



Canadian  
Heritage

Patrimoine  
canadien

Canada



# Employer Guide



# Employer Guide 2019-2020

## 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

# Section 1: General Information

## About YCW

Young Canada Works<sup>1</sup> (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.

## General 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;
- 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.

---

<sup>1</sup> 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. Delivery Organizations are responsible for evaluating and approving applications and for administering funded projects.

Contact information for the Delivery Organizations can be found in [Appendix A](#).

## Application status

Our goal is to issue an official notification of the funding decision within 10 weeks of the application deadline.

**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, your job description will then be posted online for potential candidates to view and you will then gain access to the online list of candidates in order to start recruitment for your YCW position(s).

**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 (see Appendix A).**

## Deadlines

Applications submitted after the annual deadline will not be considered for evaluation.

Program	Deadline
<b>SUMMER JOBS</b>	
YCW in Heritage Organizations	15 January 2019
YCW in Both Official Languages	1 February 2019
Languages and Work	Please contact the <a href="#">Fédération de la jeunesse canadienne-française</a> .
<b>INTERNSHIPS</b>	
YCW at Building Careers in Heritage	Please contact your chosen <a href="#">Delivery Organization</a>  1 February 2019 for applications to the <a href="#">Cultural Human Resources Council</a>
YCW at Building Careers in French and English	Please contact the <a href="#">Fédération de la jeunesse canadienne-française</a> .

## 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](#));
- complete and submit an online *Candidate Eligibility Form* to your Delivery Organization for pre-approval of your candidate(s) eligibility BEFORE hiring your chosen candidate;.
- sign a contract with your Delivery Organization, upon approval of your candidate, detailing the YCW contribution amount, contractual terms and conditions and the timing of payments;
- complete an online Staffing Report within the first week of employment (both employer and employee portions);
- 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. For guidelines and graphic symbols see: [Public Acknowledgement](#)

#### 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 <https://travel.gc.ca/travelling/advisories>
- 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 at the Government of Canada website: <http://travel.gc.ca/travelling/registration>.

In an emergency, 24-hour assistance is available through government offices that provide [consular services](#) to Canadian citizens abroad:

Email: [sos@international.gc.ca](mailto:sos@international.gc.ca).

Emergency Contact Forms at: <https://travel.gc.ca/assistance/emergency-assistance/emergency-contact-form>

*From outside Canada*

Call the nearest embassy or consulate (see: <https://travel.gc.ca/assistance/embassies-consulates> )

Telephone: +1 613 996 8885 (call collect [where available](#))

*From inside Canada:*

Telephone: 613-996-8885; 1-800-567-6868 (toll-free)

1-800-394-3472 (toll-free from the U.S. and Canada only)

SMS: 613-209-1233 (carrier charges may apply)

TTY: 613-944-1310

## 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 15\* and 30 years of age at the start of employment (\*where permissible under provincial/territorial labour laws).
- 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 (minimum 30 hours a week).
- not have another full-time job while employed in a YCW job.

### Further,

### Participants in a Summer Work Experience program must:

- have registered as a full-time\* student in the semester preceding the YCW job (\*as defined by their educational institution); and
- intend to return to full-time studies\* in the semester immediately following the YCW summer job.

### Participants in a Career Focus program must:

- be a recent graduate who has graduated from college or university within 24 months of the start of employment,
- be unemployed or underemployed, i.e. not employed full-time;
- not be receiving Employment Insurance (EI) benefits while employed in a YCW job.
- not have previously participated in or been paid under a YCW internship or any other Career Focus internships funded under the Government of Canada's [Youth Employment Strategy](#).

## 2. TRAINING AND SUPERVISION

### As a YCW employer, you must:

- provide each YCW 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 YCW intern that is tailored to their needs.
- offer job-search support and follow-up at the end of the internship.

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

- consult the Government of Canada website at <https://travel.gc.ca/travelling/advisories> for the Country Travel Reports (including 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 labour laws and regulations of the province/territory of the work site. 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 each YCW employee required to drive a vehicle.
- cover transportation costs for each YCW 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. YCW interns 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.

### 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 YCW employee(s) complete **ALL** of the following forms that are available online at the [YCW interactive Website](#) in a timely manner:
  - 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)
- Any additional information or documentation that may be requested by your Delivery Organization (for example, supporting payroll documentation).

### 6. QUESTIONS ?

Contact your [Delivery Organization \(Annex A\)](#) 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 Indigenous regional government or governing body (band/tribal council) and/or Indigenous organization with a mandate to preserve and support Indigenous heritage (First Nations, Inuit and Métis)
- 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 and Climate Change Canada website at [www.ec.gc.ca](http://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 [Employer Selection Criteria](#) webpage.

### What objectives should your application address?

Your application should meet [YCW general objectives](#) as well as the following specific program objectives that follow.

*Young Canada Works in Heritage Organizations* (YCWHO) helps Canadian students to acquire, through summer or short-term jobs, the knowledge and skills needed to prepare for the heritage sector labour market and to consider career choices in the heritage sector.



The specific objectives of YCWHO are:

**For students:**

- help them acquire the knowledge and skills necessary to prepare for the labour market in the heritage sector and to increase their employability;
- provide them with opportunities to network with heritage professionals;
- increase their knowledge and appreciation of significant local and national achievements and of heritage fields;
- encourage them to consider a career in a heritage field.

**For the heritage sector:**

- help heritage organizations maintain their operations in key functions with a skilled workforce.

Repeat Participants

Given the increasing demand from youth for YCWHO summer jobs, employers are encouraged to give priority to recruiting new participants in this program. Employers whose preferred candidate has previously participated in a YCWHO position at their organization must provide written justification to their delivery organization explaining how the new position will further develop the participant's skills and knowledge.

**Government priorities:**

Please note that the application assessment process will take into account the following priorities:

Indigenous organizations, youth, and cultural heritage (First Nations, Inuit or Metis), including applications:

- from indigenous employers (all eligible projects);
- for a project aimed at indigenous participants (indigenous or non-indigenous employer);
- for a project focusing on indigenous cultural heritage (indigenous or a non-indigenous employer).

For more information on the evaluation process, please contact the Delivery Organization to which you intend to apply (Appendix A).

**How to apply**

You must apply online at the [YCW Interactive Website](#) to the Delivery Organization (see Appendix A) with a mandate closest to your organization's mandate or to that of the proposed job.

YCW in Heritage Organizations (Summer Work Experience) is delivered by four national Delivery Organizations:

- Association pour l'avancement des sciences et des techniques de la documentation (Canadian Francophone libraries and related documentation centres)
- Canadian Council of Archives (Canadian archives and related organizations or Canadian libraries operating in English)
- Canadian Museums Association (Canadian museums and related heritage organizations)
- The National Trust for Canada (Canadian built heritage sites and related organizations)

**How much assistance is available?**

YCWHO normally contributes between 25 to 50 percent of total employment costs (wages, benefits and other eligible expenditures) per job, and may, as warranted, contribute up to 75 percent of employment costs. The maximum YCWHO contribution is \$8,000 per job.

\* For a participant (employee) who must *travel more than 125 km* between their primary residence and the summer job work site, the program may cover reasonable transportation costs (one round trip) in accordance with program policy. Accommodation costs are the responsibility of the participant. As applicable, the employer should notify their Delivery Organization upon approval of the candidate to obtain the *Participants Transportation Policy* and Transportation Assistance Requests Forms (to be completed by the participant and employer) and to discuss possible transportation arrangements.

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

Note: The Canada Revenue Agency considers a YCW employee's income and supplementary benefits taxable income. Earnings in most cases are pensionable and insurable and must be declared by the YCW employee.

For more information on financial assistance, please see the [contractual terms and conditions for employers](#) and/or contact the Delivery Organization (Appendix A) to which you intend to apply.

## How will the funds be delivered?

Your selected Delivery Organization will evaluate your application. If your YCWHO project(s) is approved:

- You will receive an email confirmation with a preliminary offer from your Delivery Organization. If you accept the preliminary offer, your job poster will then become viewable on the YCW website for registered candidates to view and you will have access to the online list of registered candidates so 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.  
*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.
- Upon receipt of your signed contract and completion of the online Staffing Report by you and your YCW employee (during the first week of employment), 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.

## Questions?

Contact your selected [Delivery Organization \(Appendix A\)](#) 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

## 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.

To better meet the growing demand of young people for YCW BOL summer jobs, employers are strongly encouraged to give priority to recruiting new participants in this program.

#### For students:

- explore career opportunities using both official languages;
- acquire practical work experience;
- 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 contact your Delivery Organization.

## 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 YCWBOLE 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](#). For more information, please contact the [Delivery Organization \(Appendix A\)](#) 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 four general types of internships, including:

### Internships in Canada in:

- 1) Heritage fields related to the key functions of a museum, archives, library, built heritage or heritage site
- 2) Conservation sciences
- 3) Arts administration or arts practice

### International Museology internships

## 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\\*\\*](#), or an [arts organization](#);
- 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 or arts service organization;
- an Indigenous regional government or governing body (band/tribal council) and/or Indigenous organization with a mandate to preserve and support Indigenous heritage (First Nations, Inuit or Metis).
- 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 and Climate Change Canada website at [www.ec.gc.ca](http://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 or arts 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 Selection Criteria, please consult [Internships in Canada](#) and/or [International Museology Internships](#).

## What objectives should your application address?

Your application should meet [YCW general objectives](#) as well as specific program objectives that follow.

*Young Canada Works at Building Careers in Heritage* (YCW BCH) helps unemployed or under-employed recent Canadian college and university graduates to acquire professional skills and experience through career-oriented internships in Canada and abroad.

The specific objectives of YCW BCH are:

### For graduates:

- help Canadian young graduates find career-oriented internships corresponding to their educational profile in order to acquire specialized skills and increase their employability;
- help them to acquire advanced professional work experience as well as knowledge and practical skills in key functions of heritage and culture organizations;
- help them to integrate into the labour force in the heritage and culture sectors after their internship or earn money for post-graduate studies in a related sphere.

### For the heritage sector:

- help heritage and culture organizations meet their long-term needs for professional human resources to sustain their ongoing operations.

### Government priorities:

Please note that the application assessment process will take into account the following priorities:

- Indigenous organizations, youth, and cultural heritage, including applications: from indigenous employers (all eligible projects);
- for a project aimed at indigenous participants (indigenous or a non-indigenous employers);
- for a project focusing on indigenous cultural heritage (indigenous or a non-indigenous employers).

For more information on the evaluation of the applications, please contact the Delivery Organization ([Appendix A](#)) to which you intend to apply

## How to apply

You must apply online at the [YCW Interactive Website](#) to the Delivery Organization (see [Appendix A](#)) with a mandate closest to your organization's mandate or to that of the proposed project.

### For Internships in Canada:

- 1) in heritage fields related to the key functions of a museum, archives, library, built heritage or heritage site  
Please apply online directly to the most appropriate Delivery Organization below:
  - Association pour l'avancement des sciences et des techniques de la documentation (Canadian Francophone libraires and documentation centres)
  - Canadian Council of Archives (Canadian archives and related organizations or Canadian libraries operating in English)
  - Canadian Museums Association (Canadian museums and related organizations)
  - The National Trust for Canada (Canadian built heritage sites and related organizations)
- 2) Conservation sciences: Please apply online directly to the Canadian Museums Association

3) Arts administration or arts practice: Please apply online directly to the Cultural Human Resources Council

**For International Museology Internships\*:** Please apply online directly to the Canadian Museums Association.

\*Applications are accepted 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 example, an exhibition project requiring research or on site work abroad.

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

## How much assistance is available?

YCWBCCH normally contributes between 25 and 50 percent of total employment costs (wages, benefits and other eligible expenditures) per internship and may, as warranted, contribute up to 75 percent of employment costs which may include wages, benefits and administration and transportation 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 the employer and Delivery Organization, to cover employer administration costs related to the internship. The maximum program contribution is \$10,000 per internship in Canada\*; \$12,000 for a conservation sciences internship in Canada\*; and \$15,000 for an international museum internship.

**For internships in Canada:** For YCW interns who must *travel more than 125 km* from their primary residence to their place of work, the program may cover reasonable transportation costs (one round trip) in accordance with program policy. Accommodation costs are the responsibility of the intern. As applicable, please notify your Delivery Organization immediately upon approval of any candidate that meets the criteria for possible transportation assistance in order to obtain the *Participants Transportation Policy* and *Transportation Assistance Requests Forms* (to be completed by employee and employer) and to discuss possible transportation arrangements.

**For international museology internships:** The program will cover transportation costs (one round trip) for travel to the international work placement and provide a monthly housing allowance up to \$15 per day.

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

Note: The Canada Revenue Agency considers a YCW employee's income and supplementary benefits taxable income. Earnings in most cases are pensionable and insurable and must be declared by the YCW employee.

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 with a preliminary offer from your Delivery Organization. If you accept the preliminary offer, your job poster will then become viewable on the YCW website for registered candidates and you will have access to the online list of registered candidates so 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. *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.

- Upon receipt of your signed contract and completion of the online Staffing Report by you and your YCW intern (during the first week of employment), 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.

## Questions?

Contact your selected [Delivery Organization \(Appendix A\)](#) 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

## 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;
- develop specialized skills for the international labour market and for the language industries; and



- acquire specialized skills useful to meet the labour market needs of official-language minority communities.

#### **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 contact the [Fédération de la jeunesse canadienne-française \(FJCF\)](#).

#### **How much assistance is available?**

The maximum contribution is \$13,000 per internship abroad. YCWBCEF 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
<b>Association pour l'avancement des sciences et des techniques de la documentation</b>  <a href="http://www.asted.org">www.asted.org</a>	Canadian Francophone libraries and related documentation centres	✓ <a href="#">Summer Jobs</a>	✓ <a href="#">Internships in Canada</a>	387-2065 Parthenais Street Montreal, QC H2K 3T1 Tel: 514-281-5012 Fax: 514-281-8219 Email: <a href="mailto:info@asted.org">info@asted.org</a>
<b>Canadian Council of Archives</b>  <a href="http://www.archivescanada.ca">www.archivescanada.ca</a>	Canadian archives and related organizations  and  Canadian libraries and related organizations operating in English	✓ <a href="#">Summer Jobs</a>	✓ <a href="#">Internships in Canada</a>	1912 -130 Albert Street Ottawa, ON K1P 5G4 Tel: 613-565-1222 Toll free: 1-866-254-1403 Fax: 613-565-5445 Email for archives: <a href="mailto:ycw_ict@archivescanada.ca">ycw_ict@archivescanada.ca</a>  Email for libraries: <a href="mailto:ycw-cla@archivescanada.ca">ycw-cla@archivescanada.ca</a>
<b>Canadian Museums Association</b>  <a href="http://www.museums.ca">www.museums.ca</a>	Canadian museums and related heritage organizations	✓ <a href="#">Summer Jobs</a>	✓ <a href="#">Internships in Canada &amp; International Museology Internships</a>	400-280 Metcalfe Street Ottawa, ON K2P 1R7 Tel: 613-567-0099 Toll free : 1-888-822-2907 Fax: 613-233-5438 Email: <a href="mailto:ycw@museums.ca">ycw@museums.ca</a>
<b>Cultural Human Resources Council</b>  <a href="http://www.culturalhrc.ca">www.culturalhrc.ca</a>	Canadian cultural institutions	n/a	✓ <a href="#">Internships in Canada</a> (arts administration & practice)	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: <a href="mailto:ldaoust@culturalhrc.ca">ldaoust@culturalhrc.ca</a>
<b>National Trust for Canada</b>  <a href="http://www.nationaltrustcanada.ca">www.nationaltrustcanada.ca</a>	Canadian built heritage sites and related organizations	✓ <a href="#">Summer Jobs</a>	✓ <a href="#">Internships in Canada</a>	190 Bronson Avenue Ottawa, ON K1R 6H4 Tel: 613-237-1066 ext. 240 Fax: 613-237-5987 Email: <a href="mailto:ycw@nationaltrustcanada.ca">ycw@nationaltrustcanada.ca</a>

**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
<b>Association francophone des municipalités du Nouveau-Brunswick</b> <a href="http://www.afmnb.org">www.afmnb.org</a>	<ul style="list-style-type: none"> <li>• Newfoundland and Labrador</li> <li>• Nova Scotia</li> <li>• Prince Edward Island</li> <li>• New Brunswick</li> </ul>	<p style="text-align: center;">✓ <a href="#">Summer Jobs</a></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: <a href="mailto:jctycw@afmnb.org">jctycw@afmnb.org</a>
<b>Collège Éducacentre College</b> <a href="http://www.educacentre.com">www.educacentre.com</a>	<ul style="list-style-type: none"> <li>• Alberta</li> <li>• British Columbia</li> <li>• Yukon</li> </ul>	<p style="text-align: center;">✓ <a href="#">Summer Jobs</a></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: <a href="mailto:jctycw@educacentre.com">jctycw@educacentre.com</a>
<b>Conseil de la coopération de l'Ontario</b> <a href="http://cco.coop">http://cco.coop</a>	<ul style="list-style-type: none"> <li>• Ontario</li> </ul>	<p style="text-align: center;">✓ <a href="#">Summer Jobs</a></p>	n/a	223 Main Street, Box 90 Ottawa, Ontario, K1S 1C4 Tel : 613-745-8619 Toll free: 1-866-290-1168 Fax: 613-745-4649 Email: <a href="mailto:jctycw@cco.coop">jctycw@cco.coop</a>
<b>Conseil économique et coopératif de la Saskatchewan</b> <a href="http://www.cecs-sk.ca/en/">www.cecs-sk.ca/en/</a>	<ul style="list-style-type: none"> <li>• Manitoba</li> <li>• Saskatchewan</li> <li>• Northwest Territories</li> <li>• Nunavut</li> </ul>	<p style="text-align: center;">✓ <a href="#">Summer Jobs</a></p>	n/a	205-1440 9 <sup>th</sup> Avenue North Regina, SK S4R 8B1 Tel: 306-566-6000 Toll free: 1-800-670-0879 Fax: 306-757-4322 Email: <a href="mailto:jct@cecs-sk.ca">jct@cecs-sk.ca</a>
<b>Fédération des chambres de commerce du Québec</b> <a href="http://www.fccq.ca">www.fccq.ca</a>	<ul style="list-style-type: none"> <li>• Quebec</li> </ul>	<p style="text-align: center;">✓ <a href="#">Summer Jobs</a></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: <a href="mailto:jctycw@fccq.ca">jctycw@fccq.ca</a>
<b>Fédération de la jeunesse canadienne-française</b> <a href="http://www.fjcf.ca">www.fjcf.ca</a>	<ul style="list-style-type: none"> <li>• National</li> <li>• International</li> </ul>	<p style="text-align: center;">✓ <a href="#">Summer Jobs</a></p> <p style="text-align: center;"><a href="#">Languages at Work</a></p>	<p style="text-align: center;">✓ <a href="#">Internships abroad</a></p>	403-450 Rideau Street Ottawa, ON K1N 5Z4 Tel: 613-562-4624 Toll free: 1-800-267-5173 Fax: 613-562-3995 Email: <a href="mailto:admin@fjcf.ca">admin@fjcf.ca</a>