

Participant Information Template (PIT)

PART A INTERVENTIONS PROVIDED TO THE PARTICIPANT

Name of Contribution Recipient:

Project Number:

Intervention Titles: **(tick one or more option)**

Interventions start date:

☐ Employment Services

☐ Employment Skills Training

☐ Accredited Skills Training

☐ Quality Employment Opportunity

PART B - PARTICIPANT PERSONAL INFORMATION

Preferred Name

First Name
(as it appears on SIN card)

Last Name
(as it appears on SIN card)

Social Insurance Number

Date of Birth (yyyy-mm-dd)

Postal Code:

Language Preference

☐ English

☐ French

PERSONAL INFORMATION ON EMPLOYMENT EQUITY

Gender

☐ Male

☐ Female

☐ Trans Female

☐ Trans Male

☐ Non Binary

☐ Agender

☐ Two-Spirit

Member of a Visible Minority

☐ Yes

☐ No

Person with Disability

☐ Yes

☐ No

Indigenous Group **(tick one option)**

☐ Registered on-reserve

☐ Registered off-reserve

☐ Non Status

☐ Metis

☐ Inuit

☐ N/A

New Immigrant *see definition on page 3

☐ Yes

☐ No

Are you enrolled in another supported employment program?

☐ Yes

☐ No

Are you on Employment Insurance?

☐ Yes

☐ No

Level of Education (Please check the box that best describes your current situation) (tick more than one box)

☐ **Elementary incomplete**

☐ **Elementary complete**

Year completed (yyyy):

☐ **Secondary incomplete**

☐ **Secondary complete**

Year completed (yyyy):

☐ **Post-secondary incomplete (College, CEGEP, etc...**

☐ **Post-secondary complete (College, CEGEP etc)**

Year completed (yyyy):

☐ **University incomplete**

☐ **University complete**

Year completed (yyyy):

☐ I affirm and certify that all the information and answers to questions herein are complete, true and correct to the best of my knowledge and belief. I understand that any misrepresentation, falsification, or omission of any facts called for in the application may render this application void and will be cause for termination, whenever discovered.

Participant signature:

PART C - TO BE COMPLETED BY THE CONTRIBUTION RECIPIENT AFTER THE INTERVENTION

INITIAL RESULT UPON COMPLETION

Participant Completed Interventions

Date of Completion (yyyy-mm-dd):

Participant is now (tick one of the boxes)

- ☐ Employed in quality employment
- ☐ Self-employed in quality employment
- ☐ Returned to school
- ☐ Not employed
- ☐ Not returned to school
- ☐ Cannot be reached

Participant Did Not Complete Interventions

Date of Early Termination (yyyy-mm-dd):

Reason (tick one of the boxes)

- ☐ Not employed
- ☐ Not returned to school
- ☐ Cannot be reached
- ☐ None of the above (e.g. maternity leave)

- ☐ 12 week follow-up for "not employed", "not returned to school" and "cannot be reached" results

Result (tick one of the boxes)

- ☐ Employed in quality employment
- ☐ Self-employed in quality employment
- ☐ Returned to school
- ☐ Cannot be reached
- ☐ None of the above

For Quality Employment Opportunities / Competitive Employment:

National Occupational Classification

North American Industry Classification System

Small or Medium Enterprise (between 1 - 499 employees)

☐ Yes

☐ No

Type of Employer

- ☐ Private
- ☐ Public
- ☐ Not-for-Profit
- ☐ Other:

Participant received supports to enable them to participate in quality employment opportunity / entrepreneurship skills training

☐ YES

☐ NO

Definitions:

Employment Services:

Assist participants in searching for and obtaining work or education. This is provided through one on one sessions and will include but not limited to, topics such as career and occupational information, career decision-making processes, mentoring, coaching, job search techniques, job application processes, resume and cover letter preparations and job interview preparation.

Employment Skills Training:

These are offered in group settings e.g. group workshops. These trainings will allow participants to learn or enhance skills transferable to the work place. Topics cover some of what is offered by the employment services intervention. Other topics may include: communication skill, writing, reading, working with others, digital technology and continuous learning. It also includes on the job and industry based trainings and certifications such as WHMIS, First Aid/CPR, ProServe, Serve it Right etc i.e. short term certificates that are pre-requisites for a job they are applying for.

Accredited Skills training (AST):

This is offered on an individual basis to enable a participant to take courses that will fill specific, identified gaps in their education and skill development, taking into consideration labour market needs. The courses must be delivered by an accredited institution registered with the province. Each centre will have a written agreement with the participant stating the funding will be paid directly to the participant who will pay the training institution for their tuition, books, fees, etc.

Assistance may be provided for courses aimed at improving job-readiness or providing necessary job qualifications where the following conditions have been met:

- The course is a necessary and logical step towards the youth's employment goal
- The course is provided by an institution registered with the province/territory
- For an occupation-specific course, labour market information supports the course selection (i.e. there are good employment prospects for that occupation in the location the youth intends to work/live).

Examples: Pre-apprenticeship courses, distance education/ e-learning, language training, apprenticeship

Quality Employment Opportunity is defined as (1) participant secures a competitive job. (2) participant participates in a **paid** work experience that is co-created by the employer and the employment specialist and could include a wage subsidy. Must ensure the following minimum requirements, as well as at least one of the following additional requirements:

Minimum requirements:

Work environment must be safe, respectful, inclusive, free of harassment, abuse and discrimination and in compliance with all applicable laws.

Additional requirements:

- Work experience offers skills development and training opportunities
- Work experience is related to the interests and pursuits of youth
- Work experience offers a salary that is above the minimum wage
- Work experience offers opportunities for advancement

Visible Minority: none white person.

Person with a Disability: Use the terms Cognitive Disability (neurodiverse, Intellectual disability, Learning Disability, Developmental Disability, Autism Spectrum Disorder; Emotional Disability – MHSU, anxiety, depression and Physical Disability – functional limitations including musco-skeletal, eyesight, hearing impairment etc.

New Immigrant: is a person who has moved from their country of origin (their homeland) to another country to become a citizen of that country and has been in that country for less than 5 years.

Instructions

Participant Information Template (PIT)

Purpose of the PIT

The PIT will be provided to Contribution Recipients (CRs) by the Grants and Contribution Practitioners (GCPs) once the funding agreement is signed. The PIT can be used to collect or compile information required by Schedule C of the funding agreement. Other formats may be used as long as all information required in Schedule C is captured.

Though the Contribution Recipient is not required to use the PIT, it is highly recommended that they do as it contains clear directions on how to provide all the required information in Schedule C.

Contribution Recipients must inform the participants that this information is collected and shared with the Department for evaluation of the program which occurs on a 5 year cycle and will be disposed of appropriately afterwards.

Contribution Recipients will need to keep and store this template safely for each participant until the Department creates fields in Grant & Contribution Online System (GCOS) and the Department's internal tracking system. At that time, further guidelines will be provided.

The instructions in the table below provide guidelines to understand and use the PIT.

Instructions	
Part A	Interventions Provided to the Participant
<p>*Note: the PIT does not make a distinction between Interventions, Supports and Activities, therefore any support or activity provided or completed by the Participant (e.g. supports such as Coaching and Mentorship) would be checked as an Intervention.</p>	
Employment Services	<ul style="list-style-type: none"> Select this intervention if you are working with the participant in one on one sessions to assist them in searching for and obtaining work or continuous education. (see Page 3 of the PIT for a detailed definition)
Employment Skills Training	<ul style="list-style-type: none"> Select this intervention when you check <i>Employment Services</i> as most topics will be covered in one on one sessions as well as group workshops. Group workshops should target pre-employment activities for additional development prior to advancing to a work experience. (see Page 3 of the PIT for a detailed definition) <i>* Short pre-requist certifications for jobs such as WHMIS, First Aid, CPR, Serve it Right etc are covered in this intervention</i>
Accredited Skills Training	<ul style="list-style-type: none"> Select this intervention if the participant will be participating in courses that are specific and identify gaps in their education and skill development. The courses must be delivered by an accredited institution registered with the province (e.g. universities and colleges). (see Page 3 of the PIT for a detailed definition)
Quality Employment Opportunity	<ul style="list-style-type: none"> Select this intervention if: <ol style="list-style-type: none"> (1) the participant will complete a paid work experience co-created by the employment specialist and the employer. It could include a wage subsidy (2) the participant secures a competitive job. (See Page 3 of the PIT for a detailed definition)
Part B	Participant Personal Information

Participant Eligibility	<ul style="list-style-type: none"> Contribution Recipients are responsible for verifying the eligibility of all youth recruited as per Schedule C of the CR funding agreement, clause 1. Participants must meet the following: <ul style="list-style-type: none"> Meet NEET criteria i.e. not in employment, education or training or is in <15 hrs of school or employment; between the ages of 16 and 24 (inclusive) at the start of the intervention; Canadian citizens, permanent residents, or protected persons as defined by the Immigration and Refugee Protection Act; legally entitled to work in Canada; and, legally entitled to work according to the relevant provincial/territorial legislation and regulations. Must not be enrolled in another supported employment program when they enroll with Foundry Works. Ensure that you get the person's legal first and last name as well as their Social Insurance Number the way its written on their SIN card. <p><u>Notes:</u></p> <ul style="list-style-type: none"> <i>Participants in receipt of EI are eligible to participate in the FW Program! <u>However</u>, they must first consult with their Service Canada Office before participating. Participants on EI will not get Foundry Works participants allowance or hourly wage. They will however have access to FWs resources and services.</i> <i>If an ineligible participant is accepted into the project, related expenditures would not be reimbursed.</i>
Personal Information	<ul style="list-style-type: none"> While sharing this information with Employment and Social Development Canada (ESDC) is the choice of the participant, it is recommended that participants provide this information as this data assists ESDC in understanding success and reach of the program and allows for future improvements. It is also used for the ongoing evaluation of the program over a 5 year cycle. "Personal Information on the Employment Equity" section will help CR's to report yearly on the Result Annual Report Tool.
Part C	To be Completed by the Contribution Recipient after Intervention
End Date of Interventions	<ul style="list-style-type: none"> An end date for each intervention is no longer required. The only required End date for the interventions is either a completion date or early termination date once all interventions are completed. PIT should be completed on GCOS once participant reaches 9 month mark or achieves their outcome within the 9 months.
Participant Results	<ul style="list-style-type: none"> The Initial Result is captured at the 9 month mark unless the participant achieved their outcome earlier. The date should reflect the last day the participant partook in an intervention, and the initial result should reflect the participant's immediate status upon completion or early termination. The 12 week follow-up section should be completed 12 weeks after the completion or early termination date, if the initial status of the participant was either: <ul style="list-style-type: none"> Not employed; Not returned to school; Cannot be reached.
Results for Participants rejoining the project for a second time	<ul style="list-style-type: none"> If the Participant rejoins the project at a later date post 1 year, work with the participant under MSDPR funds and report their outcome under MSDPR

For Quality Employment Opportunities / Competitive Employment	<ul style="list-style-type: none"> • This section should be completed if the participant partook in a Quality Employment Opportunity or Competitive Employment I • This section should be completed at the same time as the Initial Result is captured. • The information in this section is in relation to the employer where the work experience took place, whether through the Quality Employment Opportunity or Competitive Employment
National Occupational Classification (NOC)	<ul style="list-style-type: none"> • The NOC provides a standardized language for describing the work performed by Canadians and serves as a framework to: <ul style="list-style-type: none"> ○ define and collect statistics ○ manage information databases ○ analyze labour market trends ○ extract practical career planning information • For more information, please visit link: National Occupational Classification
North American Industry Classification System (NAICS)	<ul style="list-style-type: none"> • The NAICS has been developed by the statistical agencies of Canada, Mexico and the United States. • For more information, please visit link: North American Industry Classification System