



*Innovation & Learning  
for Canadians*

# Youth Employment Strategy

Human Resources Development Canada

# Guide for Applicants



Government of Canada  
Gouvernement du Canada

**Canada**

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## YOUTH EMPLOYMENT STRATEGY GUIDE FOR APPLICANTS

The *Youth Employment Strategy Guide for Applicants* helps applicants develop proposals for federal funding offered by Human Resources Development Canada under the Government of Canada's Youth Employment Strategy. It also sets out the specific roles and responsibilities that must be met in projects approved for funding.

This guide provides information about the three programs under the Youth Employment Strategy:

- Skills Link**
- Career Focus**
- Summer Work Experience**

### For More Information

To find out more about the Youth Employment Strategy or other Government of Canada programs and services that are offered, please:

- contact your nearest Human Resources Development Canada office;
- visit the [youth.gc.ca](http://youth.gc.ca) Web site; or
- call the toll-free Youth Info Line at 1 800 935-5555.

## YOUTH EMPLOYMENT STRATEGY – INTRODUCTION

The Youth Employment Strategy is the Government of Canada's commitment to help young people between the ages of 15 and 30 (inclusive), particularly those facing barriers to employment, gain the skills and work experience, and access the information they need to make a successful transition to the workplace.

The Youth Employment Strategy is a key element of the Government of Canada's Innovation and Learning Strategy, which aims to ensure that Canada has a highly qualified and skilled labour force to meet the job market needs of today and tomorrow.

Fourteen Government of Canada departments and agencies<sup>1</sup> work in partnership with all levels of government, the private sector and community organizations to help youth prepare for and participate in the world of work.

To be more responsive to the changing needs of youth, employers and the Canadian job market, the Government of Canada has made changes to the Youth Employment Strategy.

As of April 2003, the Youth Employment Strategy:

- ❑ provides a broader and more flexible range of programs and services tailored to meet the needs of youth facing barriers to employment;
- ❑ provides post-secondary graduates with career-related work and learning opportunities to help them succeed in the job market and become leaders in their field; and
- ❑ provides youth with information, skills, practical work experience and continuous learning opportunities they need to find and keep a job.

The Youth Employment Strategy continues to provide career and labour market information to help all youth make informed career decisions.

## YOUTH EMPLOYMENT STRATEGY PROGRAMS FUNDED BY HUMAN RESOURCES DEVELOPMENT CANADA

Under the Youth Employment Strategy, Human Resources Development Canada offers the following three programs:

- ❑ **Skills Link**
- ❑ **Career Focus**
- ❑ **Summer Work Experience**

All Youth Employment Strategy programs funded by Human Resources Development Canada share similar guiding principles, eligibility requirements, contribution recipient roles and responsibilities.

### Guiding Principles

Youth program activities are based on the following principles:

- ❑ to provide youth with increased access and a broader mix of tailored programs and services that will encourage lifelong learning and their full participation in the labour market;
- ❑ to ensure youth have the information, skills and work experience they need to find and keep a job;

<sup>1</sup> The federal departments and agencies involved in the Youth Employment Strategy include: Agriculture and Agri-Food Canada; Canada Mortgage and Housing Corporation; Canadian Food Inspection Agency; Canadian International Development Agency; Canadian Heritage; Department of Foreign Affairs and International Trade; Environment Canada; Fisheries and Oceans Canada; Human Resources Development Canada; Indian and Northern Affairs Canada; Industry Canada; National Research Council Canada; Natural Resources Canada; and Parks Canada.

- ❑ to foster innovative approaches to developing improved employability skills and work opportunities for Canadian youth;
- ❑ to support collaboration and strengthen partnerships among federal, provincial, territorial and municipal governments and businesses, employers, not-for-profit and voluntary organizations, Aboriginal groups, other youth-serving agencies and community-based organizations, and
- ❑ to respect the Government of Canada's official languages policy and employment equity requirements.

### Eligible Applicants

Applicants eligible to receive funding from Human Resources Development Canada for a Youth Employment Strategy project include:

- ❑ businesses
- ❑ organizations (including not-for-profit, professional, employer and labour associations)
- ❑ public health and educational institutions
- ❑ band/tribal councils, Aboriginal organizations
- ❑ municipal governments

### Eligible Participants

Each Youth Employment Strategy program targets the participation of specific youth client groups. For detailed information concerning participant eligibility, please refer to the Skills Link, Career Focus and Summer Work Experience sections of this guide.



### Applicant Roles and Responsibilities

Prospective contribution recipients are responsible for:

- ❑ designing and delivering the project;
- ❑ recruiting and selecting eligible participants;
- ❑ securing the involvement of partners;
- ❑ managing the overall finances of the project, which includes paying income support to participants when required;
- ❑ adhering to good management practices by maintaining accurate progress reports and financial records;
- ❑ providing support and supervision to participants; and
- ❑ ensuring accountability by reporting, tracking and maintaining participant information for follow-up.

## Partnerships

The needs of youth are complex and require the expertise of many partners. The Youth Employment Strategy encourages cooperation among Aboriginal communities, public health authorities, universities and colleges, businesses, and not-for-profit and voluntary organizations. When developing a proposal, the applicant should also demonstrate that a partnership has been formed with at least one other organization and clearly outline the commitment, expertise and resources that each partner will bring to the project.

## Proposal Development

Proposals from eligible applicants should:

- demonstrate that the project supports the objectives and principles of the Youth Employment Strategy;
- outline the activities to be performed in pursuit of these objectives and principles, as well as indicate the location of all activities;
- indicate the number of participants, as well as the participation of any employment equity designated group (i.e., women, Aboriginal persons, visible minorities, persons with disabilities);
- provide an estimate of expenditures to be incurred, including monetary and/or in-kind contributions from partners;
- describe the results to be achieved; and
- complete the appropriate application form.

A Human Resources Development Canada official will contact the applicant once they have submitted a proposal. To ensure the proposal includes the necessary information and requirements, the elements outlined below should be included in the applicant's proposal.

### 1. Project Title

The project title will be used when referring to the proposal.

### 2. Project Objectives and Goals

This section should provide a clear statement of:

- project objectives, goals and measurable milestones;
- expected outcomes, including how project activities will benefit the community and assist participants in acquiring employability skills, finding employment, becoming self-employed, or returning to school;
- targets for the number of youth completing the project and the number of participants achieving the results listed above; and
- other positive outcomes related to proposed activities.

### 3. Operational Plan

This plan should include:

- project outlines and timelines, from project design and participant selection to project completion;
- the total duration of the project, including start and end dates;
- the intent, nature and amount of time dedicated to all project activities—including any skill enhancement activities such as life and employability skill enhancement—to take place as part of the project;

- ❑ a description of how the project will develop the employability skills and employment results of participants;
- ❑ monitoring procedures, including schedules;
- ❑ a plan to collect data on employment results for participants at the end of the project, and the methods to be used to assist those participants who are unemployed and have not returned to school after project completion; and
- ❑ a description of the environmental impact of the project and the environmental assessment that has been undertaken, where required under the *Canadian Environmental Assessment Act*.<sup>2</sup>

#### 4. Project Activities

These activities are a key component of a proposal and should be clearly defined. For further clarification about eligible activities for each of the Youth Employment Strategy programs, please refer to the appropriate program section.

#### 5. Applicant Information

This section should include a description of:

- ❑ history and number of years in business;
- ❑ mandate and traditional ongoing activities;
- ❑ ability to manage the project;
- ❑ experience in dealing with youth;
- ❑ previous experience in delivering youth-related projects funded by Human Resources Development Canada and by other federal departments, provincial, territorial or municipal governments; and
- ❑ previous projects that have produced successful results.

#### 6. Partner Information

This section should include a description of:

- ❑ funding sought from other sources;
- ❑ the relevant experience of partners;
- ❑ the type and extent of the partners' support to the project; and
- ❑ written confirmation of partner commitments, including monetary and/or in-kind contributions.

#### 7. Community Information

This section should provide a description of the community, including information and planning activities concerning:

- ❑ geographical, socio-economic and labour market factors;
- ❑ the relationship between the various partners and the applicant, including monetary and/or in-kind contributions, and details concerning the specific involvement of each partner in the project;
- ❑ any support and cooperation the community would provide;
- ❑ any relevant community consultation carried out; and
- ❑ how the project meets labour market needs in the community.

<sup>2</sup> For further information about the requirements under the Canadian Environmental Assessment Act, visit the Department of Justice Canada Web site at [canada.justice.gc.ca/en/index.html](http://canada.justice.gc.ca/en/index.html)



## 8. Participant Information

Participant information should describe the:

- ❑ recruitment of participants, for example through interviews and/or information sessions, referrals from youth serving agencies and other community organizations;
- ❑ basis for selection of participants, for example, eligibility criteria, interests, commitment, education and/or readiness for participation in a project;
- ❑ participants targeted, such as youth facing barriers to employment and employment equity designated groups; and
- ❑ the means by which participant eligibility will be verified.

## 9. Project Financial Information

This section should identify:

- ❑ the proposed operating budget and administrative costs by expense categories;
- ❑ financial systems and bookkeeping records to be used; and
- ❑ the source and amounts of funding, including monetary and/or in-kind contributions from partners or other sources.

## 10. Overhead and Participant Costs

Financial assistance may be provided to cover all or a portion of the costs associated with operating and delivering approved activities. Costs may include, but are not limited to:

- ❑ participant remuneration, including wages or allowances,<sup>3</sup> and the employer's share of mandatory and other employment-related costs;

- ❑ overhead costs, including wages and employment-related costs for staff, licenses, permits, fees for professional services, bank charges, utilities, material, supplies, travel, insurance, disbursement for research and technical studies, disability needs, rental of premises, leasing or purchase of equipment, audits, assessment and evaluations;
- ❑ expenses relating to specialized arrangements or equipment for persons with disabilities;
- ❑ costs associated with workers' compensation;
- ❑ costs associated with the central administrative functions that are drawn upon to support agreement activities.

*Note: Capital costs for the construction of a building (other than small repairs or renovations to support the participation of persons with disabilities) or the purchase of land or buildings are not eligible costs.*

## 11. Other Sources of Funding

Applicants should provide monetary and/or in-kind contributions that reflect a commitment to the success of the project. This funding could come from the private sector, not-for-profit organizations and/or other levels of government.

Applicants must report all other sources of funding, including monetary and/or in-kind contributions, and may be required to provide information about such funding.

## 12. Monitoring and Follow-up

Applicants should provide a description of how participant progress and success, as well as the overall success of the project, will be measured and monitored.

<sup>3</sup> Wages and allowances must be equivalent to the prevailing provincial or territorial minimum wage rate. Wages are taxable, insurable and pensionable; allowances are taxable only. The appropriate deduction must be made at source, and T4s, T4As and Records of Employment must be issued.

## Further Considerations

### General Liability Insurance

Applicants must provide general liability insurance coverage that covers all participants, project coordinators and staff for damages they might cause to third parties in carrying out project activities. Human Resources Development Canada, however, makes no warranty or representation as to the adequacy of the policy coverage. The applicant is solely responsible for determining the policy's adequacy and for obtaining any additional insurance required.

Human Resources Development Canada may cover participants for physical damages and/or personal injury. The comprehensive general liability insurance provided by the department, however, is subject to certain exclusions, in particular the use of a vehicle. In such cases, sponsors should ensure that they have adequate automobile insurance coverage, whether public or private.

If applicants already have comprehensive general liability insurance, they must ensure their insurance is valid for the duration of any funding, or contribution agreement.

### Workers' Compensation

The applicant must arrange for workers' compensation coverage, or similar coverage, to cover participants and staff where required by law in each province or territory. In some provinces and territories, Human Resources Development Canada may have a global agreement to cover participants and staff. Departmental officials will be able to tell the applicant if a global agreement is available for projects in their area.

### Health and Safety

Applicants must ensure that participants are working in a safe environment throughout the project. It is the applicant's responsibility to supervise the participants' work, provide health and safety information, and provide information sessions and safety equipment (if required) for all participants employed.

For further information about health and safety, please refer to the brochure *Are You in Danger? It Only Happens to Others...*, available at the nearest Human Resources Development Canada office or on the Internet at [youth.gc.ca](http://youth.gc.ca)

### Official Languages

It is the applicant's responsibility to provide any services and activities, and offer any notices, advertisements or other materials relating to the project in both official languages according to instructions issued by Human Resources Development Canada officials.

### Nepotism

No participant who is a member of the applicant's immediate family, or a member of the family of a director or senior officer of the applicant, may be recruited unless there is prior approval by Human Resources Development Canada.

To further clarify, immediate family means:

- father, mother, stepfather or stepmother;
- foster parent;
- brother or sister;
- spouse or common-law partner;
- child, including child of common-law partner, stepchild, ward;
- father-in-law, mother-in-law;
- any relative permanently residing with the coordinator or a director or senior officer of the applicant.

## The Application

Specific application procedures for each of the Youth Employment Strategy programs are set out below.

To apply for funding, the following form must be included in an application package:

- Application for Funding Form (EMP 5209)
- Project Proposal

The application form listed above can be found on the Youth section of Human Resources Development Canada's Web site at [youth.hrdc-drhc.gc.ca](http://youth.hrdc-drhc.gc.ca)

Applicants must submit their application package to the nearest Human Resources Development Canada office.

For projects that are national in scope, applicants must submit their application and proposal to the following address:

Youth Initiatives Directorate  
National Youth Employment Projects  
Human Resources Development Canada  
140 Promenade du Portage  
Phase IV, 4<sup>th</sup> Floor, Mail Drop 403  
Gatineau, Quebec K1A 0J9

## Proposal Assessment

The criteria-based assessment process for evaluating proposals ensures that all proposals are evaluated objectively against the Terms and Conditions of the respective program, client and community needs, availability of funds, and themes and priorities of the current year.

Proposals are assessed, recommended and approved based on the following criteria:

- eligibility of the applicant;
- experience in delivering this type of activity;
- results achieved if previously funded by Human Resources Development Canada;
- quality of the proposal;
- extent to which the project will assist participants in making a transition into the labour market;
- extent to which the project will meet identified community and labour market needs;
- means to measure the progress of the participants and the success of project activities;
- adherence to local, regional and/or national priorities;<sup>4</sup>

<sup>4</sup> For information about local, regional and/or national priorities, applicants should contact the nearest Human Resources Development Canada office.



- ❑ clarity of objectives, outcomes and scheduled time frames;
- ❑ potential of project to address employability gaps;
- ❑ involvement and commitment of partners;
- ❑ demonstrated administrative procedures for the management of the project; and
- ❑ demonstrated bookkeeping and financial controls.

### The Contribution Agreement

Once proposals are approved, they become the subject of a formal contribution agreement between Human Resources Development Canada and the applicant. Project activities must not commence until an agreement is signed by the applicant and Human Resources Development Canada. Costs incurred prior to both parties signing the contribution agreement will not be reimbursed.

### Duration of the Contribution Agreement

Most contribution agreements are for one year, however, depending upon budget availability and other factors, the maximum duration of an agreement can be up to three years. The duration of each agreement will vary depending upon factors such as priorities identified during the planning process, types of activities, the

applicant's previous experience with program delivery, financial viability, and organizational capacity, and the availability of funds.

### Ongoing Monitoring and Follow-up

Contribution recipients must submit both financial and progress reports to assess the project's effectiveness. Contribution recipients are also required to provide reports on participant results following the project's completion.

### SKILLS LINK

Skills Link helps youth facing barriers to employment develop the skills, knowledge and work experience they need to participate in the job market. This program offers a range of activities that can be tailored to meet individual needs and provide more intensive assistance over longer periods of time.

Skills Link introduces a new client-centred approach based on assessing the specific needs of individual youth. During the client assessment process, employability skills, issues and needs are identified, as well as employment goals. Youth selected to participate in Skills Link activities then develop an employment action plan and are case managed by an advisor. The case managers guide and support participants while they work through their employment action plans and develop their employability skills. Youth benefit from this client-centred approach and the ongoing support that helps them to successfully complete activities and, ultimately, find and keep a job.

### Eligible Participants

To participate in Skills Link projects, youth must be:

- ❑ between 15 and 30 years of age (inclusive) at the time of intake/selection;
- ❑ in need of assistance to overcome employment barriers.

- ❑ Canadian citizens, permanent residents, or persons on whom refugee protection has been conferred;<sup>5</sup>
- ❑ out of school;
- ❑ legally entitled to work according to the relevant provincial/territorial legislation and regulations;<sup>6</sup> and
- ❑ not in receipt of Employment Insurance (EI) benefits.<sup>7</sup>

Skills Link participants are youth at greater risk than others of not making a successful transition to the workplace and establishing themselves within the labour market. This includes, but is not limited to, challenges faced by recent immigrant youth, youth with disabilities, lone parent youth, youth who have not completed high school, Aboriginal youth, and those youth living in rural or remote areas. The assessment of risk encompasses a broad range of social, economic and demographic factors. All factors considered must be documented in the client's file.

## Project Activities

The following Skills Link project activities can be supported individually or in combination, and should form part of the participant's employment action plan. Client assessment is required for all potential Skills Link participants, and case management is mandatory for all youth selected to participate in a Skills Link activity.

### Group-based Employability Skills:

This type of activity provides groups of young people with life and employability skills, normally in a workshop setting. These interventions are pre-employment

activities for youth who are not yet prepared to enter the world of work or who need further development before undertaking a work experience activity.

### Employability Skills through Community Service:

This type of activity enables young people to acquire life and employability skills by working in teams. Youth build their skills in workshops tailored to participant needs; these skills are then reinforced through community service. These interventions are often appropriate for young people who are not yet ready to work with an employer.

### Employability Skills through Work Experience:

This type of activity blends skill-building opportunities with work experience. Youth participate in workshops on life and employability skills and learn to apply these skills during work placements with employers. The majority of participant time is spent working with employers: for example, three days per week may be spent in the work placement while the remaining two days are spent in skill-building sessions. Employers coach their young employees to maximize the benefit gained by through the intervention. These interventions can be done on an individual or group basis.

### Work Experience:

This type of activity involves young people working with employers to develop and enhance employability and occupational skills through practical on-the-job work experience. Employers coach their young employees to maximize the benefit gained through the intervention. Work experience can be arranged on an individual or group basis. These interventions may also be used to support the development of entrepreneurial skills.

<sup>5</sup> Refugee protection must be conferred under the Immigration and Refugee Protection Act. Persons awaiting refugee status, as well as those who hold a temporary visitor visa, student visa or work visa, are ineligible to participate in a Youth Employment Strategy initiative.

<sup>6</sup> In those provincial/territorial jurisdictions where labour legislation states a different minimum age for employment, the age eligibility for Skills Link should be adjusted to reflect provincial/territorial requirements. Any underage participants will have to leave the program regardless of the point at which they are identified. Any other applicable legislation or regulations must also be observed.

<sup>7</sup> Participants must not be in receipt of EI. Priority will be given to non EI-eligible youth (i.e., not entitled to Part I or Part II benefits). EI recipients wishing to participate in a Skills Link project should consult an EI agent and voluntarily withdraw from EI.

## CAREER FOCUS

Career Focus provides post-secondary graduates with career-related work opportunities in Canada and abroad to support their development of advanced skills, to help them make career-related links to the job market, and to assist them in becoming leaders in their field.

Career Focus offers youth a range of work experience, learning and skill-building activities to help them choose careers and to encourage them to pursue advanced studies.

As well, the Sectoral Career Focus Program component supports National Sector Councils and other cross-sectoral organizations which, in turn, develop work experience opportunities for post-secondary graduates.

The International Academic Mobility component of Career Focus provides opportunities for post-secondary students to study outside Canada under reciprocal agreements between Canadian post-secondary institutions and those in other countries.

### Eligible Participants

To participate in Career Focus projects, youth must be:

- between the ages of 15 and 30 (inclusive) at the time of intake/selection;
- post-secondary graduates;<sup>8</sup>
- Canadian citizens, permanent residents, or persons on whom refugee protection has been conferred;<sup>9</sup>

<sup>8</sup> Post-secondary graduates may be graduates of degree or diploma programs at universities, colleges, post-secondary schools of technology, post-secondary institutes and CEGEPS. These may be either publicly or privately funded institutions.

<sup>9</sup> Refugee protection must be conferred under the Immigration and Refugee Protection Act. Persons awaiting refugee status, as well as those who hold a temporary visitor visa, student visa or work visa, are ineligible to participate in a Youth Employment Strategy initiative.

<sup>10</sup> In those provincial/territorial jurisdictions where labour legislation states a different minimum age for employment, the age eligibility for Career Focus should be adjusted to reflect provincial/territorial requirements. Any underage participants will have to leave the program regardless of the point at which they are identified. Any other applicable legislation or regulations must also be observed.

<sup>11</sup> Participants must not be in receipt of EI. Priority will be given to non EI-eligible youth (i.e., not entitled to Part I or Part II benefits). EI recipients wishing to participate in a Career Focus project should consult an EI agent and voluntarily withdraw from EI.

- out of school;
- legally entitled to work according to the relevant provincial/territorial legislation and regulations;<sup>10</sup> and
- not in receipt of Employment Insurance (EI) benefits.<sup>11</sup>

Post-secondary graduates are limited to participation in one Career Focus project.

### Project Activities

Through Career Focus, post-secondary graduates participate in career-related work activities that respond to their specific needs, including workshops and seminars on advanced employability skills, coaching and mentoring opportunities. These activities:

- assist post-secondary graduates in acquiring advanced skills, such as project management, entrepreneurial and leadership skills; and
- help both youth and employers by ensuring that the young person's skills and experience respond to emerging opportunities in Canada's knowledge-based economy.

Career Focus links highly skilled young people with potential employers to provide a combination of career-related work experience and innovative skill development and learning opportunities. This ensures they will be more responsive to the rapidly changing Canadian labour market and ready to meet the challenges of the knowledge-based economy.

## SUMMER WORK EXPERIENCE

Summer Work Experience creates summer employment opportunities for secondary and post-secondary students, and supports the operation of summer employment offices. This program is delivered in partnership with various private, public and not-for-profit groups.

### Eligible Participants

To participate in Summer Work Experience, youth must be:

- ❑ between the ages of 15 and 30 (inclusive) at the time of intake/selection;
- ❑ full-time secondary or post-secondary students returning to full-time studies;
- ❑ Canadian citizens, permanent residents, or persons on whom refugee protection has been conferred;<sup>12</sup>
- ❑ legally entitled to work according to the relevant provincial/territorial legislation and regulations;<sup>13</sup> and
- ❑ not in receipt of Employment Insurance (EI) benefits.<sup>14</sup>

The eligibility criteria apply only to the Summer Career Placements program.

### Project Activities

Summer Work Experience helps students acquire employment and/or career-related skills; supports them in financing and furthering their education; and provides career, learning and labour market information to help them find a summer job or short-term employment.

Summer Work Experience provides wage subsidies to employers to help them hire students for the summer months. It also funds information and promotional activities.

### Initiatives

Summer Work Experience includes the following initiatives:

**Summer Career Placements (SCP)** is the key Summer Work Experience initiative funded through the Youth Employment Strategy, providing wage subsidies that enable private, public and not-for-profit employers to create career-related summer jobs for secondary and post-secondary students. There are also special provisions for employers who hire students with disabilities. Summer Career Placements activities focus on providing students with hands-on work experience, supported by supervision and mentoring.

Summer Career Placements applications can be made through local Human Resources Development Canada offices. Deadline dates for applying are determined annually and are normally announced in January each year.

**Partners in Promoting Summer Employment (PPSE)** enables the Government of Canada to collaborate with local organizations to promote the hiring of students throughout their region and/or communities.

<sup>12</sup> Refugee protection must be conferred under the Immigration and Refugee Protection Act. Persons awaiting refugee status, as well as those who hold a temporary visitor visa, student visa or work visa, are ineligible to participate in a Youth Employment Strategy initiative.

<sup>13</sup> In those provincial/territorial jurisdictions where labour legislation states a different minimum age for employment, the age eligibility for Summer Work Experience should be adjusted to reflect provincial/territorial requirements. Any underage participants will have to leave the program regardless of the point at which they are identified. Any other applicable legislation or regulations must also be observed.

<sup>14</sup> Participants must not be in receipt of EI. Priority will be given to non EI-eligible youth (i.e., not entitled to Part I or Part II benefits). EI recipients wishing to participate in a Summer Work Experience project should consult an EI agent and voluntarily withdraw from EI.

### **Human Resources Development Canada Offices**

**for Students (HRDC-S)** also known as Human Resources Centres of Canada for Students, are located across Canada and open to the public from May to August. These offices help students find summer jobs and offer group information and one-on-one sessions on résumé writing, preparing for interviews and looking for a job. Employers can access services free of charge to find motivated employees for the summer months. Offices also provide students and potential employers with up-to-date information about wage rates and labour laws, health and safety in the workplace, and information on other federal and provincial youth employment programs.

## **FOR MORE INFORMATION**

Human Resources Development Canada makes use of a number of channels for reaching Canadian youth, employers, community service providers, parents and educators with information on youth-related programs and services, including those offered under the Youth Employment Strategy. They include:

- ❑ **Government of Canada Information Line (1 800 0-CANADA)** provides information about federal programs and services available for youth, businesses, community organizations and the general public.
- ❑ **Youth Info Line (1 800 935-5555)** provides information about Youth Employment Strategy programs and services available for youth, businesses, community organizations and the general public.
- ❑ **youth.hrdc-drhc.gc.ca** provides information about Human Resources Development Canada's Youth Employment Strategy programs.

- ❑ **youth.gc.ca** offers employment and career-related information for youth. The Web site includes information for youth, parents, employers, educators, career counsellors and community groups.
- ❑ **Human Resources Development Canada offices**, also known as Human Resources Centres of Canada (HRCCs), provide information on the location of HRDC's offices. A listing is available in the blue pages of your local telephone directory and can also be found at **www.hrdc-drhc.gc.ca**
- ❑ **Job Bank** provides information on services for employers and job seekers. Visit Job Bank at **www.jobbank.gc.ca**





## GLOSSARY OF TERMS

**Applicant:** an individual or group applying to Human Resources Development Canada for funding under one or more of the Youth Employment Strategy programs.

**Applicant plan:** See Employment action plan.

**Case management:** a process by which a participant is provided with guidance and support while working through an employment action plan.

**Career-related work experience:** a type of activity through which participants gain employment experience and skills related to their field of studies and/or employment goals.

**Client assessment:** a process by which an individual's employability assets, issues and needs are identified, as well as their employment goals.

**Coaching:** within a workplace setting, coaching is a way of transferring knowledge and skills from an expert to a learner. Typically, it is through coaching that the participant learns to perform a particular role or function within the employer's organization while also developing employability skills.

**Community:** a town or city served by a Human Resources Development Canada office, or a group of stakeholders that has a particular interest in a given client group, i.e., a community of interest.

**Community service:** a type of activity through which a participant develops life and employability skills while working in a team and providing a service to the community.

**Contribution:** a conditional transfer payment to an individual or organization for a specific purpose pursuant to a contribution agreement that is subject to being accounted for and audited.

**Contribution agreement:** an undertaking between a donor department, such as Human Resources Development Canada, and a prospective recipient of a contribution which describes the obligations of each.

**Contribution recipient:** a generic term used to describe an individual or group that has been successful in receiving Human Resources Development Canada funding and therefore begins to receive contribution funds as agreed to under the terms of a contribution agreement. A contribution recipient may be an individual, community group, business, workers' association, non-profit organization, voluntary organization, Aboriginal group, or an eligible government department/agency.

**EI client:** an unemployed individual:

- a) in receipt of Employment Insurance (EI) benefits; or
- b) for whom an unemployment benefit period has been established or has ended within the 36 months prior to the date of requesting assistance; or
- c) for whom a claim for maternity or parental benefits has been established within 60 months prior to the date of requesting assistance, after which the individual remained out of the labour market in order to care for a newborn or newly adopted child and is now seeking to re-enter the labour force.

**Employability skills:** skills needed to enter, stay and progress in the world of work.

**Employment action plan:** a record of the activities an individual will undertake to achieve employment.

**Entrepreneurial skills:** skills that enable an individual to effectively organize, manage and assume responsibility for a business or other enterprise.

**Intervention:** an activity in which a young person participates in order to significantly advance toward an employment goal. The young person usually receives income support (allowance or wage) while participating in an intervention.

**Life skills:** a range of behaviours and abilities needed for an individual to function effectively within society.

**Living expenses:** includes only 'basic' living expenses such as food, clothing, shelter, medical attention (necessary—as opposed to optional medical expenses—that are not covered by the provincial health care plan) and utilities (water, heat, telephone and hydro).

**Mentoring:** a person-to-person relationship that fosters personal and professional development through guided learning. The mentor is an experienced person who agrees to help and support someone who is in transition or planning their career. The protégé is a less experienced person who benefits from the help and support of a volunteer mentor in carrying out a career plan.

**Overhead costs:** include costs such as wages and employment-related costs for staff, licenses, permits, fees for professional services, bank charges, utilities, material, supplies, travel, insurance, disbursement for research and technical studies, disability needs, rental of premises, leasing or purchase of equipment, audits, assessment and evaluations.

**Participant:** an individual who actively participates in project activities.

**Person with a disability:** someone who voluntarily identifies him or herself as having a permanent physical or mental impairment that restricts his or her ability to perform daily activities.

**Planning:** a process through which youth issues and needs within the geographic community are identified and strategies are developed to meet these issues and needs.

**Project:** a generic term applying to all aspects of the administration of a contribution agreement.

**Project Coordinator:** an individual hired by the contribution recipient to manage the overall project and ensure the goals and objectives of the project are met.

**Service:** a form of assistance that helps a young person establish and/or progress toward an employment goal. The young person usually does not receive income support (in the form of an allowance or wage) while being provided with a service.

**Skill enhancement:** the improvement of generic competencies required for most occupations, and specific competencies associated with performing in a particular occupation.

**Stakeholders:** private businesses, associations, non-governmental organizations and/or government departments that have a clear interest and role in addressing labour market issues. This relationship does not imply a financial investment.

**Unemployed:** youth are considered unemployed when they:

- a) are not employed at all; or
- b) are in receipt of a notice of imminent lay-off; or
- c) must leave their current occupation due to medical reasons; or
- d)
  - i) are working no more than eight hours per week and are being paid low wages (minimum wage or slightly more), and demonstrate that they have been actively seeking increased employment; and
  - ii) are unable to support themselves and/or their family financially with the income from their employment.

**Work experience:** a type of activity through which a participant can gain employment experience and skills in an on-the-job learning environment.