



Website Guide for Participants

- Young Canada Works

Langues et Travail :  **Languages at Work**

Tu iras loin

You'll go further

Langues et Travail



Languages at Work

Tu iras loin

You'll go further

Ce programme est offert par :
This program is offered by:



Un composant de :
A component of:



Avec la participation du
gouvernement du Canada.
With the participation of the
Government of Canada.



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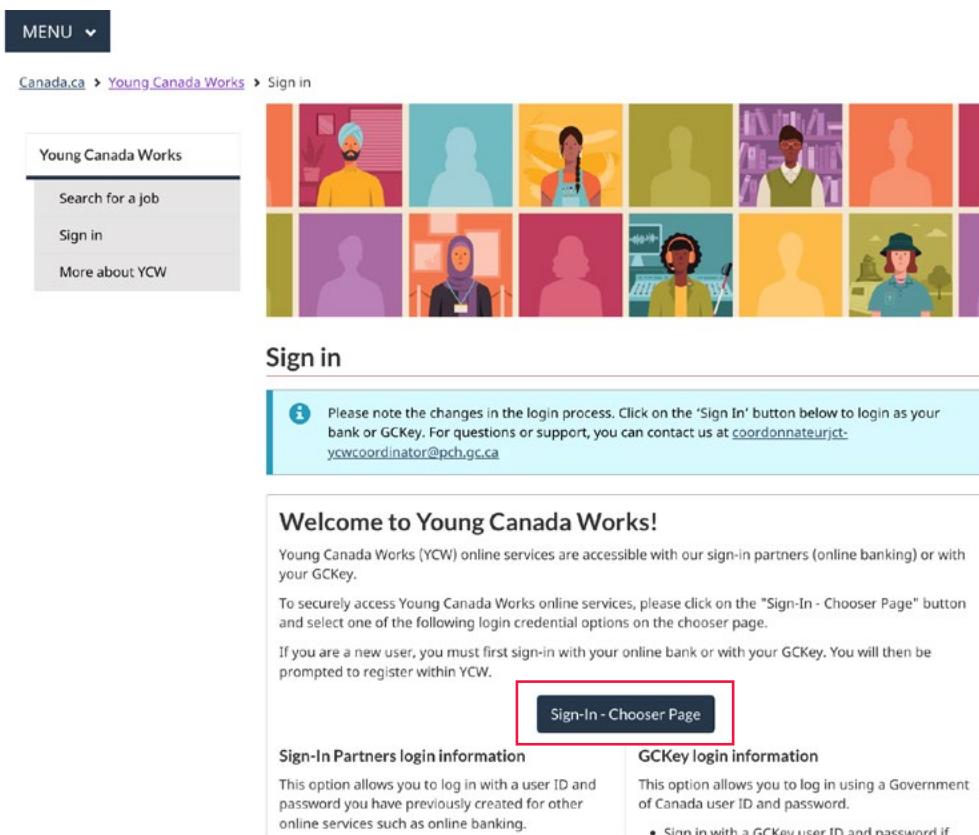
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Step 1 Enter the YCW website

For creating a new account or if this is your first time on the site since the two-factor authentication system was implemented, please address your question to the support team at the Department of Canadian Heritage at coordonnateurjct-ycwcoordinator@pch.gc.ca.

As soon as this step is done, follow the following method.

1. Go to young-canada-works.canada.ca
2. Click on Sign In.



The screenshot shows the 'Sign in' page of the Young Canada Works website. At the top left is a 'MENU' button. The main navigation bar includes 'Canada.ca', 'Young Canada Works', and 'Sign in'. The 'Young Canada Works' menu has options: 'Search for a job', 'Sign in', and 'More about YCW'. The 'Sign in' button is highlighted with a red box. To the right is a grid of 16 colorful icons representing diverse individuals. Below the grid is a 'Sign in' section with a note about the login process and a 'Sign-In - Chooser Page' button. The 'Welcome to Young Canada Works!' section contains text about sign-in partners and GCKey, and two login options: 'Sign-In Partners login information' and 'GCKey login information'.

Sign in

Welcome to Young Canada Works!

Young Canada Works (YCW) online services are accessible with our sign-in partners (online banking) or with your GCKey.

To securely access Young Canada Works online services, please click on the "Sign-In - Chooser Page" button and select one of the following login credential options on the chooser page.

If you are a new user, you must first sign-in with your online bank or with your GCKey. You will then be prompted to register within YCW.

Sign-In - Chooser Page

Sign-In Partners login information

This option allows you to log in with a user ID and password you have previously created for other online services such as online banking.

GCKey login information

This option allows you to log in using a Government of Canada user ID and password.

- Sign in with a GCKey user ID and password if

3. When creating your account, or when you linked your account, you chose a two-factor authentication method. **Select the one you chose.**

Method A: from your banking institution.

Method B: with the GC key

Sign in to Young Canada Works

Young Canada Works (YCW) offers a variety of short-term job and internship programs to job seekers and employers.

[Click here for more information about Young Canada Works.](#)

Choose your preferred sign-in option:

Sign in with your bank

Sign in with your online Canadian banking information if you have an account with one of our partners.



Sign in with your bank

► Available sign-in partners

► More about signing in with your bank

GCKey

Sign in with your GCKey user ID and password. You can create one if you do not have one.

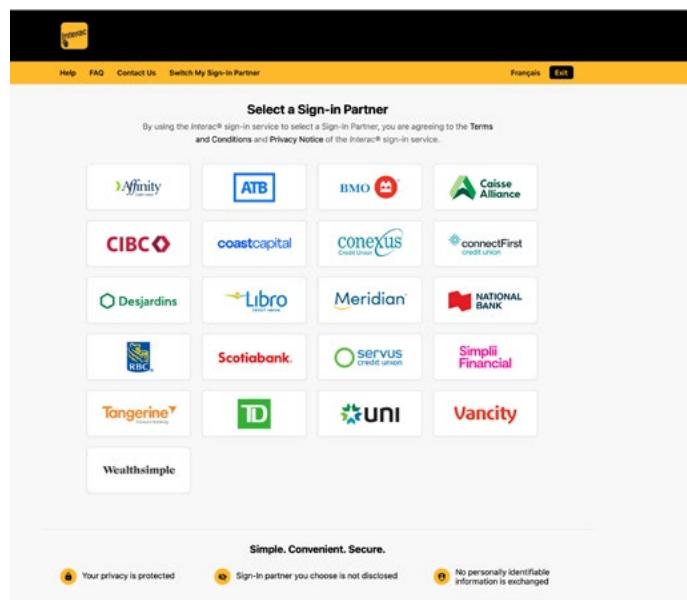


Sign in or create an account with GCKey

► More about GCKey

Method A: from your banking institution.

4. Select your partner and follow the steps specific to your banking institution and go to step 2.



The screenshot shows a grid of logos for various banking partners:

Affinity	ATB	BMO	Caisse Alliance
CIBC	coastcapital	conexus	connectFirst
Desjardins	Libro	Meridian	NATIONAL BANK
KBC	Scotiabank	servus	Simplii Financial
Tangerine	ID	uni	Vancity
Wealthsimple			

At the bottom, there is a footer with three icons:

- Your privacy is protected
- Sign-In partner you choose is not disclosed
- No personally identifiable information is exchanged

Method B: with the GC key

1. Enter your username and password (1) then click on *Sign In* (2).

Government of Canada Gouvernement du Canada

Definitions Frequently Asked Questions (FAQ) Help

Home → Sign In / Sign Up

Welcome to GCKey

Sign In 1

Username: (required)

Username

Password: (required)

Password

2 Sign In Clear All

[Forgot your username?](#) • [Forgot your password?](#)

Simple Secure Access

A simple way to securely access Government of Canada online services.

One username.
One password.

[Sign Up](#)

Your GCKey can be used to access multiple Government of Canada online **Enabled Services**.

Please select **Exit** to leave the GCKey service and return to the Government of Canada online service.

Exit

Date modified: 2023-11-01

! If you have forgotten your username or password, click on the link below (in purple).

2. This takes you to the two-factor authentication page. When registering, you should have chosen a double authentication method from an application on your smartphone, your computer or an email address. Follow this procedure.
3. Enter the 6-digit code received with your method in box 1 then click *continue*.

Two-factor authentication

Enter the six-digit code from your authenticator app below.

► How do I obtain this code?

* Authenticator code (GQ4F) (Required field) 1

Continue Cancel 2

Lost or replaced your device? Deleted or reinstalled an authenticator app?

[Recover account](#)

4. If you don't know where to get the code, follow the explanations in the *How do I get this code* box.

▼ [How do I obtain this code?](#)

You previously set up your smartphone, tablet, or computer with an authenticator app.

1. Open the authenticator app.
2. If you use your authenticator app to sign in to multiple sites, use the identifier **GQ4F** to help you find the code that applies to this account.
3. Enter the six-digit code from your app below. Note: The code is designed to change frequently; a new code is displayed every 30 seconds.
4. Press enter or select Continue below.

5. This takes you to a new page. Click **continue**. Here you can also make changes to your account (password, recovery questions, email, etc.).

You last signed in with your GCKey on Friday, April 05, 2024 at 13:59:09 ET.

From this page you can [Change Your Password](#), [Change Your Recovery Questions](#), [Manage Your Email Address](#), [Manage Your Two-Factor Authentication](#) or [Revoke Your GCKey](#).

To help protect your information, please remember to sign out and close your browser before leaving this computer unattended.

Please select **Continue** to proceed to two-factor authentication.

[Continue](#)

[Options](#)
[Change Your Password](#)
[Change Your Recovery Questions](#)
[Manage Your Email Address](#)
[Manage Your Two-Factor Authentication](#)
[Revoke Your GCKey](#)
[Sign Out](#)

Step 2 Creating your profile

1. On the dashboard, you can click on *My Profile* in the box on the right or *1. Privacy Notice* to begin the process.

Canada.ca > Young Canada Works > My dashboard

My dashboard

My profile

ATTENTION: After 60 minutes of inactivity, you will be logged out of the system.

You are viewing year 2023-2024 (April to March). [Change year.](#)

My profile

1. Privacy Notification *incomplete*
2. My program and year selection *incomplete*
3. Candidate Information *incomplete*
4. My education and career goals *incomplete*
5. My résumé *incomplete*
6. Review and submit *incomplete*

Availability status

Status: Available

Change status to "Not available"

Explore jobs offered by Young Canada Works >

There are six sections here, and each will need to be filled completely before your applications can be accepted on the website. Be sure to use the *Validate* button at the end of the section to make sure that you've done everything correctly; if you miss a portion of the application, it will direct you to what you missed.

My profile

1. My program and year selection	4. My résumé
2. My personal information	5. Privacy Notification
3. My education and career goals	6. Review and submit



If you need to change or fix something at some point down the road, you can do so easily. Just make sure to *Submit* the changes at the end so that your profile is updated.

Section 1: My program and year selection

Please select "Summer Jobs for Students – Languages and Work" and the year identified "New (Current Year)".

Click *Save progress*. Then *validate*. Then *Next*.

2: My program and year selection

[Print](#)

* Please review the program descriptions and eligibility criteria below, and select the programs to which you wish to apply. **(required)**

Summer jobs for students:

Young Canada Works in Heritage Organizations

[More details about Young Canada Works in Heritage Organizations](#) (opens in a new tab)

Young Canada Works in Both Official Languages

[More details about Young Canada Works in Both Official Languages](#) (opens in a new tab)

Languages at Work

[More details about Languages at Work](#) (opens in a new tab)

Internships for graduates:

Young Canada Works at Building Careers in Heritage

[More details about Young Canada Works at Building Careers in Heritage](#) (opens in a new tab)

Young Canada Works at Building Careers in English and French

[More details about Young Canada Works at Building Careers in English and French](#) (opens in a new tab)

* Please select the program year **(required)**

2022-2023

2023-2024

2024-2025 **New (Current Year)**

[◀ Previous](#)

[Save progress](#)

[Next ▶](#)

Validated

Section 2: My personal information

Complete this part carefully. Make sure you answer YES to the question, "Are you legally authorized to work in Canada?" and the question, "Are you interested in working in other regions of the country?"

We also need your language skills in English and French. It is important to be honest in this part of the section because the project officer will match you with employers who match your language skills. But also be generous. You can speak French better than you think!

To give your permanent address, remember that this is where your tax forms will be sent.

Voluntary Disclosure for Equitable and Representative Employment

This section is not mandatory. It helps us from a statistical point of view. Potential employers will also have access to your responses and can choose to use them to build a diverse, representative, equitable and inclusive workforce within their organization.

Click *Save progress*. Then *validate*. Then *Next*.

Section 3: My education and career goals

Here you will list all relevant education you have completed up until this point. You will also be prompted for your future career goals.

Click *Save progress*. Then *validate*. Then *Next*.

Section 4: My résumé

This is where you will attach your CV as an attachment as well as your cover letter. Make sure that these two documents are in French. We'll be working on this for the next few weeks, so you don't have to worry.

Click *Save progress*. Then *validate*. Then *Next*.

Section 5: Privacy notification

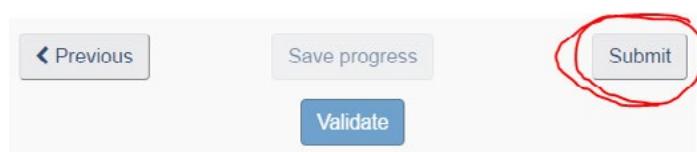
This simply gives the federal government (and therefore your Project Officer!) permission to view and use the information you have provided in the above sections and to provide them to employers for the purpose of the program. If you're curious about which laws govern your information on the website, they are all listed here. You can also get in contact with the Privacy Director with any questions you may have.

Once you have read and understood all of this, check the box at the bottom of the page.

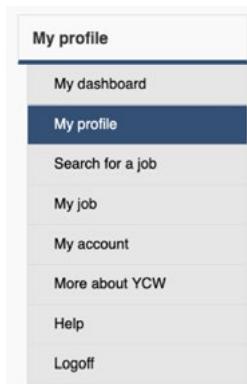
Click *Save progress*. Then *validate*. Then *Next*.

Section 6: Review and submit

Take a few moments to check over everything that you have provided. If you've been clicking the *Validate* button for each section, you shouldn't have any issues. Once you're done, click *Submit* to update your profile.



Once this step is done, you will be able to view and apply for jobs in the program. So you can start doing it now. You can do this through the sidebar under "Search for a job". The following steps will change depending on the establishment where you do Languages and Work, employers and types of jobs so we will not detail it here. You can refer to your program officer for the next steps. The website will be used when you have been selected by an employer for a position.



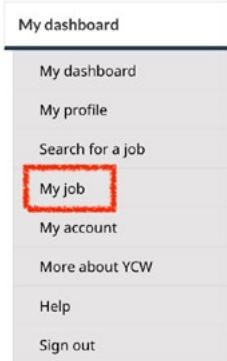
Step 3 Candidate Eligibility Form

First off, congratulations! If you've gotten this far, you've been hired to work Languages at Work. Now there are only a couple of forms to fill out before you're officially in the program.

This document simply says, "I fulfill all of the requirements to be in the program." If you have any issues or have made a mistake while filling out this form, let your Project Officer know.

When you're selected for a job through the website, you should receive an email saying that you are being considered for a position. At that point, you will be able to fill out this form.

1. Sign into your Young Canada Works account.
2. Go to the sidebar and click on "My job". There will now be links to the four forms that you have to fill out during the summer.



3. Click on the form labelled "Candidate Eligibility Form".

A screenshot of the 'My job' page. It shows employer information: Program: Languages at Work (6-8 weeks), Start date: _____, End date: _____, and Hourly wage: _____. Below this is a 'Job poster' section. At the bottom, there is a green button labeled '1. Candidate eligibility form' with a red box around it, and a 'Complete' button with a checkmark. A note at the bottom states: 'The Candidate eligibility form is required to ensure that potential employees meet all requirements. Both employer and employee must complete this form.' A small red number '8' is in the bottom right corner.

Job Information

This section is filled out by the employer, so you cannot edit it. If you see an error or something strange written in there, let your Project Officer know so they can contact the employer and the FJCF.

Your Part

The rest of the form is questions for you, and the questions should be fairly simple to answer. You must make sure that you answer the following questions like so:

Congratulations!
Job information
Employer Name
Job title
Program stream
Start date of employment
End date of employment
Number of weeks of employment
Hourly gross wage
Accept or decline this job opportunity
Accept
Date of birth:
Are you legally entitled to work in Canada? Yes
Will you be between 16 and 30 years of age at the start of employment? Yes
Were you a full-time student in the academic semester preceding the employment period?
Do you intend to return to full-time studies in the academic semester following the employment period?
In your opinion, will you be working in your field of study?
During your employment with Young Canada Works, will you have another full-time job (i.e. 30 hours or more per week)?
Will you be relocating more than 125 km away from your primary residence for this job? Yes
Are you a member of an official-language minority community (Francophone outside of Quebec or Anglophone in Quebec)?
Have you previously participated in Young Canada Works or in another program of the Youth Employment and Skills Strategy (opens in a new window)?
Please provide details:

Section filled by employer

Section filled by you

Step 4 Staffing Report

 The form will only arrive once the Candidate Eligibility Form is approved and the employer has filled out their portion of the Staffing Report.

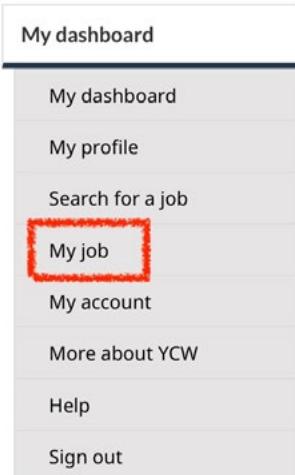
This report simply tells you how you are being paid, how much and other basic information about the job. You'll need to get this and the Candidate Eligibility Form submitted on the website within the first week of being hired; the employer needs them in so that they can get the funding from the FJCF for your job.

Your Part of the Staffing Report

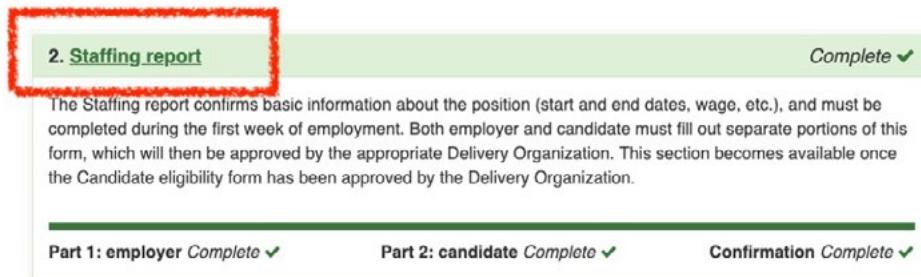
Your part of the Staffing Report is very simple! All you need to do is:

1. Sign into Young Canada Works.

2. Go to the section marked "My job".



3. Underneath the Candidate Eligibility Form, there should be a second report labelled Staffing Report. Click on it.



2. **Staffing report** *Complete ✓*

The Staffing report confirms basic information about the position (start and end dates, wage, etc.), and must be completed during the first week of employment. Both employer and candidate must fill out separate portions of this form, which will then be approved by the appropriate Delivery Organization. This section becomes available once the Candidate eligibility form has been approved by the Delivery Organization.

Part 1: employer *Complete ✓* Part 2: candidate *Complete ✓* Confirmation *Complete ✓*

4. There will be a description of the budget for your job; how many days you will work, what your salary is, and what the total base salary will be for your job based on that.
5. Simply check over the information to see if it is correct. Your employer should have told you much of this information already.
6. Select *Correct*, and then click *Submit*.

The report will be sent off to be approved.

Part B - Employee
The information above is Correct

 If the information listed in the employer's section looks incorrect for whatever reason, let your Project Officer know.

Step 6 Evaluation questionnaire

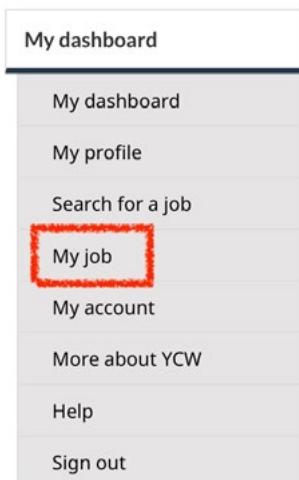
You can do this step at the same time as the end of work term report.

This report becomes accessible after the FJCF has approved the Staffing Report, but it should not be done before the last week of work under the Languages and Work program. The Evaluation Questionnaire must be submitted before the last day of work.

The information collected from this questionnaire is strictly confidential. The results will not be communicated to your employer. Your responses are voluntary and will be used to evaluate the program and make improvements for the benefit of future participants.

To complete this form, take the following steps:

5. Log in to your Young Canada Works account.
6. Go to the section called "My Job".



7. Select the form named Assessment Questionnaire. Your responses are voluntary and you are not obliged to complete this form if you do not wish. However, please note that to be eligible for the Guillaume Hessel Scholarship, this questionnaire must be completed.

3. End of work term report	<i>Incomplete</i>	
The End of work term report is completed at the end of the employment period. It confirms information about the position (dates of employment, salary, etc.), after it has concluded. Both employer and candidate must fill out their own form.		
Employer	Candidate	Confirmation
<hr/>		
4. Evaluation questionnaire	<i>Incomplete</i>	
The Evaluation Questionnaire is also completed at the end of the employment period. This form is very important for the Young Canada Works program to demonstrate results. Submitted anonymously, this form is an opportunity for both employers and employees to comment on their experience.		
Employer	Candidate	<hr/>

Share Your Experiences: Success Stories!

8. Answer the questions in the questionnaire correctly. Make sure to click the *Validate* button to verify that everything is completed.

9. Click *Submit* when you're done!

That's it ! You're done. If you have any issues, please ask your program officer or you can write to JCT-YCW@fjcf.ca.



Make sure to participate in the Guillaume Hessel Bursary contest.

We hope you had an amazing summer.

The Languages at work team

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"> <input type="radio"/> 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"> <input type="radio"/> 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"> <input type="radio"/> Complete the End of Work Term Report <input type="radio"/> 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"> <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>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"> <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 participant 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 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"> <input type="radio"/> Review and sign it <input type="radio"/> 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"> <input type="radio"/> 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"> <input type="radio"/> Complete the End of Work Term Report <input type="radio"/> Complete the Evaluation Questionnaire <input type="radio"/> 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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This program is offered by:



Un composant de :
A component of:



Avec la participation du
gouvernement du Canada.
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