

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"> <input type="radio"/> Create and confirm Young Canada Works website account <input type="radio"/> Make an Employer Profile <input type="radio"/> Submit a Job Funding Application 	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"> <input type="radio"/> Review and accept funding offer 	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"> <input type="radio"/> The local Project Officer will provide each employer with a selection of resumes and cover letters <input type="radio"/> Employer can conduct interviews, or ask Project Officer to select the best-fit candidate <p>Important: Interviews cannot 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"> <input type="radio"/> Hire the student on the Young Canada Works website (p. 9) <input type="radio"/> Complete the Candidate Eligibility Form <input type="radio"/> Complete the Staffing Report 	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"> ○ Review and sign it ○ Send a signed version of the Employment Contract to the FJCF by email 	Employer
	First Cheque Distribution	Once all the above has been completed, and all documents above have been received by the FJCF, a first instalment for 75% of the total subsidy will be sent to the employer within a few weeks.	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

Beginning 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 ○ Complete the Evaluation Questionnaire ○ Email 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 final instalment for the remaining 25% of the total subsidy will be sent to the employer.	FJCF

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