

EMPLOYER APPLICATION GUIDELINES

Deadline

Applications are received on an ongoing basis.

Program Objectives

The Digital Skills for Youth Program is a non-repayable contribution program which aims to combine valuable work experience and training related to digital skills for underemployed recent post-secondary graduates so that they can successfully transition and participate in the new digital economy.

The Project aims to help recent underemployed post-secondary graduates enhance and develop digital and soft skills through work and training through valuable work experience that will successfully facilitate their transition into the workplace.

These internships will connect underemployed recent post-secondary graduates with small businesses and not-for-profit organizations where they will be able to use the skills acquired during their studies and apply them in a professional setting.

Internships will allow youth to acquire technical and soft skills using digital technologies and will support a range of organizations that are looking to engage in online activities.

The duration of a Career Focus (CF) Internship is a minimum 6 month period or a 900-hour Internship.

The objectives for the DS4Y Program under the Career Focus program are:

- To increase the supply of highly qualified people,
- To promote the benefits of advanced studies,
- To demonstrate federal leadership by investing in the skills required to meet the needs of the knowledge economy and;
- To facilitate the transition of highly skilled young people to a rapidly changing labor market.

To this end the program will:

- Support underemployed recent post-secondary graduates (participants) with work opportunities that will provide them with the experience they lack to find career-oriented employment; and,
- Provide participants with new or enhanced digital skills and knowledge and giving them an opportunity to learn how to apply them in combination with soft skills (such as business and entrepreneurial skills, communication, problem solving and teamwork).

Instructions on How to Apply

- 1.) It is encouraged that interested applicants contact the Pinnguaq Association at the following contacts and request an application;

Ryan Oliver: ryan@pinnguaq.com

Maria Coates: maria@pinnguaq.com

Trevor Hutchinson: internal@pinnguaq.com

- 2.) You can also download the application from the Pinnguaq website: www.pinnguaq.com/ds4y
- 3.) The call for applications is open until notice is given. Projects are to be undertaken between June 1 2018 to March 31, 2020.
- 4.) After you complete the application, please send it by email to internal@pinnguaq.com
- 5.) Applicants should seek confirmation that the proposal was received by the noted contact.
- 6.) Application forms are also available in Inuktitut and French.

Eligible Applicants

Employer Applicants can be for profit and not for profit organizations with up to one hundred employees.

Eligible Projects and Activities

This funding is for the Employers to hire Interns within their organization. Interns must meet the following criteria;

- be between the ages of 15 and 30 years of age at the start of the internship;
- have recently (within two years prior to the start of the internship) completed post-secondary studies
- be legally entitled to work in Canada;
- be a Canadian citizen, permanent resident or person who has been granted refugee status in Canada;
- must not be in receipt of Employment Insurance (EI) during the internship; and
- self-assess as underemployed, meaning they are employed below their level of education and/or hold part-time employments.

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Eligible activities performed by Youth Interns meeting the eligibility requirements defined above can include but are not limited to:

- software and video game development;
- coding and app development;
- network troubleshooting;
- adaptive technologies;
- website development;
- web-enabled learning; and
- social media campaigns and other content development.

Eligible activities by the Employer can include but are not limited to:

- Providing participants with the necessary equipment, workspace, workplace-related training and mentoring to participants to enhance and maximize Youth Interns' experience; and
- Supporting Youth Interns in the development and implementation of work activities to provide participants with meaningful work experience and enhance their employability.

Considerations for Employers

In this application, the Employer will have to demonstrate that they:

- can provide valuable employment opportunities related to digital activities;
- have the appropriate administrative support and capacity to train and mentor the participants to enhance and maximize the participant's experience;
- will support the participants in the development and implementation of work activities to provide participants with a meaningful internship as described in their application, and
- can promote digitization of their business and/or operational processes.

Youth Interns are to be recruited and hired by the Employer. Employers' will advertise work-placement opportunities (e.g. Project Description, application procedures for participants, recruitment, selection, wages, etc) through various communication tools. The advertisements will ensure adequate visibility is given to the Government of Canada by Indicating that work terms are with the "Digital Skills for Youth" Program.

The Employer will take into account employment equity considerations in the hiring process, as determined in the Employment Equity Act. Consideration should be given for participation from the five designated groups: visible minorities, women, Indigenous people, official language minorities, and people with disabilities.

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Eligible Expenses

The Eligible Costs which may be contributed to the Employer are those Direct Costs identified below:

Youth Salaries and Benefits:

Not more than 50% of the total salary and benefits to a maximum of \$9,000.00 per intern. The Employer must contribute at least 50% of the total wages and benefits of the internship.

Costs Related to Youth Upskilling:

In order to enhance the intern's work experience and improve their employability, the DS4Y program will fund up to \$3,000 per intern, inclusive of taxes, for upskilling. This will help the intern acquire new digital and/or skills required to succeed in the digital economy such as:

- coding, web developing, digital media workshops, and proficiency in the use of various software programs (digital skills); and
- other related "soft skills" (e.g., communications, entrepreneurship, strategic thinking).

Whereas the total amount for training cannot exceed \$3,000 inclusive of taxes, training related to soft-skills is limited to \$1,000 inclusive of taxes.

Ineligible Expenses

Notwithstanding that the following costs may be reasonably and properly incurred by the Employer during the performance of Project activities, they are considered Ineligible Costs to the Project:

- Any costs incurred before the Effective Date of June 1st, 2018;
- Any costs incurred after the Project Completion Date of March 31st, 2020.
- Salary costs for non-youth interns working within the Employer;
- Equipment costs, office supplies and telecommunications fees incurred by the Employer;
- Accounting and consulting fees in connection with financial reorganization, security issues, capital stock issues, obtaining of patents and licences and prosecution of claims against the Minister;
- Losses on investments, bad debts and expenses for the collection thereof;
- Losses on other agreements;
- Federal and provincial corporate income taxes, excess profit taxes or surtaxes and/or special expenses in connection therewith;
- Provisions for contingencies;
- Amortization of unrealized appreciation of assets;
- Fines and penalties;
- Expenses and depreciation of excess facilities;
- Unreasonable compensation for officers and employees;
- Donations;

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- Dues, and other memberships other than regular trade and professional associations;
- Fees, extraordinary or abnormal for professional advice in regard to administrative or accounting matters, unless prior approval from the Minister is obtained;
- Lobbyist fees; and
- Capital costs for the construction of a building or the purchase of land or buildings.