Thanks for your interest in a training incentive for hosting a work placement. We’ve put together this brief outline to help you understand some basic information about work placements. Please note that work placements can be very flexible and tailored to suit the employer and employee. We invite you to contact us for more information.

**What is the Youth Employment Fund (YEF)?**
The Youth Employment Fund will support young Ontarians by creating 25,000 employment opportunities for youth over two years. These job placements, available year-round, will provide youth with on-the-job training and the opportunity to enhance their work skills while earning income. Delivered by community service providers and funded by the Ministry of Training, Colleges and Universities through Employment Ontario, YEF provides personalized advice and services to help people assess their skills and experience, find work and start on the path to skills training. It also helps employers hire people with the skills they need.

**What individuals qualify for YEF placements?**
Ontario residents who are unemployed (or under-employed), not in school full-time and between 15 and 29, are eligible for a job placement of four to six months. As an Employment Ontario service provider, The Working Centre can provide incentives to employers to help cover the cost of wages and training for new hires and help youth cover costs like transportation or tools required for the job. Job placements will provide more opportunities for youth to build skills and confidence, get valuable work experience and connect with employers.

For any potential placement, the suitability of the opportunity must be determined in relation to the participant’s situation.

**What employers qualify for YEF placements?**
Most types of organizations – private sector, public sector, not-for-profit – are potentially eligible to host a placement. To be eligible for hiring incentive funding, you must:

- Be licensed to operate in Ontario
- Be compliant with legislation (health and safety, employment standards, etc.)
- Provide job placements of four to six months in Ontario (potential for long-term employment is preferable, but not required)
- Have workplace safety insurance and third party liability insurance
- Provide job placements that do not displace current or laid-off employees

As well, employers must commit to:

- Developing a relevant training plan that will help the participant achieve his/her job goals
- Providing feedback and assessments of a participant's skills level, where required
- Demonstrating the ability to provide the participant with adequate supervision, and the training/work experience as agreed
- Placing the participant on the company’s payroll and provide the same employment terms, conditions and benefits as for all regular employees
Will the job placements be paid or unpaid?
All Youth Employment Fund job placements will be paid. The exact wage to be provided by the employer will be determined through negotiations between the Employment Ontario service provider and employer. The incentive will generally range from $4000-$6000 per placement.

The amount of a financial incentive will depend on the circumstances. Factors that must be considered in allocating a hiring incentive include:

- the extent to which the placement will help the participant advance on his/her career path
- the skill level of the work and duration of the placement
- the amount of training required for the position
- the contributions of the employer
- the likelihood of the participant being kept on after the placement
- the amount remaining in our program budget

Why do we have to confirm that we have our own workplace safety coverage?
Most employers are required to register with the Workplace Safety Insurance Board. (If you’re not sure about your organization, check with your local WSIB office.) When registration is not mandatory, private coverage may be available.

Is third party liability insurance coverage necessary?
MTCU also requires employers to have third party liability insurance in place, to cover the costs of any damage or harm caused to others. Third party liability insurance is "protection of the insured against liability for damage to or destruction of the bodies or property of others." Check with your insurance broker if you are not sure about your coverage.

What safety training must be provided?
The employer must provide specific on-site safety training at the beginning of the placement. The training need not be any different from what you provide to any new employee in that position.

Why do we have to provide our Federal Business Number?
A Federal Business Number (the first nine digits of your HST number), issued by the Canada Revenue Agency, is a unique identifier for each organization. MTCU uses the number to administer the YEF program.

What is a training plan?
The training plan is an important component of a YEF placement. The program is designed to help people develop their skills and get the training they need so that they can find work that matches their skills and interests.

When a placement is negotiated, the employer (placement provider), participant and service provider work out a plan that will help the participant. The plan sets out:

- Key job duties
- Training goals and expected training outcomes
- Training and support that will be provided to the trainee

The training plan is incorporated into the placement agreement, which must be signed before a placement can begin. We will provide assistance in writing the training plan and can provide samples of completed forms.
Is additional training available through the Youth Employment Fund?
Additional short-term, non-occupation specific training outside the workplace may be available, at the employer's request. YEF may be able to contribute to the cost of the training. We would be glad to discuss this further with you.

What if something goes wrong?
At The Working Centre we do our best to ensure participants are both capable and prepared to be successful in their placement. When we arrange a placement we commit ourselves to maintaining relations with the employer and participant and assist in working through any problems that may arise.

How does the process work?
It usually starts with a conversation. Then there are several steps that have to be followed:

- The employer interviews and selects a candidate.
- The employer submits a placement application.
- There is a site visit to determine that the workplace is an appropriate and safe environment for a work placement.
- Details of the training plan and incentive are negotiated and approval attained. (The approval happens in house at The Working Centre.)
- The placement agreement is signed *before* the candidate starts working.
- The placement is monitored regularly, and the incentive is paid as negotiated.

If you have any other questions please feel free to contact:
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