

YOUTH CAREER CATALYST WORK PLACEMENT INFORMATION PACKAGE



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**OUTWARD BOUND
CANADA**

Funded in part by the Government
of Canada under the Youth
Employment and Skills Strategy

Canada

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SUPPORTING YOUTH STRENGTHENING WORKPLACES BUILDING CAREERS

Thank you for your interest in becoming an Employer Partner with the Youth Career Catalyst (YCC) Program with Outward Bound Canada. This package provides essential details on what to expect, the support available to you, and how the work placement process will unfold.

Program Overview

YCC supports young people aged 18-30 by providing experiential training, mentorship, and work placements. The program helps youth gain practical experience, develop essential skills, and build confidence to successfully transition into the workforce.

We believe that everyone, regardless of their background or identity, deserves a fair chance to succeed. Through equitable opportunities and support, we ensure that all youth can thrive, while also helping partners like you advance diversity within your own workplace.

YCC is funded in part by the Government of Canada under the Youth Employment and Skills Strategy program.



YCC Participant Training & Preparation

The YCC Program uses outdoor, hands-on learning to help young adults develop key life and employability skills essential for finding and keeping meaningful employment. Designed with a strong emphasis on transferable skills, participants gain abilities and knowledge applicable across various jobs and industries.

Participants develop essential skills such as self-awareness, adaptability, collaboration, communication, creativity, decision-making, problem-solving, and job search strategies through an immersive, experiential approach.

Before their work placement, participants complete 24 days of in-person training across three phases:

Centre-Based Training I (5 days): Focuses on introducing interpersonal skills, self-management, goal setting, and professional readiness through hands-on workshops, interactive discussions, and real-world scenarios.

Outdoor Journey (2 weeks): A backcountry journey that provides authentic experiences to build resilience, teamwork, leadership, and problem-solving skills while strengthening adaptability and collaboration under pressure.

Centre-Based Training II (5 days): Focus transitions to workplace adaptability and career goals while further honing interpersonal skills through additional hands-on workshops, interactive discussions, and real-world scenarios.

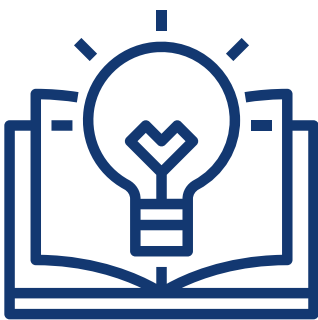
This comprehensive training ensures participants enter their work placements with confidence and practical skills. Beyond placements, they receive 4-6 months of individualized career coaching and mentorship from YCC Facilitators, supporting their long-term success in the workforce.



Curriculum Overview

10 Day Centre-Based Training (Part I & II): Life & Employability Skills

Workshop Topics	Skill Development Details
Communication Skills	Enhancing workplace and personal communication, active listening, and professional interactions
Conflict Management	Navigating challenges, resolving interpersonal conflicts, and fostering positive work relationships
Team Building	Strengthening collaboration, trust, and group dynamics in team oriented settings
Goal Setting & Career Planning	Identifying personal and professional goals, mapping career pathways
Mental Health & Stress Management	Developing strategies for personal and workplace resilience and self-care
Career Development Skills	Crafting quality resumes and cover letters, learning interview techniques, and strategies for successful job searches
Standard First Aid & CPR Certification	Equipping participants with essential emergency recognition and response skills



2 Week Outdoor Journey: Outdoor & Technical Skills

Workshop Topics	Skill Development Details
Collaboration & Teamwork	Strengthening group dynamics, group purpose, and working effectively with others
Communication Strategies	Enhancing broad communication and active listening skills
Problem-Solving & Decision-Making	Navigating challenges and making informed choices individually and in group settings
Leadership Development	Understanding self-leadership and peer leadership in action
Reflection & Self-Awareness	Developing emotional intelligence and learning from experiences
Judgement & Risk Assessment	Making sound decisions in dynamic environments under pressure
Planning & Record-Keeping	Tracking progress, setting goals, and organizing tasks
Adaptability & Resilience	Managing change and overcoming obstacles with confidence and ability to 'bounce back'
Task & Time Management	Prioritizing responsibilities and staying organized in fast-paced and challenging settings



Supported Work Experience Phase

The Supported Work Experience Phase bridges the gap between skill development and long-term employment.

Work experience opportunities with employers like you are paid, entry-level roles where participants gain practical workplace experience, mentorship, and industry exposure, thereby boosting their confidence, employability, and career prospects.

Work placements are flexible in duration for 7-14 weeks, based on a 30 hour work week, with a 50-100% provincial minimum wage subsidy available to employers. Logistics will be arranged based on participant and employer needs. This means that placements can be shorter or longer in length, hours per week can be negotiated, and the wage paid to the participant can be higher than minimum wage, however the wage subsidy is fixed.

Participants will be ready to start their work placements after in person training ends. Dates vary per province:

- British Columbia: Training ends May 14, suggested work placement start May 25-29.
- Ontario: Training ends July 22 , suggested work placement start August 3-7.
- Alberta: Training ends June 25, suggested work placement start July 6-10



Understanding Our Participants & Work Experience Focus

Youth aged 18-30 often face employment challenges due to limited work experience, systemic discrimination, financial instability, and a lack of professional networks, making it harder to secure stable, meaningful jobs. YCC addresses these barriers through a braided curriculum, a trauma-informed and strengths-based approach, and wrap-around supports, providing participants with comprehensive guidance and assistance.

We support our participants from start to end - from the application process, through training, during the work placement, and for 4 to 6 months post-program - to help them overcome challenges and build confidence in the workforce.

For example, some participants may:

- Have limited or no prior work experience, requiring additional onboarding support.
- Face transportation barriers, confidence issues, or difficulty adapting to workplace culture.
- Benefit from structured mentorship, clear expectations, and patient guidance.

While YCC provides intensive training and preparation, employer partners play a key role in creating a safe, inclusive, and growth-oriented work environment during the work placement phase. By offering meaningful tasks, skill-building opportunities, and professional mentorship, employers help ensure participants develop both the technical and soft skills needed for long-term career success.



Employer Responsibilities & Support

Employer Responsibilities

As per our funders, a work experience must meet the following basic criteria:

- Work environment must be safe, respectful, and inclusive, free of harassment, abuse, and discrimination.
- Employers must adhere to fair employment practices, including compliance with all applicable workplace laws in the Employment Standards Act (ESA), such as hours of work, overtime, breaks, and vacation pay/lieu time.

As a YCC Employer Partner and Work Experience Host, we also ask you to commit to:

- Providing a supportive learning and working environment.
- Engaging in orientation & mentorship to help participants integrate smoothly.
- Assigning meaningful tasks aligned with participant skills & learning goals.
- Supporting participant success through check-ins and skill-building opportunities.
- Offering structured feedback and a midpoint & final evaluation.
- Providing a professional reference following successful completion of the placement



Direct Supervisor Responsibilities

We strongly recommend that employers designate a Direct Supervisor for each YCC participant whenever possible. A dedicated supervisor provides essential structure, mentorship, and guidance, helping the participant navigate their role and develop confidence.

- Conduct weekly or bi-weekly check-ins.
- Offer guidance, answer questions, and provide constructive feedback.
- Encourage professional networking & skill-building opportunities.
- Communicate with YCC program staff regarding participant progress & challenges.

Employer Support Available

We understand that hosting a young worker comes with unique opportunities and challenges. To ensure a positive and productive experience for both employers and participants, we provide a range of support services throughout the placement.

- Orientation & Training Resources on workplace inclusion, youth-friendly supervision, and mentorship.
- Regular support & mediation from the dedicated Grant Work Placement Manager.

Participant Supports

- Participants will continue to receive regular support and mentorship from YCC Program Facilitators during the work placement to continue their learning and address any challenges quickly.



Wage Subsidy & Reimbursement Process

YCC offers a 50-100% wage subsidy through a reimbursement process. The subsidy is available for 7-14 weeks at 30 hours a week, based on the provincial minimum wage. Note that the subsidy reimbursement percentage will depend on the length of the contract and hours per week. Employers are fully responsible for all Mandatory Employment Related Costs (MERCs).

Participant Payment Process

- Complete all relevant internal/company paperwork to register the participant as an employee with you.
- Pay the participant as per your usual process.

Reimbursement Process

- Provide your banking information to the Grant Work Placement Manager with preferred payment type (eg. direct deposit).
- Submit payroll records and verification forms to confirm participant attendance/hours to the Grant Work Placement Manager on a monthly basis (at minimum).
- Receive reimbursement within 30 days of submission.

Example Calculation at 50% subsidy (Ontario)

- Employer pays participant provincial minimum wage: \$17.20/hr
- Employer covers MERCs
- YCC Reimburses: \$8.60/hr



Work Experience Logistics: Paperwork & Process

A successful work experience requires clear communication, structured processes, and ongoing support for both employers and participants. Outward Bound ensures that every placement is thoughtfully matched and well-supported from the initial selection process to post-placement evaluation.

Outward Bound Canada's Responsibilities

- **Participant Matching & Placement Coordination**
 - Provide Employer Partners with participant profiles that align with the role(s) they are hosting.
 - Arrange a Work Placement Matching Meeting, a casual interview to determine fit between the employer and candidate(s).
 - Assist with logistics once a match is made, including sending required paperwork, and placement contracts.
 - Arrange any additional training, certifications, or accommodations a participant may need prior to placement.
- **Employer Onboarding & Support**
 - Conduct an Employer Orientation to ensure partners understand program logistics, responsibilities, and available support.
 - Provide ongoing guidance, training, and assistance as needed to create a successful placement experience.
- **Ongoing Monitoring & Feedback**
 - Check in with both the employer and participant mid-placement to assess progress, address any concerns, and offer additional support.
 - Facilitate a final evaluation to gather feedback on participant performance, the workplace experience, and overall program administration.



Employer Partners Tasks

- **Placement Preparation & Matching**
 - Provide OBC with a job description or role outline for the entry-level position(s) in which you want to host a participant.
 - Review candidate profiles and conduct an informal interview with potential participants.
 - Select a participant and confirm work placement details, including start date, role expectations, and required training.
- **Onboarding & Employment Compliance**
 - Sign a Work Placement Agreement outlining responsibilities, expectations, and compliance with program requirements.
 - Complete an Employer Orientation with a Supported Work Experience Coordinator
 - Provide structured onboarding and mentorship to ensure a smooth transition into the workplace.
- **Tracking, Reporting & Feedback**
 - Participate in mid-placement and final feedback surveys to help assess program effectiveness.
 - Maintain and submit employment records & timesheets to process wage subsidy reimbursements.
 - Notify OBC promptly if any issues, concerns, or modifications arise during the placement.



Work Placement Conflict Resolution & Termination

While we strive for every placement to be a success, there may be instances where a placement is not the right fit for the employer and/or participant. In these cases, OBC provides a structured mediation and resolution process to support both parties.

- If challenges arise, employers are encouraged to reach out to OBC's Grant Work Placement Manager for guidance, troubleshooting, and additional support.
- Mediation and conflict resolution steps may be initiated to address concerns before determining next steps.
- If termination becomes necessary, a formal exit process will be followed, ensuring clear documentation and fair resolution for all parties.

More details and related forms will be included in the Placement Agreement upon placement confirmation.



Next Steps: How to Sign On as an Employer Partner

Ready to host a YCC participant?

- Review this package and reach out with any questions.
- Connect for an initial meet and greet with a Supported Work Experience Coordinator
- Confirm work placement details, as elaborated above.
- Welcome a YCC participant & start making an impact!

Questions?

Questions? Contact one of our Supported Work Experience Coordinators

Alberta - Cayley Webber at cayley_webber@outwardbound.ca

British Columbia - Meghan Zee at meghan_zee@outwardbound.ca

Ontario - Mattea Mahut at mattea_mahut@outwardbound.ca





**OUTWARD BOUND
CANADA**

THANK YOU

Thank you for your interest in partnering with YCC to provide meaningful work experience opportunities for youth. Your commitment to inclusivity, skill development, and supportive employment makes a lasting impact on the next generation of workers.

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