Student Mentorship Program –
(SMP)
Program Guidelines

Advanced Education, Skills and Labour
Government of Newfoundland and Labrador

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Please read this entire Program Guidelines document. The information contained in this guide will become part of the agreement with the Province of Newfoundland and Labrador for the delivery of the Student Mentorship Program.

1. Student Mentorship Program – (SMP) Introduction

The Student Mentorship Program – (SMP) provides funding to assist Agriculture, Aquaculture, Technology, Forestry, Mining, Community, and Oil and Gas sectors to create summer employment for post-secondary students.

Through this program, students benefit by gaining experience that compliments their career interests and gives them the opportunity to practice industry-specific, transferable, and self-management skills to improve chances of future employment. The program will provide valuable work experience that will facilitate future labour market participation.

Agriculture, Aquaculture, Technology, Forestry, Mining, Community, and Oil and Gas employers, with an established operation in the province, are eligible for the program.

Post-Secondary students hired under this program must be entering or returning to post-secondary training within the next year and must be legally entitled to work in Canada.

The subsidy shall be 50 percent of the hourly wage up to a maximum of $7.00 towards the hourly wage rate, to the maximum number of hours approved. Employers can request subsidy for 6 to 8 weeks, and up to 40 hours per week. (A minimum of 25 hours per week must be provided to maintain the subsidy.)

The Official Approval that will be communicated to all successful applicants will be the definitive document of the number of positions, hours per week and number of weeks approved, regardless of what is requested at time of application.

Further details on the program can be found in the relevant Terms and Conditions which can be found at www.aesl.gov.nl.ca
This includes employer responsibilities, maximum and minimum hours and weeks, and duration of the program, i.e., start and end dates.

2. Labour Market Programs Support System (LaMPSS)

The SMP is administered by Advanced Education, Skills and Labour using the Labour Market Programs Support System (LaMPSS). LaMPSS is an online system used to administer the department’s labour market programs, including SMP in Newfoundland and Labrador.

The first step to apply for funding under the department’s labour market programs, including SMP, is to register your organization in LaMPSS. This is a one-time process, required the first time you want to apply for funding using LaMPSS. Once the registration is entered into LaMPSS, your information will then be stored.

LaMPSS provides you with the ability to:
• Submit applications for funding online
• Submit activity and financial reports online
• View current and past funding agreements and payment history
• Update your own organization information in LaMPSS
• Identify your government contact person for information on your agreement(s)
• Receive ongoing user/technical support

If your organization has not previously registered with LaMPSS, you can do so on-line using the LaMPSS registration form at http://www.aesl.gov.nl.ca/lampss_public/index.html.

Once registered, your organization will be provided with user access enabling the ability to utilize the LaMPSS self-service capabilities.

3. Applying for SMP Program Funding

Applying Online
Once you are registered as a LaMPSS user, you can apply for funding online using the self-serve capability through your organization’s Home Page using: your supplied Organization number, User ID and Password. Simply go to: https://lampss-org.aes.gov.nl.ca/login/login to log in and apply.

If you are having difficulty with the process or unable to complete an application for funding online, please contact 1-800-563-6600. Staff will redirect you to someone who can assist with the on-line application. Only under exceptional circumstances will a paper application be accepted.

Completing an Application Form
This section provides supporting information that you will need to complete the application form outlining required content. **Any fields with an asterisk are required and cannot be left blank.**

Organization Information
Enter the name and complete mailing address for your organization. If you are applying online through your Organization’s Home Page, this information will be pre-populated from the information submitted in the LaMPSS registration process.

Application Details
Please provide the following:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Title</td>
<td>Provide a title specific to this project. For example: <strong>Employer Name – Student Mentorship Program (SMP)</strong></td>
</tr>
<tr>
<td>Agreement Start Date</td>
<td>Provide the proposed start date of the project (employment).</td>
</tr>
<tr>
<td>Agreement End Date</td>
<td>Provide the proposed end date of the project (employment).</td>
</tr>
</tbody>
</table>

Past Agreements
If you have had past agreements with AESL, please provide information relating to them. Include previous agreement number, if available.

Project Description
Please provide a brief outline of the project. The **following seven items must be included** in the Project Description.
<table>
<thead>
<tr>
<th>Number</th>
<th>ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The number of students requested, i.e., 1, 2 ...</td>
</tr>
<tr>
<td>2</td>
<td>The hourly wage for each position (student)</td>
</tr>
<tr>
<td>3</td>
<td>The number of hours requested per position per week, i.e., 25-40 hpw</td>
</tr>
<tr>
<td>4</td>
<td>Identify who will supervise the student</td>
</tr>
<tr>
<td>5</td>
<td>A brief description of any training that will be provided, if applicable</td>
</tr>
<tr>
<td>6</td>
<td>A brief description of how the student will benefit from this experience, i.e., how it provides career related experience and development of new skills</td>
</tr>
<tr>
<td>7</td>
<td>Activities to be undertaken by the employer to support the mentorship placement.</td>
</tr>
</tbody>
</table>

You do not need to include the duties here as they will be required in a later section. If you wish to expand on the details of the project, a more detailed description can be attached at the end of the application.

Agreement Contact
Provide the appropriate primary contact for your organization including their title and contact information.

Please note the contact(s) should be an individual(s) empowered to negotiate this agreement on behalf of your organization and someone the department can contact to answer any questions or provide additional information if required.

Project Location(s)
Please provide the address information for the location(s), specifically where most of the project activities will take place. If you have not yet secured a location, please enter your main organization address and advise AES at a later date of the project address.

This information is required to assist the AESL in tracking where students are employed across the province. NOTE: If you are an employer applying for multiple “geographically separate” locations throughout the province, a separate application must be completed for these areas i.e., if you have a location in Corner Brook and Clarenville, or St John’s and St. Anthony, etc. then separate applications should be submitted.

Participants
Enter the total number of Students requested on this project; i.e., if you are requesting three (3) students, note that here.

Project Activities
Two eligible activities may be used the SMP program – Work Experience or Skill Enhancement - Job Specific – Mentorship. On your Application Form provide a brief description of the activities you will undertake to support the mentorship placement as well as the duties the student will perform.

<table>
<thead>
<tr>
<th>Activity Name – “Work Experience” or “Skill Enhancement - Job Specific – Mentorship”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Description</td>
</tr>
</tbody>
</table>
**Expected Results**
Describe the benefit achieved from the approval of a student for your business/organization.

**Where does this activity take place**
Identify the location for this activity.

**Expected number of Project Participants**
Enter number of students requested.

**Expected number who achieve employment**
Use the same number as above.

**Activity Budget/Cost**
Overall cost for the position based on minimum wage rate: 1 position x $11.15 x 40 hpw x 8 weeks = $3,568; government’s contribution 1 position x $5.60 x 40 hpw x 8 weeks = $1,792

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### Project Budget

On your on-line Application Form, a table similar to the one below outlines all of the eligible cost categories and items for the SMP, along with a brief description. Please read the example below to help you enter this information correctly in LaMPSS.

<table>
<thead>
<tr>
<th>Cost Item</th>
<th>Project Cost</th>
<th>Requested Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages</td>
<td>A</td>
<td>B</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less: Cash Contributions</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>Less: In-kind Contributions</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget Total</th>
<th>Project Cost</th>
<th>Requested Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subtotal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less: Cash Contributions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less: In-kind Contributions</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The above table is intended to help you calculate your contribution. See below examples to help employers.

**Private Sector Employers**
Private sector employers are eligible for a subsidy of 50 percent of the hourly wage up $7.00 per hour for the student.

An example of the cost to hire one (1) student at the minimum hourly wage rate of $11.40 per hour (employer can pay more than the minimum hourly wage rate) for eight (8) weeks at 40 HPW is as follows:

**Project Cost (A)** = 1 x 8 x 40 x $11.40 = **$3,648 (Project Cost for one student.)**

**Requested Amount (B)** = 1 student x 8 weeks x 40 hpw x $5.70 (11.40 / 2 = 5.70 for the allowable subsidy rate) = **$1,824 (Requested Amount for one student.)**
This is the amount a private sector employer is eligible for based on the subsidy rate of 50 percent of the hourly wage up to $7.00.

**Cash Contribution (C)** from the employer = $3,648 - $1,824 (subsidy amount) = $1,824 (This amount is the employer’s Cash Contribution)

For In-kind Contributions (D) in this program, enter zero. In-kind contributions are not applicable for this program.

**Project Cash Flow**
Please provide an estimate of the monthly cash flow (anticipated cost for wages, etc.) for the requested project expenses based on the Agreement Start and End Dates you provided under Project Details.

**Legal Signing Officers**
Provide the appropriate signing officers for this project and the legal signing officers for your organization. These individuals must have signing authority on behalf of the business / organization and sign Activity and Financial Reports.

**Supporting Documentation**
Please attach the documents listed below by selecting the Document Type you want to attach and saving it to your application.

Please take note of the following requirements. Further direction will be sent to you on these requirements, if your application is approved.

<table>
<thead>
<tr>
<th>Document</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Contact and Consent Form</td>
<td>A standard AESL Student Contact and Consent form will be required if your project is approved and before funds can be disbursed under the program. This form is required to be completed by the student(s) and returned to AESL within 14 days of the agreement being approved.</td>
</tr>
<tr>
<td>Job/Position Description Form</td>
<td>Document outlining the job description (wage rate, hours of work and duties) and the activities to be undertaken by the employer to support the mentorship placement.</td>
</tr>
</tbody>
</table>

**Submitting Your Application**
Once you have completed the online application, including the attachment of all required documentation, the application is submitted to AESL using the LaMPSS Self-Serve system.

In this section of the application, enter the information that was provided when your organization was registered in LaMPSS – your Organization’s ID, Username and Password using the link


Click the submit box. You will be connected with the LaMPSS System and your application will be submitted electronically.
4. SMP Program Reporting Requirements

The requirements for Activity and Financial reports for your Labour Market Agreement for SMP are outlined in your agreement. Reports should be completed online using LaMPSS Self-serve functionality.

Completing an Activity Report
This section provides supporting information that you will need to complete the Activity Report.

Project Activities
The table below outlines the information reporting requirements for each eligible activity for the Student Mentorship Program.

<table>
<thead>
<tr>
<th>Activity Type</th>
<th>Work Experience or Skill Enhancement - Job Specific - Mentorship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>Enter the start date of the agreement.</td>
</tr>
<tr>
<td>End Date</td>
<td>Enter the end date of the agreement.</td>
</tr>
<tr>
<td>Activity Description</td>
<td>Enter the description of the work completed on the agreement.</td>
</tr>
<tr>
<td>Update / Status this Period</td>
<td>Describe the activities that the individual has been involved with and indicate whether or not they are still employed with your organization. Also, indicate if there have been any changes in their hours of work and the number of hours worked during the reporting period.</td>
</tr>
<tr>
<td>Number of participants</td>
<td>1</td>
</tr>
</tbody>
</table>

Supporting Documentation
There are no mandatory documents required other than those listed above; however if you have supporting documents, or if AESL requests specific supporting documents, attach them to your Activity Report.

Reporting Notes
Provide any additional information for this reporting period.

Completing a Financial Report
This section provides supporting information required to complete the Financial Report.

Project Costs
Provide the actual costs for each eligible expense for this reporting period.

Supporting Documentation
Payroll documents for the subsidized employee are required for verification purposes; attach them to your Financial Report prior to submission.

Reporting Notes
Provide any additional information for this reporting period.

Submitting Your Reports
Once you organization has finalized your reports, submit them using LaMPSS Self-serve.

Once you have completed the Activity and Financial reports they can be submitted to AESL using the LaMPSS Self-Serve system. The payroll information should be attached at this time.

Enter the information that was provided when your organization was registered in LaMPSS – your Organizations ID, Username and Password. Click the submit box. You will be connected with the LaMPSS System and your reports will be submitted.

If you have completed the Activity and Financial reports on paper, please scan & email, fax or mail your completed reports to agreement manager or the local AESL office. Office locations can be found at: http://www.aesl.gov.nl.ca/career/employment_centres.pdf

5. Additional Terms & Conditions – SMP

Required Submission of Activity and Financial reports

Activity and Financial Reports and copy of the payroll for the student(s) are required to be submitted within the 30 days of the agreement’s finish date.

Failure to submit claims as stated will result in the employer’s forfeiture of the subsidy.

Private Sector employers who do not submit the required documentation within the 30 days of the finalization of the agreement will have the agreement declared null and void and no payments will be issued.

6. Contact Information

For any clarification or additional information, please call 1-800-563-6600.