



**Early Childhood Development Training Initiatives  
Level 1 Training Program Pilot**

**Terms and Conditions**

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## Terms and Conditions Overview

### Background

The Department of Education and Early Childhood Development (EECD) recognizes the importance of ensuring that post-secondary training is accessible to individuals working in the early childhood education sector in Nova Scotia.

The Level 1 Training Program pilot project, herein referred to as the “Pilot”, was designed to address barriers to training identified from feedback from existing employees, and early childhood educators and owners/operators of regulated child care facilities that participated in recent focus groups conducted as part of the ECE Training Engagement Program Project. Further details on these results can be found in the “What We Heard” report on EECD’s webpage at <https://www.ednet.ns.ca/ece/fund-your-training>.

The Pilot will provide an opportunity for approved participants to participate in training and access other technology, academic and administrative supports. The results of the Pilot will inform future development and delivery of workforce initiatives.

### The Pilot

The Pilot, developed by EECD in partnership with Nova Scotia Community College (NSCC), will enroll up to 40 individuals from across the province in NSCC’s online Level 1 Training Program. The Level 1 Training Program is an existing NSCC program that is inclusive of the coursework and workplace experience required for a level 1 classification to be issued by EECD, pursuant to the *Day Care Regulations*.

The Pilot includes three courses and two guided workplace experiences. They will be delivered in the spring, fall and winter semesters beginning on March 16, 2020 ending at the end of the winter semester 2021.

In addition to funding the NSCC Level 1 Training Program for participants, the Pilot aims to address barriers to training identified through focus groups by offering the following provisions:

- Students will not be required to pay up front for courses. NSCC will work directly with EECD for reimbursement of tuition.
- A project administrator at NSCC will provide support in the admissions, enrolment and guided workplace placement processes.
- The guided workplace courses will be completed in students’ workplace as part of the individuals’ paid employment whether they are working full-time or part-time.
- A dedicated NSCC student support staff person will be available to offer academic guidance and support.

- Students in the Pilot will be provided use of an NSCC issued laptop, free of charge, for the duration of the Pilot.
- The training delivered in the Pilot is completely online. Students will be required to complete the courses in the order prescribed by NSCC but will be free to complete assignments on their own time, how and when they study best.

All Pilot participants will complete the courses in the same sequence providing the option to work collaboratively with other participants as appropriate.

## Current NSCC Level 1 Training Program Students

The Level 1 Training Program is an existing NSCC program offered through the Cumberland Campus. Current students enrolled are at various stages of completion and would not be eligible for the Pilot. To support these students, EECD will work with NSCC to directly fund the outstanding course work for current students enrolled in the NSCC Level 1 Training Program.

Current students, enrolled prior to February 29, 2020, will have the opportunity to complete any outstanding Level 1 Training Program courses without the requirement of paying upfront and requesting reimbursement. Courses must be completed between March 1, 2020 and the end of the 2021 winter semester.

If you are a current student enrolled in the Level 1 Training Program at NSCC, please contact NSCC's Level 1 Training Program Administrator by email: [ECElevel1pilot@nsc.ca](mailto:ECElevel1pilot@nsc.ca) to apply to have your tuition covered upfront.

See Appendix B.

## Candidates for the Pilot

Individuals with a high school diploma or equivalent who are not currently enrolled in post-secondary education and are working in licensed childcare or the Pre-primary program in Nova Scotia are eligible to submit an application to EECD for the Pilot.

## Eligibility

To be eligible for the Pilot, applicants must:

- **NOT** be enrolled in any formal post-secondary education program or course.
- Have a high school diploma or equivalent.
- Be employed in Nova Scotia by a licenced child care facility or the Pre-primary Program on date of application to the Pilot, working a minimum of 15 hours per week.

- Obtain a signed reference from their employer in support of their participation in the Pilot agreeing to provide them a minimum of 15 hours per week for the duration of the Pilot.
- Agree to the terms and conditions of the Pilot.
- Submit a complete application to EECD.
- Submit a complete admission application to NSCC.
- Successfully enrol in the NSCC Level 1 Training Program.

## Process for enrollment in the Pilot

A maximum of 40 spaces are available for the pilot, and the enrolment is a two-step process.

### 1. Submit a Pilot Application to EECD for approval to be a Pilot candidate

If approved as a candidate by EECD, the applicant will be contacted by NSCC and invited to apply for admission to the Level 1 Training Program.

### 2. Apply to NSCC for admission to the Level 1 Training Program

If the admission to NSCC is successful, as per admission and enrolment requirements, the candidate must complete the NSCC enrolment process. Once enrolled in the program the individual is referred to a Pilot “participant.”

## Pilot Application

### Pilot Application

Individuals interested in participating in the Pilot must obtain approval from EECD by submitting a Pilot Application to EECD.

Pilot applications must include:

- Pilot Application Form, and
- Employer Reference Form.

Applicants must fill out all required information on the Pilot Application Form and obtain the completed Employer Reference Form before submitting the application to EECD for review.

The Pilot Application Form, Employer Reference Form and Terms and Conditions are available on the EECD website at: <https://www.ednet.ns.ca/ece/fund-your-training>

If you require assistance to complete the application, contact your Early Childhood Development or Pre-primary Consultant for assistance.

## **Application Deadline**

Applications for the Level 1 Training Program will be accepted on a first come first serve basis until enrollment in the NSCC Level 1 Training Program is full.

## **Submission of the Pilot Application Form**

Completed applications for the Pilot should be mailed or e-mailed to:

Pilot

c/o: Anna Parker

Coordinator of Classification, Early Childhood Development and Pre-primary Branch

Department of Education and Early Childhood Development

PO Box 578

Halifax, NS B3J 2S9

Email: [anna.parker@novascotia.ca](mailto:anna.parker@novascotia.ca)

Upon receipt of a completed application, a review will be undertaken in accordance with the Application Review Process to determine each applicant's eligibility for the Pilot.

**Please note that submission of a Pilot Application to EECD does not mean that you are approved to participate in the Pilot. The application is used by EECD to determine the eligibility of an individual to be a candidate for the Pilot and to share information to NSCC required to invite eligible candidates to apply for admission to the Level 1 Training Program.**

## **Contact Information and Assistance with Application to the Pilot**

For information on the Pilot and to obtain the application form, please visit our website at:

<https://www.ednet.ns.ca/ece/fund-your-training>

or please contact:

Anna Parker

Coordinator of Classification, Early Childhood Development and Pre-primary

Department of Education and Early Childhood Development

Phone: 1-902-424-3207

Email at [anna.parker@novascotia.ca](mailto:anna.parker@novascotia.ca)

## **Pilot Application Review Process**

### **Applications Checked for Completeness**

Upon receipt of the application, it will be reviewed by EECD to ensure that the application form has been properly completed and includes all required information.

If the application form is incomplete, the applicant will be contacted by telephone or email and asked to provide the missing information. The application will not be processed until the required information is received. Complete applications will continue to be processed on a first come, first serve basis.

### **Application Eligibility**

Applications must:

- Meet candidate eligibility requirements.
- Include an Application form completed, signed and dated by the applicant.
- Include the Employer Reference form, completed, signed and dated by the employer.

### **Notification of Eligible Application**

Applicants that are determined to be ineligible will be contacted by EECD. Applicants determined by EECD to be eligible candidates for the Pilot will be contacted by NSCC and invited to apply to the Level 1 Training Program.

The acceptance and enrolment of candidates in the Level 1 Training Program is subject to the admission requirements as set out by NSCC.

## **Application for Admission to NSCC**

Applicants approved as candidates for the Pilot by EECD will be contacted by the Project Administrator at NSCC and invited to apply to the Level 1 Training Program.

Admission and enrollment in the Level 1 Training Program is subject to admission and enrollment requirements as set out by NSCC.

The minimum eligibility requirement for admissions is a high school diploma or equivalent.

For information on the admission application and process or to obtain the application form, please visit the NSCC website at:

[https://www.nsc.ca/learning\\_programs/programs/PlanDescr.aspx?prg=ECED&pln=EARCHIED](https://www.nsc.ca/learning_programs/programs/PlanDescr.aspx?prg=ECED&pln=EARCHIED)  
[UC](#)

or please contact:

Program Administrator  
Cumberland Campus, Nova Scotia Community College  
Email [ECElevel1pilot@nsc.ca](mailto:ECElevel1pilot@nsc.ca)

Candidates approved by EECD that successfully complete the admission and enrollment process with NSCC will be admitted to the Level 1 Training Program as participants in the Pilot.

## Pilot Participant Requirements

An individual approved by EECD as a Pilot candidate that is admitted and enrolled in the Level 1 Training Program at NSCC is considered a 'participant' in the Pilot.

To meet the requirements of the Pilot, participants of the Pilot must agree to:

- Enroll in the courses for the Level 1 Training Program as prescribed by NSCC and according to the sequence presented by NSCC.
- Complete coursework in behaviour guidance, child development, and curriculum and programming for young children and the guided workplace experience, required for a level 1 classification to be awarded by EECD pursuant to the *Day Care Regulations*, by the end of the 2021 winter semester.
- Complete all course requirements of the NSCC Level 1 Training Program (e.g., assigned readings, assignments, tests etc.) outside of employment hours unless another arrangement is agreed to between the participant and their employer.
- Return laptop to NSCC upon completion of the Pilot.
- Complete a survey regarding your participation in the Pilot.
- Notify the coordinator of classification, Early Childhood Development and Pre-primary Branch of any changes to their course enrollment, address or contact information, or other pertinent information.

Upon successful completion of the pilot, participants will be eligible for a level 1 classification from EECD.

To be awarded a classification, participants must submit a Classification Application form to Classification Services of EECD. The process is described in EECD's "A Guide to Classification and Professional Development for Early Childhood Educators at [https://www.ednet.ns.ca/earlyyears/documents/pd/Guide\\_to\\_Classification\\_Professional\\_Development\\_EN.pdf](https://www.ednet.ns.ca/earlyyears/documents/pd/Guide_to_Classification_Professional_Development_EN.pdf).



## **Pilot Evaluation**

Results of the Pilot will inform future development of training programs and initiatives as well as other workforce development activities. Information gathered will be focused on financial assistance for training, the role of career guidance, workplace mentorship and the impact of technology.

To facilitate the evaluation, students approved to participate in the Pilot will be required to complete an exit survey once the training is completed or the student withdraws from the program.

## Appendix A – Definitions

**“Candidate”** refers to a person approved by the Department of Early Childhood Education to be eligible to submit an application to Nova Scotia Community College to enroll in the Level 1 Training Program Pilot but is not yet enrolled.

**“EECD”** refers to the Department of Education and Early Childhood Development.

**“Level 1 Training Program”** refers to the existing NSCC Level 1 Training Program offered through the Cumberland Campus.

**“Participant”** refers to a person that has received approval from EECD to be a candidate for the Pilot and has successfully applied to NSCC, met the admission requirement and has been enrolled in the Level 1 Training Program Pilot session.

## Appendix B – Existing NSCC Students

### Existing Students (77 active students)

#### *Funding Eligibility Criteria:*

- Students currently at NSCC, that enrolled prior to February 29, 2020, will not be required to pay for outstanding courses towards the Level 1 Training Program completed between March 1, 2020 and the end of the 2021 winter semester.
- The courses eligible for funding are the three courses and two guided workplaces provided through NSCC that are required for a level 1 classification to be awarded by the EECD. Other early childhood education courses offered in the Diploma in Early Childhood Education Program are **NOT** eligible for this funding.

#### *Process:*

NSCC will manage all enrolment and coordination on behalf of students and will invoice EECD directly as students complete courses.

#### *Terms and Conditions:*

- NSCC will invoice EECD for reimbursement for all tuition, fees and textbook costs required by students currently enrolled at NSCC for Level 1 Training courses completed between March 1, 2020 and the end of the 2021 winter semester.
- Any courses not completed between March 1, 2020 and the end of the 2021 winter semester will be the responsibility of the student. Reimbursement of funding will be considered at that time.
- Students may enroll in Level 1 Training Program courses in the same sequence as the Pilot but are not required to follow the same sequence of course delivery.