

# Northern Ontario Youth Internship and Co-op Program



*Providing New Skills and Development Opportunities*

## Northern Ontario Youth Internship and Co-op Program

Through this program, young northerners seeking to launch and build their careers in Northern Ontario will have access to work placements and internships. The aim is to have these opportunities serve as a springboard to rewarding and successful careers. Northern Ontario employers will be able to invest in training our highly skilled young workforce and prepare them for future employment right here in the North.

### Who is Eligible

Both private sector and public sector (i.e. municipal governments, First Nations and not-for-profit corporations) employers located in Northern Ontario involved in the following areas:

- \* Health care
- \* Social services
- \* Value-added manufacturing
- \* Telecommunications
- \* Bio-technology
- \* Emerging technologies
- \* Environmental sciences
- \* Other activities that will result in an economic or social development advantage for Northern Ontario.

Retail business activities where retail is the major or sole function of the position are not eligible. Also, federal and provincial governments are excluded from receiving funding under this program.

### What is Eligible

Funding is available for eligible employers located in Northern Ontario for the following:

- \* Co-op Placements: to hire post-secondary students from Northern Ontario so that they can gain practical work experience that fulfills the requirements of their co-operative education program.
- \* Internships: to provide first-time employment in a related field to recent

university and college graduates from Northern Ontario.

### Funding

Co-op Placements: eligible Northern Ontario employers would be provided the following:

- \* A conditional contribution (a conditional contribution is financial assistance that does not need to be repaid, provided certain conditions are satisfied) of up to 50 per cent of a wage subsidy to a maximum of \$6.00 per hour to hire post-secondary students from Northern Ontario for work placements.

Internships: eligible Northern Ontario employers would be provided the following:

- \* A conditional contribution of up to 50 per cent of a recent Northern Ontario graduate's salary to a maximum of \$27,500 annually (for private sector employers)
- \* A conditional contribution of up to 90 per cent of a recent Northern Ontario graduate's salary to a maximum of \$27,500 annually (for public sector employers).

It is important to note that NOHFC funding under this program, when combined with other provincial and federal government sources, will generally not exceed 50 per cent of eligible costs for private sector employers and 90 per cent of eligible costs for public sector employers.

### Guidelines

- \* Applications will be reviewed according to the following criteria:
  - The opportunity for the co-op placement or internship to result in a full time permanent job
  - The quality of the skill development opportunity
  - The type of training being proposed by the employer, and
  - The work plan/supervision method.
- \* Upon receiving NOHFC approval for funding, all employers are responsible for recruiting appropriate candidates.

Employers may wish to contact the appropriate college and/or university for recruitment assistance.

- \* Appropriate candidates are defined as follows:
  - Co-op Placements: Northern Ontario secondary school graduates 29 years of age or under currently attending an accredited college or university
  - Internships: Northern Ontario secondary school graduates 29 years of age or under recently graduated from an accredited college or university. Mature graduates may be considered on a case-by-case basis.
- \* A fair selection process must be conducted by employers for each position.
- \* Employers cannot hire immediate family members or relatives.
- \* Work must be undertaken during the agreed co-op placement or internship period.
- \* A co-op placement will normally not exceed one semester. An internship period will normally not exceed one year. However, the NOHFC may provide more than one year of funding if a specific amount of experience is required for the intern to receive professional designation from a self-governing body.
- \* Employers are required to notify the NOHFC when an employee has been hired under this program, when an employee leaves, or if an alternate employee has been hired.
- \* Costs incurred prior to the approved project start date will not be eligible for NOHFC funding.
- \* For co-op placements, NOHFC payment will be made on a cost-incurred basis with one payment being made at the end of the co-op placement.
- \* For internships, NOHFC payment will be made on a cost-incurred basis with quarterly payments being made at three months, six months, nine months and at the end of the internship.
- \* In exceptional circumstances, the NOHFC may consider more frequent payments.

## Application Process

Applications must be completed and submitted to:

**Northern Ontario Heritage Fund Corporation**  
70 Foster Drive, Suite 200  
Sault Ste. Marie, Ontario P6A 6V8  
Telephone: 1-800-461-8329 or 705-945-6700  
Fax: 705-945-6701  
Email: nohfc.ndm@ontario.ca

The "Northern Ontario Youth Internship and Co-op Program" application form is available on the NOHFC website at: [www.nohfc.com](http://www.nohfc.com) or may be obtained from ServiceOntario / Government Information Centres and Ministry of Northern Development and Mines offices.

Applications for co-op placements under the "Northern Ontario Youth Internship and Co-op Program" should be received each year by the following deadlines: March 15, July 15 and November 15 for the subsequent work term up to November 15, 2007.

Applications for internships will be accepted for consideration by the "Northern Ontario Youth Internship and Co-op Program" until December 31, 2007.

As funding is limited for the "Northern Ontario Youth Internship and Co-op Program", there is no guarantee that all applications meeting program criteria and received prior to the deadline will be approved by the NOHFC.