
Linkages

Program Guidelines

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1 Linkages Program

1.1 Objectives

Linkages is a client centered employment initiative of the Department of Advanced Education, Skills and Labour in partnership with not for profit community agencies, that assist youth from a variety of educational and social backgrounds achieve their career and employment goals. Expected client outcomes include returning to complete academic upgrading, enter post-secondary training, continued employment or self-employment.

1.2 Delivery and Governance Structure

Linkages is a province-wide program that is delivered through collaboration between the Provincial, Regional and District Offices of Advanced Education, Skills and Labour and Community Agencies.

Advanced Education, Skills and Labour, Provincial Office is responsible for:

- Policy development and overall program direction/priority setting;
- Ensuring projects funded are consistent with government's policy;
- Monitoring program budget and reporting on outcomes; and
- Evaluation of Linkages program.

Advanced Education, Skills and Labour, Regional and Local Offices are responsible for:

- Assessment of applications and making recommendations on funding;
- Monitoring progress in relation to project outputs and outcomes; and
- Regional financial monitoring.

Community Agencies are responsible for:

- Delivery of the Linkages program in response to identified labour market needs and Advanced Education, Skills and Labour mandate;
- Submitting applications in line with Linkages program guidelines; and
- Submitting activity and financial reports as scheduled.

1.3 Eligibility

Eligible Sponsors

- Be not-for-profit community based agencies that offer life skills, career planning and/or employment readiness programs for youth, have the capacity to offer employment supports and follow-up services
- Effectively link participants with local employment opportunities
- Provide support by assisting participants to act on their Action Plan.

Eligible Participants

- Youth age 18 to 30 years, who are non-Employment Insurance (EI) eligible as defined in section 2(f) of the Income and Employment Support (IES) Act or EI-eligible as defined in Section 58 of the *Employment Insurance Act* (**on October 4, 2016, the Department approved funding under LMDA for EI-eligible youth as participants as a pilot**), and have:
 - Completed a minimum of Level II of the high school program and have been out of high school for a minimum of 6 months (Please Note: The six month clause is not applicable

to high school graduates. Youth having completed GED or ABE Level III are considered the equivalent of high school graduates).

- Not completed post-secondary training. (Please Note: for the purposes of Linkages a graduate of adult basic education is not considered a post-secondary graduate and is therefore eligible to participate in the program).
- Demonstrated they have limited work experience and have not made a successful attachment to the labour force.

The Department will complete an initial assessment of eligible candidates and will be responsible for making contact with the Linkages (sponsoring) agency. Consideration will also be given to individuals over age 30 where the sponsoring agency and the Department determine that the person is a suitable participant for the program.

Eligible Employers

Private or not-for-profit employers who meet guidelines as outlined in the Linkages contract and who are **not**:

- A coordinating (sponsoring) agency
- A member of the immediate family of the decision-making body of the coordinating (sponsoring) agency.
- Entitled to receive funds from another provincial or federal agency for a placement which is funded under Linkages.

Employers that provide work experience under Linkages must provide written agreement to excuse the participant for up to a half, paid working day, every two weeks to attend individual and/or group counselling with the sponsoring agency.

The management, supervision and control of the employee are the responsibility of the employer.

Eligible Placements

- Placement(s) must provide a minimum of 20 hours per week.
- Placement(s) may not result in the dismissal, layoff or reduction in regularly scheduled hours or period of work of any existing employee of the employer or replace an employee on layoff, awaiting notice of recall, or absent as a result of a labour stoppage or labour management dispute.
- For more than one placement with an employer, the sponsoring agency must receive prior approval of the Department.
- For possible placements involving bargaining unit positions, receipt of concurrence from the appropriate union or employee association is the responsibility of the employer.
- The work to be performed must not be in the form of a personal service, or paid solely by commission or output.

2 Labour Market Programs Support System (LaMPSS)

The Linkages Program is administered by the Department of Advanced Education, Skills and Labour using the Labour Market Programs Support System (LaMPSS) application. LaMPSS is a common method for administering Labour Market Programs in Newfoundland and Labrador, focused on providing consistency in processes and improving services to labour market program agreement holders.

All organizations entering into an agreement for delivering Labour Market Programs in Newfoundland and Labrador must first be registered as a LaMPSS organization. This is a one-time registration process. If your organization has not previously registered with LaMPSS, you can obtain a LaMPSS registration form at http://www.aesl.gov.nl.ca/lampss_public/index.html.

The functionality of LaMPSS provides organizations with self-serve capability, enabling you to apply for funding online for some labour market programs, as well as submitting required financial and activity reports online. Once available, we will provide you with user access enabling the ability to utilize the LaMPSS self-service capabilities.

Please read this entire Program Guidelines Document. The information contained in this Guide will become part of the contract/agreement with the Province of Newfoundland and Labrador for the delivery of Linkages Program.

3 Applying for Linkages Program Funding

3.1 Applying Online

Once you are a registered LaMPSS user, and program availability is advertised, you can apply for funding online using the self-serve capability. To apply online go to:

<https://lampss-org.aes.gov.nl.ca/login/login.aspx?ReturnUrl=%2f>

Organization Information

Enter the name and complete mailing address for your organization. If you are applying online, this information will be pre-populated.

Project Details

Please provide the following:

Project Title	Provide a title specific to this project. For example: "Your Organization's Name – Linkages"
Contact Person	Name, title, telephone number and email address of person(s) to contact for additional information
Agreement Start Date	Provide the proposed start date for project
Agreement End Date	Provide the proposed end date for project

Past Agreements

Please identify if this application is a renewal of a past agreement and identify the agreement number or project name.

Project Description

Please provide a brief outline of the project detailing the activities, location of delivery, and total eligible costs. (limit 300 words. Please identify clearly if you are applying for approval of both an EI eligible project and a non-EI eligible project, specifying the number of participants being requested for each.

Agreement Contact

Specify a person in your organization who can be contacted to further discuss your application (if required).

Language Preference

English

Participants

Specify the total number of Project Participants requested for each non-EI eligible project or EI eligible project.

Project Location

Please provide the address information for the location(s) where the project activities will be delivered. 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.

Project Activities

The table below outlines the required information for each eligible activity for the Linkages Program. This is the complete set of eligible activities. On your Application Form provide the required information for the activities that you plan to deliver as part of your project.

Assessment	
Brief Description	Services to determine an individual’s aptitudes, needs and/or barriers using predefined tools and techniques or in-depth evaluation and counselling. Describe how you plan to deliver this activity as part of your project agreement.
Expected Results	Please provide the expected total number of clients that will complete assessments.
Awareness – Employer Engagement	
Brief Description	Working to engage employers around employment-related issues. Describe how you plan to deliver this activity as part of your project agreement.
Expected Results	Please provide the expected total number of employers you will be working with.
Awareness – Labour Market	
Brief Description	Create awareness of Labour Market Information (trends and activities) with participants. Describe how you plan to deliver this activity as part of your project agreement.
Expected Results	Identify client results as Labour Market awareness is increased.
Case Management (Assessment, Development, Management and Follow-Up)	
Brief Description	Management of a client through a series of steps designed to take them from a situation of unemployment to finding and maintaining employment, including individual assessment, development of a mutually agreed upon Action Plan, and follow-up to ensure that the plan is being followed and is achieving expected outcomes. Facilitate the completion of client exit surveys. Describe how you plan to deliver this activity as part of your project agreement.
Expected Results	Identify the number of; clients assessed, plans developed, interventions completed and follow-up outcomes.

Job Search (Individual, Job Brokering, Job Shadowing, Group Workshops)	
Brief Description	Supports that assist participants with the job search process. Individual coaching sessions to enhance the skills needed to conduct a successful job search, such as: resume writing; interviewing; search strategies; networking. Working intensively with multiple-barrier clients to develop appropriate employment opportunities that are reflective of employers' human resource needs as well as participant skills. A one on one relationship with a successful role model who provides real world advice and encouragement to a participant who is actively engaged in a job search Services that match participants to volunteer opportunities. Short group sessions to enhance the skills needed to conduct a successful job search, such as: resume writing; interviewing; search strategies; networking, job finding club or job fair. Describe how you plan to deliver this activity as part of your project agreement.
Expected Results	Describe the expected result of these activities.
Skills Enhancement – Essential Skills	
Brief Description	A learning experience to enhance one or more of the Essential Skills - Reading Text; Document Use; Numeracy; Writing; Oral Communication; Working with Others; Continuous Learning; Thinking Skills; Computer Use. Activities may include: GED prep, ABE Level I, Communication, Computer Use, Customized Curriculum-classroom or workplace, job Specific, Pre-Employment, and Pre-Employment Social Enterprise. Describe how you plan to deliver this activity as part of your project agreement.
Expected Results	Describe the expected result of these activities.
Work Experience	
Brief Description	Work experience including on the job supports, wage subsidy or volunteer work experience. Describe how you plan to deliver this activity as part of your project agreement.
Expected Results	Describe the expected result of these activities.

For each of the categories selected above please identify the following:

Where does this activity take place	Identify the location for this activity.
Expected number of Project Participants	Please provide the expected total number of clients that will participate in this activity.
Expected Number who will Achieve Employment	Please provide the expected total number of clients that will achieve employment as a result of this activity.

Project Budget

The following table outlines all of the eligible cost categories and items for Linkages along with a brief description. On your Application Form, enter the **total project costs** for all EI and non-EI eligible participants and the amount of funding requested for each category for this project.

Budget Category	Eligible Costs
Participant Program Delivery	
Participant	
Wage Subsidy / Benefits	Participants wage subsidy expenses at \$9.00/hr
Participant Completion Bonus	Bonus amount paid upon completion of program at \$468
Administrative	
Administrative	
Admin – Inclusive	15% administrative fee (total of wages plus completion bonus) for monitoring, administering and providing the required employment supports.

Project Cash Flow

Not required.

Legal Signing Officers

Provide the appropriate signing officers for this project as well as the legal signing requirements for your organization.

Supporting Documentation

The table below outlines documents that must be included with the project application. Please attach these documents to your application form.

Document	Content
Letter of Incorporation	Letter of confirmation of agency’s Incorporation
Board and Staff members	Names and contact information of all Board and Staff members
Copy of Directors and Officers Liability Insurance	Provide a copy of Directors and Officers Liability Insurance

Submitting Your Application

Once you have completed the application including the attachment of all required documentation, the application will be 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 Organizations ID, Username and Password. Click the submit box. You will be connected with the LaMPSS System and your application will be submitted.

If you have completed the application form on paper, mail your completed application form and the required attachments to the local AESL office.

4 Linkages Reporting Requirements

The requirements for Activity and Financial reports for Linkages will be outlined in your agreement contract. Reports should be completed online using LaMPSS Self-serve functionality. If you require a paper form, contact your Agreement Manager.

4.1 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 Linkages Program. Provide this information for each activity in your Project Agreement.

Activity Type	Assessment
Update / Status this Period	Enter the type of assessments that have been completed during this reporting period.
Number of Project Participants	Enter the number of client assessments that have been completed during this reporting period.
Activity Type	Awareness – Employer Engagement
Update / Status this Period	Enter the type of sessions/activities you have become involved in to engage employers around employment-related aspects during this reporting period.
Number of Project Participants	Enter the number of Employer assessments that have been completed for employer engagement during this reporting period.
Number who Achieved Employment	Please provide the total number of clients that achieved employment as a result of this activity during this period, the total participants employed to date and the number of clients expected to gain employments as a result of this activity for the remainder of the project.
Activity Type	Awareness – Labour Market
Update / Status this Period	Enter information to inform on Labour Market sessions/activities that have been completed during this reporting period.
Number of Project Participants	Enter the number of clients that have participated in Labour Market awareness activities during this reporting period.
Number who Achieved Employment	Please provide the total number of clients that achieved employment as a result of this activity during this period, the total participants employed to date and the number of clients expected to gain employments as a result of this activity for the remainder of the project.

Activity Type	Case Management (Assessment, Development, Management, and Follow-Up)
Update / Status this Period	Enter the type of activities that have been completed related to assessments, development, management and follow-up during this reporting period.
Number of Project Participants	Enter the number of clients assessed, plans developed, interventions completed, and follow-up outcomes during this reporting period.
Number who Achieved Employment	Please provide the total number of clients that achieved employment as a result of this activity during this period, the total participants employed to date and the number of clients expected to gain employments as a result of this activity for the remainder of the project.
Activity Type	Job Search (Individual, Job Brokering, Job Shadowing, Group Workshops)
Update / Status this Period	Enter the type of job search sessions/activities that have been completed during this reporting period.
Number of Project Participants	Enter the number of clients accessing services in each of the identified areas.
Number who Achieved Employment	Please provide the total number of clients that achieved employment as a result of this activity during this period, the total participants employed to date and the number of clients expected to gain employments as a result of this activity for the remainder of the project.
Activity Type	Skills Enhancement – Essential Skills
Update / Status this Period	Enter the type of skills enhancement – essential skills activities that have been completed during this reporting period.
Number of Project Participants	Enter the number of clients that have participated in each Essential Skills activity during this reporting period.
Number who Achieved Employment	Please provide the total number of clients that achieved employment as a result of this activity during this period, the total participants employed to date and the number of clients expected to gain employments as a result of this activity for the remainder of the project.
Activity Type	Work Experience
Update / Status this Period	Enter the type of work experience placements/activities that have been completed during this reporting period.
Number of Project Participants	Enter the number of clients that have participated in work experience activity during this reporting period.
Number who Achieved Employment	Please provide the total number of clients that achieved employment as a result of this activity during this period, the total participants employed to date and the number of clients expected to gain employments as a result of this activity for the remainder of the project.

For all categories the **Activity Cost Fields** can be left blank.

Participants

Enter the actual number of participants served during this reporting period across all activities, the actual to date and the expected for the remainder of the project.

Supporting Documentation

Attach to the Participant Information Sheet, Participant Evaluation, Participant Continuum and Employer Evaluation to your Activity Report.

Reporting Notes

Provide any additional information for this reporting period.

4.2 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.

Project Cash Flow

Not required.

Supporting Documentation

Attach the Employer Contract, the Participant Job Description, the Wage Subsidy Claim Form and payroll records received from the employer to your Financial Report.

Reporting Notes

Provide any additional information for this reporting period.

4.3 Submitting Your Reports

Once you have completed the Activity and Financial reports they can be submitted to the Department using the LaMPSS Self-Serve system. 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, mail your completed reports to the local AESL office.

For any clarification or additional information, please contact your Agreement Manager directly.