

Website Guide

- Young Canada Works

**Langues et
Travail**

Tu iras loin



**Languages
at Work**

You'll go further

**Langues et
Travail**

Tu iras loin



**Languages
at Work**

You'll go further

Ce programme est offert par :
A program offered by:



Avec la participation du gouvernement du Canada.
With the participation of the Government of Canada

Canada 

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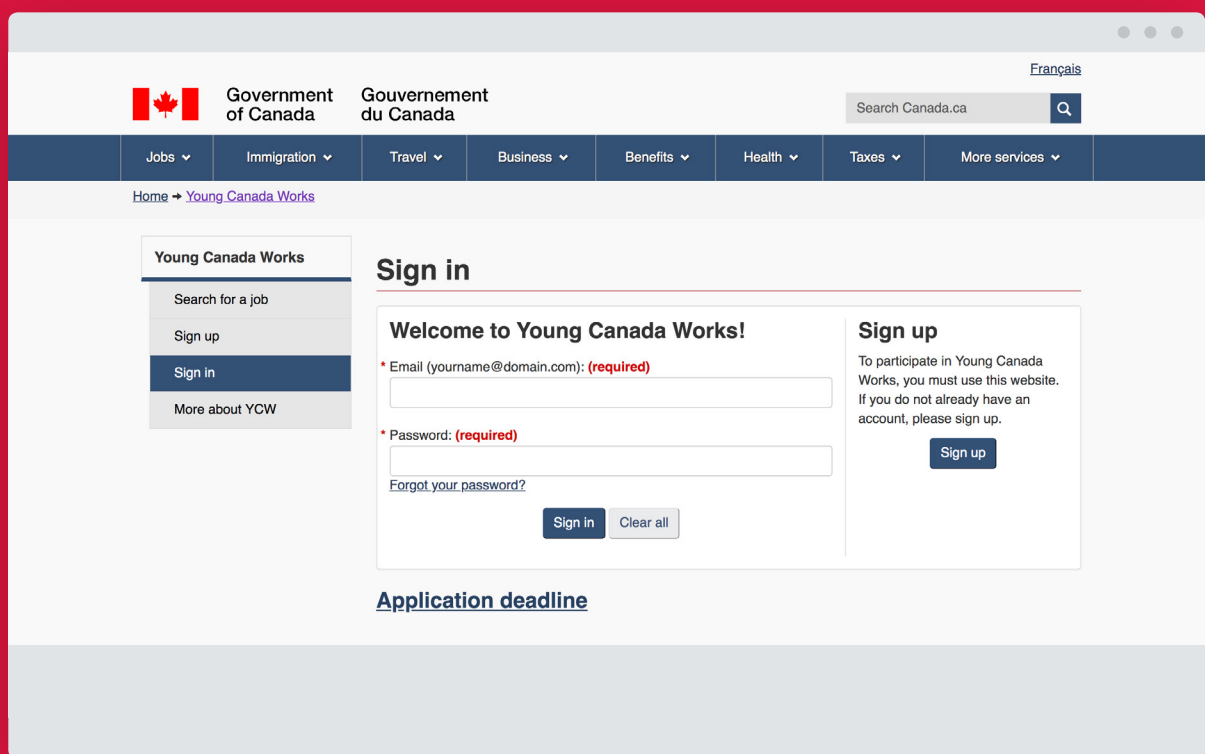
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Languages at Work Timeline (6-8 Week Programs)	
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Young Canada Works Website Homepage

Step 1 Create and Confirm Your Account

1. Go to the Young Canada Works website: young-canada-works.canada.ca
2. Click *Sign Up*.

Sign up

To participate in Young Canada Works, you must use this website. If you do not already have an account, please sign up.

[Sign up](#)

3. Enter your email address and create a password so you can access the website.

Sign up

Create a new account.

* Email (yourname@domain.com): **(required)**

* Password (password must be at least 6 characters in length and contain a number, a lower case letter, an uppercase letter, and a special character): **(required)**

* Confirm Password: **(required)**

* Role: **(required)**

Employer: I'm seeking funding to create an employment opportu ▾

[Sign in](#) [Sign up](#)

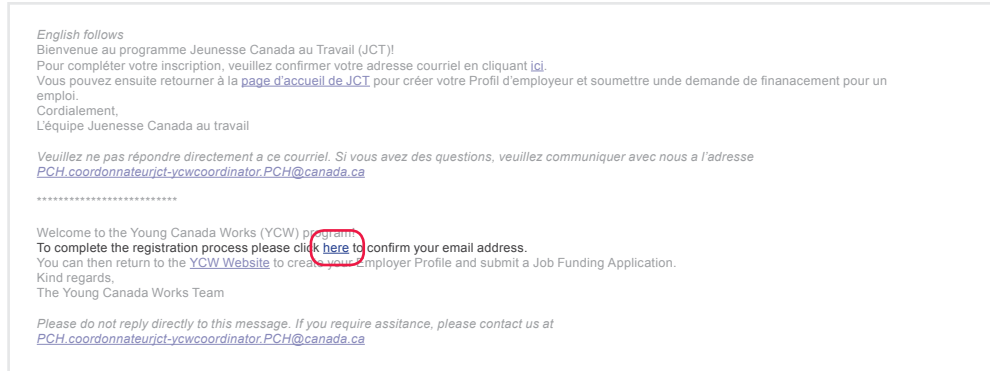
4. An email will automatically be sent to the email address that you entered.

Account Created

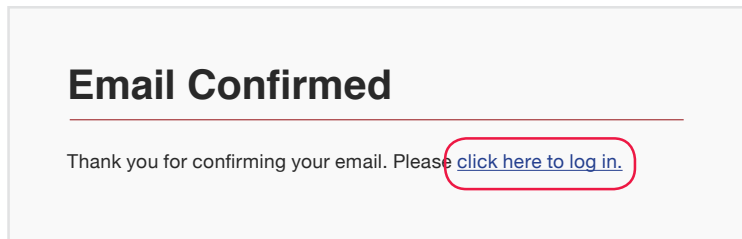
An email has been sent.

Please confirm your email and [log in](#).

5. Log into your email account, and click the link provided in the email to confirm your email address.



6. Clicking this link will bring you back to the Young Canada Works website, and you will see this message. Click the link that says *click here to log in*.



7. Sign in using the email address and password that you created in Step 3.

Sign in

Welcome to Young Canada Works!

* Email (yourname@domain.com): (required)

* Password: (required)

[Forgot your password?](#)

Step 2 Make an Employer Profile

1. On *My Dashboard* click *Organization information*.

2. Complete all 4 sections of the profile.



Click *Validate* at the end of each section. If you made a mistake, this will show you where it is located!

Section 1 - Organization Information



Make sure you answer *Yes* to “Is your organization interested in hiring young Canadian from other parts of the country?”



Your organization’s accountant will know your federal business number

Section 2 - Contact Information

Section 3 - Privacy Notification

Section 4 - Review and Submit

3. Click *Submit*.

A screenshot of a form's bottom section containing four buttons: 'Previous' (with a left arrow), 'Save progress', 'Validate' (in blue), and 'Submit' (circled in red).

4. You will see this message:

Profile submitted successfully!

NEXT STEP: Please create and submit a [job funding application](#) to be considered for funding.

5. Click *job funding application* to proceed to Step 3: Job Funding Application.

Step 3 Job Funding Application

1. On My Dashboard, click *Create a new Job Funding Application*.

Create a new Job Funding Application

2. Click *Summer jobs for students*.

Job type

Before beginning a Job Funding Application, please select the type of job.

Summer jobs for students

Summer jobs last

Internships in Canada for recent graduates

Internships abroad for recent graduates

3. This will take you to a screen called *Job Application (Summer jobs)*.

Job Application (Summer jobs)

1. Program and Delivery Organization selection

2. [Job Overview](#)

3. [Job Budget](#)

4. [Job Details](#)

5. [Job Poster](#)

6. [Agreement](#)

7. [Review and submit](#)

4. Complete all seven sections of the job application.



Click *Validate* at the end of each section. If you made a mistake, this will show you where it is located!

Section 1 - Program and Delivery Organization selection



For 3-week placements, scroll down to Languages at Work (3 weeks) and click *Fédération de la jeunesse canadienne-française*.



For 6-8 week placements, scroll down to **Languages at Work (6-8 weeks)** and click "Fédération de la jeunesse canadienne-française".



A menu will appear that says, "Please select the education institution offering Languages at Work in your region." Select your local post-secondary institution.

Section 2 - Job Overview

Section 3 - Job Budget



Employer Mandatory Costs (per position) is asking what percentage the employer contributes to expenses beyond the gross salary paid to the employee, such as CPP, EI, vacation pay, statutory holiday pay, etc. This percentage varies by organization, but it is usually between **10-15%**. For a precise breakdown of these benefits, **check with your organization's accountant, or refer to a paystub from your organization.** Examples of Employer Mandatory Costs include:

- EI (Employment Insurance is a deduction at source from the employee's income of 1.66% in 2018. The employer's contribution is generally 1.4x the amount of the employee's contribution, therefore 2.32%);
- CPP (Canada Pension Plan is a deduction at source from the income paid to the employee, i.e. 4.95% minus an annual exemption of \$3,500 in 2018. The employer's contribution is generally the same as the employee's contribution, i.e. 4.95%);
- Vacation pay (generally two weeks per year, which equals 4% of gross salary);
- Statutory holiday pay;
- Worker's compensation premiums (the rate may vary by province and job class, some organizations are not subject to this assessment);
- And other mandatory provincial/territorial contributions (e.g. in Ontario, this includes the Ontario Employer Health Tax of 1.95% on payroll exceeding \$450,000 per year).

For more information, employers should consult the Canada Revenue Agency's website. They can also check the provincial/territorial workplace safety standards website and the financial implications for the employer. For the percentage of vacation and other paid holidays, they may consult the provincial or territorial labour standards website. In general, the accounting software used by the organization should make it relatively easy to calculate the mandatory costs of employers.

Useful links:

- **Payroll deductions and contributions.** Information for employers on how to calculate payroll deductions. <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/calculating-deductions.html>
- **Line 9060.** Salaries, wages, and benefits (including employer's contributions). <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/rental-income/completing-form-t776-statement-real-estate-rentals/rental-expenses-you-deduct/line-9060-salaries-wages-benefits-including-employer-s-contributions.html>



Requested YCW contribution (per position) is **60%** (this is how much Young Canada Works will contribute to the student's salary).



Contributions from other sources for salary only (per position). Leave these fields blank. They do not apply to Languages at Work.



Contributions from the employer other than salary – cash and in-kind (per position). This information is **optional**.

Section 4 - Job Details

Section 5 - Job Poster

Section 6 - Agreement

Section 7 - Review and Submit

5. Click *Submit*.

6. You will see this message:

Application submitted successfully!

Your Job Funding Application has been submitted and will now be considered for funding. If you wish to modify your application, please contact the appropriate [Delivery Organization](#).

[Return to dashboard](#)

7. Within two weeks, the Fédération de la jeunesse canadienne-française will review your Job Funding Application.

Step 4 Accept the Funding Offer

1. If your Job Funding Application is approved, you will receive an email confirmation from the Fédération de la jeunesse canadienne-française within two weeks with a preliminary funding offer.
2. Log into to your Young Canada Works account: young-canada-works.canada.ca
3. On *My Dashboard* under *Funding decisions*, click on the name of the position (e.g. Accounting Technician).

The screenshot shows the 'Applications in progress' section with a card for 'Conseil économique et coopératif de la Saskatchewan' for the position 'Accounting technicien'. Below this is the 'Funding decisions' section, which shows the same position as 'Approved by delivery organization'. The 'Accounting technicien' link is circled in red.

4. On the second page, click on 2. *Budget* and scroll all the way down to the very bottom of the page.

The screenshot shows the 'Instructor' page with a green confirmation banner: 'This job has been approved for funding!'. Below this is the 'Funding decision' summary table. At the bottom, the 'Budget' section contains a table with columns for 'Requested' and 'Proposed' amounts. A red arrow points to the bottom of the page.

Summary for all positions*	Requested	Proposed
Total salary commitment	\$ 7762.50	\$ 7762.50
Total financial contribution requested from YCW	\$ 3681.25	\$ 3681.25
Total financial contribution from other sources	\$ 2000.00	\$ 2000.00

*Summary for all positions is calculated based on the number of approved positions.

5. Accept or decline the proposed budget, and click *Submit* decision.

* Do you accept the proposed budget? **(required)**

☐ Yes, I accept the proposed budget

☐ No, I decline the proposed budget



If you have more than 1 position that has been accepted by the Delivery Organization, you will have to repeat these steps for each of them.

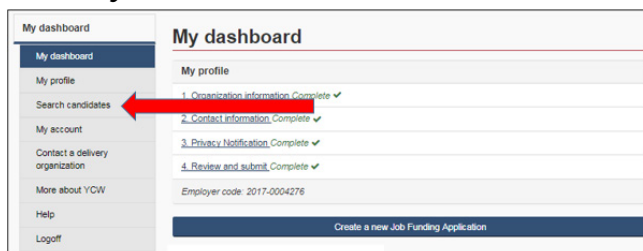


If you accept the budget, the position will automatically be displayed on the Young Canada Works website for candidates to consult.

Step 5 Candidate Eligibility Form

1. Log into to your Young Canada Works account: young-canada-works.canada.ca

2. On *My Dashboard*, click on *Search candidates*.



3. The easiest way to search for a candidate is to type their last name into the *Keyword* box.

4. Scroll down (there may be multiple pages), and click the candidate's name.

Showing 1 to 1 of 1 entries | Show 20 candidates

Candidate	Location	Status
Marie Shuman	Victoria, British Columbia — Canada	Available

5. Scroll down to the very bottom of the page and click *Proceed to candidate eligibility form*.


6. Fill out the form, click *Validate* to check for errors, then click *Submit*.

7. Once the FJCF has approved the employer's Candidate Eligibility Form, the candidate must then complete **their** portion of the Candidate Eligibility Form.


Step 6 Staffing Report

1. Log into to your Young Canada Works account: young-canada-works.canada.ca
2. The Staffing Report will become available once the FJCF has approved the Candidate Eligibility Form.
3. On *My Dashboard*, scroll down to *Active projects*, and click on the candidate's name. OR click on *Staffing Report* under *Candidate eligible* (the green box).

My dashboard

**Candidate eligible**

Candidate Eligibility Form for the job [Guide, interprète \(position 1\)](#) has been approved by the delivery organization and you can now formally hire the candidate. Please complete the [Staffing report](#) for this candidate during the first week of employment.

**Candidate eligibility form submitted**

has completed their part of the Candidate Eligibility Form for the job [Guide, interprète](#). The form is now under review by the delivery organization.

Active projects

➤ Conseil économique et coopératif de la Saskatchewan

[Guide, interprète \(2 positions\)](#)

Application code:
Program: Young Canada Works in Both Official Languages
Job type: Summer jobs for students
Location: Winnipeg, Manitoba

#	Candidate	Start date	End date	Status
1	Student's name	2017-05-29	2017-09-09	CEF approved
2	N/A	2017-05-29	2017-09-09	Vacant

[Guide, interprète details](#)

4. Select 2. Staffing Report

Guide

(position 1 of 2)

[1. Position overview](#)[2. Position budget](#)[3. Candidate](#)

Position overview

Staffing report ready

Please submit the [staffing report](#) for this position

Job title: [Guide](#)
Candidate:
Start date: 2017-05-29 End date: 2017-09-09
Hourly wage:

1. Candidate eligibility form

Complete ✓

The Candidate eligibility form is required to ensure that potential employees meet all requirements. Both employer and candidate must fill out separate portions of this form, which will then be approved by the appropriate Delivery Organization. This section becomes available after the Employer has selected a Candidate for their position.

Part 1: employer Complete ✓

Part 2: candidate Complete ✓

Approval Complete ✓

2. Staffing report

Incomplete

The Staffing report confirms basic information about the position (start and end dates, wage, etc.), and must be completed during the first week of employment. Both employer and candidate must fill out separate portions of this form, which will then be approved by the appropriate Delivery Organization. This section becomes available once the Candidate eligibility form has been approved by the Delivery Organization.

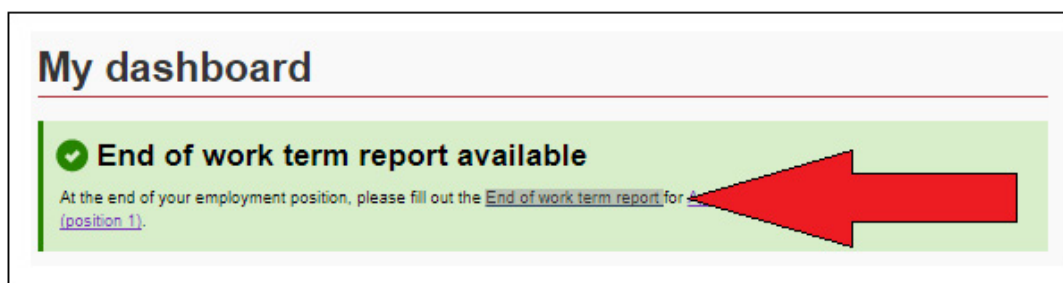
5. Fill out the form, click *Validate* to check for errors, then click *Submit*.

6. Once the FJCF has approved the employer's Staffing Report, the candidate must then complete **their** portion of the Staffing Report.

Step 7 End of Work Term Report



1. Log into to your Young Canada Works account: young-canada-works.canada.ca
2. The End of Work Term Report will become available only at the end of the work placement.
3. On *My Dashboard*, click on *End of work term report* (located in one of the green boxes).



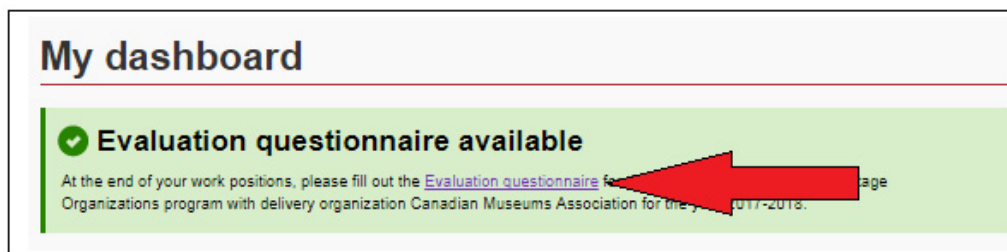
4. Scroll down to *Active projects*, and click on the candidate's name.

<u>Instructor (1 positions)</u>				
Application code: [REDACTED]				
Program: Young Canada Works in Both Official Languages				
Job type: Summer jobs for students				
Location: Winnipeg, Manitoba				
#	Candidate	Start date	End date	Status
1	<u>Student's name</u>		2018-03-29	SR approved

5. Select 3. *End of work term report*.
6. Fill out the form, click *Validate* to check for errors, then click *Submit*.
7. Once the FJCF has approved the employer's *End of Work Term Report*, the candidate must then complete **their** portion of the *End of Work Term Report*.

Step 8 Evaluation Questionnaire

1. Log into to your Young Canada Works account: young-canada-works.canada.ca
2. On *My Dashboard*, click on *Evaluation questionnaire available* (located in one of the green boxes).



3. Scroll down to *Active projects*, and click on the candidate's name.

Instructor (1 positions)

Application code: [REDACTED]
Program: Young Canada Works in Both Official Languages
Job type: Summer jobs for students
Location: Winnipeg, Manitoba

#	Candidate	Start date	End date	Status
1	Student's name		2018-03-29	SR approved

4. Select **4. Evaluation questionnaire**.
5. Fill out the form, click *Validate* to check for errors, then click *Submit*.
6. The candidate must then complete **their** portion of the *Evaluation questionnaire*.



We value and appreciate your opinion on your experiences with the website, the program, and the student. Having this data will permit us to improve the program and help us to better serve you. **This questionnaire is anonymous.**

Appendix 2: Languages at Work Timeline (6-8 week programs)

Prior to Languages at Work			
Dates	Task	Steps	Responsible
	Apply Online	<ul style="list-style-type: none"> ○ Create and confirm Young Canada Works website account (p. 2-3 of YCW Website Guide) ○ Make an Employer Profile (p. 4) ○ Submit a Job Funding Application (p. 5-6) 	Employer
Up to two weeks	Application Review	Applications are reviewed on a rolling basis. You will receive an email confirmation with a preliminary funding offer as soon as your application has been reviewed.	FJCF
	Accept Funding Offer	<ul style="list-style-type: none"> ○ Review and accept funding offer (p. 7-8) 	Employer
	Explore Program Begins	<p>Students will arrive in the local town/city from francophone communities in Canada. They will spend 5 weeks doing intensive English courses at a local educational institution. A handful of students will remain in the local town/city for Languages at Work.</p> <p>Throughout the program, the local Project Officer will help students polish their resumes and cover letters, and assess the strengths and skills of the candidates.</p>	Explore
	Review Candidates	<ul style="list-style-type: none"> ○ The local Project Officer will provide each employer with a selection of resumes and cover letters ○ Employer can conduct interviews, or ask Project Officer to select the best-fit candidate <p>Important: Interviews <u>cannot</u> interfere with Explore class time or activities. All interviews must take place in the evening or on weekends.</p>	Employer
	Hire Candidate(s)	<ul style="list-style-type: none"> ○ "Hire" the student on the Young Canada Works website (p. 9) ○ Complete the Candidate Eligibility Form (p. 9) ○ Complete the Staffing Report (p. 10) 	Employer
	YCW Paperwork	Complete the student portion of the Candidate Eligibility Form and the Staffing Report	Student

Beginning of Languages at Work

Dates	Task	Steps	Responsible
	Languages at Work Begins	The Explore Program is complete, and students can now begin working 30-40 hours per week.	
	Contract Distribution	As soon as the FJCF has received the Candidate Eligibility Form and the Staffing Report from both student and employer, they will email an official Employment Contract to all employers.	FJCF
	Sign & Mail Official Employment Contract	<ul style="list-style-type: none"> ○ Print the official Employment Contract ○ Review and sign it ○ Mail two copies of the Official Employment Contract to the FJCF 	Employer
	First Cheque Distribution	Once all the above has been completed, and all documents above have been received by the FJCF, a cheque for 75% of the total subsidy will be mailed to the employer.	FJCF

Middle of Languages at Work

Dates	Task	Steps	Responsible
	Worksite Monitoring	<ul style="list-style-type: none"> ○ The Local Project Officer will arrange a time to visit the student at their workplace, check-in with both employer and student, and make sure everything is running smoothly. 	Employer & Project Officer

End of Languages at Work

Dates	Task	Steps	Responsible
	Languages at Work Ends	Languages at Work is complete.	
	Complete Final Paperwork	<ul style="list-style-type: none"> ○ Complete the End of Work Term Report (p. 11) ○ Complete the Evaluation Questionnaire (p. 12) ○ Mail the student's payroll records to the FJCF 	Employer
	YCW Paperwork	Complete the student portion of the End of Work Term Report and the Evaluation Questionnaire	Student
	Second Cheque Distribution	Once all the above has been completed, and all documents above have been received by the FJCF, a cheque for the remaining 25% of the total subsidy will be mailed to the employer.	FJCF

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