

# DS4Y

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DIGITAL SKILLS FOR YOUTH

## EMPLOYER GUIDE 2021

CYBER**NB**

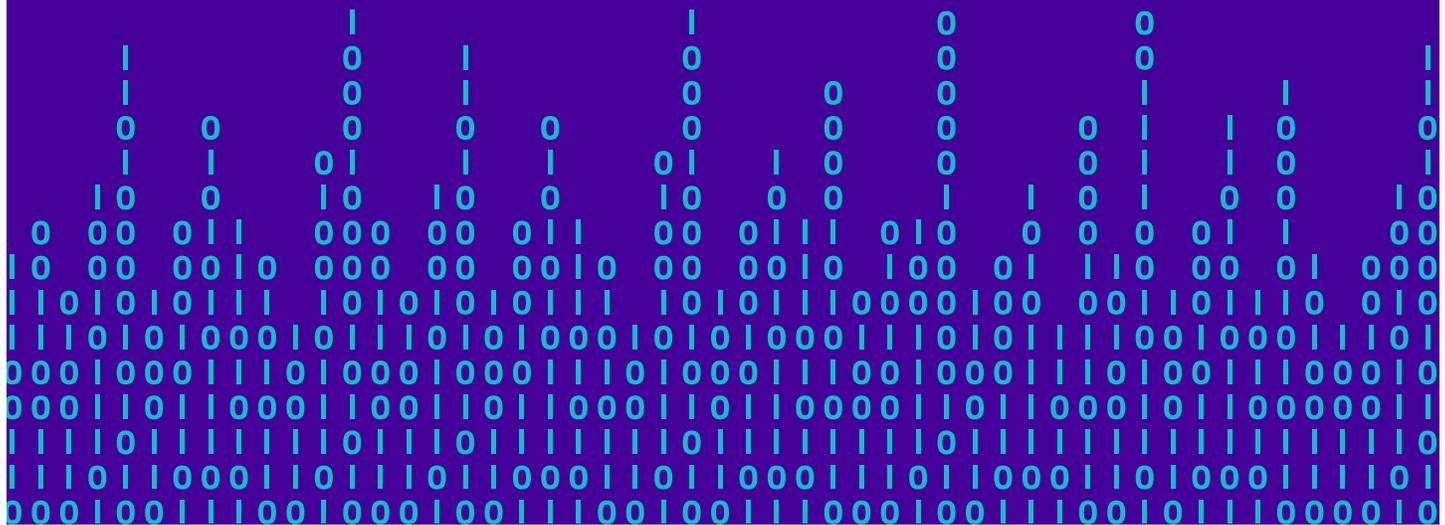
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# TABLE OF CONTENTS

- Digital Skills for Youth** ..... 3
  - Overview..... 3
  - Program Details..... 3
  - Employer Checklist ..... 3
  - The Process ..... 3
- Roles and Responsibilities** ..... 4
  - Employers ..... 4
  - Interns ..... 4
  - CyberNB..... 4
- DS4Y Branding for Job Descriptions** ..... 4



# DIGITAL SKILLS FOR YOUTH

## OVERVIEW

Thank you for your interest in becoming a DS4Y Intern Host Organization (IHO). This program aims to connect underemployed and unemployed post-secondary graduates with profit and not-for-profit organizations (with fewer than 500 employees) where they can gain meaningful work experience to help them transition to career-oriented employment. It is expected that the opportunities are grounded in experiences that will prepare youth to adapt to the major changes projected in tomorrow's workplace, including emerging areas where the jobs may not yet exist such as those related to cybersecurity, the automation of knowledge tasks, big data, and artificial intelligence, among others.

DS4Y is part of the Canadian government's Youth Employment and Skills Strategy (YESS), a horizontal initiative involving federal departments and agencies. DS4Y contributes to the YESS programming by supporting youth who are job-ready, but who may require a first employment experience through wage-subsidy opportunities, and skill development to enter and succeed in our labour market.

Through this initiative, employers will receive 100% of the funding for the salaries and learning development needs of each intern – up to a maximum of \$25,500.

This industry needs talent, and the DS4Y program can, and will, help bridge the gap.

## THE PROCESS

### Candidate Sourcing

Employers are expected to try and identify relevant talent for their DS4Y position. However, CyberNB will also be sourcing and screening candidates. Ultimately, the interviewing and hiring process will be lead by the IHO.

### Disbursement of Funds

Employers will assume all fiscal responsibility of the intern until the halfway point of the internship. At this time, they will submit all payroll records to CyberNB, who will reimburse in full. The same process repeats for the second half of the internship.

- The \$25,500 can be used for salary, necessary travel (i.e., if you hire remotely and would like an in-person touch base with your intern), software purchases that are needed to function within the role, and training and development.
- Employers can claim up to a maximum of \$4,000 for the intern's training and development (within, not above, the \$25,500.) Please ensure your training requests are approved by the Digital Workforce Strategist prior to enrollment.
- Employers are free to choose the salary of the intern, however, is it encouraged to remain competitive and mirror the regular practices of your organization.

## PROGRAM DETAILS

- As 1 of 14 DS4Y delivery organizations, CyberNB will be placing a maximum of 17 interns, with additional placements being offered in June (depending on federal funding)
- Internships must end by March 31st, 2022

### Employer Eligibility:

- ✓ For profit and non-profit organizations with fewer than 500 employees
- ✓ Must have the capacity to mentor an intern
- ✓ Must provide a digitally focused position for the intern

### Candidate Eligibility:

- ✓ Must be between 15 and 30 years old (inclusively) at the beginning of the internship
- ✓ Must possess a postsecondary degree/diploma/certification
- ✓ Must be unemployed, underemployed, or employed part time
- ✓ Must be a Permanent Resident or Citizen of Canada

## EMPLOYER CHECKLIST

In order to become an IHO with DS4Y, we ask that you complete the following:

- ✓ Review this Employer Guide to familiarize yourself with the program and reach out to the Digital Workforce Strategist with any questions
- ✓ Ensure your job descriptions are branded with DS4Y verbiage
- ✓ Ensure you have adequate equipment to hire an intern
- ✓ Ensure you have identified a mentor

### Questions?

Contact CyberNB's Digital Workforce Strategist, Jenn Peck, at [jenn.peck@cybernbc.ca](mailto:jenn.peck@cybernbc.ca)

# ROLES AND RESPONSIBILITIES

## EMPLOYERS

As an IHO, you agree to mentor and guide your DS4Y intern to help maximise their knowledge and experience – making them a more desirable candidate post-internship.

### By becoming an IHO, you will:

- Feel a sense of achievement by helping keep talent in New Brunswick
- Increase awareness of your organization and industry
- Access a talent pool of exceptional newcomers and graduates
- Grow your organization's workforce

### Responsibilities of the IHO:

- Lead the recruitment and hiring process of your intern
- Create a job description for the prospective intern and send to [internships@cybernb.ca](mailto:internships@cybernb.ca) (and/or a link to the online posting)
- Provide the intern with the necessary equipment and workspace (if working remotely, IHOs will ensure the intern has an appropriate work setting)
- Provide meaningful work experience that will enhance the intern's employability
- Identify possible gaps in the intern's knowledge and source training that could help enrich their skillset
- Upload all payroll records and related receipts to [SharePoint](#) for reimbursement

### Reimbursement Process:

Employers will be asked, on a quarterly basis, to upload all relevant documentation to their SharePoint folder (receipts, payroll registers, invoices, travel claims, etc.) Should employers not respect the deadline set by the program manager, **they may not be a part of that particular reimbursement.** Once submitted, reimbursements can take up to 45 business days to be disbursed by cheque.

## INTERNS

All DS4Y interns are graduates from diploma, degree or certification programs, and come from a wide range of cultural and educational backgrounds. By hiring a DS4Y intern, you could benefit by growing your workforce and reducing staffing costs, while giving a jobseeker a great start in their career!

### Responsibilities of the Intern:

- Carry out established activities and responsibilities which are mutually agreed upon by the intern and mentor
- Fulfill agreed upon time commitments
- Conduct oneself in a professional manner (arrive on time, respect dress code, etc.)
- Raise concerns with the mentor or CyberNB Digital Workforce Strategist if the objectives are not being met, or if the supervision received is inadequate
- Show initiative and willingness to learn and grow

## CYBERNB

The Digital Workforce Strategist will assist the IHO with candidate sourcing and with the identification of relevant training resources.

CyberNB will also ensure:

- Accurate and timely reporting
- That interns are undertaking activities in accordance with the DS4Y objectives
- That IHOs feel supported throughout the mentorship process

The Digital Workforce Strategist will conduct quarterly internship check-ins (June, September, December, March). This will be an opportunity to touch base with both the intern and the IHO to ensure the success of the placement. Participants should be prepared to provide feedback and suggestions on the program.

### DS4Y BRANDING FOR JOB DESCRIPTIONS

When creating job descriptions, IHOs must include the following verbiage and logo in accordance to the federal terms and conditions:

- ▶ **This internship is funded by the Government of Canada under its Digital Skills for Youth (DS4Y) program. DS4Y, an initiative from Innovation, Science and Economic Development Canada (ISED), provides an opportunity for youth to gain valuable training and work experience needed for today's digital economy. For more information about the DS4Y program in New Brunswick, please visit [cybernb.ca](http://cybernb.ca).**

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