

## Languages at Work Timeline (3 Week Programs)

Prior to Languages at Work			
Dates	Task	Steps	Responsible
	<b>First meeting with local Project Officer</b>	<ul style="list-style-type: none"> <li>○ Meet the local Project Officer</li> <li>○ Share with the Project Officer all information necessary for the creation of an employer account, including:                             <ul style="list-style-type: none"> <li>○ The job description</li> <li>○ Information about your organization</li> </ul> </li> </ul>	<b>Host Employer</b>
	<b>Apply online</b>	For each participating employer, the local Project Officer will create an Employer Profile and post the job description online.	<b>Project Officer</b>
	<b>Explore Program Begins</b>	<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>	<b>Explore, Project Officer</b>
	<b>Review Candidates</b>	<ul style="list-style-type: none"> <li>○ The local Project Officer will provide each employer with a selection of resumes and cover letters</li> <li>○ Employer can conduct interviews, or ask Project Officer to select the best-fit candidate</li> </ul> <p><b>Important:</b> Interviews cannot interfere with Explore class time or activities. All interviews must take place in the <b>evening</b> or on <b>weekends</b>.</p>	<b>Host Employer, Project Officer</b>
	<b>YCW Paperwork</b>	Complete the employer portion of the <b>Candidate Eligibility Form</b> and the <b>Staffing Report</b>	<b>Project Officer</b>
	<b>YCW Paperwork</b>	Complete the student portion of the <b>Candidate Eligibility Form</b> and the <b>Staffing Report</b>	<b>Student</b>

## Beginning of Languages at Work

Dates	Task	Steps	Responsible
	<b>Languages at Work Begins</b>	The Explore Program is complete, and students can now begin working 30-40 hours per week.	
	<b>Sign the Tripartite Letter of Understanding</b>	<ul style="list-style-type: none"> <li>○ Sign the <b>Tripartite Letter of Understanding</b></li> </ul>	<b>Host Employer, Student, Project Officer</b>
	<b>First Cheque Distribution</b>	Once all the above has been completed, and all documents above have been received by the FJCF, a cheque for <b>75% of the total subsidy</b> will be mailed to the employer.	<b>FJCF</b>

## Middle of Languages at Work

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

## End of Languages at Work

Dates	Task	Steps	Responsible
	<b>YCW Paperwork</b>	<ul style="list-style-type: none"> <li>○ Complete the <b>End of Work Term Report</b></li> <li>○ Complete the <b>Evaluation Questionnaire</b></li> </ul>	<b>Student, Project Officer, Institution</b>
	<b>End of Languages at Work</b>	<b>Languages at Work is officially complete</b>	
	<b>Provide Proof of Payment</b>	Provide the FJCF with proof of payment for each post, including that of the Project Officer.	<b>Institution</b>
	<b>Second Cheque Distribution</b>	Once all the above has been completed, and all documents above have been received by the FJCF, a cheque for the remaining <b>25% of the total subsidy</b> will be mailed to the institution.	<b>FJCF</b>

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