

The Career Focus Program

The Career Focus Program can help!

The objectives of the Career Focus Program are to:

- Increase the supply of highly qualified people by hiring unemployed and/or underemployed youth;
- To promote the benefits of advanced studies;
- To demonstrate federal leadership by investing in the skills required to meet the needs of the knowledge economy; and
- Facilitate the transition of highly skilled young people to a rapidly changing labour market.

Under this Program, ICTC will provide eligible companies with a subsidy equal to 1/3 the eligible participant's salary up to a maximum of \$10,000 over a maximum 12 month work experience period.

How Companies Can Apply...

By following these simple steps:

1. Interview and select a candidate you would like to hire for an IT related, full-time position with the company.
2. Ensure that your company meets the following criteria:
 - Be a technology-based company. There is no limit to the number of employees a company may have.
 - Provide employment in Canada. The company does not need to be Canadian-owned.
 - Provide for full-time work for the participant (minimum 30 hours a week)
 - Have the financial capacity to fulfill a work experience period of a maximum 12 months, minimum 4 months.
 - Provide a meaningful work placement for the participant in a software technical, marketing, sales or customer service role within the company. The position must require a participant with a software background matched to one or more of the 36 work streams from ICTC's ICT Competency Profiles framework (Please visit <http://www.ictc-ctic.ca/en/Content.aspx?id=2178>)
 - Demonstrate potential for a permanent position following the work experience.
 - Provide proof of wages paid, all pertinent information on the participant, as well as all reports required by ICTC and HRSDC.
 - Provide a "Learning Plan" for the participant (Please see outline of the Learning Plan)
3. Ensure that your prospective participant meets the following criteria:
 - Be between 15 and 30 years of age (inclusive) at the time of intake or selection
 - Be post-secondary graduates. They do not have to be recent graduates.
 - Be out of school.
 - Be a Canadian citizen, permanent resident or person who has been granted refugee status in Canada
 - Be legally entitled to work in Canada.
 - Be legally entitled to work according to the relevant provincial/territorial legislation and regulations.
 - Has not previously worked for the company applying for the *Career Focus Program*.
 - Not in receipt of Employment Insurance (EI) benefits during placements.
 - Not be employed (the program is targeted to unemployed or underemployed youth). Participants should not leave a job in their field of work to participate in the Career Focus Program for a more extensive job experience or better salary conditions.

4. Complete and submit the following six documents:
 1. Company Application Form
 2. Participant Application Form
 3. Participant's job description (use ICTC template if internal company job description is not available)
 4. A brief company description (if website address not available)
 5. ICT Competency Profiles framework sheet
 6. A copy of the participant's resumé and their degree / diploma/certificate
 7. A copy of the Learning Plan signed by both parties.

Important: all components must be completed and sent by the company via fax to ICTC at 613-834-8251 or mailed to 116 Lisgar Street, Suite 300, Ottawa, Ontario K2P 0C2.

Processing of Company Applications for the Career Focus Program

Turnaround time for the processing of a complete application package submitted by a company can take as little as one or two working days. If your participant's and company's application is accepted we will contact you by phone or email so that we do not create a delay in the hiring of your candidate. Participant's placements cannot begin before the Agreement between ICTC and the company is signed by both parties.

Two copies of a contract will then be sent to you to sign and return one of the copies to ICTC.

Payroll request forms will follow throughout the work experience period in order to disperse the subsidy money to the company.