



Canadian
Heritage

Patrimoine
canadien

Canada



Employer Guide



Cette publication est également disponible en français.
This publication is available upon request in alternative formats.

©Her Majesty the Queen in Right of Canada, 2015.
Catalogue No. CH41-40E-PDF
ISSN 2369-761X

Table of Contents

Section 1: General Information

- [About YCW](#)
- [Summer Jobs for Students and Internships for Graduates](#)
- [Objectives of YCW](#)
- [Application Process for Employers](#)
- [Employer Obligations](#)

Section 2: Summer Jobs for Students

- [YCW in Heritage Organizations](#)
- [YCW in Both Official Languages](#) (including [Languages at Work](#))

Section 3: Internships for Graduates

- [YCW at Building Careers in Heritage](#)
- [YCW at Building Careers in English and French](#)

Appendix A: Delivery Organizations

Appendix B: Preparing an Application

Section 1: General Information

About YCW

Young Canada Works¹ (YCW) provides career opportunities for Canadian youth and solutions for 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, as well as develop their second language skills.

YCW programs financially assist employers to create employment opportunities for young Canadians. YCW 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 two summer job programs ([Summer Work Experience](#)):

- [YCW in Heritage Organizations](#)
- [YCW in Both Official Languages](#) (including [Languages at Work](#))

These YCW programs offer 6 to 16 week 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. 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)

These YCW programs offer 4 to 12 month national and international internships that allow recent college and university graduates to gain advanced career-related skills to help them make the transition to the job market. 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 support YCW's general 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.

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.

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

How to apply

YCW programs are implemented through various [Delivery Organizations](#). You must apply online via the [YCW Interactive Website](#) to the Delivery Organization most appropriate to your organization's mandate and/or project objectives (for YCW Heritage programs) or to the Delivery Organization responsible for administering the program in your province/territory (for YCW Official Languages programs). Contact information for the Delivery Organizations can be found in [Appendix A](#).

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 an email confirmation from your Delivery Organization with a preliminary offer. If you accept the preliminary offer, you will then gain access to the online list of candidates in order to start recruitment for the YCW positions. You must complete the Candidate Eligibility Form with your chosen candidate during the recruitment process, prior to hiring your candidate for the YCW position. Upon approval of the eligibility of your chosen candidate by your Delivery Organization, you will be asked to sign a contract with the Delivery Organization.

If your application is refused, you will receive written notification from the Delivery Organization.

All questions, including requests for feedback on your application, 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 online application.

Deadlines

Please visit www.youngcanadaworks.gc.ca for the current deadline for each program. Applications submitted after the annual deadline will not be considered for evaluation.

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 transparent 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 online 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(s) 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 PCH.coordonnateurjct-ycwcoordinator.PCH@canada.ca for permission to use the YCW graphic symbol.

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://travel.gc.ca/stay-connected/subscribe>.
- provide intern placement details to your Delivery Organization 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 Web site of Foreign Affairs, Trade and Development Canada at: <http://travel.gc.ca/travelling/registration>.

In an emergency, 24-hour assistance is available from Canadian missions abroad. Interns can also call Foreign Affairs, Trade and Development Canada collect at 613-996-8885 or send an email 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 or graduates 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.
- have finished the school term at the start of employment.
- meet the specific eligibility criteria of the program to which you apply.
- be registered in the YCW online 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 program must:

- be an unemployed or underemployed college or university graduate, i.e. not employed full-time.
- be a recent graduate who has graduated from college or university within 24 months of 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 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 a YCW employer for an internship, you must:

- 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, Trade and Development Canada at <http://travel.gc.ca/travelling/advisories>.

Note: These reports include up-to-date information on safety, security, health, 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 YCW employees 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, Trade and Development 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

Email: travel@international.gc.ca

5. REPORTING AND FOLLOW UP

As a YCW employer you must:

- keep an account of cash and in-kind contributions and expenditures.
- ensure that you and your employee(s) complete **ALL** of the following forms that are available online at the [YCW interactive Website](#):
 - Candidate Eligibility Form (before hiring)
 - Staffing Report (due the first week of the employment period)
 - Evaluation Questionnaire (employee(s)'s portion due during the last week of employment; employer's portion due within 30 days of the last day of employment)

- End of Work Term Report (employee(s)'s portion due during the last week of employment; employer's portion due within 30 days of the last day of employment)
- Employment Equity Information Report (student only – optional)

Note: The Employer End of Work 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.

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 two *Summer Work Experience* programs:

[YCW in Heritage Organizations](#)

[YCW in Both Official Languages](#) (including [Languages at Work](#))

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, or an organization managing a [heritage site**](#);
- 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.

***Note:** For the purposes of this program, a **museum** is defined as a permanent institution that collects, preserves and makes accessible to the public heritage resources, which it holds in trust for society. Eligible applicants include art galleries, cultural centres, natural history museums, historical and heritage societies, science centres, zoos, aquaria, botanical/heritage gardens, insectaria and herbaria.

****Note:** The term “**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. 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.)

Your organization is *not eligible* if it is:

- a federal department, federal agency or a Crown Corporation;
- a provincial or territorial government department;
- for-profit; or
- a non-profit organization, with a heritage mandate in support of a federal entity, that is operationally dependent on the federal entity by virtue of its administrative and/or contractual relationship.

For more information about the Employer Eligibility Criteria, please consult the appropriate [Delivery Organization](#).

What objectives should your application address?

Your application should meet [YCW general objectives](#) as well as the following YCW in Heritage Organizations (YCWHO) specific objectives.

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 institutions and 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.

As the countdown to Canada's 150th birthday in 2017 continues, please note that the application assessment process may take into account whether the proposed projects contribute to broader government objectives related to history.

For more information on the evaluation process, please see the [Employer Selection Criteria](#).

How much assistance is available?

YCWHO normally contributes between 25 to 50 percent of the student's employment costs (wages, benefits and other eligible expenditures) and may, as warranted, contribute up to 75 percent of employment costs. 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. For students who must travel more than 125 km between their primary residence and their summer job, YCWHO may cover transportation costs (one round trip). Accommodation costs are the responsibility of the student. 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.

The Canada Revenue Agency considers the student's income and supplementary benefits taxable income. Earnings in most cases are pensionable and insurable and must be declared by the students.

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. If it is approved:

- You will receive an email confirmation from your Delivery Organization with a preliminary offer. If you accept the preliminary offer, you will then have access to the online list of registered candidates and you can begin your recruitment process.
- Once you have selected a candidate, and *before hiring*, you and the candidate must complete an online 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, to be signed by both parties, detailing the contribution amount, contractual terms and conditions and the timing of payments.
- 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 owing (up to 25 percent) will be paid upon the receipt and approval by your Delivery Organization of your Employer and Student End of Work Term Reports, Employer and Student Evaluation

Questionnaires 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 online at the [YCW Interactive Website](#) to 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 The National Trust

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

For more information, please contact the [Delivery Organization](#) to which you plan to submit your application directly.

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.

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?

Your application should meet [YCW general objectives](#) as well as the following YCW in Both Official Languages (YCW BOL) specific 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?

YCWBOLE 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. YCWBOLE will offer an allocation to help cover lodging costs to 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 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.

The Canada Revenue Agency considers the student's income and supplementary benefits taxable income. Earnings in most cases are pensionable and insurable and must be declared by the students.

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:

- meets YCWBOL eligibility criteria;
- 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 online at the [YCW Interactive Website](#) to the Delivery Organization responsible for delivering the program in your province/territory. See [Appendix A](#).

YCW in Both Official Languages is delivered by six Delivery Organizations:

- **Association francophone des municipalités du Nouveau-Brunswick**
 - New Brunswick
 - Newfoundland and Labrador
 - Nova Scotia
 - Prince Edward Island
- **Conseil de la coopération de l'Ontario**
 - Ontario
- **Conseil de la coopération de la Saskatchewan**
 - Saskatchewan
 - Manitoba
 - Northwest Territories
 - Nunavut
- **Éducacentre College**
 - Alberta
 - British Columbia
 - Yukon
- **Fédération de la jeunesse canadienne-française**
 - Languages at Work
 - Special projects
- **Fédération des chambres de commerce du Québec**
 - Quebec

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

For more information, please contact the [Delivery Organization](#) to which you plan to submit your application directly.

Section 3: Internships for Graduates

Young Canada Works offers two Career Focus 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 the work of a museum, archives, library or heritage site (24)
 - Conservation sciences (2)
 - Arts administration or an arts practice project (20)
- 2) International museology internships (up to 4)*

*Note: For international museology internships, the program only accepts applications from Canadian [museums](#) and related heritage organizations which, in collaboration with a museum or related heritage organization situated outside Canada, propose a museology internship project taking place, in part or in whole, at the foreign host organization. For all questions and to discuss your project, please contact the Canadian Museums Association by telephone at 613-567-0099 or by email at ycw@museums.ca.

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, or an organization managing a [heritage site**](#);
- 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.

*Note: For the purposes of this program, a **museum** is defined as a permanent institution that collects, preserves and makes accessible to the public heritage resources, which it holds in trust for society. Eligible applicants include art galleries, cultural centres, natural history museums, historical and heritage societies, science centres, zoos, aquaria, botanical/heritage gardens, insectaria and herbaria.

Note: The term “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. 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 [Cultural Human Resources Council \(CHRC\)](#), your project must also:

- have an arts administration or an arts practice dimension.

Your organization is *not eligible* if it is:

- a federal department, federal agency or a Crown Corporation;
- a provincial or territorial government department;
- for-profit; or
- a non-profit organization with a heritage mandate in support of a federal entity that is operationally dependent on the federal entity by virtue of its administrative and/or a contractual relationship.

For more information about Employer Eligibility Criteria, please consult the appropriate [Delivery Organization](#).

What objectives should your application address?

Your application should meet [YCW general objectives](#) as well as the following YCW at Building Careers in Heritage (YCW BCH) specific objectives.

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.

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.

As the countdown to Canada's 150th birthday in 2017 continues, please note that the application assessment process may take into account whether the proposed projects contribute to broader government objectives related to history.

For more information on the evaluation of the applications, please see the Employer Selection Criteria for [Canadian internships](#) and [International internships](#).

How much assistance is available?

YCW BCH normally contributes between 25 and 50 percent of employment costs (wages, benefits and other eligible expenditures) and may, as warranted, contribute up to 75 percent of employment costs. 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. 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.

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

For **museum internships abroad**, YCW BCH will 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.

The Canada Revenue Agency considers the student's income and supplementary benefits taxable income. Earnings in most cases are pensionable and insurable and must be declared by the students.

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. If approved:

- You will receive an email confirmation from your Delivery Organization with a preliminary offer. If you accept the preliminary offer, you will then have access to the online list of registered candidates and you can begin your recruitment process.
- Once you have selected a candidate, and *before hiring*, you must complete and submit an online 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 owing (up to 25 percent) will be paid upon the receipt and approval by your Delivery Organization of your Employer and Intern End of Work Term Reports, Employer and Intern Evaluation Questionnaires, 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 online at the [YCW Interactive Website](#) to 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 six 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 The National Trust
- Cultural Human Resources Council

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

For more information, please contact the [Delivery Organization](#) to which you plan to submit your application directly.

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. Eligible organizations include, but are 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?

Your application should meet [YCW general objectives](#) as well as the following YCW at Building Careers in English and French (YCW BCEF) specific 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; 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 and host organizations 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 \$13,000 per internship abroad. YCW BCEF 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 duration of 6 to 12 months. 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 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.

The Canada Revenue Agency considers the student's income and supplementary benefits taxable income. Earnings in most cases are pensionable and insurable and must be declared by the students.

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 a 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 Website](#) and submit your application online directly to the FJCF. If you have questions, please contact the [FJCF](#).

Appendix A - Delivery Organizations

Table 1: Delivery Organizations for YCW Programs in the Heritage Sector

Delivery Organizations	Target Clients	Summer Jobs (YCW in Heritage Organizations)	Internships (YCW at Building Careers in Heritage)	Contact Information
Association pour l'avancement des sciences et des techniques de la documentation www.asted.org	French-Canadian libraries and related organizations	✓ Summer Jobs	✓ Internships in Canada	387-2065 Parthenais Street Montreal, QC H2K 3T1 Tel: 514-281-5012 Fax: 514-281-8219 Email: info@asted.org
Canadian Council of Archives www.cdncouncilarchives.ca	Canadian archives and related organizations	✓ Summer Jobs	✓ Internships in Canada	1201-130 Albert Street Ottawa, ON K1P 5G4 Tel: 613-565-1222 Toll free: 1-866-254-1403 Fax: 613-565-5445 Email: cca@archivescanada.ca
Canadian Library Association www.cla.ca	Canadian libraries and related organizations operating in English	✓ Summer Jobs	✓ Internships in Canada	400-1150 Morrison Drive Ottawa, ON K2H 8S9 Tel: 613-232-9625 ext. 321 Fax: 613-563-9895 Email: ycw@cla.ca
Canadian Museums Association www.museums.ca	Canadian museums and related heritage organizations	✓ Summer Jobs	✓ Internships in Canada and abroad	400-280 Metcalfe Street Ottawa, ON K2P 1R7 Tel: 613-567-0099 Toll free : 1-888-822-2907 Fax: 613-233-5438 Email: ycw@museums.ca
Cultural Human Resources Council www.culturalhrc.ca	Canadian cultural institutions offering internships in arts administration or practice	n/a	✓ Internships in Canada	201-251 Slater Street Ottawa, ON K2P 1X3 Tel: 613-562-1535 ext. 21 Toll free: 1-866-562-1535 Fax: 613-562-2982 Email: ldaoust@culturalhrc.ca
National Trust for Canada www.nationaltrustcanada.ca	Canadian built heritage sites and related organizations	✓ Summer Jobs	✓ Internships in Canada	190 Bronson Avenue Ottawa, ON K1R 6H4 Tel: 613-237-1066 ext. 240 Toll free: 1-866-964-1066 Fax: 613-237-5987 Email: ycw@nationaltrustcanada.ca

Table 2: 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 www.afmnb.org	<ul style="list-style-type: none"> • Newfoundland and Labrador • Nova Scotia • Prince Edward Island • New Brunswick 	<p style="text-align: center;">✓</p> <p style="text-align: center;">Summer Jobs</p>	n/a	322-702 Principale Street, Petit-Rocher, NB E8J 1V1 Tel: 506-542-2622 Toll free: 1-888-236-2622 Fax: 506-542-2618 Email: jctycw@afmnb.org
Collège Éducacentre College www.educacentre.com	<ul style="list-style-type: none"> • Alberta • British Columbia • Yukon 	<p style="text-align: center;">✓</p> <p style="text-align: center;">Summer Jobs</p>	n/a	301-531 Yates Street Victoria, BC V8W 1K7 Tel: 250-382-1310 Toll free: 1-866-266-6613 Fax: 250-382-1350 Email: jctycw@educacentre.com
Conseil de la coopération de l'Ontario http://cco.coop	<ul style="list-style-type: none"> • Ontario 	<p style="text-align: center;">✓</p> <p style="text-align: center;">Summer Jobs</p>	n/a	201-435 St-Laurent Blvd Ottawa, ON K1K 2Z8 Tel: 613-745-8619 Toll free: 1-866-290-1168 Fax: 613-745-4649 Email: jctycw@cco.coop
Conseil économique et coopératif de la Saskatchewan www.cecs-sk.ca	<ul style="list-style-type: none"> • Manitoba • Saskatchewan • Northwest Territories • Nunavut 	<p style="text-align: center;">✓</p> <p style="text-align: center;">Summer Jobs</p>	n/a	205-1440 9 th Avenue North Regina, SK S4R 8B1 Tel: 306-566-6000 Toll free: 1-800-670-0879 Fax: 306-757-4322 Email: jct@cecs-sk.ca
Fédération des chambres de commerce du Québec www.fccq.ca	<ul style="list-style-type: none"> • Quebec 	<p style="text-align: center;">✓</p> <p style="text-align: center;">Summer Jobs</p>	n/a	555 René-Lévesque Blvd W. 11th Floor Montreal, QC H2Z 1B1 Tel: 514-844-9571 Toll free: 1-800-361-5019 Fax: 514-844-0226 Email: jctycw@fccq.ca
Fédération de la jeunesse canadienne-française www.fjcf.ca	<ul style="list-style-type: none"> • National • International 	<p style="text-align: center;">✓</p> <p style="text-align: center;">Summer Jobs Languages at Work</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">Internships abroad</p>	403-450 Rideau Street Ottawa, ON K1N 5Z4 Tel: 613-562-4624 Toll free: 1-800-267-5173 Fax: 613-562-3995 Email: admin@fjcf.ca

Appendix B – Preparing an Application

What should your application include?

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

Section 1: Employer Profile

Mailing Address

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

Contact Information

Head of Organization and Person authorized to sign the application

- Name*
- Title*
- Email Address*

Contact Person

- Name*
- Title*
- Telephone*
- Fax
- Email Address*

Section 2: Job Application for Summer Jobs

Note: You can submit applications for multiple job titles. This section must be completed for each different job title.

Job Information

- Job Title*
- City/Town/Village*
- Province/Territory*
- Language(s) Requirements*
- Driver's License Required or not*

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 gross wage (not including benefits) *

Employer mandatory costs per position

- Percentage of salary (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: You can submit applications for multiple job titles. This section must be completed for each different job title.

Job Information

- Job Title*
- City/Town/Village*
- Province/Territory*
- Language(s) Requirements*
- Driver's License Required or not*

Job Budget

- Number of weeks worked
- Number of hours worked per week
- Hourly gross wage (not including benefits)

For each of the fields listed below, please specify the 1) in-cash and in-kind employer contribution; 2) in-cash and in-kind host organization contribution in Canada (for positions abroad only) and 3) YCW Contribution requested:

Administration

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

Intern

- Briefing and de-briefing
- Intern allowance contribution
- Mandatory employer costs
- Accommodation
- Language upgrading
- Intern domestic travel
- Intern insurance
- Job search support
- Other (specify)

Section 4: Job Information

General Information

This section should include the following information:

- Job or Internship title
- Job Site
- Duration
- Start and end dates
- Language(s) of work
- Other relevant information

Project and Job Objectives

This section should:

- List the main objective(s).
- Explain how the project will benefit all parties -- employer, student or intern, and, for international internships, the host organization.
- 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.

Measurable Outcomes

This section should:

- 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.

Description of Tasks

This section should clearly define the tasks to be undertaken.

Work Plan

This section should provide timelines and a work plan for completing tasks.

Employability Skills to be gained

This section should identify specific skills the job experience will help the student or intern develop. 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.

- Indicate a particular field of study, if required, and any diplomas or certificates required.
- 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).
- Develop promotional tools for recruitment using the above information
- 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

This section should:

- List job specifics (location, wage, start and end date, etc.)
- Include a short job description.
- List the necessary qualifications for the position.
- Indicate the number of positions to fill.
- If applicable, indicate how candidates should apply to the job and the deadline.

Note: If selected, this job poster will be put on the YCW Website.

Orientation and training

This section should:

- 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

This section should:

- Describe the ongoing workplace supervision you plan to provide during employment.
- Specify the method of supervision/learning assistance you'll use (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 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)

This optional section should describe the characteristics of the city or region where your project will be located. 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

This section should explain how you plan to assist the intern's transition into the labour market.

- 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

This section should identify the name and location of the host organization as well as its mandate and mission.