

Employer Guide

**Langues et
Travail**

Tu iras loin



**Languages
at Work**

You'll go further

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Travail**  **Languages
at Work**
Tu iras loin You'll go further

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Avec la participation du
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1 Context and General Information

1.1 The Youth Employment and Skills Strategy

The Government of Canada's [Youth Employment and Skills Strategy](#) (YESS) is designed to help young Canadians access career information, explore learning opportunities and gain work experience. The Strategy involves many government departments and brings together a number of existing programs and services for youth.

1.2 Canadian Heritage

The Department of Canadian Heritage provides funding for job creation and oversees the national coordination of the Young Canada Works program from a central administration office in the nation's capital region. In sharing the responsibility for federal job creation goals, the Department of Canadian Heritage (in partnership with the private sector and various national community institutions and organisations) sponsors the Young Canada Works (YCW) program to provide employment for Canadian youth.

1.3 Young Canada Works

[Young Canada Works](#) (YCW), an initiative of Canadian Heritage, is one of the multiple programs under the YESS. It offers a variety of internships and job programs for Canadian youth, with the goal of helping them make a successful transition to the workplace.

1.4 Young Canada Works in Both Official Languages

[Young Canada Works in Both Official Languages](#) (YCW BOL) is one stream of YCW. Amongst others, it offers Canadian youth job opportunities in which they can work in their second official language.

1.5 Explore Program

[Explore](#) is a five-week intensive language immersion program for participants at all levels who wish to improve their second official language (either English or French). It is offered at post-secondary institutions nationwide during the spring and summer. Participants take full-time language courses, and live in an environment where the language they are learning is spoken by the majority (e.g. a French-speaker from Trois-Rivières goes to Regina to learn English). It is managed by the [Council of Ministers of Education, Canada](#) (CMEC). [Languages at Work](#) recruits participants from the Explore program for summer work placements, but is not involved in the administration of Explore programming.

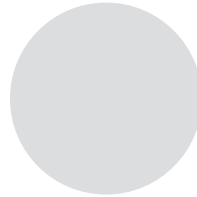
1.6 Fédération de la jeunesse canadienne-française

The [Fédération de la jeunesse canadienne-française](#) [Federation of French-Canadian Youth] (FJCF) is a national organisation which contributes to the socio-cultural and identity development of young French-speaking Canadians. [Languages at Work](#) is one program managed by the FJCF.



2 Program Overview

Languages at Work is a summer employment program for youth 18 to 30 years of age (certain institutions accept 16-17 year olds), designed to provide Canadian participants with practical summer job experience, a chance to practice and improve their second official language skills (either French or English), and the opportunity to discover a new region of the country. Following graduation from Explore, a 5-week intensive language immersion program, participants are given the opportunity to live and work in the local community for an additional 3 weeks or 6-8 weeks.



3 Four Reasons to Hire from Languages at Work

1

Wage subsidy

Languages at Work financially assists employers to create employment opportunities for young Canadians. The subsidy will cover 60% of the provincial minimum wage + employer's mandatory costs (EI, CPP, vacation pay, etc.) In some cases, the participant may also be entitled to receive an additional salary increase of \$2.00 (subsidized at 60%), and/or an additional salary indexation of \$2.35 per hour (subsidized at 100%).

2

We supply the candidates

We pre-screen candidates, so you have access to a pool of motivated, bilingual youth.

3

Learn about a different region of Canada

Our candidates are from all over Canada, and bring diverse perspectives and experience to the workplace.

4

Some candidates return

Many participants in Languages at Work are open-minded, adventurous youth who want to travel. Working with them on a short-term basis is a low-risk way to find star seasonal employees to hire each summer (at your expense).

4 What Jobs are Eligible?

Employers include private and non-profit businesses and organizations, municipal governments, and educational institutions. The primary goal of Languages at Work is to offer work experiences that meet the following criteria.

- Give ample opportunity for interaction with others in the participant's second language;
- Allow young Canadians to develop their skills and enhance their employability;
- Are patient and encouraging with participants who are practicing and improving their second official language;
- Can offer 30-40 hours of meaningful work per week.

Example of Past Jobs

In order to practice their second language, participants must frequently interact with the public, children, other participants or co-workers. **For example:**



Administrative Assistant



Barista



Camp Counsellor



Cashier



Daycare Assistant



Hostess / Server



Receptionist



Salesperson



Tour Guide

5 Candidate Profile

Languages at Work participants:

- ✓ Are between 18 and 30 years old (certain institutions accept 17-18 year olds);
- ✓ Are either a Canadian citizen, a permanent resident, or have refugee status, and are legally entitled to work in Canada;
- ✓ Have just completed the Explore program, a 5-week intensive language program where participants improve their second language (either French or English);
- ✓ Want to work in their second official language (i.e. French speakers want to improve their English);
- ✓ Are planning to return to full-time studies in the fall.

6 Four Steps to Hiring

1

Apply Online

Visit <https://young-canada-works.canada.ca/>. Create an Employer Profile and Job Funding Application (step-by-step directions are available in the YCW Website Guide). The FJCF is responsible for evaluating and approving funding.

2

Accept the Funding Offer

If your application is approved, you will receive an email confirmation with a preliminary funding offer from the FJCF within 2 weeks. After you accept the Funding Offer, your job posting will be live on the website!

3

Review applications while Explore participants are in the city (spring/summer)

Explore participants will spend 5 weeks doing intensive English courses at a local educational institution. During this time, the local Project Officer will help them polish their resumes and cover letters, and assess the strengths and skills of the candidates. Your local Project Officer can select best-fit candidates on your behalf, or you can review participant applications and conduct interviews!

4

Hire participant(s)

Log into the YCW website, hire your chosen candidate(s), complete the online paperwork outlined in [Section 9](#), and mail your signed contract to the FJCF. When this is complete, we will mail you a cheque with the first installment of the subsidy.

6.1 Am I guaranteed a participant?

We cannot guarantee that you will receive a participant, or that you will be approved for more than one position. Ultimately, the number of placements depends on the number of participants in the program, their skills and interests, and their level of fluency in English.

6.2 When will the participant start?

The job starts immediately after the end of your local Explore program.

6.3 Deadlines

Deadlines are decided by each city's local Project Officer, who is hired in April. Before April, questions about deadlines, program start dates, and the application process can be emailed to jct-ycw@fjcf.ca.

7 Salary and Hours

Employers must offer a minimum of 30 hours per week. The Languages at Work subsidy will cover 60% of the provincial minimum wage + employer's mandatory costs (EI, CPP, vacation pay, etc.). In some cases, the participant may also be entitled to receive an additional salary increase of \$2.00 (subsidized at 60%), and/or an additional salary indexation of \$2.35 per hour (subsidized at 100%).

7.1 Employer Mandatory Costs (determined by employer, subsidized at 60%)

Employer Mandatory Costs include EI, CPP, vacation pay, worker's compensation premiums, and other mandatory provincial/territorial contributions. The percentage that the employer contributes varies by organization, but it is usually between 10-15%. For a precise breakdown of these benefits, check with your organization's accountant.

7.2 Salary Increase (\$2.00/hour, subsidized at 60%)

A salary increase of \$2.00/hour applies to all participants in the program, except those who have had lodging provided for them in Vancouver or Victoria.

7.3 Salary Indexation (\$2.35/hour, subsidized at 100%)

A salary indexation of \$2.35/hour applies to all participants in the program who are from another region of Canada (i.e. those who have relocated from more than 125 km in order to reach their work location), and who are paying for their own housing in the local city. This wage increase will allow those participants to defray part of their lodging costs.

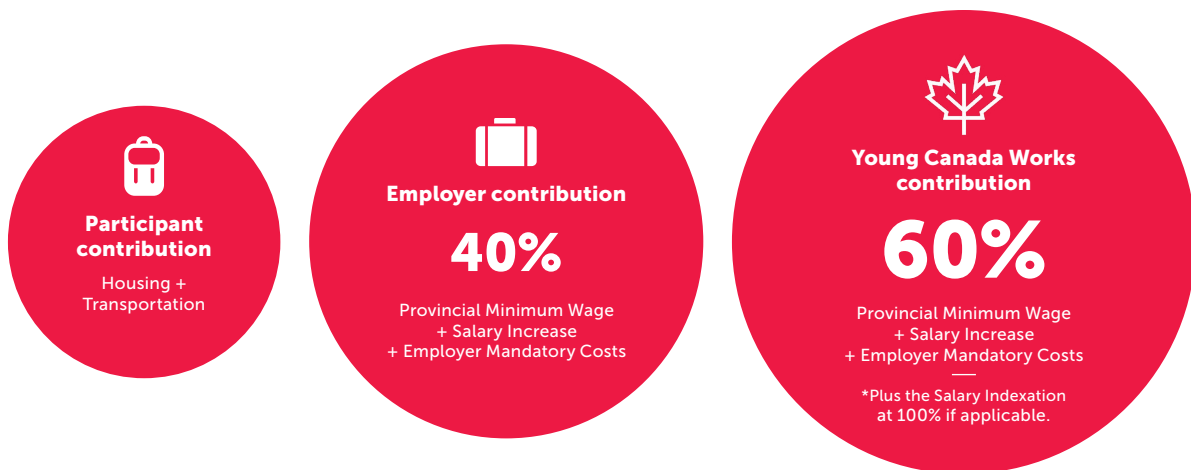
If this amount is applicable to an employee's living situation, the employer must add \$2.35 per worked hour on every paycheque. It is important that this increase is distributed on every paycheque and not paid in a single instalment.

7.4 A Note about Taxable Income

The Canada Revenue Agency considers the participant's income and supplementary benefits taxable income. Earnings in most cases are pensionable and insurable and must be declared by the participants.

7.5 Financial Accommodation for Participants with Disabilities

If you are planning to hire an eligible candidate with a disability, please notify the FJCF upon approval of your chosen candidate regarding any special requirements to facilitate the participant's participation. Reasonable costs related to job accommodation requirements may be reimbursed up to a maximum of \$3,000 per participant.



8 Reimbursement Process

For 3-week placements, the local educational institution is responsible for paying the participant's salary. The host-employer is in no way financially responsible for the participant, they simply act as a host for the participant.

For 6-8 week placements, the employer hires their chosen candidate, pays their salary as they would with any other employee, and is legally responsible for the participant as an employee. The FJCF then reimburses the employer directly in two installments: Part I is 75% of the total subsidy, Part II is 25% of the total remaining subsidy.

8.1 PART I: 75% of the total subsidy

During the first week of the work placement, the participant must be officially "hired" on the Young Canada Works website, two documents must be completed and submitted online (Candidate Eligibility Form and Staffing Report), and the Contract between the FJCF and the employer must be signed and emailed to the FJCF. **For precise instructions, see the Young Canada Works Website Guide.** Once these documents have been received by the *Fédération de la jeunesse canadienne-française*, a first instalment for 75% of the subsidy will be sent to the employer within a few weeks.

1

"Hire" the Participant

As soon as a decision has been made regarding the chosen candidate, the employer must log into the Young Canada Works website and "hire" this candidate.

2

Candidate Eligibility Form

Must be completed on the Young Canada Works website before the candidate is hired and begins their first day of work.

3

Staffing Report

Must be completed on the Young Canada Works website during the first week of the employment period.

4

Official Employment Contract

At the beginning of the work placement, the Fédération de la jeunesse canadienne-française will email a Contract to all employers.

This contract must be signed and emailed to the FJCF at the following address: **jct-ycw@fjcf.ca**. It will then be signed by the FJCF and emailed back to the employer.

8.2 PART II: 25% of the total subsidy

During the final week of the work placement, the following three steps must be completed and submitted. Once these documents have been received by the Fédération de la jeunesse canadienne-française, a final instalment for the remaining 25% of the subsidy will be sent to the employer within a few weeks.

1

End of Work Term Report

Must be completed on the Young Canada Works website within 30 days of the last day of the participant's employment.

2

Evaluation Questionnaire

Must be completed on the Young Canada Works website within 30 days of the last day of the participant's employment.

3

Payroll records mailed to FJCF

Languages at Work contributions are based on the actual salaries paid to employees. Therefore, within 30 days of the participant's last day of employment, an official **payroll document** clearly indicating the total number of hours worked by the participant and their total salary must be emailed to the following address: **jct-ycw@fjcf.ca**. Exact hours worked by the participant and gross salary will be validated.

9 Employer Obligations

As a Young Canada Works Employer, you must adhere to the following Contractual Terms and Conditions.

9.1 Recruiting and Hiring

1. Comply with applicable federal, provincial or territorial labour laws, regulations and statutes, including occupational safety standards and employment insurance or equivalent.
2. Undertake a fair and transparent selection process (unbiased adjudication of eligible candidates).
3. Respond to the Local Project Officer and applicants in a timely manner.

9.2 Training and Supervision

1. Provide each employee with a job description, orientation and a work plan that includes specific objectives.
2. Provide training in the required job tasks.
3. Respect the program's mandate to foster the participant's second official language acquisition.

9.3 Salary and Benefits

1. Pay wages and benefits in a timely manner in accordance with provincial/territorial labour laws and regulations. The subsidized work week is a minimum of 30 hours. YCW contributions are based on the actual salaries paid to employees.
2. Pay participants from payroll and make the required source deductions.

9.4 Reporting and Follow Up

1. Complete all required forms and documentation outlined in [Section 9](#) within the set deadlines.

10 Who Can I Contact with Questions?

Fédération de la jeunesse canadienne-française

#403, 450 Rideau Street

Ottawa, ON

K1N 5Z4

Tel: 613-562-4624

Toll free: 1-800-267-5173

Fax: 613-562-3995

Email: jct-ycw@fjcf.ca

Web: <https://languagesatwork.ca/>

Facebook: <https://www.facebook.com/LeT.LaW/>

Instagram: @let.law

Appendix 1: 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	<ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> ○ 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

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 ○ Make an Employer Profile ○ 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"> ○ Review and accept funding offer 	Employer
	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
	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>	Employer
	Hire Candidate(s)	<ul style="list-style-type: none"> ○ Hire the participant on the Young Canada Works website (p. 9) ○ Complete the Candidate Eligibility Form ○ Complete the Staffing Report 	Employer
	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.	
	Contract Distribution	As soon as the FJCF has received the Candidate Eligibility Form and the Staffing Report from both participant 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 participant at their workplace, check-in with both employer and participant, 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 participant's payroll records to the FJCF 	Employer
	YCW Paperwork	Complete the participant portion of the End of Work Term Report and the Evaluation Questionnaire	Participant
	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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