

Youth Internship Incentive Program

1. The Goal of Youth Internship Incentive Program

Youth Internship Incentive Program is designed to **increase the number of employers supporting work integrated learning internships** in trades and technologies. By providing a financial incentive for employers, this program will expand employer's ability to achieve their goals as well as to enhance opportunities for youth that align with Alberta's skilled worker needs. Supporting employers who are new to offering CAREERS internships, supporting existing employers to expand their ability to provide more internships, and supporting employers across the province are the key targets.

2. Program Overview

Youth Internship Incentive Program is a financial incentive that will be provided directly to employers to offset the costs associated with creating internship opportunities for students. The program is developed to match students looking for experience through work integrated paid internship opportunities with employers able to support high school students and recent high school graduates with mentorship, training, and experience.

Funding can be utilized to offset expenses incurred in providing a work integrated learning experience, such as student wages, safety training requirements, and personal protective equipment (PPE) required by the intern, and mentorship support.

Each employer can apply for up to three (3) new student positions within an October 1 to September 30 year. Youth Internship Incentive Program payment is provided to employers at the conclusion on the requisite minimum hours. Start dates on a rolling basis based on acceptance (starting Fall 2020).

CAREERS will monitor the types of positions and their locations, participation of new and existing employers, and program feedback. Adjustments may be made to Youth Internship Incentive Program Guidelines should the need arise.

3. Financial Incentive Options

All internships must include training and mentoring. At the end of the minimum number of hours it is at the employer's discretion to extend the internship or offer employment.

Option 1. \$1,800 Incentive for a minimum of 240 hours internship part-time or full-time.

Option 2. \$3,600 Incentive for a minimum of 480 hours internship preferably full-time.

Option 3. \$1,000 Incentive for a minimum of 125-hour internship to expand high school students internships during the school year beginning September 1 and completing all hours by May 30.

All hours must be completed within 16 weeks of the internship start date.

Employers are encouraged to utilize the incentive to build their skilled work force of the future. There is no commitment to extend employment for candidates after the minimum hour requirements that do not meet the employer's standards for employment.

If the student internship is terminated or the student leaves the internship prior to minimum time commitment, the employer must notify CAREERS immediately. It is CAREERS sole discretion to determine funding eligibility should the internship end prior to the minimum committed hours.

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4. The Eligible Internship Programs

Funding is available to support internships under the following CAREERS programs:

- Skilled Trades
 - High School Trades
 - Former Registered Apprenticeship Program Apprentices Program
 - Co-Op Apprenticeship Program (Exclusive to Regional Municipality of Wood Buffalo)
- Oilfield Operator Training
- Water Wastewater Operator
- 4th Class Power Engineering
- Indigenous Youth Careers Pathways
- Information & Communications Technology

5. Eligibility

Employers apply to participate in the program. CAREERS is solely responsible for program acceptance.

Eligibility requirements include:

- Eligible employers include businesses, non-profit organizations, Indigenous organizations, and municipalities operating within Alberta.
- All interns are paid minimum wage or higher as per <https://www.alberta.ca/youth-employment-laws.aspx>
- For Skilled Trades related positions under the RAP program, employers shall register the student as an apprentice with Alberta Industry and Training (AIT), and mentorship and training must align with first year apprenticeship learning plans.
- Employers are be committed to providing a safe working environment including COVID-19 protocols and distribution of CAREERS Safe Under 18 information.

Youth are eligible to be an intern within Youth Internship Incentive Program based on the following requirements:

- High school students who have been accepted into CAREERS programming
- Former Registered Apprenticeship Program (RAP) apprentices who have successfully graduated high school, have 500 registered apprenticeship hours, and are 19 years of age or younger at the time of application.
- Exclusive to the Regional Municipality of Wood Buffalo: recent high school graduates aged 18-25 who have been accepted into the CAREERS Co-Op Apprenticeship Program.

6. Provincial Impact

Applications will be assessed by geographical regions as well as by program to ensure there are Youth Internship Incentive Program internships throughout the province. The target is 650 internships generated with 60% new employers.

7. Getting Paid

Employers complete and submit the Youth Internship Incentive Program Internship Completion Employer Declaration Form as well as the Youth Internship Incentive Program Employer Questionnaire within thirty (30) days of the end of the internship even if the minimum number of hours has not been met or if the intern has continued on with the company. Receipt of these forms is required to commence the payment process.