



# Youth Employment Preparation Program General Information 2023-2024

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**DEADLINE TO REGISTER: 30 NOVEMBER 2023**

## BACKGROUND

The goal of the Youth Employment Preparation (YEP) Program is to develop career and workplace skills in youth dependents of the Canadian Forces members and Canadian 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. YEP is also meant to act as a reunification program to allow students attending Canadian Universities to return home to their parents in Europe and be gainfully employed.

## ELIGIBILITY

- The applicant is a dependent of a Canadian Armed Forces member or of Canadian 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 15-21 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 2023-2024 and returning to full-time studies for the school year 2024-2025. The student can be enrolled in full-time studies in Canada, abroad or by distance.
- The main intent of the YEP program is to be a reunification program between university students in Canada and their parents in Europe, as well as providing OUTCAN High School students with the opportunity to work during their time abroad. As such, *the student must be physically located in Europe for the majority of the summer* (with the exception of visits back to Canada with their families).



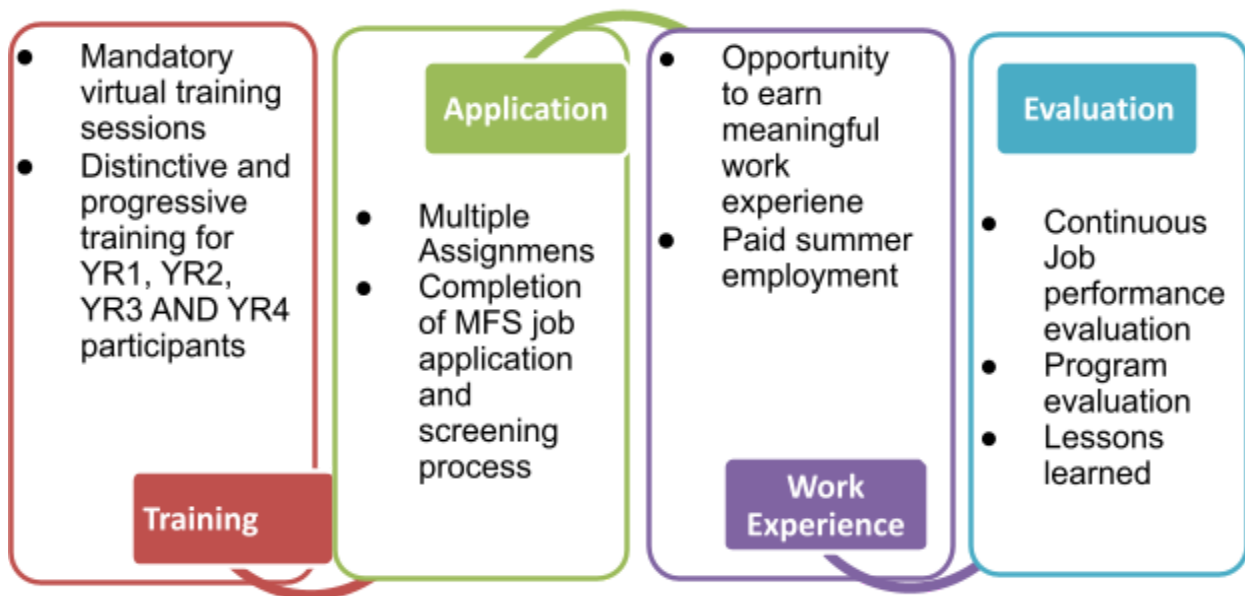
\*PLEASE NOTE THAT STUDENTS OVER 18 AND RESIDING IN BELGIUM ARE NOT ABLE TO PARTICIPATE IN THE YEP PROGRAM AS THIS WOULD RESULT IN THE FORFEITURE OF THEIR PROTOCOLE ID.

If you are still unclear about your eligibility for the program please verify your host nations 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.

## YOUTH ACCOUNTABILITY

MFS Europe recognizes and acknowledges the important and crucial role parents play in their children's lives. However, for the 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 youth.** 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. Most assignments are self-led using a Google Classroom platform. Assignments will be reviewed to determine if the youth is eligible to move on to the next phase. Individualized assistance and mentorship will be available to each participant throughout the duration of the training phase. It is the youth's responsibility to ensure that they successfully complete all required assignments. Youth will receive one reminder if an assignment is missed. Failure to submit will result in removal from the program.

The training sessions are divided into Years (YR) – which are based on the participant's years of seniority in the program. YRs are not determined by participant age. Assignments and expectations will differ slightly depending on the participant's years of seniority.

Here are some possible assignments included in the training:

### **Passport to Success:**

This program, created by the International Youth Foundation will be a guideline for our learning. Students will work through the program throughout the year, answering questions in the handbook. The chapters touch on a variety of soft skills such as leadership and communication.

### **Challenge Cards:**

This unique challenge, created by SparkPath, will get students thinking about the professional mission they want to pursue and possible job titles that would suit. Students 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:**

For this section, we will discuss what makes a cover letter and resume stand out. 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.



### **INTERVIEW SKILLS:**

Participants will be asked to watch an online video on interview skills, and provided interview preparation resources to review. They will then have an interview preparation assignment to complete.

## **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. 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 MFSE 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 youth in remote locations. Participants must be 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, MFSE 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 the YEP program will be available through CFSU-E, MFS Centres, NATEX, NATO and PSP. Examples of these positions may be: General Office Clerks, Salesclerks, 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 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.

### **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 the first week of May and the latest date a YEP employee can work is the last week of August. 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 considered is the level of experience and education of the participant. YEP student wages are reviewed yearly.

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.

For additional information or assistance, please contact the YEP coordinator:

[MFSE.EmploymentEducationTraining@cfmws.com](mailto:MFSE.EmploymentEducationTraining@cfmws.com)



## 5. 2023-2024 TIMEFRAME

PHASES	Timeframe
<b>VIRTUAL TRAINING</b>	<b>SKILL ASSIGNMENT:</b> Passport to Success or Challenge Cards, etc. <b>DEC - JAN</b>
	<b>RESUME &amp; COVER LETTER WRITING:</b> <b>JAN - FEB</b>
	<b>MOCK INTERVIEW ASSIGNMENT:</b> <b>APRIL</b>
<b>JOB APPLICATION</b>	<b>ANTICIPATED APPLICATION DEADLINE:</b> <b>March 29, 2024</b>
	<b>JOB INTERVIEWS:</b> <b>APRIL</b>
<b>WORK EXPERIENCE</b>	<b>EARLIEST START OF EMPLOYMENT:</b> <b>06 May 2024</b>
	<b>LATEST DAY OF EMPLOYMENT:</b> <b>30 August 2024</b>
<b>EVALUATION</b>	August-September