

**\*Note to Applicant: below is a sample Schedule A that reflects the project objective, project description, milestones, deliverables and reporting requirements. The schedule A is a piece of the CEP Shared Cost Agreement. To view the complete CEP Shared Cost Agreement sample, please refer to the “CEP Shared Cost Agreement Sample” for the applicable funding stream on the WorkBC website.**

### **Schedule A-LMP Sample**

#### **Term**

1. The term of this Agreement commences on September 19, 2022 and ends on March 31, 2023 and the Project Holder will carry out the Project during the period commencing on September 19, 2022 and ending on March 31, 2023 (the “Project Period”).

#### **Interpretation and Definitions**

{If Schedule requires definition of terms}

2. In this Schedule:

- (a) “Term 1” means...;
- (b) “Term 2” means...; and
- (c) “Term 3” means....

{If Schedule does NOT require definition(s) of terms}

2. N/A

#### **Project Objective**

3. During the Project Period the Project Holder will:  
together with its partners, conduct research to identify labour market and training gaps and opportunities in the advanced manufacturing and metallurgical sectors in Muppetland, BC. The Project Holder will produce a report outlining specific training needs from local employers in the advanced manufacturing and metallurgical sectors and will create a strategy for delivering the training needs identified.

#### **Project Description / Inputs**

4. During the Project Period the Project Holder will:
  - (a) Advertise for and engage an external consultant using a competitive process;

- (b) Convene the Stakeholder Advisory Committee to determine additional membership, establishment of Terms of Reference and schedules for on-going meetings;
- (c) Conduct a literature review of existing local and provincial labour market information;
- (d) Through collaboration with partners, identify forty (40) employers to be interviewed;
- (e) Conduct a minimum of 10 in-person interviews with major employers in the Muppetland area;
- (f) Conduct a minimum of 30 in-person interviews with small businesses in the Muppetland area. Representation from the targeted sectors; metallurgy, industrial construction and technical services, and advanced manufacturing should occur;
- (g) Collect and analyze results of interviews;
- (h) Identify specific skills and training gaps, analyze for common educational themes addressable at training facilities;
- (i) Organize and execute 1 focus group meeting with sector business owners to validate labour market findings;
- (j) The results of these in-person interviews and focus group, along with the review of existing labour market information and prior survey results will be used to develop a Labour Market Training Strategy for the advanced manufacturing and metallurgical sectors surrounding Muppetland, B.C. that will include:
  - i. the current and projected labour market needs for the region's advanced manufacturing and metallurgical sector workforce identification of training and educational needs and how to address those needs;
  - ii. an action plan for implementation of the strategy;
  - iii. an assessment of opportunities for longer term employment in emerging industries/ sectors.
- (k) Present draft report to project manager, Stakeholder Committee and small business focus group members\ incorporate feedback and comments, make required changes;
- (l) Submit a draft copy of the material to the Province for the Province's review and approval;
- (m) Incorporate any changes requested by the Province into the material; and disseminate the material only after the Province has approved it;
- (n) Complete final report and obtain approval from steering committee;
- (o) Deliver at least one community presentation to share the findings of the Labour Market Strategy Report.

## **Project Milestones**

5. The project holder will meet the following milestones:

- (a) By October 31, 2022
  - i. The Stakeholder Advisory Committee will convene to launch project;
  - ii. The competitive process to select a consultant will have been completed;
  - iii. The project scope and structure will have been established;
  - iv. Prior survey input by companies will have been reviewed and training questions requiring more granular responses identified.
- (b) By November 30, 2022

- i. Interview questions will have been 100% designed and interviews scheduled with 40 businesses;
  - ii. A Management System will be built and launched to demonstrate realistic and locally-available new technology training opportunities which may not be familiar to companies.
- (c) By December 31, 2022
- i. Interviews with businesses will be underway.
- (d) By January 31, 2023
- i. Forty (40) business interviews will be 100% completed;
  - ii. Data will have been entered into analysis database for analysis.
- (e) By February 29, 2023
- i. A draft report of the Labour Market Strategy will be presented to the coordinator;
  - ii. A draft report of the Labour Market Strategy will be presented to the Province;
  - iii. The Stakeholder Advisory Committee and small business focus group members will have been consulted for feedback/ comments/ required changes.
- (f) By March 31, 2023
- i. A final Labour Market Strategy report will have been completed and at least one (1) community presentation of the report's findings will have been held;
  - ii. The Labour Market Strategy report will have been made available on at least one (1) website;
  - iii. A sector-specific training plan will have been designed for partnership implementation at training facilities in the future year.

### **Project Deliverables/Expected Results/Outcomes**

6. The project holder will produce the following deliverables or results by March 31, 2023:
- (a) Forty (40) local businesses will have been surveyed for their specific advanced manufacturing and metallurgical sector training needs;
  - (b) A Labour Market Strategy specific to training needs for the advanced manufacturing and metallurgical sector for the Muppetland area will have been produced that includes an inventory of local labour force skills/ gaps, current and future labour market training needs, a detailed action plan to assist in addressing those needs and a plan for implementation of the strategy;
  - (c) The Labour Market Strategy will be presented at a minimum of one (1) meeting of business representatives, and will be available on at least one (1) website for public and stakeholder reference.

### **Reporting Requirements**

7. The Project Holder will report to the Province respecting the Project as follows:
  - (a) With each claim for payment submitted to the Province in accordance with Schedule B, section 22 (a) the Project Holder will submit a corresponding activity report that summarizes the Project Holder's performance of the Project activities described in section 4 and the milestones described in section 5, including an explanation and action plan to remediate any performance shortcomings to ensure the deliverables or results listed in section 6 will be achieved; and
  - (b) With the final claim for payment submitted to the Province in accordance with Schedule B, section 22 (b) the Project Holder will submit a final Project activity report that summarizes each deliverable or result described in section 6, including an explanation and recommendation for any performance shortcomings.
  
8. The Project Holder will provide a response to any Project delivery evaluation report received from the Province.

**Additional Terms**

9. N/A