

## Digital Skills for Youth (DS4Y) Program Participant Information Form

### User Guide

The Participant Information Forms (also referred to as the PIFs) are used to collect information to determine a participant's eligibility in Digital Skills for Youth (DS4Y) Program and to record the results of a participant's involvement in these interventions. The eligibility criteria complies with Employment and Social Development Canada's Youth Employment and Skills Strategy's (YESS).

The PIFs are broken down into two separate forms (**Part 1** and **Part 2**).

**Part 1:** This form must be completed and signed by each youth intern who participates in the Program prior to the commencement of their internship. This form confirms that the intern is eligible to participate in the Program. It is the employer's responsibility to verify that the potential participant is eligible to participate in the YESS program.

**Part 2:** This form must be completed at the end of the internship and must be provided to ISED when the quarterly progress reports are submitted.

For optimal functionality, each PIF (PDF version) should be saved locally and opened using Adobe Reader or Adobe Pro. To facilitate the completion of the PIF, some sections can be prepopulated and saved before being sent to the employer and youth intern (e.g. Project Number, Delivery Organization contact information, etc.).

Once all of the mandatory fields are completed, the PIFs can be submitted electronically by clicking on the "Submit" button at the end of each form. All of the data will automatically be submitted to a database intake system. Once a PIF is submitted, a confirmation email will be sent to the delivery organization, the employer, as well as the youth intern. Please save a copy of this email for your records.

The **Project Number** must be entered on the top right-hand corner of each form. The delivery organization should supply the Project Number to the Employer. The Project Number can be found in the top right header of the contribution agreement.

Before the start of the internship, each youth intern will be required to complete the eligibility questionnaire (Part B) and confirm that the information provided in the form is accurate. The youth intern will also be asked to consent to the collection and use of their personal information for policy analysis, research and evaluation purposes. All personal information collected is protected under the Privacy Act.

## Highlighted Terms

**Employment Equity** encourages the establishment of working conditions that are free of barriers, corrects the conditions of disadvantage in employment and promotes the principle that employment equity requires special measures and the accommodation of differences for the four designated groups in Canada: women, Aboriginal peoples, persons with disabilities, members of visible minorities.

**Indigenous group:** The term Indigenous peoples (or Aboriginal peoples) refers to First Nations, Métis and Inuit peoples.

**Living in a rural or remote location:** A rural or remote locations are areas where the population density is very low.

**Member of an official language minority community:** Official language minority communities (OLMCs) are groups of people whose maternal or chosen official language is not the majority language in their province or territory – in other words, Anglophones in Quebec and Francophones outside of Quebec.

**New Immigrant:** A new immigrant is a person who has moved from their country of origin (their homeland) to another country to become a citizen of that country and has been in that country for less than 5 years.

**Person with Disability:** A person who has any severe and prolonged condition that inhibits a person from performing normal and routine daily activities.

**Refugee:** A person on whom refugee status has been conferred under the Immigration and Refugee Protection Act.

**Residency Status:** The *Residency Status* question will be used to verify the participant's eligibility for YESS programs. All basic eligibility criteria are stated on page 2 of the PIF.

**Visible minority** refers to whether a person belongs to a visible minority group as defined by the Employment Equity Act and, if so, the visible minority group to which the person belongs. The Employment Equity Act defines visible minorities as "persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour". The visible minority population consists mainly of the following groups: South Asian, Chinese, Black, Filipino, Latin American, Arab, Southeast Asian, West Asian, Korean and Japanese.