



Employer Guide 2012–2013

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www.youngcanadaworks.gc.ca

Section 1: General Information

About YCW

Young Canada Works¹ (YCW) provides career opportunities for youth and solutions for Canadian employers by supporting summer job programs for students and internship programs for unemployed or underemployed college and university graduates. These programs help youth acquire skills in various sectors, such as the cultural and heritage sectors.

YCW provides financial assistance so that employers may offer employment to young Canadians. This initiative gives youth an opportunity to develop an awareness of our country's achievements and diversity, to connect with Canadians in other regions, and to gain an awareness of the values associated with citizenship and Canadian identity.

Summer Jobs for Students and Internships for Graduates

YCW offers three summer job programs (Summer Work Experience):

- YCW for Aboriginal Urban Youth
- YCW in Heritage Organizations
- YCW in Both Official Languages (including Languages at Work)

YCW offers summer employment opportunities that allow students to gain practical work experience and skills relating to their field of study while earning money to help pay for their education. Summer jobs may last from 6 to 16 weeks. Further financial assistance may be provided to facilitate the participation of persons with disabilities.

YCW offers two internship programs (Career Focus):

- YCW at Building Careers in Heritage (in Canada and abroad)
- YCW at Building Careers in English and French (abroad only)

YCW offers national and international internships that allow recent college and university graduates to earn income for post-graduate studies or to gain advanced career-related skills to help them make the transition to the job market. Internships may last from 4 to 12 months. Funding varies between programs. Further financial assistance may be available to facilitate the participation of persons with disabilities.

Objectives of YCW

YCW works with employers who propose projects that reflect YCW's objectives, namely to:

- help young Canadians gain practical work experience, develop their skills, enhance their employability, and learn more about their career options;
- increase the pool of skilled and qualified candidates in the cultural and heritage sectors and offer opportunities to work in both official languages; and
- enhance the knowledge and appreciation of Canada's achievements and cultural heritage.

¹ Young Canada Works is an initiative of the Department of Canadian Heritage in support of the Government of Canada's Youth Employment Strategy.

Application Process for Employers

Who can apply?

To determine if your organization is eligible to apply, please read the eligibility criteria specific to each program in Section 2 for Summer Work Experience for students and Section 3 for Career Focus for graduate internships.

How to apply

YCW programs are implemented through various delivery organizations. You must apply on-line at the **YCW Interactive Web site** to the **delivery organization** most appropriate to your organization's mandate and/or project objectives. [Appendix A contains contact information.]

Delivery organizations are responsible for evaluating and approving projects for funding and for administering approved applications.

Please note that the approval process takes *a minimum of two months*.

Application status

If your application is approved, you will receive written confirmation from your delivery organization with a preliminary offer. You will then have access to the on-line list of candidates. Upon approval by your delivery organization of the eligibility of your chosen candidate, you will be asked to sign a contract with the delivery organization. [See: *Application Process for Employers*.]

If your application is refused, you will receive written notification from the delivery organization.

All questions should be directed to the delivery organization to which you apply

Preparing your application

Appendix B contains a list of information with guidelines to help you complete and submit an on-line application.

Deadline

The deadline for employer applications for a Summer Work Experience program is **February 1, 2012**. Please contact the appropriate delivery organization for further information.

Deadlines for employer applications for a Career Focus (internships) program and the Languages at Work program differ. Please contact the appropriate delivery organization directly for the correct deadline.

Employer Obligations

As a YCW employer you must adhere to the published Contractual Terms and Conditions of the program in which you are participating.

1. RECRUITING AND HIRING

As a YCW employer you must:

- undertake a fair and balanced selection process (including open competitions and unbiased adjudication of eligible candidates) and respond to applicants in a timely manner (you may be required to explain your selection process in writing to your delivery organization).
- ensure that all candidates are registered in the YCW on-line candidate inventory and meet program eligibility criteria (see Candidate Eligibility).
- before hiring your chosen candidate(s), complete and submit a Candidate Eligibility Form to your delivery organization for pre-approval of your candidate eligibility
- comply with applicable federal, provincial or territorial labour laws, regulations and statutes, including occupational safety standards and employment insurance or equivalent.
- acknowledge the Government of Canada in your promotional and media activities. Contact jct-ycw@pch.gc.ca for permission to use the YCW graphic symbol.

Additionally, as a YCW employer for an internship, you must:

- offer equitable opportunities to unemployed and underemployed post-graduate Canadian youth between 16 and 30 years of age.

As a YCW employer for an international internship, you must also:

- confirm the intern's legal status (visa requirements, required financial guarantees, etc.).
- subscribe to travel updates available at http://www.voyage.gc.ca/countries_pays/updates_mise-a-jour-eng.asp.
- provide intern placement details to your delivery organization a minimum of at least two months before the intern's expected departure.
- advise interns with dual citizenship that they must travel with Canadian documents in order to receive services from the Government of Canada while abroad.
- ensure that each intern, before leaving Canada, registers on the Consular Affairs Web site of Foreign Affairs and International Trade Canada at: <http://www.voyage.gc.ca/index-eng.asp>.

Note: Upon arrival at their destination, the intern must contact the nearest Government of Canada office (by telephone, e-mail or in person) to activate their registration. In an emergency, 24-hour assistance is available from Canadian missions. Interns can also call Foreign Affairs and International Trade Canada collect at 613-996-8885 or send an e-mail to sos@international.gc.ca.

Candidate Eligibility

Any student or graduate intern you hire must:

- be a Canadian citizen or a permanent resident, or have refugee status in Canada.
Note: Non-Canadian students holding temporary work visas or awaiting permanent status are not eligible.
- be legally entitled to work in Canada
- be between 16 and 30 years of age at the start of employment.
- meet the specific eligibility criteria of the program to which you apply.
- be registered in the YCW on-line candidate inventory.
- be willing to commit to the full duration of the work assignment.
- not have another full-time job (over 30 hours a week) while employed with YCW.

Further:

Student participants in a Summer Work Experience program must:

- have been a full-time student (as defined by his or her educational institution) in the semester preceding the YCW job.
- intend to return to full-time studies in the semester following the YCW job.

Participants in a Career Focus (internship) program must:

- be an unemployed or underemployed college or university graduate, that is not be employed full-time.
- be a recent graduate who has graduated from college or university within the last 24 months at the start of employment.
- not be receiving Employment Insurance (EI) benefits while employed with YCW.
- not have previously participated in or been paid under this or any other Career Focus (internship) program funded under the Government of Canada's Youth Employment Strategy.

2. TRAINING AND SUPERVISION

As a YCW employer, you must:

- provide each employee with a job description, orientation and a work plan that includes specific objectives.
- provide training in the required job tasks, as required.

As a YCW employer for an internship, you must:

- participate in an intern work skills assessment and a personal objectives review process. (Please see The Conference Board of Canada's Employability Skills 2000 for examples at : <http://www.conferenceboard.ca/topics/education/learning-tools/employability-skills.aspx>)
- establish a skills development plan with the intern that is tailored to his or her needs.

As a YCW employer for an international internship, you must also:

- consult the Country Travel Reports produced by Foreign Affairs and International Trade Canada at http://www.voyage.gc.ca/countries_pays/menu-eng.asp.
Note: These reports include up-to-date information on safety, security, health information, and visa requirements.
- monitor your intern's progress using electronic and telephone communications.

3. SALARY AND BENEFITS

As a YCW employer, you must:

- pay wages and benefits in a timely manner in accordance with provincial/territorial labour laws and regulations. Employee wages must be in line with industry standards in the region where they are working and commensurate with their training and work experience. The subsidized work week is a minimum of 30 to a maximum of 40 hours. YCW contributions are based on the actual salaries paid to employees.
- pay participants from payroll and make the required source deductions.

4. TRANSPORTATION ARRANGEMENTS

If transportation is required for the duties related to the job, you must

- provide adequate insurance coverage for youth required to drive a vehicle.
- cover transportation costs for an employee who uses authorized public transportation.

As a YCW employer for an international internship, you must:

- provide health and travel insurance for participants while outside Canada, including coverage for repatriation for medical, or security and safety emergencies.
- pay a living allowance abroad sufficient to maintain an equivalent standard of living to that in Canada, based on local conditions.
Note: Living allowances and other financial support must comply with Canadian laws and regulations. Participants must receive wages (in Canada) and a living allowance (abroad) in a timely manner, and in keeping with industry standards. The Canada Revenue Agency considers the intern's income and supplementary benefits taxable income. Earnings in most cases are pensionable and insurable and must be declared by the interns.
- Additional information and consular assistance may be obtained from Foreign Affairs and International Trade Canada. Contact information:

Telephone: 613-944-6788 or Toll-free: 1-800-267-6788
TTY: 613-944-1310 or TTY toll-free: 1-800-394-3472
Fax: 613-943-1054
E-mail: voyage@international.gc.ca

5. REPORTING AND FOLLOW UP

As a YCW employer you must:

- keep an account of cash and in-kind contributions.
- ensure that you and your employee(s) complete(s) **ALL** of the following forms that are available on-line at the YCW interactive Web site:
 - Candidate Eligibility Form (before hiring)
 - Staffing Report (due the first week of the employment period)
 - Evaluation Questionnaire (due within 30 days of the last day of employment)
 - End of Work Term Report (due within 30 days of the last day of employment)
 - Employment Equity Information Report (optional – student only)**Note:** The Employer End of Work of Term Report and the Employment Equity Information Report must be printed and sent to the appropriate delivery organization. Some delivery organizations may have additional requirements.
- maintain a current address file for evaluation purposes and for tracking employment outcomes.

Also, as a YCW employer for an internship you must:

- offer job-search support and follow-up at the end of the internship.

6. QUESTIONS?

Contact your delivery organization if you have questions or need more information.

Or, call the Government of Canada's Youth Information Line:

- Toll free: 1-800-935-5555
- TTY: 1-800-926-9105

Section 2: Summer Jobs for Students

Young Canada Works offers three *Summer Work Experience* programs:

YCW for Aboriginal Urban Youth

YCW in Heritage Organizations

YCW in Both Official Languages (including Languages at Work)

YCW for Aboriginal Urban Youth

Is your organization eligible?

Only Aboriginal Friendship Centres and Provincial/Territorial Associations (PTA) affiliated with the National Association of Friendship Centres may apply. However, Aboriginal organizations that do not meet this criterion may be eligible to apply to other YCW programs.

What objectives should your application address?

The objectives in your application should meet YCW objectives. In addition, the project description, job description(s) and budget(s) should also reflect these YCW objectives.

For students:

- provide work experiences related to their field of study; and
- increase awareness of their Aboriginal ancestry and of the value and responsibilities of Canadian citizenship.

For friendship centres:

- help provide summer services and programs for Aboriginal Urban Youth;
- increase the participation of youth in community building; and
- showcases student employees as positive role models for other youth and children in the community.

For the community and region:

- increase community awareness of Aboriginal culture and its place in Canadian society; and
- promote cross-cultural awareness through partnerships between friendship centres and other local community organizations—Aboriginal, non-Aboriginal, Métis and Inuit—and with businesses, private sector, government, etc.

For more information on the evaluation process, please see the employer selection criteria.

How much assistance is available?

Each friendship centre/PTA is invited to apply for up to four positions, with the maximum budget being \$30,000.00.

For more information on financial assistance, please see the contractual terms and conditions for employers.

How will the funds be delivered?

You will enter into contract with and receive payment from the National Association of Friendship Centres (NAFC). Payments for approved positions will be sent when the NAFC receives and accepts the required forms, as indicated in your contract.

How to apply

Go to the YCW Interactive Web site and submit your application on-line directly to the NAFC. If you have questions, please contact the NAFC. [See Appendix A]

YCW in Heritage Organizations

Is your organization eligible?

Your organization is eligible if it is:

- an incorporated, non-profit organization in Canada with a heritage mandate, such as a museum, archives, library, cultural centre, historical society, heritage site*, or natural history centre with a collection (such as a zoo, botanical garden or herbarium**);
- an educational or cultural institution that has distinct objectives, programs and budget related to heritage;
- a non-profit organization, under a provincial, territorial, regional or municipal government, that has distinct objectives, programs and budget related to heritage;
- a professional heritage service organization;
- an Aboriginal regional government or governing body (band/tribal council) and/or Aboriginal organization with a mandate to preserve and support Aboriginal heritage; and
- stable and financially healthy.

*"Heritage site" includes monuments, architectural heritage, historic and archaeological sites or elements or structures of an archaeological nature, which are of historical, aesthetic, ethnological or anthropological value.

****Note:** Naturally-occurring landscapes and related nature conservation organizations are not eligible under this program. (Please consult the Environment Canada website at <http://www.ec.gc.ca> for alternative programs, such as the Science Horizons Youth Internship Program).

Your organization is **not eligible** if you are:

- a federal department, federal agency or a Crown Corporation †;
- a provincial or territorial government department; or
- for-profit.

† **Note:** Incorporated, non-profit heritage organizations in Canada with a mandate in support of a federal entity may be eligible if they are operationally independent of the federal entity and will be the employer of a student or intern.

What objectives should your application address?

Your application should meet YCW objectives as well as the following YCW BCH objectives. It should clearly describe your project, the proposed work experience (job) proposal(s), skills development objectives and budget(s).

For students:

- provide skill-building work experiences in a heritage-related field;
- provide opportunities to work and network with professionals in the heritage sector; and
- increase their knowledge and appreciation of significant local and national achievements.

For the heritage sector:

- strengthen Canada's cultural and heritage networks, increase their efficiency, share information, and enhance the visibility of cultural and heritage products and services; and
- assist the heritage sector to reflect and present Canada to Canadians.

For the community, region and country:

- promote knowledge and appreciation of significant local and national achievements, people, places and collections; and
- contribute to the sustainable development of organizations and communities.

For more information on the evaluation process, please see the employer selection criteria.

How much assistance is available?

The program may contribute up to 75 percent of the student's employment costs (wages, benefits and other eligible expenditures). The maximum YCWHO contribution is \$8,000 per job and \$50,000 per employer.

If you are planning to hire an eligible *student from another part of the country*, telephone interviews are recommended. YCWHO may cover transportation costs (one round trip) for students who travel more than 125 km between their primary residence and their summer job. Accommodation costs are the responsibility of the student. As funds are limited, please notify your delivery organization immediately upon approval of your selected candidate to discuss possible transportation arrangements.

If you are planning to hire an eligible *student with a disability*, please notify your delivery organization upon approval of your chosen candidate regarding any special requirements to facilitate the student's participation. Reasonable costs related to job accommodation requirements may be reimbursed up to a maximum of \$3,000 per participant.

For more information on financial assistance, please see the contractual terms and conditions for employers.

How will the funds be delivered?

Your selected delivery organization will evaluate your application(s). If it is approved:

- You will receive written confirmation from your delivery organization with a preliminary offer.
- You will then have access to the on-line list of registered candidates and you can commence your recruitment process.
- Once you have selected a candidate, and *before hiring*, you and the candidate must complete a Candidate Eligibility Form and submit it to your delivery organization for pre-approval of your candidate. Upon approval, you may officially hire the candidate.

- Your delivery organization will then issue a contract detailing the contribution amount, contractual terms and conditions and the timing of payments to be signed by both parties.
- Upon receipt of your signed contract and completion of the Staffing Report by you and your YCW employee, you will receive from your delivery organization a first payment of 75 percent of the total approved amount.
- The balance will be paid upon the receipt and approval by your delivery organization of your final activity report and other required documents, which are due within 30 days of the end of the work term. Final payments are based on the actual project costs.
- ***Important note:*** If you cannot meet the terms and conditions of employment as set out in your contract, or these change, you must immediately contact your delivery organization to amend your contract.

How to apply

You must apply on-line at the YCW Interactive Web site and submit your application directly to the appropriate delivery organization. Choose the delivery organization with a mandate closest to your organization's mandate or to that of the proposed job. [See Appendix A]

YCW in Heritage Organizations is delivered by five national delivery organizations:

- Association pour l'avancement des sciences et des techniques de la documentation
- Canadian Council of Archives
- Canadian Library Association
- Canadian Museums Association
- Heritage Canada Foundation

Please note the approval process takes a *minimum of two months*.

If you have questions, please contact the appropriate delivery organization.

YCW in Both Official Languages

YCW in Both Official Languages offers two types of jobs:

- 1) a job in which the employee's first official language is used to foster the development of an official language minority community (Francophone community outside of Quebec or Anglophone community within Quebec); or
- 2) a job offering the opportunity to practice second-language skills (including Languages at Work).

Is your organization eligible?

Your organization is eligible if it:

- is a private, public, non-profit organization, or a municipality;
- is incorporated;
- is involved in national, provincial, territorial, municipal or community activities;
- is willing to hire young people from other regions of Canada;
- conducts activities in both official languages; and
- is stable and in good financial health.

Note: Federal, provincial and territorial governments are not eligible for funds to hire participants under this program.

Your organization is not eligible if:

- a federal department, federal agency or a Crown Corporation;
- a provincial or territorial government department;

What objectives should your application address?

The objectives in your application should meet YCW objectives. In addition, the project description, job description(s) and budget(s) should also reflect these YCW objectives.

For students:

- explore career opportunities using both official languages;
- acquire practical work experience related to their studies;
- develop professional networks in official language minority communities; and
- discover a new region of Canada.

For the official languages sector:

- promote the benefits of Canada's linguistic duality;
- assist businesses and organizations in providing services in both official languages across Canada; and
- support the development of official language minority communities.

For the community, region and country:

- enhance services in both official languages by businesses and organizations in various regions of the country;
- contribute to the labour-force needs of official language minority communities; and
- contribute to the sustainable development of official language minority communities and help address the exodus of young people.

For more information on the evaluation process, please see the employer selection criteria.

How much assistance is available?

YCW may contribute up to 50 percent of the employment costs for youth hired by private and public sector organizations. It may contribute up to 70 percent for a non-profit organization.

Preference will be given to employers who offer a geographic exchange, hiring young people from another region of the country. The YCW program will cover lodging costs for students living more than 125 km from their workplace and pay the cost of one round trip between the student's residence and workplace, in accordance with its policies. If you are considering candidates from another part of the country, telephone interviews are recommended.

If you hire a participant with a disability, the delivery organization will reimburse reasonable costs, related to job accommodation requirements up to a maximum of \$3,000 per participant.

For more information on financial assistance, please see the contractual terms and conditions for employers.

How will the funds be delivered?

Your organization will enter into a contract with and receive payments from the appropriate

delivery organization. Payments will be made once the delivery organization has received and accepted the documents required by the terms of the contract.

Languages at Work

IMPORTANT: Languages at Work has special conditions. Please read carefully.

The goals of the program are to provide Canadian students with a practical summer job experience and a chance to practice and improve their second official language following their participation in the Explore program (bursary program offered by the Council of Ministers of Education, Canada (CMEC)).

Your organization is eligible if it:

- offers a practical work experience;
- hires a young student from another part of Canada who is already in the Explore program;
- offers guidance and orientation; and
- is willing to hire someone who is still improving his or her second official language.

For more information, please contact the *Fédération de la jeunesse canadienne-française* at 613-562-4624 or visit their Web site at <http://www.languagesatwork.ca/>

How to apply

You must apply on-line at the YCW Interactive Web site and submit your application directly to the appropriate delivery organization. Choose the delivery organization with a mandate closest to your mandate or to that of the proposed job. [See Appendix A]

YCW in Both Official Languages is delivered by six delivery organizations:

- Association francophone des municipalités du Nouveau-Brunswick
- Conseil de la coopération de l'Ontario
- Conseil de la coopération de la Saskatchewan
- Éducentre College
- Fédération de la jeunesse canadienne-française
- Fédération des chambres de commerce du Québec

Section 3: Internships for Graduates

Young Canada Works offers two Career Focus (internship) programs for unemployed or underemployed college and university graduates:

YCW at Building Careers in Heritage (in Canada and abroad)
YCW at Building Careers in English and French (abroad only)

YCW at Building Careers in Heritage

This program supports several types of internships, including:

- 1) Internships in Canada in:
 - Heritage fields related to working in a museum, archives, library or heritage site (24)
 - Conservation sciences (2)
 - Digital Technology (CHIN-members) (20)
 - Arts administration or an arts practice project (20)
- 2) Internships abroad in:
 - Museology (4)
 - Digital Technology (CHIN-members)

Is your organization eligible?

Your organization is eligible if it is:

- an incorporated, non-profit organization in Canada with a heritage mandate, such as a museum, archives, library, cultural centre, historical society, heritage site*, natural history centre with a collection (for example, a zoo, botanical garden or herbarium**);
- an educational or cultural institution that has distinct objectives, programs and budget related to heritage;
- a non-profit organization, under a provincial, territorial, regional or municipal government, that has distinct objectives, programs and budget related to heritage;
- a professional heritage service organization;
- an Aboriginal regional government or governing body (band/tribal council) and/or Aboriginal organization with a mandate to preserve and support Aboriginal heritage; and
- stable and financially healthy.

*"Heritage site" includes monuments, architectural heritage, historic or archaeological sites or elements or structures of an archaeological nature, which are of historical, aesthetic, ethnological or anthropological value.

**Note: Naturally-occurring landscapes and related nature conservation organizations are not eligible under this program. (Please consult the Environment Canada website at www.ec.gc.ca for alternative programs, such as the Science Horizons Youth Internship Program).

If your organization applies to the Canadian Heritage Information Network (CHIN):

- it must be a CHIN member organization; and
- your intern's work must involve a technology component that directly supports CHIN's research, or produces content or tools for its on-line products.

If your organization applies to the Cultural Human Resource Council (CHRC), your project must:

- have an arts administration or an arts practice dimension.

Your organization is not eligible if you are:

- a federal department, federal agency or a Crown Corporation†;
- a provincial or territorial government department; or
- for-profit.

†**Note:** Incorporated, non-profit heritage organizations in Canada with a mandate in support of a federal entity may be eligible if they are operationally independent of the federal entity and will be the employer of a student or intern.

What objectives should your application address?

Your application should meet YCW objectives as well as the following YCW BCH objectives. It should clearly describe your project, job proposal(s), and skills development objectives and budget(s).

For graduates:

- work in jobs tailored to their academic profile that facilitate their transition to the labour market;
- acquire specialized professional skills and practical experience through the coaching and support provided;
- develop an understanding of Canadian and/or international markets and heritage networks; and
- enter the workforce during and at the end of the employment period or earn income to further their education.

For the heritage sector:

- help develop the knowledge economy relating to heritage organizations and industries;
- increase the pool of highly qualified youth in the heritage, arts and cultural sectors;
- help meet human resource needs in heritage organizations and specific job groups; and
- expand the reach of heritage, artistic and cultural services and products in Canada and abroad.

For the community, region and country:

- promote knowledge and appreciation of significant local and national achievements, people, places and collections;
- support the sustainable development of organizations and communities; and
- highlight Canada's culture in Canada and abroad.

For more information on the evaluation of the applications, please see the employer selection criteria.

How much assistance is available?

The program may contribute up to 75 percent of employment costs (wages, benefits and other eligible expenditures). The maximum YCW BCH contribution is \$10,000 per internship in Canada; \$12,000 for a conservation sciences internship; and \$15,000 for an international internship. At least 80 percent of the contribution is reserved for the intern's wages and allowances. The remaining 20 percent may be allocated, as agreed between you and your delivery organization, to

cover administration costs related to the internship.

For internships in Canada: If you are planning to hire an eligible *graduate from another part of the country*, telephone interviews are recommended. YCWBCCH may cover transportation costs (one round trip) for interns who travel more than 125 km from their primary residence to their place of work. Accommodation costs are the responsibility of the intern. As funds are limited, please notify your delivery organization upon approval of your selected candidate to discuss possible transportation arrangements.

For internships abroad (museology only), the Program may cover transportation costs (one round trip) for travel to the international work placement and may provide a monthly housing allowance up to \$15 per day.

If you are planning to hire an eligible *graduate with a disability*, please notify your delivery organization, upon approval of your chosen candidate regarding any special requirements to facilitate the intern's participation. Reasonable costs related to job accommodation requirements may be reimbursed up to a maximum of \$3,000 per participant.

For more information on financial assistance, please see the contractual terms and conditions for employers.

How will the funds be delivered?

Your selected delivery organization will evaluate your application(s). If approved:

- You will receive written confirmation from your delivery organization with a preliminary offer.
- You will then have access to the on-line list of registered candidates and you can commence your recruitment process.
- Once you have selected a candidate, and *before hiring*, you must complete and submit a Candidate Eligibility Form to your delivery organization for pre-approval of your candidate. Upon approval, you may officially hire the candidate.
- Your delivery organization will then issue a contract detailing the contribution amount, contractual terms and conditions and the timing of payments for signing by both parties.
- Upon receipt of your signed contract and completion of the Staffing Report by you and your YCW intern, you will receive from your delivery organization a first payment of 75 percent of the total approved amount.
- The balance will be paid upon the receipt and approval by your delivery organization of your final activity report and other required documents, which are due within 30 days of the completion of the work term. Final payments are based on the actual project costs
- Important note: If you cannot meet the terms and conditions of employment as set out in your contract, or these change, you must immediately contact your delivery organization to amend your contract.

How to apply

You must apply on-line at the YCW Interactive Web site and submit your application directly to the appropriate delivery organization. Choose the delivery organization with a mandate closest to your organization's mandate or to that of the proposed job. [See Appendix A]

YCW at Building Careers in Heritage is delivered by five national delivery organizations:

- Association pour l'avancement des sciences et des techniques de la documentation
- Canadian Council of Archives
- Canadian Library Association

- Canadian Museums Association
- Heritage Canada Foundation

Please note the approval process takes *a minimum of two months*.

Please apply to the **Canadian Heritage Information Network (CHIN)** for projects that have a technology component and involve collaborative projects to produce content or tools for CHIN's on-line products.

Please apply to the **Cultural Human Resource Council** for projects that have an arts administration or an arts practice dimension.

If you have questions, please contact the delivery organization to whom you plan to submit your application.

YCW at Building Careers in English and French (International internships only)

Is your organization eligible?

Your organization is eligible if it:

- is a private, public or non-profit organization;
- is incorporated;
- is stable and in good financial health;
- runs activities in both official languages, including but not limited to language schools, publishers, educational institutions, translation firms, visual and performing arts, film and video companies, and cultural and heritage organizations.

Your organization is not eligible if it is:

- a federal department, federal agency or a Crown Corporation;
- a provincial or territorial government department;

What objectives should your application address?

The objectives in your application should meet YCW objectives. You must also provide a clear definition of the project's skills development objectives. The project description, job description(s) and budget(s) should also reflect these objectives.

For graduates:

- gain practical work experience and build advanced skills in career-related work;
- develop an understanding of international labour markets and existing language industries;
- promote language industries through educational institutions and help develop international youth networks;
- enter the workforce during or at the end of the employment period or earn money to further their education; and
- develop specialized skills for the international labour market and for the language industries.

For the official language sector:

- help develop the knowledge economy relating to Canada's language industries;
- support employers in official language minority communities; and

- increase the pool of highly qualified youth in key official language-related sectors of the international labour market.

For the community, region and country:

- assist in building official language capacity, job opportunities and opportunities for new Canadians in official language minority communities;
- support the sustainable development of organizations and communities;
- increase the pool of young Canadians able to function in both official languages in official language-related sectors;
- showcase Canada's culture abroad; and
- raise the linguistic and cultural profile of Canada abroad.

For more information on the evaluation process, please see the employer selection criteria.

How much assistance is available?

The maximum contribution is \$15,000 per internship abroad. YCW may subsidize up to 75 percent of the costs of an internship, which may include wages, benefits and administration, lodging and transportation costs.

Preference will be given to employers who offer an internship for a 6 to 12 month duration. Your organization will be expected to demonstrate commitment to the project by matching or exceeding the federal contribution through financial and in-kind contributions.

If you hire a participant with a disability, the delivery organization will reimburse reasonable costs related to job accommodation requirements up to a maximum of \$3,000 per participant.

For more information on financial assistance, please see the contractual terms and conditions for employers.

How will the funds be delivered?

You will enter into contract with and receive payment from the *Fédération de la jeunesse canadienne-française* (FJCF). Payments for approved positions will be sent when the FJCF receives and accepts the required reporting forms.

How to apply

Go to the YCW Interactive Web site and submit your application on-line directly to the FJCF. If you have questions, please contact the FJCF. [See Appendix A]

Appendix A - Delivery Organizations

YCW for Aboriginal Urban Youth *(for Aboriginal friendship centres only)*

Perry Benoit
National Association of Friendship Centres
275 MacLaren Street
Ottawa, ON K2P 0L9
Tel: 613-563-4844, ext. 325 or toll free 1-877-563-4844
Fax: 613-594-3428 or 613-563-1819
E-mail: perryb@nafc.ca

Delivery Organizations for YCW Programs in the Heritage Sector

Delivery Organizations	Summer Jobs (YCW in Heritage Organizations)	Internships (YCW at Building Careers in Heritage)	Contact Information
Canadian Museums Association http://www.museums.ca/	✓ http://www.museums.ca/Services/Jeunesse_Canada_au_travail/Jeunesse_Canada_au_travail_dans_les_etablissements_du_patrimoine/?n=14-102-248	✓ (in Canada and abroad) http://www.museums.ca/Services/Young_Canada_Works/YCW_at_Building_Careers_in_Heritage/?n=14-102-247	400- 280 Metcalfe Street Ottawa, ON K2P 1R7 Tel: 613-567-0099 Fax: 613-233-5438 E-mail : ycw@museums.ca
Canadian Library Association http://www.cla.ca/	✓ http://www.cla.ca/AM/Template.cfm?Section=YCW_in_Heritage_Organizations	✓ (in Canada only) http://www.cla.ca/AM/Template.cfm?Section=YCW_at_Building_Careers_in_Heritage	1150 Morrison Drive, Suite 400 Ottawa, ON K2H 8S9 Tel: 613-232-9625 ext 321 Fax: 613-563-9895 E-mail: sbowa@cla.ca
Heritage Canada Foundation http://www.heritagecanada.org	✓ http://www.heritagecanada.org/eng/services/works.html	✓ (in Canada only) http://www.heritagecanada.org/eng/services/works.html	190 Bronson Avenue Ottawa, ON K1R 6H4 Tel: 613-237-1066 ext 240 Fax: 613-237-5987 E-mail: youngcanadaworks@heritagecanada.org
Canadian Council of Archives http://www.cdncouncilarchives.ca/intro.html	✓ http://www.cdncouncilarchives.ca/YCW.html	✓ (in Canada only) http://www.cdncouncilarchives.ca/YCW.html	130 Albert Street, Suite 501 Ottawa, ON K1P 5G4 Tel: 613-565-1222 or toll free 1-866-254-1403 Fax: 613-565-5445 E-mail: cca@archivescanada.ca
Association pour l'avancement des sciences et des techniques de la documentation http://www.asted.org/	✓ http://www.asted.org/home.php?sid=cms&pid=content_pjc&stid=201	✓ (in Canada only) http://www.asted.org/home.php?sid=cms&pid=content_pjc&stid=200	387-2065 Parthenais Street Montreal, QC H2K 3T1 Tel: 514-281-5012 Fax: 514-281-8219 E-mail: info@asted.org
Canadian Heritage Information Network	n/a	✓ (in Canada and abroad)	15 Eddy Street, 4th Floor Gatineau, QC K1A 0M5 Tel: 819-934-5004 Fax: 819-994-9555 E-mail: arian_sasmito@pch.gc.ca
Cultural Human Resources Council (CHRC) http://www.culturalhrc.ca/	n/a	✓ (in Canada only) http://www.culturalhrc.ca/YIP/index-e.asp	201-17 York Street Ottawa, ON K1N 9J6 Tel: 613-562-1535 ext: 28 Fax: 613-562-2982 E-mail: gguilmette@culturalhrc.ca

Delivery Organizations for YCW programs in Official Languages

Delivery Organizations	Job / Internship Location	Summer Jobs YCW in Both Official Languages	Internships YCW at Building Careers in English and French	Contact Information
Association francophone des municipalités du Nouveau-Brunswick	<ul style="list-style-type: none"> • Newfoundland and Labrador • Nova Scotia • Prince Edward Island • New Brunswick 	✓	n/a	702 Principale Street, Unit 322 Petit-Rocher, NB E8J 1V1 Tel: 506-542-2622 or toll free 1-888-236-2622 Fax: 506-542-2618 E-mail: jctycw@afmnb.org
Fédération des chambres de commerce du Québec	<ul style="list-style-type: none"> • Quebec 	✓	n/a	555 René-Lévesque Blvd W. 19th Floor Montreal, QC H2Z 1B1 Tel: 514-844-9571 or toll free: 1-800-361-5019 Fax: 514-844-0226 E-mail: jctycw@fccq.ca
Conseil de la coopération de l'Ontario	<ul style="list-style-type: none"> • Ontario 	✓	n/a	435 St-Laurent Blvd, Room 201 Ottawa, ON K1K 2Z8 Tel: 613-745-8619 Fax: 613-745-4649 E-mail: jctycw@cco.coop
Conseil de la coopération de la Saskatchewan	<ul style="list-style-type: none"> • Manitoba • Saskatchewan • Northwest Territories • Nunavut 	✓	n/a	2114-11e Avenue Room 303 Regina, SK S4P 0J5 Tel: 306-566-6000 or toll free 1-800-670-0879 Fax: 306-757-4322 E-mail: jct@ccs-sk.ca
Collège Éducacentre College	<ul style="list-style-type: none"> • Alberta • British Columbia • Yukon 	✓	n/a	301-531 Yates Street Victoria, BC V8W 1K7 Tel: 250-382-1310 Toll-Free: 1-866-266-6613 Fax: 250-382-1350 E-mail: jctycw@educacentre.com
Fédération de la jeunesse canadienne-française	<ul style="list-style-type: none"> • National • International 	✓ Summer Job	(abroad only) ✓	450 Rideau Street, Room 403 Ottawa, ON K1N 5Z4 Tel: 613-562-4624 Toll-Free: 1-800-267-5173 Fax: 613-562-3995 E-mail: admin@fjcf.ca
		✓ Languages at Work		

Appendix B – Preparing an Application

What should your application include?

You will be asked to provide the following information when completing the on-line application. You may wish to prepare this information ahead of time so that you may copy and paste into the on-line application form. Information that appears with an asterisk (*) is mandatory and must be provided.

Section 1: Employer Profile

Note: This section needs to be completed only once.

Mailing Address

- Legal Name of Organization*
- Street Address/PO Box*
- City/Town/Village*
- Province/Territory*
- Postal Code*
- Telephone*
- Fax
- URL/Internet Address
- E-mail Address*

Organization Information

- Year founded*
- Type of Organization (Private/Public/Non-profit) *
- Is your organization registered with the Canada Revenue Agency as a charitable organization? *
- Federal Business Number (Payroll or GST Number) *
- Number of employees*
- Main activity sector* (choose from the on-line menu)

Contact Information

Head of Organization

- Name*
- Title*
- E-mail Address*

Contact Person

- Name*
- Title*
- Telephone*
- Fax
- E-mail Address*

Section 2: Job Application for Summer Jobs

Note: This section must be completed for each different job title.

Job Information

Note: You can submit applications for multiple job titles.

- Job Title*
- City/Town/Village*
- Province/Territory*
- Language(s) Requirements*
- Driver's License Required*

Job Budget for Summer Job Applications

- Number of positions per job title*

Duration of employment per position

- Start date of employment*
- End date of employment*
- Number of weeks worked*
- Number of days paid for the project*
- Number of statutory holidays paid but not worked*

Salary per position

- Number of hours worked per week*
- Number of hours worked per day *
- Hourly wage (not including benefits) *

Employer mandatory costs per position

- Percentage of salary, e.g., EI, CPP benefits, statutory holidays, vacation pay, etc*

YCW contribution for each position requested

- Percentage of YCW contribution requested*
- Total financial contribution from employer*

Other financial sources for these positions

- Federal
- Provincial/Territorial
- Municipal
- Other

Other contributions (cash or in-kind) from the employer for all positions

- Specialized equipment and supplies
- Office space
- Orientation and training
- Supervision

Section 3: Job Applications for Internships

Note: This section must be completed for each different job title.

Job Budget for Internship Applications

- Number of positions*

Please specify the 1) In-cash employer contribution; 2) In-kind employer contribution; 3) YCW Contribution requested, for *each* field listed below.

Administration

- Orientation and supervision
- Office space
- Supplies
- Communications
- Recruitment
- Staff travel
- Other (specify)
- Sub total

Intern

- Briefing and de-briefing
- Intern allowance: Number of weeks worked
- Intern allowance: Number of hours worked per week
- Intern allowance: Hourly wage (not including benefits)
- Intern allowance: Total (_ weeks x _hrs/week x _\$/hr =)
- Mandatory employer costs
- Accommodation
- Language upgrading
- Intern domestic travel
- Intern insurance
- Job search support
- Other (specify)
- Sub total
- Total cost of internship

Job Information

Document Sections	Description
General Information	This section should include the following information: <ul style="list-style-type: none"> • Job or Internship title • Duration • Start and end dates • Language(s) of work • Other relevant information
Project and Job Objectives	This section should: <ul style="list-style-type: none"> • List the main objective(s). • Explain how the project will benefit all parties -- employer, student or intern, and if applicable, host organization for international internships. • Indicate if the project will contribute to the development of official language minority communities. Please specify. • For internships only: Indicate clearly how the experience will contribute to the intern's employability or self-employability, or how this opportunity will build the intern's skills and facilitate his or her entry into Canada's workforce.
Description of Tasks	This section should: <ul style="list-style-type: none"> • Clearly define the tasks to be undertaken.
Work Plan	This section should: <ul style="list-style-type: none"> • Provide timelines and a work plan for completing tasks.
Measurable Outcomes	This section should: <ul style="list-style-type: none"> • Indicate the measurable outcomes of the project. • Describe how you expect to meet your goals. • Describe how you will measure the success of this position.
Employability Skills To Be Gained	This section should identify specific skills the job experience will help the student or intern develop. <ul style="list-style-type: none"> • Provide examples with specific work situations. Please see The Conference Board of Canada's Employability Skills 2000+ document for examples: http://www.conferenceboard.ca/topics/education/learning-tools/employability-skills.aspx
Candidate Profile	This section will facilitate your search for, and recruitment of, the ideal candidate. <ul style="list-style-type: none"> • Indicate a particular field of study, if required, and any diplomas or certificates. • Indicate the level of computer and other skills the candidate will need. • Indicate what provisions you intend to put in place to encourage participation from the Government of Canada's job equity groups (i.e., women, persons with disabilities, visible minorities, and Aboriginal peoples). • Indicate the application deadline and the mailing address. • Develop promotional tools for recruitment using the above

	<p>information.</p> <ul style="list-style-type: none"> • Describe your planned interview process. • Describe how you will ensure YCW eligibility prior to hiring. • Describe any promotional tools for recruitment.
YCW Web site Job Poster	<p>This section should:</p> <ul style="list-style-type: none"> • List job specifics (location, wage, start and end date, etc.) • Include a short job description. • List the necessary qualifications for the positions. <p>Note: If selected, this job poster will be put on the YCW Web site.</p>
Orientation and training	<p>This section should:</p> <ul style="list-style-type: none"> • Describe the orientation and coaching you plan to provide during employment (i.e., introduction to computer systems, attending weekly team meetings, daily meetings with an immediate supervisor, and training). • List opportunities for developing professional contacts (i.e., registration with a professional association, attending a conference, networking with peers) and for developing employability and/or career-related skills. • Describe any workplace safety training offered.
Supervision	<p>This section should:</p> <ul style="list-style-type: none"> • Describe the ongoing workplace supervision you plan to provide during employment. • Specify the method of supervision/learning assistance you'll use (i.e. job shadowing, hands-on training, etc.). • Please provide full details of immediate supervisor(s) for each position proposed and include all contact information. The supervisor(s) address(es) must match the employee work location. Please provide start and end dates if there is more than one supervisor per position.
Characteristics of City/Region (optional)	<p>This optional section should describe the characteristics of the city or region where your project will be located.</p> <ul style="list-style-type: none"> • Provide information on cultural events, tourist attractions and Web sites to visit.

Additionally, if you are applying for an internship, you must also include:

Post-Project	<p>This section should explain how you plan to assist the intern's transition into the labour market.</p> <ul style="list-style-type: none"> • Describe the post-project support services you will provide. • Attach a career orientation plan for the intern, indicating how you will support their job search and networking activities during and after the project. • Identify any specific employment programs or job-search services available to the intern through you or your host organization. • Provide any information you have about current job prospects in the intern's field.
Mission and Mandate of the Host Organization	<p>This section should identify the name and location of the host organization as well as its mandate and mission.</p>