

Memorandum of Understanding

THIS PARTNERSHIP is made on the ___ day of _____.

Between: Insert name of the organization

And: Insert name of the employer

Recognizing the mutual benefits to be gained through the Essential Skills for Atlantic Fisheries (ESAF) project which aims to address the challenges in the fishing industry and promote Essential Skills activities and employment, the goal of this Memorandum of Understanding (MOU) is to confirm the partnership between the above parties as well as to outline the agreements between the parties with regards to the ESAF project.

This Memorandum of Understanding established an Essential Skills training partnership between (insert the name of the organization) and (insert name of the employer).

I. VISION

Our vision is to develop and test an innovative and highly contextualized blended learning approach to essential skills training for the fisheries sector. The ESAF project will use a community partnership approach that is focused on rural coastal regions, unemployed individuals and customized to needs of the fisheries sector.

II. PURPOSE AND SCOPE

The purpose of this MOU is to facilitate and promote a partnership in cooperation between NLLLC and (insert name of employer). We will use specific entry-level job requirements, essential skills and other relevant specific information (i.e. workplace documents) to develop targeted training to enhance project participant success of potential employment and retention within the fisheries sector.

III. BENEFITS

- a. The benefits to the employer are to have a pool of skilled potential future employees with improved workplace Essential Skills which will;
 - Enhance job performance
 - Increase efficiency and productivity
 - Improve recruitment and retention
 - Improve morale, motivation and job satisfaction

b. The participants (learners) will benefit from:

- Increased workplace essential skills
- Increased commitment to achieving individual, team and industry goals
- Increased engagement in the workplace
- Knowledge acquisition and application for the workplace

IV. COMMITMENTS

(Insert name of the organization) agrees to the following tasks and financial commitments of the (insert the number of weeks) week ESAF project for this MOU:

Our organization will:

- Conduct a workplace needs assessment to:
 - identify the occupations participants will enter and the essential skills required for those occupations.
 - create/customize Essential Skills Profiles for the occupations identified.
 - gather authentic workplace materials/documents for the training (i.e. job descriptions, health and safety information, time cards, forms, etc.).
 - plan and schedule classroom and on-the-job training as well as the length of the work placement.
- Use a train-the-trainer package to train supervisors/managers as workplace mentors (30 hours).
- Provide a targeted training curriculum specific to employer requirements.
- Conduct a pre and post assessment of the participants.
- Implement a (insert the number of weeks) week Essential Skills project using a blended learning approach incorporating classroom (6 weeks), on-the-job training (4 weeks) and work placement ((insert the number of weeks) weeks).
- Cover the cost of the following (valued at \$60,000.):
 - Mentor training package for the supervisors/managers.
 - Training curriculum for the participants.
 - Pre and post assessment of the participants.
 - Facilitator to train the supervisors/managers and the participants.
 - Participant training allowance and support services (travel and child-care) during the 10-week ESAF project.
 - Provide the employer with a 50% wage subsidy (based on the provincial minimum wage) to a maximum of \$ _____ during the ____-week work placement phase of the project (provide an example: 12 participants @ 50% of minimum wage (\$11.15) @ 40 hours/week @ 8 weeks = \$21,427).

The employer agrees to the following tasks and financial commitments for this MOU:

As a participating employer, the in-kind contributions for the ESAF project are valued at \$_____ and commitments include providing staff to oversee and assist with dates, timelines and logistics for the following activities:

- Work with the Project Coordinator to enable a comprehensive workplace needs assessment.
- Identify vacant entry-level positions and potential employment opportunities.
- Provide ESAF staff with outline of jobs, responsibilities and qualifications of the positions, and other workplace specific information for curriculum development prior to commencement of training.
- Identifying supervisors/managers to be trained as workplace mentors and provide time for them to participate in the training.
- Provide participants with 4 weeks of supervised on-the-job training and 6 to 12 weeks paid work placement (wages and mandatory employment-related costs).
- Identify and provide employer specific training based on the job requirements of the positions the participants will enter (for example workplace safety, WHMIS, equipment use, technologies, etc.).
- Provide a tour of the facility/plant to ESAF staff & potential participants before the start of the training.
- Work closely with the Project Coordinator and Facilitator to discuss concerns and resolve problems.
- Complete and submit a wage subsidy claim form at the end of the project.
- Participate in the project evaluation which will be conducted by the Atlantic Evaluation Group.

V. TIMELINE

Timeline for project may be changed or modified with supplemental written agreements signed by all parties. ESAF project timeline for (name of the employer) is:

Include a detailed timeline for the program (see example below).

Example:

- Mentor training (start and finish date)
- 6 Week Classroom Training
 - February 3, 2019 – March 13, 2020
- 4 Week On-The-Job Training
 - March 16, 2019 – April 1, 2020
- 8 Week Work Placement
 - April 15, 2019 – onward (Hours/weeks worked determined by the Project Coordinator and the employer)

VI. CONSENT TO COLLECT, USE AND DISCLOSE INFORMATION

Insert name of the employer agrees to cooperate with **Insert name of the organization** and the project evaluators in the conduct of the ESAF Project evaluation.

I **name of the person signing the MOU** (please print name), hereby consent to allow **Insert name of the organization** and external agents to collect and use my business information in the following manner:

- ✓ To conduct a workplace needs assessment which includes a needs assessment of my workplace and employees. The results of the assessment will be utilized to provide recommendations for customized training.
- ✓ To utilize authentic workplace materials, scenarios, and/or documents from my workplace in order to develop learning activities for training.
- ✓ To participate in any survey, interview, case study, or other data collection exercise initiated by the ESAF Project and project evaluators.
- ✓ To share/communicate ESAF Project results, learning and business impact results, basic company information (name, location, product and services, workforce size and characteristics) and pre-approved testimonials from participants and managers on ESAF project.

I understand that in order to accomplish these purposes, the name of my business may need to be shared. I hereby consent to allow the ESAF Project to disclose my business information, when necessary:

- ✓ In any government announcement or publication related to the ESAF Project.
- ✓ To exchange with other levels of government pertinent information related to the project, as required.
- ✓ To release my business name to ESAF external agents in order to contact me concerning the training outcomes after the project ended.

AUTHORIZATION

The signing of this MOU is not a formal undertaking. It implies that the signatories will strive to reach, to the best of their ability, the objectives stated in the MOU. This MOU may be modified with supplemental written agreements signed by the parties and can be terminated in writing in whole or in part by consensus of the parties.

Signatures of Authorized Representatives

Employer Name / Position

Executive Director

Date

Date