



2011-2012
Skills Link Program
General Information

2011-2012 Skills Link Program

First Nations Education Council



Description and Goals

The FNEC is pleased to announce the return of the Skills Link Program, which is intended for Quebec First Nations youth. In association with Aboriginal Affairs and Northern Development Canada's First Nations SchoolNet Program, the Skills Link Program is designed to give youths between the ages of 18 to 30 the opportunity to obtain relevant work experience in the field of information and communications technology (ICT). The program is also aimed at helping communities provide innovative and motivational learning experiences to their young people.

Work terms are set at a maximum of 1400 hours (35 hours a week) taking place between April 1st 2011 and May 1st, 2012.

All community applications will be evaluated and selected according to the Skills Link Program guidelines outlined in this document. Communities are eligible to receive funding for one youth worker.

To apply for this program, communities must fill out the Proposal Application Form or contact Eve Bastien, at (418) 842-7672 in order to receive the form. The deadline for project submissions is **February 3rd, 2012**.

Skills Link Program Guidelines

Supervised work experience (including ICT):

- May not exceed 11 months;
- Youth may only participate once in the program;
- Participants will be paid wages at or above the applicable provincial/territorial minimum wage;
- Must be completed by May 1st, 2012.

Eligibility

All FNEC-member communities and non-member Innu communities participating in the SchoolNet Program are eligible to participate in the Skills Link Program.

Communities must describe how their projects will allow youth to gain relevant work experience in ICT and how they will assist the youth chosen for this internship project.

According to the Aboriginal Affairs and Northern Development Canada reporting requirements, communities must send the FNEC an invoice in order to be reimbursed for the youth's salary and include a copy of the pay history to attest to the salary payment.

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Budget and contribution

Each community selected to participate in the Skills Link Program may obtain a maximum of \$20 160 in salary funding.

Duration of work contract:	40 consecutive weeks
Number of hours per week:	35 hours
Salary:	\$12.00 / hour
Benefits:	20% of the salary
Maximum funding:	\$20 160 per community

Child daycare expenses for the dependent children of the youth can be added to this amount. Documents must be presented.

Furthermore, communities will receive a \$ 200 amount to cover Internet access fees.

Reimbursement

Communities selected to participate in the Skills Link Program will be sent a letter of confirmation to this effect by the FNEC no later than February 17th, 2012.

Communities will be reimbursed for salary expenses through two (2) instalments. The first will represent 30% of the total approved amount. It will be sent at the beginning of the project, upon reception of the signed original agreement. At the end of the employment period, the community will receive the remaining amount. This reimbursement is conditional upon receipt of all reports, invoices, and financial statements related to the youth's salary.

Period Covered

The Skills Link Program runs from April 2011 to May 1st, 2012. All work placements last a maximum of 1400 hours (40 weeks). Communities must indicate the start date of their project.

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Deadlines and Reports

Registrations for the Skills Link Program will be accepted until **February 3rd, 2012**.

The FNEC will send official confirmation to the selected applicants no later than two weeks following the receipt of applications.

The selected communities for the Skills Link Program are to submit the following:

- **Agreement Letter (original copy)**
 - To be signed by the employer
- **Youth Evaluation Report**
 - To be completed by the youth worker
- **Final Report**
 - To be completed by the employer
- **Reimbursement application & proof of salary paid**

Note: Please use the invoice template provided at the end of this document.

Application

To participate in the Skills Link Program, interested communities must:

1. Fill out the enclosed Proposal Application Form;
(DEADLINE: JANUARY 31, 2012)
2. Send the completed form to the FNEC by e-mail.



(418) 842-7672



ebastien@cepn-fnec.com

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Application Form

Community: _____

Ressource person: _____

Address: _____

Phone: _____ **Fax:** _____

Email: _____

Youth's name: _____

Date of birth: _____

Address: _____

Phone: _____ **Fax:** _____

Email: _____

Project description

Describe how your project will allow youth to gain relevant work experience in ICT and how you will assist the youth chosen for this internship project.

Budget

Period covered: **From:** _____ **To:** _____

Salary paid: _____

20% benefits: _____

Daycare expenses: _____

Internet allocation: _____ \$200

Total : _____

Please return this Form by fax or email before February 3, 2012.

Email: ebastien@cepn-fnec.com **Fax:** (418) 842-9988

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Salary Invoice Form

(To be filled out for each request for reimbursement)

Date: _____

Payable by:	First Nations Education Council 95 Rue de l'Ours Wendake, Quebec G0A 4V0
Payable to:	_____ _____ _____ _____

Youth's name:	_____
Period covered:	From: _____
	To: _____
Salary paid:	_____ \$
+	
20% benefits:	_____ \$
Daycare expenses:	_____ \$
Total (amount claimed)	_____ \$
Authorized signature:	_____