



NOVA SCOTIA WORKS

SKILLS DEVELOPMENT

Job Junction is managed by People Plus Consulting and is funded through the Canada Nova Scotia Labour Market Development Agreement under the direction of Employment Nova Scotia. As an Employment Assistance Service Provider, our Case Managers' role is to assist with your job search and establishing a realistic career goal, help to identify potential employment barriers, provide support in developing a Return to Work Action Plan and, if applicable, assist in the application process for the Skills Development program.

Job Junction and its Case Managers determine whether they can support a Skills Development application based on the criteria listed below. Please note that we do not make the final decision on funding, as this is determined by Employment Nova Scotia, once the application has been submitted.

The Skills Development program is for individuals who cannot find work with their current skills, and due to having employment barriers, need retraining in order to secure sustainable employment. When seeking financial assistance under the Skills Development Program the following information is considered in the application process:

Mandatory Criteria:

Must be currently unemployed, employed part-time (working less than 20 hours/week), or about to be unemployed (a letter from the employer indicating a permanent lay off with a specific date is required).

AND Must not already be a full-time student

AND Must have an Employment Insurance attachment, which means you are currently in receipt of **regular** employment insurance or you have established or ended an employment benefit period within the 60 months prior to the date of requesting assistance or a maternity/parental claim has been established within the 60 months prior to the date of requesting assistance.

AND Must have a 3-year Labour market attachment - i.e. either have been employed full time or have been actively seeking full time employment for a minimum of 3 years.

In addition, you will be required to:

- Demonstrate that the training you intend to pursue is needed in order for you to obtain sustainable employment, and that you cannot find work with your current skills and training (and address possible reasons why).
- Demonstrate that you have done an extensive job search in your current field of work using all appropriate resources to ensure that your job search is effective. A valid job search is seen as being conducted for a period of at least 3 months in order to ensure there is a reasonable amount of time for you to search for work, apply for work, receive a response and possible interview, do follow up with employers as well as seek continuous employment opportunities. (Job Search Log must be completed).
- If you have completed post-secondary training within the past 5 years that resulted in a diploma, degree or certificate, this is seen as an indicator that you have marketable skills and, in most cases, should be able to find employment without further training. Training under Skills Development would not be available except under extenuating circumstances as determined by Employment Nova Scotia.

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- Demonstrate that you have a current and effective resume. You may be required to attend a resume critique or workshop if recommended by the Case Manager.
- Demonstrate that you are committed to the action plan by following through on all tasks such as: showing up for appointments, being punctual, returning phone calls and e-mails and meeting assignment deadlines.
- Conduct labour market research for the occupation for which you are seeking training. Must demonstrate that there will be opportunities for sustainable employment once the training is completed.

Please use this check list to help you ensure all the necessary documentation is included for your Skills Development application.

- Completed career decision making activities (if applicable)
- Current resume attached (critique or workshop on _____(indicate date) if applicable)
- Job Search Log is attached (Minimum three-month job search)
- Completed labour market research using “explorecareers.novascotia.ca”, or other LMI sites to gain information on your new career path. Attach two pages of information you have learned, such as job outlook, skills required, etc.
- Completed at least 3 Labour Market information questionnaires (with those who hire or work in field) and have attached the worksheets for each interview. You may also include any other pertinent information you may have learned about the field, such as job demands, hours, etc.
- Completed research on 3 training institutions in order to determine the most suitable program for myself (if applicable)
- Personal Statement (indicating in your own words why you can’t find work with current skills/training, and how this training will lead to long-term employment)
- Letter of acceptance from school is attached with **Start Dates and End Dates** of program
- Program Cost sheet is attached (sometimes included in acceptance letter)
- Employment Nova Scotia a.) **Skills Development Worksheet** and b.) **Family Financial forms** are completed & attached
- Child Care cost sheet has been signed by the daycare or childcare provider
- Medical notes and other relevant medical documentation is attached (if requested by case manager)
- NSCC consent form (as per NSCC’s requirements)
- For Academic and Career Connections: required to obtain “ACC Intake Form” from NSCC

