Website Guide
for Participants
- Young Canada Works

Langues et Travail

Languages at Work

Tu iras loin

You'll go further

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Cette publication est également disponible en français.

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.

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

Method A: from your banking institution.

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

Method B: with the GC key

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

⚠️ 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*.

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

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

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.

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.

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

* 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.
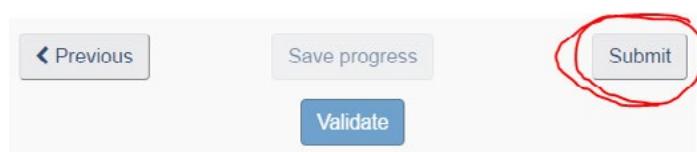
Once this step is done, you will be able to view and apply for jobs in the program. So you can start doing it now. You can do this through the sidebar under "Search for a job". The following steps will change depending on the establishment where you do Languages and Work, employers and types of jobs 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.
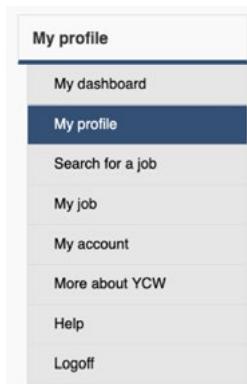
Step 3   Candidate Eligibility Form

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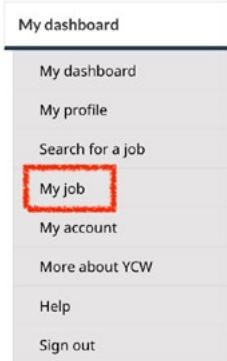
3. Click on the form labelled *"Candidate Eligibility Form"*.

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

Section filled by employer

End date of employment

Number of weeks of employment

Hourly gross wage

Accept or decline this job opportunity Accept

Date of birth:

Section filled by you

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:

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".

My dashboard

- My dashboard
- My profile
- Search for a job
- My job
- My account
- More about YCW
- Help
- Sign out
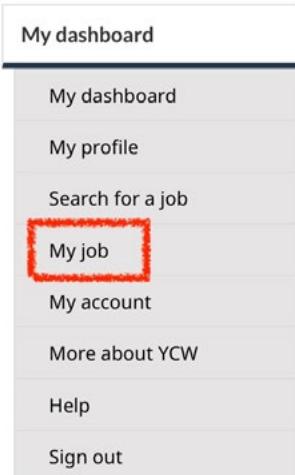
3. Underneath the Candidate Eligibility Form, there should be a second report labelled Staffing Report. Click on it.

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.

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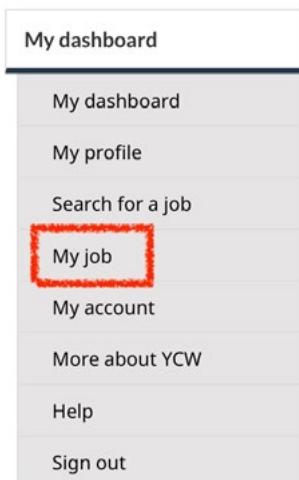
7. Select the form named Assessment Questionnaire. Your responses are voluntary and you are not obliged to complete this form if you do not wish. However, please note that to be eligible for the Guillaume Hessel Scholarship, this questionnaire must be completed.

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 you 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	○ Meet the local Project Officer
		
		○ Share with the Project Officer all information necessary for the creation of an employer account, including:
		
		   ○ 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	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. 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.	**Explore, Project Officer**
	Review Candidates	○ 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 **Important:** Interviews cannot interfere with Explore class time or activities. All interviews must take place in the **evening** or on **weekends.**	**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**

Appendix 2: Languages at Work Timeline (6-8 week programs)

Prior to Languages at Work			
Dates	**Task**	**Steps**	**Responsible**
	Apply Online	○ 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	○ Review and accept **funding offer**	**Employer**
	Explore Program Begins	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. 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.	**Explore**
	Review Candidates	○ 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 **Important:** Interviews cannot interfere with Explore class time or activities. All interviews must take place in the **evening** or on **weekends.**	**Employer**
	Hire Candidate(s)	○ **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	○ Review and sign it ○ **Send a signed version** of the Employment Contrat 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	○ 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	○ 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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