



WILWORKS YOUTH IN MANUFACTURING ATLANTIC CANADA EMPLOYER FREQUENTLY ASKED QUESTIONS

What is EMC's WILWorks Youth in Manufacturing Program?

EMC's WILWorks Youth in Manufacturing, funded by the Government of Canada through the Atlantic Canada Opportunities Agency, is designed to increase awareness of Atlantic Canada's manufacturing sector as a career destination of choice. Atlantic Canadian manufacturing employers in the program will receive mentorship training for current employees at no cost and a financial incentive of up to \$2,500 for each youth work placement. The program supports eligible participants (aged 16-20) with funded, industry-recognized Manufacturing Foundations and Lean Fundamentals micro-credentials while exploring the manufacturing sector as a viable career option.

Why should a company hire a youth worker?

Youth employees are enthusiastic and ready to learn. They bring digital and hands-on skills and experience suited for the manufacturing environment. EMC's WILWorks Youth in Manufacturing Program supports employers offering work and high school co-op experiences to youth workers, increasing company awareness to a new generation of workers, and introducing participants to the many career opportunities available in the business.

How does EMC's WILWorks Youth in Manufacturing Program support manufacturing employers?

EMC's WILWorks Youth in Manufacturing Program supports manufacturing employers through a financial incentive of up to \$2,500 per eligible participant to employers. The program also supports employers by offering mentorship training to employees at no cost.

What are the main eligibility requirements for an employer to participate in EMC's WILWorks Youth in Manufacturing program?

To be eligible for funding through EMC's WILWorks Youth in Manufacturing Program, an employer must be part of the manufacturing sector (NAICS 31-33) and operate in one of the four Atlantic Canada Provinces: New Brunswick, Newfoundland and Labrador, Nova Scotia, Prince Edward Island.

What is the process for a manufacturing employer to access EMC's WILWorks Youth in Manufacturing Program?

Employers interested in applying for EMC's WILWorks Youth in Manufacturing Program can access the application on EMC's WILWorks Youth in Manufacturing Community portal on Magnet.

When should an employer apply for the program?

Funding for EMC's WILWorks Youth in Manufacturing Program is limited. Employers are encouraged to apply as soon as possible as the program may change to waitlist status or close to applications once funding has been allocated.



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What documentation is required to support an application?

Applications are employer-driven, and the following documentation will be required at the start and/or end of the work placement to receive the financial incentive.

- Online Application
- Employer Acceptance Form
- Participant Information and Consent Form
- Employer Feedback Survey
- Participant Feedback Survey
- Employer Attestation
- Invoice

When is the Financial Incentive Paid?

Employers can expect to receive the financial incentive within 45 business days of EMC receiving all the required documentation at the end of the placement period.

What are the eligibility requirements for EMC's WILWorks Youth in Manufacturing Program participants?

To be eligible, youth participants must be:

- a resident of Atlantic Canada within the provinces of New Brunswick, Newfoundland and Labrador, Nova Scotia, and Prince Edward Island;
- eligible to work in Canada,
- aged 16-20 (at start of program),
- a current high school student or if not in high school, not enrolled in post-secondary education or training under youth eligibility question

Participants completing a high school co-op placement, seasonal employees, or full-time workers are eligible for this program. This program also serves as a great start to a career for un/underemployed youth.

Who selects the participant for the placement/hire?

The employer is responsible for the recruitment and selection of the eligible participant.

How does an employer find qualified participants?

Employers are encouraged to use their usual recruitment channels to hire eligible participants. Interested employers can offer high school co-op placements or experiential learning opportunities by working with local high school or school board contacts. EMC can connect employers to local schools or community agencies to feature employment and placement opportunities if requested.



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EMPLOYER FREQUENTLY ASKED QUESTIONS

Can employers stack different funding with EMC's WILWorks Youth in Manufacturing Program?

Depending on the scenario, partial government funds from provincial, territorial, or municipal sources may be permitted. Stacking eligibility needs to be confirmed with the provincial, territorial, or municipal program and EMC.

Can an employer hire a participant who has previously worked with the company?

Yes, a participant who has previously worked with the firm in a short-term capacity (seasonal employment or co-op placement) can be hired if all the eligibility requirements are met. The program is best suited for participants at the start of their career (within a month of their full-time start date) or the start of the co-op/experiential learning placement.

Are short-term summer or seasonal positions eligible?

EMC's WILWorks Youth in Manufacturing Program is focused on expanding skills and paths to employment in manufacturing for youth aged 16-20. The goal is for youth to have the opportunity to gain work experience and explore careers in the manufacturing sector. Summer or seasonal employment opportunities are eligible.

What kind of roles are eligible?

Eligible employers can apply for funding to support any position across all areas of the organization, including but not limited to:

- Production
- Design
- Supply Chain
- Finance
- Office Administration
- Sales and Marketing
- Human Resources

Can an employer apply before finding an eligible participant?

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

Can an employer apply for the program after a participant has started?

An employer can apply for the program if the eligible participant is within one month of their start date for full-time positions 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. The employer should apply for high school co-op students or seasonal employees before the placement or position begins.



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EMPLOYER FREQUENTLY ASKED QUESTIONS

Is there a set duration for eligible placements?

Yes, most placements for EMC's WILWorks Youth in Manufacturing Program will run eight to ten weeks.

Once a participant is secured, what is required of them?

All youth participants complete EMC's Manufacturing Essentials Certification (MEC) – Manufacturing Foundations Micro-credential and EMC's MEC Lean Fundamentals Micro-credential training. This training is offered in a self-directed online format and will take most participants approximately 14-16 hours to complete. The training complements but does not replace existing onboarding procedures and training employers provide to new hires or student placements.

Manufacturing Foundations Micro-credential

The MEC – Manufacturing Foundations Micro-credential training introduces participants to the manufacturing sector and includes topics such as:

- Attitude
- Accountability
- Problem Solving
- Giving and Receiving Feedback
- Adaptability and Resilience
- Difficult Interactions
- Health and Safety

A successful work placement is required for the participant to earn the certification. An Employer Certified Work Placement badge is awarded, if applicable after the employer completes a survey verifying the learner's ability to apply the training in the workplace.

Lean Fundamentals Micro-credential

The MEC - Lean Fundamentals Micro-credential training provides a strong foundation and introduction to the core principles of Lean Thinking, including Value Stream Mapping and Kaizen. Participants apply their knowledge in a lean project as part of the training. Completing the credential certifies that the learner has developed an understanding of the principles of Lean Thinking in a manufacturing environment.

How will an employer know if the participant has completed the training?

EMC monitors participant progress and supports participants to ensure learning completion. Employers are informed of the participant's progress by being included in the communications.



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How else does the program support the participant's onboarding experience?

In addition to providing no-cost training, the program expects employers to match the participant with a mentor onboarding buddy – most suitably, a colleague in the same department or on the same shift. Mentorship training is offered to the employer's mentor(s). This is a great way to invest in new and current employees. Participants also receive ongoing support from EMC staff through regular check-ins during the placement period.

What is required to complete the program successfully?

At the end of the placement period, a successful placement will include:

- Mentorship training completed by a current employee.
- Manufacturing Foundations and Lean Fundamentals training completed by the participant.
- Regular check-in surveys completed by the participant and employer.

Who does an employer contact for more information?

If an employer has questions or requires further assistance, please contact:

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