

First Nations Education Steering Committee

First Nations Schools Association

Suite #113-100 Park Royal South, West Vancouver, BC V7T 1A2

Tel: 604-925-6087 Toll-Free: 1-877-422-3672 Fax: 604-925-6097



First Nations and Inuit Youth Employment Strategy 2022-2023 Summer Work Experience Program Guidelines

Table of Contents

1. Introduction	3
2. Objectives.....	3
3. Expected Results	3
4. Activities	3
5. Eligibility Requirements	3
5.1 Eligible Recipients.....	3
5.2 Eligible Participants	3
6. Workplan Process.....	4
6.1 Eligible Workplans	4
6.2 Submission Process	4
6.3 Assessment Criteria	4
7. Eligible Expenditures	5
8. Ineligible Expenditures.....	5
9. Maximum Program Contribution	5
10. Monitoring and Accountability	6
11. Reporting Requirements	6
12. Contact Information.....	6

1. Introduction

The First Nations Education Steering Committee (FNESC) and the First Nations Schools Association (FNSA) are pleased to manage Indigenous Services Canada (ISC) 2022-2023 Summer Work Experience Program (SWEP) in the BC region. The SWEP is one of two programs that ISC administers under the First Nations and Inuit Youth Employment Strategy (FNIYES).

2. Objectives

The objectives of the SWEP are:

- to help youth acquire skills by providing wage subsidies for their summer work experience;
- to assist First Nations secondary and post-secondary students in preparation for future entry into the labour market by enabling them to obtain employment experience
- to help students acquire employability skills, to support them in financing and furthering their education and to provide students with career and labour market information and assistance in finding summer or short-term employment.

3. Expected Results

Key expected results of the SWEP are:

- increased awareness of the benefits of education
- enhanced employability skills for participating First Nations youth

4. Activities

The activities will support work experience opportunities for First Nations secondary and post-secondary students until the **extended deadline of February 28, 2023.**

5. Eligibility Requirements

5.1 Eligible Recipients

Eligible recipients are First Nation organizations in BC.

Eligible recipients may enter into agreements with private sector and non-profit sector employers to access employment opportunities for youth.

5.2 Eligible Participants

Eligible participants are:

- First Nations and Inuit secondary and post-secondary students aged 15 to 30 inclusive;
- ordinarily resident on reserve or in recognized communities or on community lands;
- legally entitled to work in Canada; and
- registered as full-time students during the preceding academic year and who intend to return to school on a full-time basis in the next academic year.

6. Proposal Process

FNESC will issue each First Nation community a 2022-2023 SWEP allocation letter through **DocuSign** stating the **specific funding amount** per First Nation organization. That amount is determined using a base amount plus per capita formula.

Applicants must submit a detailed workplan for the activities to be undertaken over the course of the agreement, clearly stating the proposed activities and the expected results of the SWEP.

Applicants will attach the completed workplan to their allocation letter through DocuSign. The FNESC Programs Officer will follow up to confirm that your workplan is approved and your SWEP activities can begin.

6.1 Eligible Workplans must:

- meet the program guidelines
- outline the activities that support any or all of the program objectives
- demonstrate that the activities will provide assistance only to eligible participants
- provide an estimate of eligible costs, including any share to be incurred by partners
- outline the results to be achieved

Note: The placement must provide a minimum of 80 hours of work.

6.2 Submission of Workplans

Only workplans submitted through DocuSign in the template issued by FNESC will be considered for assessment. Incomplete workplans will be returned to applicants.

2022-2023 Summer Work Experience Program **workplan is due Friday, June 3, 2022**. Please submit through DocuSign as an attachment to your allocation letter and if you have any issues please reach out by email to janam@fnesc.ca or by phone to 604-925-6087.

6.3 Assessment Criteria

All workplans will be assessed by the following criteria:

- **Capability:** The experience and capacity of the recipient to manage the implementation of the activities within their workplans successfully and complete the proposed employment initiatives in a timely manner;
- **Implementation Activities:** The extent to which the workplan aligns with eligible activities and meets program objectives. The assessment will consider timelines, cost-effectiveness and the degree to which the activities will result in expected outcomes;
- **Project Management:** How the initiative or project will be managed, including project governance, management of project scope, human resources, risk management, and project monitoring, control and reporting;
- **Project Costs:** Realistic assessment of estimated total costs and a justification of the level of funding required; and
- **Cooperation and Partnerships:** With other governments, employers, community-based organizations and interested organizations to encourage strategic partnerships, minimize

overlap or duplication and operate in synergy with other related employment, entrepreneurship, economic development and social program.

7. Eligible Expenditures

The wage rate for participants will be determined by the individual completing the workplan. It must be at or above the applicable provincial minimum wage of \$15.65 (as of June 1, 2022).

Eligible expenditures include:

- participant wages and mandatory employment-related costs including the gross employee share of CPP, EI, vacation pay, WCB and where applicable, health insurance premiums; wage costs per participant will meet or exceed the applicable minimum wage in BC which is **\$15.65** (as of June 1, 2022)
- other necessary costs directly related to a work placement, including (but not limited to): criminal record check, required uniforms, personal safety gear (e.g. work boots, safety hats) up to a maximum of \$300 per participant;
- actual cost for special equipment and facilities to accommodate the needs of a disabled individual up to a maximum of \$3,000, if applicable;
- administration costs that must not exceed **5% of the sub-total amount** requested before administration costs. Eligible administration costs include (but are not limited to):
 - office/general expenses
 - materials
 - supplies
 - advertising
 - communication and printing costs
 - professional services

8. Ineligible Expenditures

Ineligible expenditures include, but are not limited to:

- Infrastructure or equipment purchases (e.g. computers and software); and
- Capital costs for construction of a building (other than small repairs or renovations to support the participation of persons with disabilities) or the purchase of land or building.

9. Maximum Program Contribution

The maximum amount of funding to be provided to a funding recipient in a fiscal year will be set out in the funding agreements signed by the funding recipient.

The non-profit sector employers are eligible to receive a contribution of up to 100% of the applicable wage, plus mandatory employment-related costs (MERC), while the private sector employers are eligible to receive up to 50% of the applicable wage only.

Note: Where a participant with disabilities is hired, all employers are eligible for 100% of the wage expenses. A maximum contribution of \$3,000 per participant may be available, on an actual cost basis,

for special equipment and facilities to accommodate a disabled student's needs.

10. Monitoring and Accountability

To ensure that program delivery requirements are being met, that funds are expended on the intended purpose, and that ISC's accountability to Parliament is being met, activities including audits, evaluations, as well as desk and on-site compliance reviews will be conducted with all funding recipients.

11. Reporting Requirements

The SWEF final report must be submitted to FNEC no later than **Tuesday, February 28, 2023**.

The reporting requirements are listed in the recipient's funding agreement. Recipients are responsible for ensuring that reporting requirements are met and reports are accurate and submitted on or before the established due date.

Reporting requirements include not only the overarching program report, but also the completion of a youth evaluation form for each participating youth. The form will be provided by FNEC and is to be submitted along with the final report.

12. Contact Information

If you have any questions, please contact Jana Morrison, Officer, Funding Programs, by email to janam@fnesc.ca or by phone (604) 925-6087.

For further information and where you can find copies of the program guidelines and forms, please visit: www.fnesc.ca or www.fnsa.ca under the 'Funding Programs' tab.

**Workplan Deadline:
June 3, 2022**

Please complete workplan by attaching to your allocation letter via DocuSign

If you have any issues or questions, please email: janam@fnesc.ca

**Final Report Deadline:
February 28, 2023**