

# PROGRAM GUIDELINES: APPLICANTS



## PROGRAM OBJECTIVES

The Team Seafood initiative assists Nova Scotia seafood processing plants, aquaculture operations and fish harvesters in addressing labour market challenges in their communities by increasing the recruitment of students as employees. The initiative supports Nova Scotia students gain work experience and earn funds to further their education and studies.

The program also furthers the objective of the Nova Scotia Fisheries Sector Council (NSFSC) to enhance the existing workforce and attract new entrants for aquaculture, fish harvesting and fish processing careers by introducing the seafood industry as a viable and attractive long-term career option.

Team Seafood is funded by the Province of Nova Scotia (Nova Scotia Department of Fisheries and Aquaculture) along with 25% (or 50% when over 20 people) of each bursary being provided by participating employers.

## ELIGIBILITY

**To qualify, applicants must be able to provide that they:**

- reside in Nova Scotia and are eligible to work in Canada.
- are currently or recently (past 15 months) enrolled in a high school or an accredited post-secondary educational institution/ program AND are planning to attend a high school or post-secondary institution / program in the next 9 months; and

- are employed or have an offer of employment from a participating licensed Nova Scotia aquaculture operator, seafood buyer, seafood processor or DFO-licensed commercial fishing enterprise anticipating a work term of 500 hours or less between January 1st to December 31.
  - Applicants employed by their family operation are eligible to apply.
  - Enrollment in marine specialized programming is also accepted.

## FINANCIAL ASSISTANCE FOR STUDENTS

Bursary	Required Completed Hours	Education	Eligible Period
\$1,500.00	500 or less	Non-marine specialized programming	January 1, – December 31
\$2,000.00	500 or less	Marine specialized programming	January 1, – December 31

**Note:** In cases where the applicant is unable to obtain the full 500 hrs, the bursary will be prorated.

## APPLICATION PROCESS

### Team Seafood Intake:

Applications must be submitted to the Team Seafood program (administered by the NSFSC) between **April 1 – June 30**. Late applications may not be accepted.

Applications are assessed based on the information and supporting documentation provided. If an application requires further assessment or information, Team Seafood will follow up with the applicant.

If approved, applicants will receive confirmation in writing (email or letter) they may participate in the Team Seafood program.

Approved participants are then eligible to complete the required hours for the desired bursary and will be considered a participant in the Team Seafood program.

### Applications must include:

1. Attestation to proof of residence in Nova Scotia.
2. Attestation to eligibility to work in Canada.
3. Confirmation of student's upcoming fall and/or winter Enrollment (may include programing offered by the NSCC School of Fisheries in the field of Aquaculture, Seafood Processing or Fish Harvesting).
4. A signature by a licensed Nova Scotia aquaculture operator, seafood buyer, harvester or seafood processor to prove employment with the participating employer.

### Payment of Bursary:

Once required hours for desired bursary are complete, the student will notify the employer. The employer will follow the outlined process as listed in the Team Seafood Employer Guidelines in order to issue the bursary.

## AUTHORITY

Team Seafood shall have the authority to deny an application if there is evidence of misrepresentation of pertinent information, or if Team Seafood believes that an application does not conform to the spirit of the program.

## EVALUATION AND AUDIT

Review and evaluation of bursaries may be carried out by Team Seafood or other parties chosen by the Team Seafood for the purpose of audit, analysis, evaluation, program development and determining assistance. This review and evaluation process may be conducted prior to bursary approval, during work or upon work term completion. Applicants may be asked to complete an evaluation survey statement related to their final claim.

## CONFIDENTIALITY

Any information provided will remain confidential and only for the purposes of administering the Team Seafood program (as per the confidentiality and disclosure provisions to the Freedom of Information and Protection of Privacy (FOIPOP) Act).

## FURTHER INFORMATION

To find out more information about Team Seafood, contact:

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