



Young Canada Works (YCW) Program 2022-2023 managed by the Canadian Council of Archives (CCA)

Q&A

Table of Contents

| | |
|-----------------------------------|---|
| Deadlines | 1 |
| Number of Hours/Weeks | 1 |
| Job Description | 2 |
| Funding | 3 |
| Hiring | 3 |
| Eligibility | 5 |
| Young Canada Works Website | 6 |
| COVID-19 Measures | 7 |
| Other | 8 |

The Canadian Council of Archives would like to thank the Department of Canadian Heritage (PCH) for their understanding regarding the challenges that the pandemic generates for our employers, the students and interns. The flexibility provided by PCH for the management of the program and projects, especially during COVID-19 is greatly appreciated.

| YCW for the library community | YCW for the archival community |
|--|--|
| Jameyn Arboleda and Kathleen Pond | Louise Charlebois and Renée Joubarne |
| Tel. (613) 565-1222 x. 109 | Tel. (613) 565-1222 x. 110 |
| ycw-cla@archivescanada.ca | ycw_jct@archivescanada.ca |

Deadlines

Q1: When is the deadline for the internship applications?

A1: The deadline for the internship applications is the same as the short-term job application deadline: **January 21, 2022**.

Q2: Will we be notified by April 16, about the success of our application?

A2: Our goal is to advise you of the status of your application by this date; however, project approvals are dependent upon the confirmed funding allocation by the Federal Government. We are working with the Department of Canadian Heritage (PCH) to minimize any delays for approvals.

Q3: Moving forward is the application always due in early January?

A3: The application deadline for the student projects is determined by PCH. This year, **the deadline is January 21, 2022**.

Number of Hours/Weeks

Q4: Given the uncertainty of a return to campus/office, can we combine a position full-time/part-time. Does the 32-week max apply as long as there is some portion of part-time?

A4: Yes, a position can include both fulltime and part-time hours. The final number of weeks will depend on the total number of hours. Your YCW contact can help you with this calculation.

Q5: How many hours total is typical of part time employment?

A5: This depends on the availability of your student. Some part-time students work between 10 to 20 hours per week while studying, while others are able to work more.

Q6: Is there any flexibility with regards to project start and end dates?

A6: Yes, as long as the project / project-hours are completed by March 31, 2023 and the timeline is within program guidelines for the minimum and maximum number of weeks for the type of project (student job or an internship for a graduate).

Job Description

Q7: What level of detail would be helpful to include in terms of the job details?

A7: As much detail as possible! Please answer the what, how, and why of the job details so judges will understand what the job entails and the kind of work experience the student will have. You may need to repeat yourself throughout different sections of your application.

Q8: Do you need a description of any potential alternate remote work?

A8: Yes, it is recommended that you have a description of the alternate remote work in both the body of the application and the job poster. This will demonstrate to the judges, and possible candidates, that you have a plan in place to support the student should your institution be subject to public health restrictions.

Q9: Maintenance and Landscaping are a part of our summer student jobs. This work is to the BENEFIT of our Historical property, but is not Tour Guide, Researcher, Archival, etc. Can this type of job description qualify for subsidy?

A9: The delivery organizations all have specific guidelines to respect for the program. If you have activities such as tour guide and landscaping, then we suggest that you contact the *Canadian Museum Association* or the *National Trust for Canada* because they are able to accept YCW projects with tasks related to museums and built heritage.

Funding

Q10: Can you clarify the difference between an internship and a student job?

A10: An internship is the stream to hire a graduate while the student job funding stream assists with hiring a student (a person who intends to return to school at the end of their employment period). The duration of a student job is from 6 to 16 weeks. An internship has a minimum duration of 16 weeks.

Hiring

Q11: If we hire a student who has received their diploma in May 2022 for a short term student job, is it possible to hire them in the fall for an internship for the same position?

Si on embauche un étudiant qui a obtenu un diplôme en mai 2022 pour un emploi d'été, est-ce qu'il est possible de l'embaucher à l'automne dans le cadre du programme Jeunes stagiaires pour le même poste ?

A11: A person who has graduated in May 2022 would not be eligible for a student job in 2022-2023; however, they would be eligible for an internship position.

Une personne qui aurait obtenu son diplôme en mai 2022 ne serait pas éligible pour un emploi étudiant en 2022-2023, mais cette personne serait éligible pour un stage JCT puisqu'elle serait une graduée.

Q12: Can you please explain the conditions under which we can rehire a YCW student?

A12: A YCW student or intern can be rehired if there are no other eligible and qualified candidates, if there is an opportunity for the student to expand their skills and knowledge as a result of the rehire, or if pandemic related justification can be provided to the delivery organization. Your delivery organization will determine if they can grant you an exception.

Q13: Can we hire an intern who has been out of school for more than two years?

Si la règle de deux ans s'applique est-ce qu'on peut engager un stagiaire qui a terminé ses études depuis plus de deux ans?

A13: Yes, you can hire an intern who has graduated more than 2 years ago.

Oui, vous pouvez embaucher un stagiaire qui a gradué depuis plus de 2 ans.

Q14: What about hiring a student who has finished a BA/BSc but are planning to pursue a master's program? Can we hire them for a student job or an intern job?

A14: There is flexibility in this situation. A candidate continuing their education would be eligible for either a student jobs or an internship.

Q15: Are we able to hire mature students, i.e. older students? Our field has a lot of students that enter MLIS programs as a second career, so they may be older.

A15: Unfortunately, the age limit still applies for the program. A candidate, for a student job or an internship, cannot be older than 30 on their first day of work.

Q16: Is there some flexibility to hire students from an IT related field to work on library/archives projects?

A16: Yes, you may certainly hire an IT student for a project undertaken by an archives or a library.

Q17: For a student job, candidates are required to be in full-time studies "in the semester preceding the YCW work assignment" and returning to school afterwards. What if my candidate is unsure of when she can return to school, because of pandemic related public health restrictions?

A17: Normally, yes, having been in school during the preceding semester would be the requirement; however, there is more flexibility this year because of the ongoing public health issues and disruptions to education. If the student's return to school is delayed or if the student's studies were interrupted last semester, then we can make an exception. Please note: the student is still required to meet the age and citizenship requirements to be eligible.

Q18: Is it possible to hire someone internal to our organization (e.g. if someone is working limited hours now, or who has been furloughed/laid off due to the pandemic)?

A18: Unfortunately, the program cannot be used by an employer to keep a staff member employed. However, a person who has completed a contract with your organization and who meets the eligibility criteria might be considered as a candidate.

Eligibility

Q19: Does a not-for-profit postsecondary libraries consortium qualify for the YCW program? All our member institutions are post-secondary libraries in Atlantic Canada.

A19: Yes, the consortium would qualify but the project must be a library or archives in nature to receive funding. Please get in touch with us via cca@archivescanada.ca and we'll connect you to the right person to discuss this further.

Young Canada Works Website

Q20: Is creating the account new this year or only applicable if you have not applied before?

A20: You do not need to create an account if you already have one. You will have to update your profile for the fiscal year 2022-2023 to gain access to the application forms for 2022-2023.

Q21: Can you tell us how to find the YCW link on the CCA webpage?

A21: Young Canada Works login: <https://young-canada-works.canada.ca/Account/Login>

Canadian Council of Archives > Financial Assistance > Young Canada Works:
<http://archivescanada.ca/YCW>

Q22: Is there a version of the application that can be downloaded so we can work on it?

A22: No, this function isn't currently available on the YCW website. However, we can provide you with information you need to plan your application without starting it. Please contact us at cca@archivescanada.ca

Q23: Someone retired in my institution last applied in 2009 and the password is lost. Will I be blocked to update the existing account?

A23: Because this account existed before the present *Young Canada Works* website, a new profile would need to be created.

Q24: I've already submitted my application but I'd like to make changes after hearing the things discussed in this webinar. How do I edit my application?

A24: Your YCW application can be unlocked! Please get in touch with us to help you through the process.

Q25: If you already submitted an application, can we submit a second one?

A25: Yes, please do! You may apply for as many student and internship positions as you can financially support, to create meaningful work experiences for youth in heritage.

Q26: Can we submit multiple job funding applications to multiple Delivery Organizations?

A26: Yes! You can submit different job funding applications to various DOs. But please do not submit the same application to multiple DOs.

COVID-19 Measures

Q27: Is it possible to provide for Isolation costs in the event a person is hired from out of province/territory:

A27: Yes, we may be able to provide limited support to assist with these costs. The reimbursement would be paid directly to the student or intern, if funds are available. Please contact cca@archivescanada.ca to discuss this further.

Q28: How do we report hours missed for a student who is required to isolate due to COVID?

A28: Please report missed hours via phone or email to your YCW program coordinator as soon as possible.

Q29: If the pandemic has another wave how will the program deal with that generally and specifically? If something doesn't work out because of provincial health regulations can we negotiate a solution with PCH?

A29: The student/intern should not be penalized because of public health measures. CCA will work as best as possible with any affected employer who will have to adhere to the public health directives, even if that requires a temporary closure of the workplace. Please reach out to your YCW contact person at CCA, to discuss your situation.

Other

Q31: For a 4-month student job, how long should the employment orientation be?

A31: The orientation must be adapted to the nature of the tasks and workplace. There isn't a set number of hours required for the orientation.

Q32: What are the priorities for this year's programs?

It is important to note that the government priorities for 2022-2023 YCW cycle are as follows:

- Indigenous organizations
- Indigenous youth
- Indigenous cultural heritage (First Nations, Inuit or Métis)
- Employers and Youth from underserved communities and populations (i.e. Indigenous communities, ethno-cultural communities, youth that are facing barriers to employment, etc.)

***If you have already submitted your application and would like to make changes based on these government priorities, please contact us so that we can unlock your application promptly.*

Please visit [CCA's website](#) for more information.

Q33: Could you speak a bit about the mentorship aspect of internships?

A33: The internship stream of *Young Canada Works* is designed to help graduates build the skills necessary to find permanent work in the heritage field afterwards. The employer will play a critical role in helping the graduate transition from school to the workplace. A *competency development plan* will be started at the beginning of the employment relationship, in order to isolate skills that would be beneficial for the student to work on, throughout the internship.

The internship opportunity should be designed with this in mind.



Canadian Council of Archives
Conseil canadien des archives

Disclaimer: The content of this document is provided for informational purposes only following the virtual information sessions held by CCA on January 27th and 29th, 2021. It is not intended to replace the official information published in the YCW program guidelines or Employer Guide prepared by Canadian Heritage. While the information has been verified to the best of our abilities, please consult the official program documentation for the latest changes or requirements.

This project has been made possible by
the Government of Canada.

Ce projet a été rendu possible grâce au
gouvernement du Canada.

Canada 