VIU Student Campus Employment

Financial Aid and Awards

2024 Canada Summer Jobs

Application Information Form and Instructions

# **2024 CSJ APPLICATIONS**

**Please read the following information before completing this form.**

**For 2024,** **CSJ will offer quality jobs over the summer months.** **The jobs will need to end by August 31, 2024**. Jobs will need to be full time with a minimum of 30 hours a week and a duration of between 6 and 16 consecutive weeks. CSJ will reimburse 50% of minimum wage, which is currently $16.75/hour.

# Important Dates

* The earliest job start date is April 22, 2024
* The latest job start date is July 22, 2024
* The latest job end date is August 31, 2024
* Funding confirmations will be sent to the Student Employment office starting in April 2024. We will pass on the information as soon as possible after receiving it but **please allow flexibility in determining the start date since jobs can’t start until we have received this notification and signed/returned the Agreement**.

# Other Information

* The VIU Student Employment office will apply for CSJ funding to help pay for student positions only. Faculty or staff positions cannot be included in the application even if you plan to hire students. If you are not sure, please check with the applicable union before you apply. Cancelling positions due to not following criteria above negatively impacts VIU’s reputation and ability to apply for this student funding in future years.
* This funding is for hiring youth between 15 and 30 at the start of the employment period. They must either be Canadian citizens, permanent residents, or have been granted refugee status in Canada, and be legally entitled to work according to provincial legislation and regulations
* Mandatory Employment Related Costs are not reimbursed but must be paid by us. These include EI premiums, CPP contributions, vacation pay, and WorkSafe contributions
* Canada Summer Jobs-funded positions cannot displace or replace existing employees, laid off employees awaiting recall, or employees on vacation or maternity leave
* As per section 19.1, Nepotism, of the Articles of Agreement, no cost incurred by the Employer in relation to a Participant who is a member of the Immediate Family of the Employer or who is a member of the Immediate Family of an officer or director of the Employer, is eligible for reimbursement under the Agreement
* As the intention of the CSJ program is to help youth Canadians successfully transition into the labour market, a youth participant should be employed in only one CSJ-funded job per project. Employers are to hire the number of youth identified in their agreement
* Canada Summer Jobs may confirm employment details with Payroll and request an interview with funded employees to confirm that the position follows the funding agreement
* Since this is for full-time work in the Summer, all CSJ appointments will be set up for bi-weekly pay on a fixed schedule

# Eligibility

**To be eligible, youth must:**

* Be between 15 and 30 years of age at the beginning of the employment period\*
	+ They may be more than 30 years of age at the end of the employment period as long as they were 30 at the beginning of the employment period
* Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
* Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

**Eligible projects:**

* Provide full-time work experience in Canada between April 22, 2024 and August 31, 2024 for a minimum of six weeks and a maximum of 16 weeks. Details of the funded amount will be included in your approval email
* Provide a work experience in an inclusive non-discriminatory work environment that respects the rights of all Canadians
* Support skills acquisition and development

**Ineligible projects and job activities:**

* Have activities that take place outside of Canada
* Include activities that contribute to the provision of a personal service to the employer
* Involve partisan political activities
* Cannot displace or replace existing employees or volunteers
* Include fundraising activities to cover salary costs for the youth participant
* Projects or job activities that
	+ Restrict access to programs, services, or employment, or otherwise discriminate, contrary to applicable laws, on the basis of prohibited grounds, including sex, genetic characteristics, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression
	+ Advocate intolerance, discrimination and/or prejudice
	+ Actively work to undermine or restrict a woman’s access to sexual and reproductive health services

# Assessment Criteria

Applications will be assessed for quality against the following criteria:

1. Provide quality work experiences for youth;

2. Provide youth with opportunity to develop and improve their skills; and,

3. Respond to national and local priorities to improve access to the labour market for youth who face unique barriers.

## Objective 1: Provide quality work experiences for youth (30 points)

* The quality of the work experience will be assessed against the following criteria:

The job(s) provides a salary above the provincial or territorial minimum wage. (10 points)

* You intend to retain the youth as an employee following the end of the CSJ agreement. (5 points)

This additional work can be full-time or part-time. Note that you will be required to report on whether you retained the youth as part of the mandatory reporting process.

* The youth will receive supervision. (15 points)

**Supervision plan**

The supervision plan should be task-oriented and focused on the specific job activities contained in your application. To be eligible, you must complete all the fields in the Supervision Plan section of the application:

## Objective 2: Provide youth with opportunity to develop and improve their skills (45 points)

* The youth will receive mentoring. (15 points)

**Mentoring plan**

To be eligible, you must provide all of the mandatory pieces of information

* You must identify the skills that will be developed during the work placement. **Note that your description of job tasks and responsibilities must make clear how the skills you select will be developed.** (30 points)

The application form lists the following skills:

Adaptability Collaboration Communication Creativity and Innovation Digital Skills Numeracy Problem Solving Technical Skills Other

## Objective 3: Respond to national and local priorities to improve access to the labour market for youth who face unique barriers (25 points)

* **National Priorities (15 points)**

Points will be awarded to projects that support national priorities. If your application demonstrates that it meets more than one national priority, you will be awarded additional points. Please see list at bottom of this document.

* **Local Priorities (10 points)**

Local priorities are established for each constituency by Members of Parliament throughout the country taking into account local labour market information. Indicate which local priorities your project supports. If your application demonstrates that it meets more than one local priority, you will be awarded additional points.

# **INFORMATION FOR APPLICATION**

**All information requested here is required** for your application to be considered by CSJ. See below for assistance or refer to the attached Applicant Guide for more information.

**STUDENT JOB TITLE:**

**NUMBER OF PARTICIPANTS REQUESTED FOR THIS JOB TITLE:**

**SUPERVISOR: DEPARTMENT:**

**DEAN: WORK ORDER NUMBER:**

**# OF WEEKS: (min. of 6): HOURS/WEEK: (min. of 30):**

**ANTICIPATED START DATE: HOURLY WAGE: ($16.75 min.)**

## Tasks and Responsibilities

Provide a detailed description of the job tasks and responsibilities. See Eligibility Projects on p. 2 for more information. (max. 4000 characters)

## Skills Development Plan

**Please select the skills the participant will develop during this placement.**

[ ] Adaptability Adjusting goals and behaviours when expected or unexpected change

 occurs

[ ] Collaboration Contributing and supporting others to achieve a common goal

[ ] Communication Exchanging thoughts and information

[ ] Creativity/Innovation Imagining and expressing ideas that challenge existing methods

[ ] Digital Skills Skills to understand and use digital systems, tools and applications

[ ] Numeracy Understanding and reporting mathematical information presented

[ ] Problem Solving Identifying and proposing solutions

[ ] Technical Skills Developing capabilities related to practical or mechanical side of an activity

[ ]  Other - describe

**Language required for job: (Please choose only one)**

[ ] English [ ] French [ ] English or French [ ] Bilingual [ ] Unknown [ ] Other

**Supervisor Job Title: (Please choose only one)**

[ ] Executive Director[ ] Manager[ ] Director [ ] Supervisor [ ] Other

## Supervision Plan

The supervision plan should be task-oriented and focused on the specific job activities contained in the application.

**Identify the type of your supervision plan: (Please choose only one)**

[ ] On-site

[ ] Remote

[ ] Combination

**Frequency: (Please choose only one)**

[ ] Daily[ ] Weekly[ ] Less than once per week

**How much experience does the supervisor have in a supervisory role? (Please choose only one)**

[ ] Less than one year

[ ] One to two years

[ ] More than two years

**Type of feedback to be provided to youth: (Please choose only one)**

[ ] Formal (Scheduled, Written)

[x] Informal (Unscheduled, Verbal)

**Supervisor will provide:**

[ ] Job-Specific Training

[ ] Work Instructions and Tasks

[ ] Evaluation of Work

[ ] Other (please specify)

## Mentoring Plan

Mentoring is a relationship between an experienced mentor and a less experienced person – in this case the youth employee.Through regular meetings, the mentor will share their professional experience with the youth and support skills development to help the youth enter the labour market. For more information, please refer to the Applicant Guide.

**Mentor Job Title: (Please choose only one)**

[ ] Executive Director[ ] Manager[ ] Director [ ] Supervisor [ ] Other

**Identify the type of mentoring plan: (Please choose only one)**

[ ] One-on-One

[ ] Team

**Frequency: (Please choose only one)**

[ ] Weekly

[ ] Monthly

[ ] Less than once per month

**Does the mentor have previous experience in a mentorship role? (Please choose only one)**

[ ] Less than one year

[ ] One to two years

[ ] More than two years

**Mentor-Mentee Relationship: (Please choose only one)**

[ ] Formal (regular meetings, career-development goals established)

[x] Informational (irregular meetings, no career-development goals established)

**Mentor will provide:**

[ ] Support for Skills Development

[ ] Career-related training

[ ] Access to learning materials

[ ] Other (please specify)

## Work Experience and Education

**Preferred Level of Education of the Participant: (Please choose only one)**

[ ] Secondary

[ ] Post-Secondary

[ ] No preference (including non-students, recent graduate, etc.)

**Will this job provide a career-related work experience? (Please choose only one)**

[ ] Yes

[ ] No

**Does your organization intend to retain the youth as an employee following the end of the Canada Summer Jobs Agreement? (Please choose only one)**

[ ] Yes

[ ] No

## National Priorities

In 2024, Canada Summer Jobs will address the following five priorities: (See [below](#_NATIONAL_PRIORITIES_1) for more information.)

* Opportunities for youth with disabilities or with organizations that provide services to persons with disabilities
* Opportunities for youth that are underrepresented in the labour market, including: Black and other racialized youth, Indigenous youth, 2SLGBTQI+ youth
* Opportunities for youth in rural areas, remote communities, or Official Language Minority Communities
* Opportunities that provide exposure or experience related to the skilled trades, which may include opportunities in the residential construction sector
* Opportunities related to sustainable jobs that support the protection of the environment or delivering positive environmental outcomes

National Priorities are established to help the program achieve its objectives of helping young people, particularly those facing barriers to employment, to transition to the labour market. Additional points will be awarded to projects that demonstrate support for one or more national priorities.

**\*Does this job support a national priority?** [ ] Yes

[ ] No

**If yes, indicate which national priority or priorities from the list below.**

**Youth with disabilities** [ ] Yes

[ ] No

**Underrepresented youth** [ ] Yes

[ ] No

**Youth in rural, remote, or Official Language**

**Minority** [ ] Yes

[ ] No

**Opportunities in skilled trades** [ ] Yes

[ ] No

**Sustainable jobs that support environment** [ ] Yes

[ ] No

## Local Priorities

Local priorities are established for each constituency by Members of Parliament throughout the country taking into account community services and local events, local labour market information, including sectors experiencing labour shortages, and national priorities.

**Does this job support your Member of Parliament’s local priorities?** [**See below**](#_LOCAL_PRIORITIES) **for more information.** [ ] Yes[ ] No

**If yes, indicate which local priority or priorities and how they are met, (see below). If it meets more than one local priority, you will be awarded additional points. (Maximum 4000 characters)**

## [ ]  Please check this box to confirm that this application is for a student position as noted in the first bullet of the Other Information section [above](#_Other_Information). (Required)

## Authorizations

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**IMMEDIATE SUPERVISOR SIGNATURE** **DATE**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DEAN/DIRECTOR/CAMPUS PRINCIPAL SIGNATURE DATE**

**PLEASE PRINT, SIGN, AND SCAN THEN EMAIL THESE PAGES IN WORD FORMAT TO STUDENTEMPLOYMENT@VIU.CA.**

# **NATIONAL PRIORITIES**

## **In 2024, CSJ will address the following five national priorities:**

## ****Opportunities for youth with disabilities or with organizations that provide services to persons with disabilities**. The purpose of this priority is to provide job opportunities for youth with disabilities, or job opportunities with organizations that provide services to persons with disabilities.**

## **IMPORTANT: If your organization expresses the intent to hire a youth with disabilities under this national priority, you will be expected to make all reasonable recruitment efforts to hire a youth with disabilities and to document these efforts. Should your application be approved, recruitment and hiring plans may be monitored to determine whether they reflect what was indicated in your application.**

## ****Opportunities for youth that are underrepresented in the labour market**, including:**

## **Black and other racialized youth**

## **Indigenous youth**

## **2SLGBTQI+ youth**

## **The purpose of this priority is to provide job opportunities for youth that are underrepresented in the labour market, particularly Black and other racialized youth, Indigenous youth, and 2SLGBTQI+ youth.**

## **IMPORTANT: If your organization expresses the intent to hire a youth under this national priority, you will be expected to undertake all reasonable recruitment efforts to hire a youth underrepresented in the labour market and to document these efforts. Should your application be approved, recruitment and hiring plans may be monitored to determine whether they reflect what was indicated in your application.**

## ****Opportunities for youth in rural areas, remote communities, or Official Language Minority Communities.****

## **Rural and Remote Communities: As per Statistics Canada, a rural area is a community with a population of less than 1,000 and a population density below 400 inhabitants per square kilometre. Remote communities are generally geographically isolated from service and population centres. They often include Northern and/or fly-in communities and include nearly all municipalities within the three territories. If you are uncertain if your community is rural or remote, please contact Service Canada.**

## **Official Language Minority Community (OLMC): Official language minorities are English-language communities in Quebec and French-language communities outside of Quebec. 4. Opportunities that provide exposure or experience related to the skilled trades, which may include opportunities in the residential construction sector.**

## ****Opportunities that provide exposure or experience related to the skilled trades, which may include opportunities in the residential construction sector;****

## **For the purpose of this priority, opportunities must provide exposure or experience related to skilled trades that are listed on the Red Seal trades** [website](https://www.red-seal.ca/eng/trades/tr.1d.2s_l.3st.shtml)**. This can include opportunities that involve supporting and/or working directly with skilled trade workers that work within fields listed on the Red Seal trades website. Opportunities may include, being a residential construction labourer or trades helper on a work site.**

## **In line with the limitations and regulations around apprenticeship training and skilled trades in Canada, for the purposes of this priority, employers must have the intention to hire youth who are not already working as registered apprentices and who will not be working in the capacity as an apprentice during their summer placement. This priority is intended to support opportunities that provide initial exposure or experience related to skilled trades and is not meant to support formal apprenticeship opportunities**

## ****Opportunities related to sustainable jobs that support the protection of the environment or delivering positive environmental outcomes.****

## **For the purpose of this priority, the focus is on opportunities that are linked to protecting and conserving the environment. For example, opportunities related to conservation, climate change mitigation, adaptation, green jobs, and the transition to a low-carbon economy.**

# LOCAL PRIORITIES

**­­Courtenay-Alberni**

* Support for a specific type of project - Other: Food security
* Support for a specific type of project: Projects supporting environmental protection
* Support for a specific type of project - Projects supporting not for profit organizations: Local charities
* Support for projects that offer programs and/or support to specific target groups - Other: Indigenous
* Support for projects that offer programs and/or support to specific target groups - Other: Chamber of Commerce

**Cowichan-Malahat-Langford**

* Support for a specific type of project: Projects supporting local and regional tourism development
* Support for projects that offer programs and/or support to specific target groups: Children and/or youth
* Support for projects in a specific economic sector: Agricultural, forestry, fishing and hunting
* Support for a local event: Community events
* Support for a specific type of project: Projects supporting environmental protection

**Nanaimo-Ladysmith**

* Support for a specific type of project: Projects supporting not for profit organizations
* Support for a specific type of project: Projects supporting small businesses
* Support for a specific type of project: Projects supporting local and regional tourism development
* Support for a specific type of project: Projects supporting activities offered at the municipal level
* Support for a local event: Sporting events

**North Island-Powell River**

* Support for projects that offer programs and/or support to specific target groups: Indigenous youth
* Support for projects that offer programs and/or support to specific target groups: 2SLGBTQI+ youth
* Support for projects that offer programs and/or support to specific target groups: Seniors
* Support for a specific type of project: Projects taking place in a rural or remote area
* Support for a specific type of project: Projects supporting small businesses

# **CONTACT**

For more information on this application, please contact Bernie Heise in the Student Employment Office at 250-740-6420, or email studentemployment@viu.ca.

**Good luck with your application!**