

Youth Employment Preparation Program Timeline 2021-2022

DEADLINE TO REGISTER: 30 NOVEMBER 2021

BACKGROUND

The goal of the Youth Employment Preparation (YEP) Program is to develop career and workplace skills in youth dependants of the Canadian Armed Forces members and Canadian Armed Forces support personnel posted in Europe. YEP aims to assist youth between the age of 15 and up to their 21st birthday, who are pursuing full-time studies, to gain the knowledge, skills and experience to make a successful transition into the labour market. This is achieved through a combination of training, assignments, and employment opportunities.

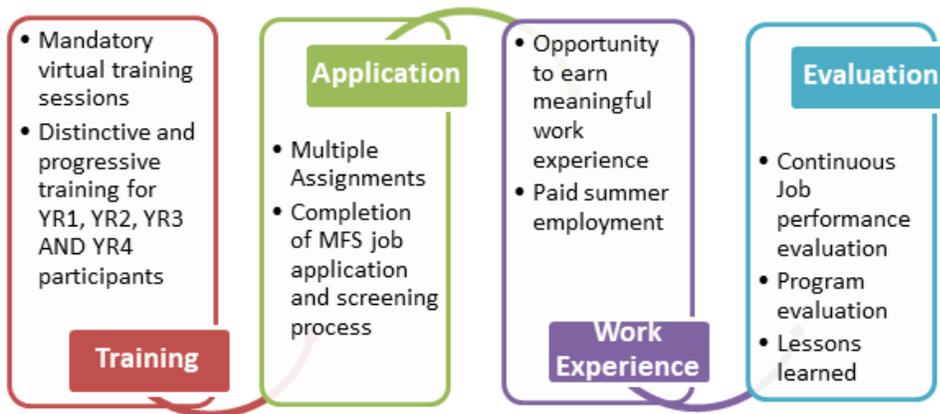
ELIGIBILITY

- The applicant is a dependent of a Canadian Armed Forces member or of a Canadian Armed Forces sponsored support personnel stationed in Europe;
- The applicant is NOT a diplomatic dependent, e.g. CDA or MPSS dependents;
- The applicant is a Canadian citizen, does not have dual citizenship in the country of employment and does not have dual citizenship in a “non-NATO” country;
- The applicant is a “dependent” in the view of CAF (e.g. NMR Directive 002/14), therefore eligible for NATO SOFA status;
- The applicant is between **15 and 21** years old (youth **MUST** be 16 by the start of the work term and can work only up to their 21st birthday*); and
- The applicant is currently enrolled in full-time studies for the school year 2021-2022 and returning to full-time studies for the school year **2022-2023**. The student can be enrolled in full-time studies in Canada, abroad or by distance.
 - If you are still unclear about your eligibility for the program, please verify your host nation’s regulations on employment. Reach out to your local orderly room or contact us as we may be able to provide more guidance or direction on where you can acquire more detailed information.
 - **With some exceptions, such as in Belgium, where the applicants can work only until their 18th birthday.*

YOUTH PARTICIPANT ACCOUNTABILITY

MFS Europe recognizes and acknowledges the important and crucial role parents play in their children’s lives. However, for youth to achieve optimal learning in the YEP program, it is imperative that they must take the lead. This program aims to build life and work skills by empowering its participants to assertively demonstrate their ability to manage the requirements of the program. Parents must be prepared to allow their child to develop these necessary skills. To this effect, **all program communications will be solely directed to the YEP participant.** This is an important part of the learning.

PROGRAM STRUCTURE: YEP’s 4 Phases



1. MANDATORY TRAINING

The YEP program features career-related training workshops and assignments aimed at enhancing the professional acumen of participants and to better prepare them for their entry into the Canadian labour market.

These mandatory assignments **must be completed** before YEP participants are eligible to apply for YEP employment. Some assignments are self-led, others involve live workshops. YEP participants will receive workshop information and registration instructions by e-mail prior to each workshop. The YEP Coordinator will facilitate these sessions. If the YEP participant is unable to attend the online session, they must notify the coordinator. Each session is recorded, and a link of the session will be sent to YEP participants and the virtual coordinator will monitor the site to ensure all YEP participants have watched the sessions.

Assignments will be reviewed to determine if each participant is eligible to move on to the next phase. Individualized assistance and mentorship will be available to each YEP participant



throughout the duration of the training phase. It is the YEP participant's responsibility to ensure that they attend all mandatory training sessions and successfully complete all required assignments. YEP participants will receive one reminder if an assignment is missed. Failure to submit will result in removal from the program.

All YEP participants will be registered with **MySparkPath**, to explore careers through the Challenge Mindset, which flips the traditional approach to career planning and frees YEP participants to find a career path based on real-world challenges, not job titles. To prepare for the future, it's more useful to explore challenges to work on than job titles. Most of us are only aware of a few job titles yet there are over 20,000 different job titles around the world. Some jobs that today's youth will find themselves in don't exist yet. Also, most people have several different job titles over the course of their careers – focusing on choosing just one at a young age is limiting.

The training sessions are divided into Years (YR) – which are based on the YEP participant's years of seniority in the program. YRs are not determined by participant age.

YEP YEAR 1

YR1 Training Package is open to participants who are new to the YEP program. There are three YR1 mandatory virtual training sessions:

CHALLENGE CARDS:

All YEP participants will complete a digital challenge card sort and participate in a virtual discussion about their results, and what they have learned.

RESUME & COVER LETTER WRITING:

First draft due no later than January 31, 2022.

Final draft due February 28, 2022.

Participants will be asked to watch online videos on resume and cover letter writing and provided samples to help them create a proper resume and cover letter. Their first draft will be reviewed and returned with notes and edits. A final draft must be submitted by the end of February.

INTERVIEW SKILLS:

Participants will be asked to watch an online video on interview skills and provided interview preparation resources to review.

Mock interviews will be scheduled in the first two weeks of March 2022.

YEP YEAR 2

YR2 Training Package is open to participants who have successfully completed YEP YR1.

CHALLENGE CARDS:

All YEP participants will complete a digital challenge card sort and participate in a virtual discussion about their results, and what they have learned.

YR 2 participants will complete workbook activities to explore potential careers and workplaces based on the results of their card sort.

Completed activities must be submitted by December 31, 2021.

RESUME & COVER LETTER WRITING:

First draft due no later than January 31, 2022.

Final draft due February 28, 2022.

Participants will be asked to watch online videos on resume and cover letter writing and provided samples to help them create and/or update a professional resume and cover letter. Their first draft will be reviewed and returned with notes and edits. A final draft must be submitted by the end of February.

INTERVIEW SKILLS:

In YR 2 & YR 3, we will focus on interview preparation: the ability to anticipate the type of questions you may be asked and how to be prepared with potential answers. Participants must attend an online workshop on job interview preparation, and then prepare and submit written answers to three interview questions.

Interview assignments will be distributed in January 2022, and are due no later than February 15, 2022.

YEP YEAR 3

YR3 Training Package is open to participants who have successfully completed YEP YR2.

CHALLENGE CARDS:

All YEP participants will complete a digital challenge card sort and participate in a virtual discussion about their results, and what they have learned.

YR 3 participants will complete workbook activities to explore potential careers and workplaces based on the results of their card sort and will research prominent people working to address the challenges that were identified in their card sort.

Completed activities must be submitted by December 31, 2021.

RESUME & COVER LETTER WRITING:

Due January 31, 2022.

Participants in YR 3 are expected to know how to prepare a professional resume and cover letter. Prior to applying for jobs, they are required to submit their documents for review, based on a fictional job posting. They will be assessed based on how well they have targeted their documents to the posting. Each participant will receive an assessment indicating whether their resume has made it into the hiring manager's YES pile, or the NO pile.

Those who do not get a YES on their first attempt may revise and resubmit. To move into the employment phase of the program, YEP participants must be able to submit a resume and cover letter that earns a YES, no later than February 28, 2022.

Participants can brush up on resume and cover letter writing skills by reviewing the videos and samples provided.

INTERVIEW SKILLS:

In YR 2 & YR 3, we will focus on interview preparation: the ability to anticipate the type of questions you may be asked and how to be prepared with potential answers. Participants must attend an online workshop on job interview preparation, and then prepare and submit written answers to three interview questions.

Interview assignments will be distributed in January 2022, and are due no later than February 15, 2022.

YEP YEAR 4

YR4 Training Package is open to participants who have successfully completed YEP YR3.

CHALLENGE CARDS:

All YEP participants will complete a digital challenge card sort and participate in a virtual discussion about their results, and what they have learned.

YR 4 participants will complete workbook activities to explore potential careers and workplaces based on the results of their card sort and will research prominent people working to address the challenges that were identified in their card sort.

They will then complete a NETWORKING CHALLENGE; they will either identify and connect with two potential employers or conduct an informational interview with someone working in their desired field.

Completed workbook activities must be submitted by December 31, 2021. Networking Challenge must be complete and reported on by February 28, 2022.

RESUME & COVER LETTER WRITING:

Participants in YR 4 are expected to know how to prepare a professional resume and cover letter. However, we recognize that this is a skill that will need continual development throughout a person's career. YR 4 participants are invited to submit their resume and cover letter to the YEP Coordinator for review before applying to jobs. For timely feedback, please submit no later than February 28, 2022. This is not a mandatory assignment.

INTERVIEW SKILLS:

In YR 4, we challenge participants to understand the interview process better by sitting on the other side of the interview table. YR 4 participants will each attend one of the mock interview workshops for the YR 1 participants and assist the coordinator with facilitating and assessing the interviews. They will also each be asked to provide feedback on the answers prepared by YR 2 & 3 participants (identities will remain protected and confidential).

In addition to the training listed, all YEP participants will be asked to complete the Workplace Etiquette session as well as the CFMWS New Employee mandatory training package.

2. SKILLS APPLICATION

The second phase is the real-world application of this training, which requires the participants to research and apply to job competitions and successfully navigate their way through a comprehensive hiring process. Only YEP participants who have successfully completed the mandatory training will be eligible to apply to YEP funded employment positions.

Job advertisements will be released in March 2022. Successful YEP participants will receive detailed information on the YEP positions available. They will have the opportunity to apply to as many positions as they see fit. Applications will be evaluated based on the resume, cover letter, interview, participation in the program, and the specific eligibility requirements for each position. Virtual interviews will be scheduled for qualifying candidates. These interviews will be conducted by a panel consisting of up to three members: an MFS(E) representative, the YEP Coordinator, and the supervisor of the position. Interview results will be scored against a set of pre-established criteria.

Paid positions will be available throughout Europe, including home-based opportunities for YEP participants in remote locations. Participants must be located in Europe to be eligible to work as part of the YEP program. Each position will be offered to the highest scoring participant in the screening process. **There is no guarantee that all YEP participants will be hired.** However, MFS(E) will work with employers and strive to ensure there are sufficient employment opportunities for the number of successful participants. The more effort the YEP participant puts into developing their skills, the higher the likelihood that they will be successful.

Potential positions for YEP program will be available through CFSU-E, MFS Centres, NATEX, NATO and PSP. Examples of these positions may be: General Office Clerks, Sales Clerks, Warehouse Staff, Assistant Community Services Providers, Summer Camp Supervisor, Administrative Assistant, Summer Camp Counselors, translators, and IT/Web Assistant. These are examples only; actual employment opportunities will vary based on location and will be released in March.

IMPORTANT NOTE: Youth participants will need to confirm their eligibility for employment in the country where they will be residing over the employment period, by providing proof of SOFA stamps, passport stamp or working visas if required. They will also be required to complete a comprehensive security clearance prior to the start of their placement.

REMINDER: To complete the comprehensive security clearance, applicants need to be in possession of their Social Insurance Number (SIN), or to request it as soon as possible from the appropriate authorities. They also need to have their original birth certificate (not just the



Statement of Birth, also commonly called the *Long Form*, as this document is NOT accepted). Failure to provide any of the required documentation with their security clearance application will result in their application being rejected and the employment phase paused until all necessary documentation is obtained by the HR office. If the delay is too long, this can result in a cancelation of the placement.

3. WORKPLACE EXPERIENCE

Successful candidates will be offered a paid summer position of 3-12 weeks. Historically, the average placement has been 8 weeks and 200 working hours. The earliest start date of employment is 02 May 2022 and the latest date a YEP employee can work is 26 August 2022. The length and schedule of the placement will take into consideration the employer's needs, the availability of the YEP employee, and the overall budget of the YEP program. Hourly pay rates are based on the YEP pay scale and the specific requirements of the position. Also taken into account is the level of experience and education of the participant. 2021 salaries ranged from \$12.25 to \$16.00 per hour, and will be reviewed for the 2022 YEP employment phase.

YEP employees will be provided with a paid placement (based on agreed upon terms), supervisory guidance, all orientation and necessary training, a job description and a detailed work planner. In return, they will be required to demonstrate a professional level of effort. All YEP employees will be held to the same standards of performance as any other CFMWS employee. The employer's regular procedures and regulations will also apply to YEP employees.

4. EVALUATION

YEP participants will be provided with workplace opportunities that will allow them to acquire new skills. As such, continuous feedback will be provided to them by their immediate supervisor. They will also receive a formal performance evaluation at the end of their placement. Furthermore, to ensure the program's continued success, the YEP participants and employers will also take part in an evaluation of the program that will result in recommendations for program enhancement.

2021-2022 TIMEFRAME

PHASES	Timeframe
VIRTUAL TRAINING	<p>ALL YRS:</p> <p>Digital Challenge Card sort & activities to be completed and submitted by Dec 31, 2021</p> <p>YR1 RESUME & COVER LETTER WRITING:</p> <p>Jan 31 first draft, Feb 28 Final</p> <p>YR1 MOCK INTERVIEWS:</p> <p>early March</p> <p>YR2 RESUME & COVER LETTER WRITING:</p> <p>Due Jan 31, Revisions by Feb 28</p> <p>YR3 RESUME & COVER LETTER WRITING:</p> <p>Due Jan 31, Revisions by Feb 28</p> <p>YR 2&3 INTERVIEW SKILLS:</p> <p>Due Feb 15</p> <p>YR 4 NETWORKING CHALLENGE:</p> <p>Due Feb 28</p>



SUCCESSFUL COMPLETION BY: 15 March 2022

JOB APPLICATION

ANTICIPATED APPLICATION DEADLINE:

March 24 2022

JOB INTERVIEWS:

Mar 29 – April 5 2022

WORK EXPERIENCE

EARLIEST START OF EMPLOYMENT:

02 May 2022

LATEST DAY OF EMPLOYMENT:

26 August 2022

EVALUATION

August-September 2022

For additional information or assistance, please contact the YEP coordinator at MFSE.EmploymentEducationTraining@cfmws.com



YOUTH EMPLOYMENT PREPARATION PROGRAM

REGISTRATION FORM

Please complete the form online by typing in the boxes provided, checking boxes. Save the completed form and send as an **attachment** to MFSE.EmploymentEducationTraining@cfmws.com

Personal Information	
1. Last Name:	2. Given Name(s):
3. DOB (DD/MM/YY):	4. Age at the time of registration:
5. Email Address (youth):	
6. City/Country currently residing/studying in:	
7. Name of CAF Sponsor (parent/guardian):	
8. Posting Unit and Location in Europe:	
(New) YEP YEAR 1 participant	
(Returning) YEP YEAR 2 participant	
(Returning) YEP YEAR 3 participant	
(Returning) YEP YEAR 4 participant	
Language Profile: French English Others: _____	
School Information	
10. Name of School/Program for the 2021-2022 School Year:	
11. Check box that applies	<input type="checkbox"/> Secondary <input type="checkbox"/> Post-Secondary
12. I will be a FULL-TIME student at this educational institution for the 2021-2022 school year:	
I certify that this information is accurate. Signature:	

DEADLINE FOR REGISTERING FOR YEP IS 30 NOVEMBER 2021