



CANADA'S LARGEST
MANUFACTURING CONSORTIUM

NB YOUTH IN MANUFACTURING (17-29) EMPLOYER FREQUENTLY ASKED QUESTIONS

Funded by the Government of New Brunswick's WorkingNB (PETL)

What is the NB Youth Manufacturing program?

Supported by the Government of New Brunswick through WorkingNB, the program is designed to help New Brunswick manufacturers build their early-career talent pipelines by hiring local youth (ages 17–29) into paid placements. The initiative integrates structured, on-the-floor mentorship with self-paced online training courses designed to build essential industrial, safety, and digital skills—awarding successful youth with industry-recognized digital micro-credential badges upon placement completion.

Why should we hire a youth worker under this program?

Youth employees are enthusiastic and ready to learn. They bring digital and hands-on skills and experience suited to the manufacturing environment. Participating in this program helps you address an aging workforce and retirement vacancies by showcasing manufacturing careers to a new generation of workers.

Furthermore, this program reduces your financial risk and onboarding costs through a 50/50 cost-matched wage subsidy up to \$3500 and free structured training for both the participant and their designated supervisor/mentor.

What are the eligibility requirements for employers to participate?

- A registered, active business operating in New Brunswick
- A member of Canada's manufacturing sector (NAICS 31–33) or Manufacturing Allied Industries
- Have active, valid WorkSafeNB coverage
- Offering a position with the intention of creating full-time employment
- Will provide a target of 320 working hours for non-students for a maximum duration of six months and/or 240 working hours for high school students; participants must be hired as direct payroll employees (independent contractor arrangements are ineligible)
- Commitment to a minimum of 10 hours of participant training during the work period



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What are the eligibility requirements for participants?

To be eligible, participants must be

- Between 17 and 29 years old on your day of hire
- A current resident of New Brunswick
- Legally authorized to work in Canada

Exclusions: Participants must not be completing an active post-secondary co-op or work-integrated learning (WIL) term and must not be a registered apprentice.

Who selects the participant for the placement/hire?

You are responsible for the recruitment and selection of the eligible participant

Can we hire a participant who has previously worked for our company?

Yes. You are welcome to hire a youth who previously worked with your company in a temporary or short-term capacity (such as a past summer student position or a completed high school co-op block) for a new placement. However, to qualify for the wage subsidy, the program application must be submitted within one (1) month of their new placement start date. Existing continuous, long-term employees who have been working with your business without a break cannot be retroactively enrolled.

Can we apply before finding an eligible participant?

Yes, you can apply for funding without a participant and hold a funding space for a limited time while recruiting. If they are unable to find an eligible participant in this period, the funding may be allocated to another employer based on program status.

Can we apply for the program after a participant has started?

Yes, you can apply for the program if the eligible participant is within one month of their start date and will continue being employed for the duration of the program. The program's participant training is designed to be taken in their first month of employment.

What are the working hours and placement duration requirements?

Placements can be completed on either a full-time or part-time basis, but the co-funded placement itself must be completed within a maximum duration of six continuous calendar months from the participant's start date.

Please Note: This six-month limit refers strictly to the timeframe of the co-funded wage subsidy and placement coursework. It is not a limit on the participant's overall employment; since the program's primary objective is long-term career retention, participating employers are highly encouraged to retain youth as



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permanent payroll employees beyond the subsidy period.

The program features two distinct hour targets based on the stream:

- Non-Student Youth Stream (including recent grads, NEET youth, or post-secondary students not in co-op): Target of 320 working hours per placement.
- High School Youth Stream*: Target of 240 working hours per placement.

*Applications to hire high school students will be reviewed on a case-by-case basis.

Once a participant has been hired, what is required from the employer?

Once you have a participant, you will complete the Employer Acceptance Agreement, and the participant will complete the Information and Consent Form. All participants complete approximately 10 hours of online, self-directed training. The training complements but does not replace existing onboarding procedures and training you provide new hires.

What training are participants required to complete?

All participants must complete mandatory, self-paced online training courses (approximately 10 hours) on the EMC Online Learning Portal:

- MEC Manufacturing Foundations: Core workplace skills (adaptability, accountability, team problem-solving).
- Health & Safety 101: Critical safety rights, hazard recognition, and emergency communication.
- Introduction to Green Manufacturing: Practical sustainability, resource conservation, and waste reduction.
- Lean Fundamentals: Continuous improvement methodologies (5S, Takt Time, pull systems, and Kaizen).

Upon successful completion of these modules and their work placement, participants are issued industry-recognized digital micro-credential badges to add to their resumes.

These modules complement your company's site-specific safety and task-based training, and a successful placement is required for the participants to earn their formal digital badges.



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Are we required to pay participants while they complete this training?

Yes, this is a mandatory program requirement. You must grant the participant a minimum of 10 hours of paid working time over their first few weeks on the job to complete these online modules. This training time is counted toward their total placement working hours.

What if the participant is unable to complete the full hourly target?

If a participant is unable to finish their full scheduled placement due to unforeseen circumstances, you may still claim a prorated wage subsidy, provided they completed at least 75% of the target hours:

- A minimum of 240 hours for non-student/post-secondary youth
- A minimum of 180 hours for high school youth

If a placement falls below the 75% threshold, please contact EMC immediately to discuss the situation.

What is the supervisor mentorship training requirement?

To ensure successful integration and retention, we request that you pair each participant with an onboarding mentor working in the same department or on the same shift. These mentors gain access to EMC's Mentorship in Manufacturing training at no cost.

This structured guidance is delivered as a hybrid of facilitated and self-directed e-learning (approx. 3 hours online) to help your team effectively coach and support young workers.

How is the financial incentive calculated and paid?

The program operates on a 50/50 cost-matched wage subsidy on the actual gross hourly wages paid to the participant up to \$3500 per participant. The total subsidy is calculated and reimbursed upon the successful completion of the placement and submission of payroll documentation.

What documentation is required to claim the reimbursement?

To receive your co-funded subsidy, you must submit the following records to EMC at the end of the placement:

- Signed Employer Attestation Form verifying actual placement hours and wages paid.
- Official employer payroll paystubs demonstrating that the participant was paid on payroll with standard statutory deductions.
- Invoice (template supplied)
- Completed program feedback surveys from both the employer and the participants.



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Under WorkingNB guidelines, you must maintain these payroll records and timesheets for a minimum of six (6) years for provincial audit purposes.

Is there a limit on the number of funded placements we can receive?

To ensure funding is distributed equitably across the province, the standard baseline limit is set at two (2) funded placements per manufacturer.

However, if your facility has the capacity and interest to host three or more participant, please contact EMC directly to discuss your hiring plan and request special regional approval.

How do we apply or find out more?

For this summer launch cohort, spaces are extremely limited to only 16 placements across New Brunswick. Registrations are processed on a first-come, first-served basis.

To secure your funding spot or get matching support, contact April at april@emccanada.org