



# CEED

Centre for Entrepreneurship  
Education and Development

## Youth Employability Program Work Placement Program Information for Employers

### WHAT IS IT?

The Youth Employability Program (YEP) offers a variety of employment interventions and placement opportunity for our clients. The program is designed to be a positive and meaningful employment opportunity for young people who may not have worked before. To ensure success during the placement YEP staff will provide employment support which includes regular coaching, reflection and debriefing opportunities to clients and employers.

YEP has a variety of placement opportunities which will assist youth in developing employability skills. The program ranges from 15 hour placements per month to full-time employment placements (maximum of 8 weeks).

### WHAT DO YOU MEAN BY “YOUTH”?

The YEP Participant Stipend Placement Program provides supportive work placements for **youth who are between 15 and 21 years of age inclusive, and who fall into at least one of the following categories:**

- Are in receipt of social assistance
- Are a dependent of a social assistance recipient
- Are a youth in care of the Department of Community Services/Children’s Aid Society

Youth that we work with are in school and looking for part-time and/or summer work experience while others are not in school and looking for support in entering the labour market.

### HOW CAN I HOST A WORK EXPERIENCE PLACEMENT?

Contact the Youth Employability Program at (902)421-3333 if you would like to host a work placement. They will ask you for a **job description**. The job description must include 1) expected tasks and responsibilities and 2) total hours per month that the youth will work. YEP staff will also ask you to participate in an **application process** to access the resources that you have available to support youth in a work placement.

**If you know eligible youth** that you would like to hire, contact YEP with their name(s) and contact information. **If you do not know eligible youth**, YEP will provide you with some potential candidates interested in working for you.

## WHAT IS THE HIRING PROCESS?

YEP staff will meet with **all potential candidates** prior to an interview. In this meeting YEP will assess the candidates' eligibility for the program.

You will inform a YEP staff by phone or email of all hiring activities including the names of the candidates you plan to **interview** and the dates of their interviews (YEP staff will support youth prior to any interview).

Once you've held the interview(s) and selected a candidate to fill the position, **you must complete and sign a contract** with YEP before you put forward an offer of employment.

## HOW DOES PAYROLL WORK?

CEED pays the employer directly. The employer must submit a monthly timesheet to the designated YEP staff. The youth will be paid as a regular employee in your business and the work placement program will commit 100% of the youth wages but will not include the employer's portion of Mandatory Employee Related Costs MERC.

The **host employer will be considered the supervisor** and source of direction for the employee. The host employer will **maintain accurate records of hours worked and payroll** to submit to CEED. In the event that all payroll contributions are not spent by the employer they will issue a cheque to return unused funds back to CEED.

The host employer will **participate in performance evaluations** midway through the placement and at the end of the placement and provide a letter of reference for the youth at the end of the placement.

Please contact us at [info@ceed.ca](mailto:info@ceed.ca) or (902)421-2333 for more information!

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