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| Digital Skills for Youth (DS4Y) Program Guidelines and Requirements |

**Please read this entire Program Guidelines Document. The information contained in this Guide will become part of the contract/agreement with the Province of Newfoundland and Labrador for the delivery of the program.**

Advanced Education, Skills and Labour

Government of Newfoundland and Labrador

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# Digital Skills for Youth (DS4Y)

## 1.1 Overview

Digital Skills for Youth (DS4Y) is a new internship opportunity for youth delivered by the Department of Advanced Education, Skills and Labour (AESL) with funding from Innovation, Science and Economic Development Canada (ISED).

The program connects unemployed / underemployed post-secondary graduates (intern), to employment that allows these youth to participate in an internship opportunity and acquire technical and soft skills using digital technologies.

DS4Y is part of the Government of Canada’s Youth Employment and Skills Strategy (YESS), which provides Canadian youth with the tools and experience they need to launch successful careers.

The program supports post-secondary graduates in gaining meaningful work experience that will allow them to acquire technical and soft skills using digital technologies and support a range of employers and organizations that are looking to engage in online activities.

Activities can include but are not limited to:

* Software and video game development
* Coding and app development
* Network troubleshooting
* Adaptive technologies
* Website development
* Web-enabled learning
* Social media campaigns and other content development

## Eligibility

### Eligible Applicants

1. Private or not-for-profit sector employers that are incorporated or sole proprietorships, and have fewer than 500 employees
2. If incorporated be in good standing with the Company and Deeds Online (CADO)
3. Have a Canada Revenue Agency (CRA) Business Number
4. Have an office location/base in Newfoundland and Labrador

Federal and provincial government departments, crown agencies and corporations, boards and commissions, municipalities and political parties are **not eligible** for funding

Employers must be able to provide valuable employment opportunities related to digital activities and skills, and have the appropriate administrative support and capacity to train and mentor the intern to enhance and maximize the intern’s experience.

Employers **must** advertise work-placement opportunities externally and ensure advertisement outlines the position is being funded by the Government of Canada in partnership with AESL. Employers should support the intern to attend short training courses related to digital skills if required for the position.

The expectation is for the employer to pay the local prevailing wage rate for the position.

### Eligible Participants

Participants shall be:

1. A resident of Newfoundland and Labrador
2. A Canadian citizen, permanent resident entitled to work in Canada or person who has been granted refugee status
3. Youth – 30 years or younger at the start of the internship
4. A post-secondary graduate, meaning obtained a degree, diploma or certificate
5. Unemployed or under-employed post-secondary graduate, meaning someone not working in their field of study, or working 20 hours a week or less
6. Not be an immediate member of the employer. Immediate Family means father, mother, step-father, step-mother, foster parent, brother, sister, spouse, common-law partner, child (including child of common-law partner), step-child, ward, father-in-law, mother-in-law, or any relative permanently residing with the employer
7. Not be in receipt of Employment Insurance, Workplace NL benefits or disability benefits / pension during their internship.

### Eligible Funding

One employee / intern per application. More than one employee / intern per employer may be considered based on budget availability, circumstances and ensuring a fair and equitable distribution of funds. Duration of employment may vary. The hours shall be a minimum of 25 hours per week to a maximum of 40 hours per week. Internship must finish on or before March 31, 2020 and provide a minimum of 8 weeks employment.

No change of employee / intern is permitted under DS4Y. Should the subsidized employee / intern terminate, for any reason, a new application would have to be submitted to request a subsidy for a new individual.

DS4Y will provide a wage subsidy as follows:

* For Profit – 50% wage subsidy including benefits and training to a maximum total cost of $15,000
* Not-for-Profit – 75% wage subsidy including benefits and training to a maximum total cost of $15,000

Interns with both Not-for-Profit and For Profit organizations are eligible for training to a maximum of $4,000 per intern (including taxes). Training must be completed through an external training provider; in-house training is not eligible for funding.

The total project costs cannot exceed $15,000, which may include wages, benefits, and training costs including taxes.

No cost shall be incurred in relation to, or wages paid to a third party (e.g., participant, administrative staff, research subject or any other party) who is a member of the immediate family of the employer will be eligible for reimbursement under an agreement. Immediate Family means father, mother, step-father, step-mother, foster parent, brother, sister, spouse or common-law partner, child (including child of common-law partner), step-child, ward, father-in-law, mother-in-law, or any relative permanently residing with the employer.

### Eligible Positions

DS4Y provides employers with a wage subsidy to offset the cost of wages, and funds to provide digital skills training to eligible participants.

Employers creating new, incremental positions that support the organization with engaging in on-line activities, and that allow youth to acquire technical and soft skills using digital technologies will be considered for funding. Positions may include activities related to:

* Software and video game development
* Coding and app development
* Network troubleshooting
* Adaptive technologies
* Website development
* Web-enabled learning
* Social media campaigns and other content development

### Ineligible Positions

**An employee / intern, hired prior to the date an application is approved, is not eligible for funding.**

The position **shall not** be:

1. Part of the regular staff, including seasonal staff of the employer, owner, operator
2. Created by the displacement of an existing employee, including individuals on lay-off, parental / maternity leave or awaiting notice of recall;
3. Filled by promoting or reassigning an existing employee;
4. Vacant as a result of a labour stoppage or labour-management dispute;
5. The result of a reduction in regularly scheduled hours or period of work;
6. Performing personal services;
7. Paid solely by commission;
8. Subsidized by another Government wage subsidy program or core funding from Government.

Digital Skills for Youth must **not** be used:

1. To help an employer resolve cash flow problems by subsidizing a position they could not otherwise afford; or
2. To hire students, including post-secondary students for a work-term or cooperative education program placement.

# Labour Market Programs Support System (LaMPSS)

DS4Y is administered by the Department using the Labour Market Programs Support System (LaMPSS). LaMPSS is the system used for administering Labour Market Programs in Newfoundland and Labrador, and is focused on providing consistency in processes, and improving services to labour market program agreement holders.

All organizations entering into an agreement with the Department for funding under one of its labour market programs **must first be registered as a LaMPSS organization**. This is a one-time registration process. If your organization has not previously registered with LaMPSS, you can obtain a LaMPSS registration form at <https://www.aesl.gov.nl.ca/lmda/pdf/organization_reg.pdf>

**You cannot submit an application until you have been registered in LaMPSS.**

The functionality of LaMPSS provides organizations with self-serve capability, enabling them to apply for funding online and allowing them to submit required Financial and Activity Reports online. Once registered as a LaMPSS user, you will receive a User ID and Password that will provide you with user access to the LaMPSS self-service capabilities.

# Applying for DS4Y Funding

## Applying Online

Once you are a registered [LaMPSS](https://www.aesl.gov.nl.ca/lmda/pdf/organization_reg.pdf) user, and program availability is advertised, you can apply for funding online using the self-serve capability. To login and apply online go to:

<https://lampss-org.aes.gov.nl.ca/login/login.aspx?ReturnUrl=%2f>

### Organization Information

Enter the name and complete mailing address for your organization. If you are applying online, this information will be pre-populated.

### Application Details

Please provide the following:

|  |  |
| --- | --- |
| **Project Title** | Provide a title specific to this project - Program Name and Job Title.For example: DS4Y Wage Subsidy – Website Developer  |
| **Contact Person** | Name, title, telephone number and email address of person(s) to contact for additional information |
| **Agreement Start Date** | Provide the proposed start date for employment of the DS4Y intern |
| **Agreement End Date** | Provide the proposed end date for employment of the DS4Y intern |

### Past Agreements

Please provide information relating to past agreements under other programs with the Department. Include previous agreement number, if available.

### Description

Provide a description of the position and the activities the intern shall undertake as part of their employment. Include details related to any training that is being planned, and outline how your organization plans to engage in online activities and engage in digital skills. Also include a description of how the student will benefit from this internship, i.e., how it provides career related experience and development of new skills, and supports the business/organization with its operations.

### Agreement Contact

Provide the appropriate primary contact for your organization including the title and contact information. Please note that this contact should be an individual who can provide additional information if required related to your application and is empowered to negotiate this agreement on behalf of your organization.

### Locations

Please provide the address information for the location(s) where the employee / intern will carry out their duties. If you have not yet secured a location, please enter your main organization’s address and inform the Department of the new address when the location is known.

### Participants

Enter the number of participants (employees / interns) expected to be employed on this project. Under this program (DS4Y), it is only one employee / intern per application. A separate application is required if you are requesting more than one employee / intern.

### Activities

The table below outlines the required information for Activity Type under the DS4Y program. The application will include several opportunities to add different activity types however under this program the Activity Type is WorkExperience, therefore you are only required to provide this information once on the application.

On your Application Form provide the following information for the activities that you plan to deliver as part of your project

|  |  |
| --- | --- |
| **Activity Type** | WorkExperience |
| **Activity Type Definition** | Provide what work experience the intern will receive during their placement. |
| **Start Date (DD/MM/YY)** | Provide the proposed start date for employment of the DS4Y intern |
| **End Date (DD/MM/YY)** | Provide the proposed end date for employment of the DS4Y intern |
| **Brief Description**  | The intent of this agreement is to provide post-secondary graduates with practical digital skills work experience and to equip them with the skills needed to succeed in the digital economy. Describe how you plan to deliver this activity as part of your project agreement. |
| **Expected Results**  | Describe the long-term expectations for the position and the experience that the intern will receive. i.e., identify the specific digital skills activities that the intern will have undertaken and how it will contribute to your organization’s operations. |
| **Where does this activity take place**  | Identify the location for this activity.  |
| **Expected number of project participants** | One per application.  |

### Sector Information

Provide the **three-digit** North American Industry Classification (NAIC) code for your business. The NAIC is the standard used for classifying businesses; the business selects the code that best depicts their primary business activity, for example, a business whose primary business is software or web development, or technical consulting services, the NAIC is 541; if the primary business is health related, NAIC is 621.

Click the NAICs Website icon shown on the online application to choose the correct code for your business, or click the following link to the website: <https://www.naics.com/search-naics-codes-by-industry/>

### Job Information

Provide details specific to the job, including job title, job description (outline duties), hourly rate of pay, number of hours per week, number of weeks and the plan for supervision. Providing this information as part of your application means you do not have to provide a separate document with this information. If this information is not provided, it will cause delays in the application being processed.

### Budget

The following table outlines all of the eligible cost categories and items for the DS4Y program, along with examples. On your Application Form, enter the total project costs and the amount of funding requested for each category for this project.

|  |
| --- |
| **Example 1: FOR PROFIT** - **Wages, Mandatory Employment Related Costs (MERC) and Training** An employer would like to hire a new employee for 26 weeks at 40 hours per week and pay $20 per hour. They also would like the new intern to attend Digital Skills training costing $2,500. Mandatory Employment Related Costs (MERC) (e.g. Employment Insurance premiums, Canada Pension Plan Contributions, Vacation Pay, Workers Compensation premiums, Health Insurance etc.) will be covered up to a maximum of 20% of the interns salary (based on actual benefits paid and can be supported by payroll documentation).The internship must be completed on or before March 31, 2020.The resulting total PROJECT COST would be $27,460. * Salaries ($20 x 40 hours x 26 weeks = $20,800 x 20% MERC = $24,960)
* Training ($2,500)

Requested amount would be $14,980.* $12,480 (50% of the total cost of salaries $24,960)
* $2,500 (100% of the training costs)

**PROJECT COSTS:** **$27,460** **TOTAL REQUESTED AMOUNT**: **$14,980** |
|  |  |  |
| **Participant Program Delivery**  |
| **Participant Cost Item** | **Project Cost** | **Requested Amount** |
| **Wages** | $24,960.00 | $12,480.00 |
| **Training**  | $2,500.00 | $2,500.00 |
| **Subtotal** | $27,460.00 | $14,980.00 |
| **less: Cash Contributions** | $12,480.00 |  |
| **less: In-kind Contributions** | $0  |  |
| **Total** | **$14,980.00** | **$14,980.00** |
|  |
| **Budget Total** | **Project Cost** | **Requested Amount** |
| **Subtotal** | $27,460.00 | $14,980.00 |
| **less: Cash Contributions** | $12,480.00 |  |
| **less: In-kind Contributions** | $0  |  |
| **Total** | $14,980.00 | $14,980.00 |
| **Example 2: NOT-FOR PROFIT -** **Wages, Mandatory Employment Related Costs (MERC) and Training** An employer would like to hire a new employee for 26 weeks at 40 hours per week and pay $20 per hour. They also would like the new intern to attend Digital Skills training costing $2,500. Mandatory Employment Related Costs (MERC) (e.g. Employment Insurance premiums, Canada Pension Plan Contributions, Vacation Pay, Workers Compensation premiums, Health Insurance etc.) will be covered up to a maximum of 20% of the interns salary (based on actual benefits paid and can be supported by payroll documentation).The internship must be completed on or before March 31, 2020.The resulting total PROJECT COST would be $27,460. * Salaries ($20 x 40 hours x 26 weeks = $20,800 x 20% MERC = $24,960)
* Training ($2,500)

Requested amount would be **$15,000*** 100% of training costs are eligible up to a maximum of $4,000, therefore in this example $2,500 in funding can be requested
* 75% of the total cost of salaries of $24,960 is $18,720 however total funding cannot exceed $15,000 including training

If amount being requested for salary and training costs exceed the maximum of $15,000 eligible under this program, it is recommended that you request the full amount of the training costs up to $4,000 and request the remainder under wages.**PROJECT COSTS:** **$27,460** **TOTAL REQUESTED AMOUNT**: **$15,000** |
|  |  |  |
| **Participant Program Delivery**  |
| **Participant Cost Item** | **Project Cost** | **Requested Amount** |
| **Wages** | $24,960.00 | $12,500.00 |
| **Training**  | $2,500.00 | $2,500.00 |
| **Subtotal** | $27,460.00 | $15,000.00 |
| **less: Cash Contributions** | $12,460.00 |  |
| **less: In-kind Contributions** | $0  |  |
| **Total** | **$15,000.00** | **$15,000.00** |
|  |
| **Budget Total** | **Project Cost** | **Requested Amount** |
| **Subtotal** | $27,460.00 | $15,000.00 |
| **less: Cash Contributions** | $12,460.00 |  |
| **less: In-kind Contributions** | $0  |  |
| **Total** | $15,000.00 | $15,000.00 |

### Projected Cash Flow

Provide an estimate of how the funding will be spent during the duration of the agreement.

### Legal Signing Officers

Provide the appropriate signing officers for this application ensuring they have legal signing requirements for your organization.

### Supporting Documentation

No supporting documentation is required when submitting your application under this program. If for some reason, additional information is required, staff with the department will contact you.

### Submit Application

Once you have completed the application, enter the information that was provided when your organization was first registered in LaMPSS – your Organization ID, Username and Password. Click the submit box. You will be connected with the LaMPSS System and your application will be submitted.

# Digital Skills for Youth (DS4Y) Program Reporting Requirements

The requirements for Activity and Financial reports for the DS4Y program are outlined in your Agreement Contract. Reports should be completed online using LaMPSS self-serve functionality.

## 4.1 Completing an Activity Report

This section provides supporting information that you will need to complete the Activity Report.

### Project Activities

The table below outlines the reporting requirements for the Work Experience activities being undertaken by the intern under the DS4Y program.

|  |  |
| --- | --- |
| **Activity Type** | **Work Experience** |
| Start Date | Enter the start date being covered by the Activity Report |
| End Date | Enter the end date being covered by the Activity Report |
| Activity Description | Enter a description of the activities undertaken during the reporting period, in this case, work the employee / intern has been doing and any training, or other activities.  |
| Update / Status this Period  | Describe the activities (job duties) that the individual has been involved with; **indicate whether or not they are still employed with your organization**. Also, indicate if there have been any changes in their hours of work and the number of hours worked during the reporting period. |
| Number of participants | 1 |

### Supporting Documentation

There are no mandatory documents required when submitting your Activity Report; however if you have supporting documents, or if the Department requests specific supporting documents, attach them to your Activity Report.

### Reporting Notes

Provide any additional information if relevant for this reporting period.

## 4.2 Completing a Financial Report

This section provides supporting information required to complete the Financial Report.

### Project Costs

Provide the actual costs for each eligible expense for this reporting period, wages, MERC and training costs if applicable.

### Supporting Documentation

Employers are required to provide a copy of payroll with their Financial Report to confirm wages paid, including MERCs, along with information and invoices related to any training incurred by the intern. Failure to submit supporting documentation with your Financial Report will cause delays in payment being issued.

### Reporting Notes

Provide any additional information if relevant for this reporting period.

## 4.3 Submitting Your Reports

Once you have completed the Activity and Financial Reports they can be submitted to the Department using the LaMPSS Self-Serve. Enter the information that was provided when your organization was registered in LaMPSS – your Organization, User ID and Password. Click the submit box. You will be connected with the LaMPSS System and your reports will be submitted.

For any clarification or additional information, please contact your Agreement Manager directly.