

Languages at Work Timeline (3 Week Programs)

Prior to Languages at Work			
Dates	Task	Steps	Responsible
	First meeting with local Project Officer	<ul style="list-style-type: none"> ○ Meet the local Project Officer ○ Share with the Project Officer all information necessary for the creation of an employer account, including: <ul style="list-style-type: none"> ○ The job description ○ Information about your organization 	Host Employer
	Apply online	For each participating employer, the local Project Officer will create an Employer Profile and post the job description online.	Project Officer
	Explore Program Begins	<p>Participants 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 participants will remain in the local town/city for Languages at Work.</p> <p>Throughout the program, the local Project Officer will help participants polish their resumes and cover letters, and assess the strengths and skills of the candidates.</p>	Explore, Project Officer
	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 cannot interfere with Explore class time or activities. All interviews must take place in the evening or on weekends.</p>	Host Employer, Project Officer
	YCW Paperwork	Complete the employer portion of the Candidate Eligibility Form and the Staffing Report	Project Officer
	YCW Paperwork	Complete the participant portion of the Candidate Eligibility Form and the Staffing Report	Participant

Beginning of Languages at Work			
Dates	Task	Steps	Responsible
	Languages at Work Begins	The Explore Program is complete, and participants can now begin working 30-40 hours per week.	
	Sign the Tripartite Letter of Understanding	○ Sign the Tripartite Letter of Understanding	Host Employer, Participant, Project Officer
	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	○ The Local Project Officer will arrange a time to visit the participant at their workplace to check-in with both the host employer and the participant, and make sure everything is running smoothly.	Host Employer, Participant, Project Officer

End of Languages at Work			
Dates	Task	Steps	Responsible
	YCW Paperwork	○ Complete the End of Work Term Report ○ Complete the Evaluation Questionnaire	Participant, Project Officer, Institution
	End of Languages at Work	Languages at Work is officially complete	
	Provide Proof of Payment	Provide the FJCF with proof of payment for each post, including that of the Project Officer.	Institution
	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 institution.	FJCF