for, obtain, and maintain employment in the fields of trades and technology through the provision of specialized workshops in a supportive woman-centred atmosphere. Provided older workers (aged 55-64) with the skills and tools they needed to successfully re-integrate into the workforce through the provision of employment assistance services, <i>essential</i> 		<ul style="list-style-type: none"> Assisted multi-barriered Aboriginal adult learners develop a learning plan to move forward in their career development through employability, <i>literacy and essential skills</i> training. Provided employability and self-esteem training to youth for entry into the workforce or continuing in adult education opportunities. Facilitated integration of Francophone immigrants into the labour market by supporting a job fair and entrepreneurship consulting services. 	\$5.9322	<p>Labour Market Planning Collaboration with stakeholders to strengthen quality of LMI quality and coordinate investments for priority groups</p> <p>Business Development & Entrepreneurship counseling Supports to provision of counseling for client groups considering self-employment as a labour market attachment option.</p> <p>Employability programs Programs to increase ease of labour market participation for priority groups</p>

¹ Data on actual spending found in the 2009-10 Labour and Workforce Development Accountability Report.

			<p><i>skills training</i>, and work experience.</p> <ul style="list-style-type: none"> Increased access to <i>literacy and essential skills programs</i> for hundreds of unemployed Nova Scotians. 		
<p>Labour Market Skills Development</p>	\$1,998	<p>Objective(s):</p> <ul style="list-style-type: none"> To increase the <i>essential and occupational skills capacities</i> of individuals and the system to support better transition readiness for clients. 	<p>Examples of activities:</p> <ul style="list-style-type: none"> Supported a construction training and job readiness program for unemployed African Canadians in the trades sector. The program equips aspiring tradespeople from the Black community with enhanced skills, certifications, and workplace-based competencies to establish a stronger presence in Nova Scotia's construction sector. Supported over 200 clients in more than 9 communities through the Adult Learning GAP Program (ALP-GAP), which increases participant's employment potential from both a practical and academic standpoint by teaching life skills, <i>adult learning (ALP curricula II and III)</i> 	<ul style="list-style-type: none"> Supported over 220 clients in more than nine communities through the Adult Learning Program GAP (ALP-GAP), which increases participants' employment potential from both a practical and academic standpoint by teaching life skills, adult learning and work experience to integrate participants back into the workforce. Supported recent immigrants in accessing software that focused on career, workplace and <i>essential skills</i> training in order to increase employability skills. Supported a construction training and job readiness program for unemployed African Nova Scotians in the trades sector by providing enhanced skills, certifications and 	<p>\$6,161</p> <p>Skills Up! A program is for eligible African Nova Scotians who require skills training to get a good job. Skills Up! provides financial assistance to individuals, which can include tuition, living allowance, transportation, and other costs associated with the training.</p> <p>Works For You Supports projects across the province which will increase the job readiness of LMA clients, and aid in attaching participants to the workforce. The goal of the projects should be integrating or reintegrating clients into sustainable, insurable employment.</p> <p>Job Readiness</p> <p>Skills Training</p> <p>Language Training Supports</p>

			<p>and work experience to integrate participants back into the work force.</p> <ul style="list-style-type: none"> Supported an initiative to encourage and support the participation of Aboriginal People in careers relevant or used within oil and gas exploration, development, production or industry. 	<p>workplace-based competencies.</p> <ul style="list-style-type: none"> Over \$ 2.5 million in investments in adult learning programs where adults gain <i>literacy and essential skills</i> to help them transition to employment. Invested \$1.5 million to fund a pilot program to provide supports to enable African Nova Scotians to participate in upgrading and skills training that will result in labour market attachment. Invested \$1,224,516 in labour market development programs and services for Aboriginal Nova Scotians. 		<p>Adult Learning Initiatives</p> <p>Activities</p> <ul style="list-style-type: none"> Supports to career development interventions and skills upgrades for job readiness Language training, computer skills training and <i>literacy & essential skills training</i> to improve access to, and retention of, meaningful employment
Workforce attachment and retention	\$1.502	<p>Objective(s):</p> <ul style="list-style-type: none"> To actively facilitate the attachment and retention of that attachment for labour market participants to workforce activity through employer associated engagement programs. <p>Project Example: A labour market attachment model that matches unemployed individuals with</p>	<p>Supported the provision of employment and vocational crisis supports (counseling, troubleshooting, technical aids, etc.) to over 150 persons with disabilities across Nova Scotia to enable them to remain attached to the labour market.</p> <p>Funded a pilot project to offer and deliver Prior Learning Assessment and Recognition (PLAR)</p>	<p>Assisted in developing the capacity of employers in Nova Scotia to meet current and future labour market requirements in trades and technology through the training, recruitment and retention of skilled, diverse women.</p> <ul style="list-style-type: none"> Supported the delivery of business development counseling and planning to 	\$4.7 11	<p>Transferable work skills</p> <p>Employer awareness initiatives to promote hiring of priority groups</p> <p>Integrated certification & work experience</p> <p>Employer-partnered skill development programs for priority client groups (such as immigrants) including adult learning, on-the-job training, mentorship and work placements</p>

		employers experiencing a skills shortage through the provision of a <i>customized essential skills training</i> program. The employer is involved in the design of the training model and selection of participants. The provision of practical training opportunities results in a direct link to viable employment with the employer upon successful completion of the program	services and the necessary program modules, as per the provincial Continuing Care Assistant curriculum. This initiative was designed to meet the needs of frontline care providers who seek to enhance their existing knowledge or work towards their Continuing Care Assistant certification.	entrepreneurs from targeted groups of all ages. <ul style="list-style-type: none"> • Invested \$405,000 to support the Link Continuing Care Assistant Program, Nova Scotia School of Adult Learning. Over the last two years, there has been a 96% employment rate with over 100 CCAs certified and working. • Over \$2 million in funding to help persons with disabilities improve their employment prospects through programs including job maintenance, job coaching, post-employment support as well as <i>literacy and essential skills</i> training programs 		Workplace adjustment Vocational crisis supports for displaced workers including skills enhancement, job coaching and mentorship
Workforce Development	\$.786	Objective(s) <ul style="list-style-type: none"> • To develop the skills of low-skilled workers already in the workforce and the capacity of the workforce community to support those workers. 	Supported English in the Workplace training to assist newcomers who are employed or are self-employed in developing language skills in the workplace such as customer service language, pronunciation, presentation skills, writing e-mails, reports and letters.	<ul style="list-style-type: none"> • Assisted unemployed and employed low-skilled immigrant women increase their self-employment capabilities by acquiring certifications, business counseling and language training. • Over \$2.27 million in funding to support newcomers and immigrants in increasing their 	\$3.211	Workplace essential skills Provide <i>workplace essential skills programs</i> English in the workplace Improve English skills for employed and self-employed Employer adaptation programs <ul style="list-style-type: none"> • Engage employers through awareness to

			employability through enhanced and occupation-specific language training, employment and business development supports, and bridging programs for internationally educated professionals.	promote: workforce learning initiatives to increase productivity • Effective HR practices for healthier workplaces
Administration	\$.078			
TOTAL	\$4.536	\$16.300	\$15.400	\$20.015

STTF Investment Plan by Priority Area

Priority Area (\$, millions)	2009- 2010 Actual	2009-2010 Actual Activities	2010-2011 Actual	2010-2011 Actual Activities
Workforce Response Strategy		<p>Objective: Support individuals, employers, and communities affected by workforce adjustments, lay-offs, and closures.</p> <p>Highlights:</p> <ul style="list-style-type: none"> Funded re-training and transition supports for individuals who were displaced by industry decline in Nova Scotia. Services included the provision of employment counseling, workshops, upgrading and training programs to workers in the manufacturing, aerospace, agricultural, tourism, and contact industry sectors. Supported the initiation of labour market development plans for the African Nova Scotian, Aboriginal, Acadian/Francophone, and persons with disabilities communities. 		<p>Highlights:</p> <ul style="list-style-type: none"> Funded re-training and transition supports for individuals who were displaced by industry decline in Nova Scotia. Services included the provision of employment counseling, workshops, upgrading and training programs. Supported an initiative to align the fish harvesting sector with DFO initiatives in the areas of eco-labeling, sustainability and certification.
Workforce Stabilization and Development		<p>Objective: Facilitate the continued attachment of individuals to the labour market through workplace-based training.</p> <p>Highlights:</p> <ul style="list-style-type: none"> Supported the delivery of workshops by industry trained boat builder professionals to improve the skills of the existing workforce in new manufacturing processes, estimating, researching the market, marketing, and business management. 		<p>Highlights:</p> <ul style="list-style-type: none"> Supported the development and delivery of financial management training to small business owners in rural Nova Scotia. Supported the provision of <i>essential skills</i> and occupation-specific training with a guaranteed job upon completion to over 150 Nova Scotians. The Health care, Tourism and trucking sectors were supported via this initiative.

- Supported the provision of *essential skills and occupation-specific training with a guaranteed job upon completion* to over 160 Nova Scotians who were affected by the downturn in the economy. The Health Care, Tourism and Trucking sectors were supported via this One Journey Work and Learn Initiative.
- Funded on-the-job and industry-specific training to new employees to enable efficient and effective transition into full-time employment with Nova Scotia businesses.
- Expanded the Nova Scotia Workplace Education Initiative to provide *literacy and essential skills* to workers in Nova Scotian companies.

**Labour
Market
Growth and
Development**

Objective: Implement innovative workforce development initiatives to respond to emerging business growth areas.

Highlights:

- Supported the development of *practical apprenticeship exams to assist individuals experiencing difficulties on written exams* in receiving their trade certifications through physical demonstrations of their skills and abilities.
- Funded a transition program to help internationally trained nurses bridge into employment, including assistance in successfully receiving their nursing designation.
- Provided wage subsidies to companies that were expanding and creating new jobs to

Highlights:

- Provided wage subsidies to companies that were expanding and creating new jobs to support workplace growth.

		support workplace growth.	
TOTAL	\$8.212		\$7.400

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