

Schedule A – Eligible Intern Host Organizations and Eligible Youth Activities.

A. Eligible Intern Host Organizations

Youth Internships are intended to be ICT-related and enhance and support the IHOs' capabilities and service to clients. Eligible activities for hosting Interns will therefore include:

- providing on-the-job training, orientation and mentoring to Interns to enhance and maximize their experience;
- supporting Interns in the development and implementation of work activities to provide them with meaningful ICT work related to their professional future; and
- exposing Interns to other related work assignments such as marketing, finance and administration in order to broaden their work experience, as the case may be.

Eligible Ultimate Recipients, referred to as Internship Host Organizations (IHO), are organizations with legal status in Canada that are non-profit organizations and have the capacity to offer Information and Communications Technologies (ICT) Internships.

- have the appropriate administrative support and capacity to train, orient and mentor the Interns to enhance and maximize their experience;
- will support the Interns in the development and implementation of work activities to provide them with meaningful ICT work related to their professional future;
- will expose the Interns to other related work assignments such as marketing, finance and administration in order to broaden the Interns' work experience, as the case may be; and
- will develop and implement an open, fair and transparent application process to engage youth in accordance with the contribution agreement with Industry Canada.

B. Eligible Youth Participants

Sections 4 and 5 of this document outline further eligibility requirements and definitions for eligibility and participation in the two program streams.

I. Summer Work Experience Stream

The objectives of the Summer Work Experience (SWE) stream are to help students acquire employment and career-related skills, to support them in financing and furthering their education and to provide students with career-related learning and labour market information.

II. Eligible Youth Participants under the SWE Stream

To participate in the YI program under the SWE stream, students must:

- be between the ages of 15 and 30 at the time of intake;

- have been registered as full-time students in the previous academic year and intend to return to their studies in the next school year;
- be hired over the summer;
- meet the job requirements of the IHO, which should include stated ICT-related activities;
- intend to gain ICT skills and knowledge;
- be a Canadian citizen, permanent resident or person who has been granted refugee status in Canada and be legally entitled to work in Canada; and
- must not be in receipt of EI benefits while participating in a SWE project.

III. Eligible Youth Participants under the CF Stream

To participate in the YI Program under the CF stream, eligible participants must:

- be between the ages of 15 and 30 at the time of intake;
- have demonstrated skills achievement at the post-secondary level—this means that the participant **must have more than secondary school achievement**. If the participant is a high school dropout who has taken an equivalency course or courses, they would not qualify. If the participant entered university or college as a mature student and is pursuing a course of study at the post-secondary level, they would qualify;
- intend to gain ICT skills and knowledge;
- meet the job requirements of the IHO, which should include stated ICT-related activities;
- be a Canadian citizen, permanent resident or person who has been granted refugee status in Canada and be legally entitled to work in Canada; and
- must not be in receipt of Employment Insurance (EI) benefits while participating in a CF project.

C. Role of Youth Interns

Eligible activities by Youth Interns can include but are not limited to:

- installing and maintaining hardware and software;
- providing network troubleshooting;
- web page maintenance and development;
- updating or creating a website for the IHO;
- helping community members develop their own web pages;
- promoting the awareness of electronic commerce to local small businesses;
- training and assisting the general public and target groups on basic computer and internet use; and
- delivering ICT or Internet-related workshops geared to specific topics of interest.