



# Young Canada Works (YCW) Program 2023-2024 managed by the Canadian Council of Archives (CCA)

## Q&A

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**Canada**

## Deadline for 2023-2024 applications

The application deadline for both student jobs and internships for graduates is January 20, 2023.

## Number of Hours/Weeks

**For student jobs, given that students can be employed during the summer, the fall and winter semesters, 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?**

Yes, an employment period can be full-time, part-time or a combination of both. The maximum number of weeks is 16 for full-time employment and 32 for part-time or a combination of both. Please note that an employment period cannot exceed a total of 640 hours (based on 16 weeks at 40 hours per week).

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

Yes, as long as the employment period is completed by March 31, 2024 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

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

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.

**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?**

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 projects with tasks related to museums and built heritage.

## Funding

### **Can you clarify the difference between an internship and a student job?**

An internship is the stream to hire a graduate while the student job funding stream permits you to hire a student (a person who intends to return to class at the end of their employment period). A full-time student job is from 6 to 16 weeks. The internship has a minimum duration of 16 weeks.

## Hiring

### **If we hire a student who has received their diploma in May 2023 for a student job in the summer, is it possible to hire them in the fall for an internship for the same position?**

A person who would have graduated in May 2023 would not be eligible for a student project in 2023-2024 unless they were registered to attend another university/college programme. However, in either scenario, they would be eligible for an internship position.

### **Can you please explain the conditions under which we can rehire a YCW student?**

A YCW student or intern can be rehired if there are no other eligible and qualified candidates, and if there is an opportunity for the student to expand their skills and knowledge as a result of the rehire. Please note that a person cannot have more than three YCW employment positions with an employer. Your delivery organization will determine if they can grant you an exception.

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

### **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)?**

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.

## Young Canada Works Website

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

You do not need to create an account if you already have one. You will have to update your profile for the fiscal year 2023-2024 to gain access to the application forms for 2023-2024.

### **I've already submitted my application but I'd like to make changes. How do I edit my application?**

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

### **Is there a limit to the number of applications that an employer can submit?**

There is no limit to the number of applications that an employer can submit for either the student jobs and/or the internships.

### **Can we submit multiple job funding applications to multiple Delivery Organizations?**

Yes! You can submit different job funding applications to various delivery organizations (DOs). Each DO has its specific mandate, there you have to submit your applications based on the mandate of each DO. But please do not submit the same application to multiple DOs.



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*Disclaimer: The content of this document is provided for informational purposes only following the virtual information sessions held by CCA on January 27<sup>th</sup> and 29<sup>th</sup>, 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.*

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