TRANSITIONS

PROGRAM GUIDELINES
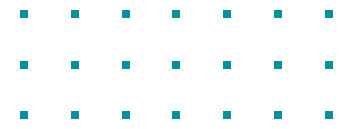
Updated 2024

TEWATOHNHI'SAKTHA

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Transitions Guidelines

Program Background

Vision

The Transitions program is tailored to provide recent graduates with a unique opportunity to engage in a 26-week work measure aligned with their field of study. Recognizing the challenge many graduates face in securing employment immediately after school due to limited work experience, this initiative aims to bridge the gap. By participating in the Transitions program, graduates not only gain valuable hands-on experience upon completing their studies but also embark on a journey toward long-term success. With the expectation and desired outcome being full employment following the measure, participants can leverage this immersive experience to enhance their employability and pave the way for a fulfilling career.

Program

- The Transitions program offers a maximum duration of 26 weeks of funding

- Funding covers 100% of minimum wage ($15.75 as of May 1st 2024), however, employers are encouraged to top-up salaries

- Work hours range from up to 40 hours per week, with a minimum of 35 hours

- Funding also covers 100% of MERCs and MSI, calculated based on the minimum wage

Application Process

The application process for the Transitions Program is initiated by the Student. The following steps in the process are required:

Employers

1. Complete the Client Registration form (Tewa.ca/client-registration), and indicate that you would like to apply for the Transitions program

2. Meet with assigned Workforce Development Counsellor to discuss your Transitions program proposal and career goals

3. Submit Resume and Letter of Request to assigned Workforce Development Counsellor

4. Await formal response on the status of your application from assigned Workforce Development Counsellor

Students

1. Await notification from assigned Workforce Development Counsellor

2. Submit a Letter of Request to act as an Employer for the Transitions program, and indicate the student's name, number of hours per week they will work, their proposed Job Title and number of weeks that are being requested. A comprehensive Job Description must also be submitted

3. Await formal response on the status of your application from assigned Workforce Development Counsellor

Student Eligibility
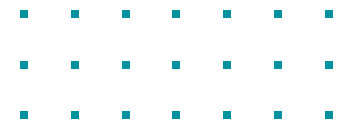
In order to be eligible for the Transitions program, the student must meet **one** of the following criteria:

Criteria:

1 Must be a recognized member on the Kahnawà:ke Kanien'kehá:ka Registry (KKR) or registered to the Federal Band of the Mohawks of Kahnawà:ke;

2 Must be graduating soon (Final Semester) or have graduated from a post-secondary or vocational program in the last 2 years;

3 Must be prepared to seek out a work placement;

4 Must be sixteen (16) years of age or older;

5 Must be registered with Tewatohnhi'saktha and have an assigned Workforce Development Counsellor.

Student Responsibilities
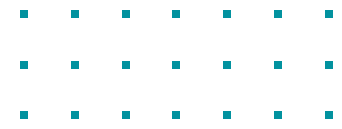
1 ## Identify Employer

Identify an employer, inside or outside the community who can offer work experience that aligns with your recent certification or diploma. Research potential employers in your field of study, considering factors such as industry relevance, company culture, and growth opportunities. Reach out to potential employers to express your interest in participating in the program and discuss potential opportunities for collaboration.

2 ## Submit Documents

Submit an updated resume and cover letter expressing your interest in participating. Additional details are available on "Required Documents" page 7.

3 ## Professionalism

Respect company policies, procedures, and codes of conduct, and adhere to any guidelines provided by your employer. Fulfill the tasks outlined in the employer's detailed work plan to the best of your ability, seeking clarification or assistance when needed. Additionally, ensure that you fill out timesheets accurately and submit them in a timely manner, demonstrating your commitment to professionalism and accountability in the workplace.

Employer Eligibility
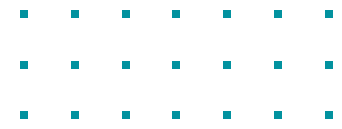
In order to be eligible for the Transitions program, the employer must meet the following criteria:

Criteria:

1 Must have someone to supervise the prospective students for the duration of the employment measure;

2 Must be prepared to conduct job interviews with potential candidates;

3 Must be able to assume all Human Resource related matters, including hiring, onboarding and payroll;

4 May be located in or outside of the community.

Employer Responsibilities
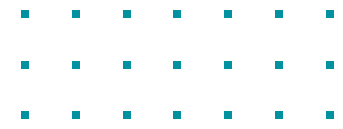
1 Submit Documents

Potential employers are asked to submit a letter indicating that they are willing to accept the student as an intern under the Transitions program. The letter should include the anticipated start date, number of weeks requested, the total number of hours per week, salary, as well as a detailed work plan/job description. The work plan/job description should include a schedule of tasks, duties, trainings to be carried out by the student throughout their employment.

2 Mentorship + Supervision

As an employer participating in the Transitions program, one of your key responsibilities is to provide mentorship to the Transitions participant. Mentorship involves offering guidance, support, and opportunities for hands-on skill development to help the participant navigate their role and develop professionally during their 26-week work measure.

Additionally, the employer must have someone to supervise the prospective students for the duration of the employment measure.

Required Documents
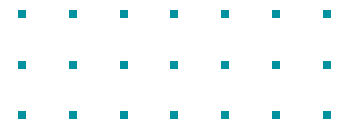
Student

Updated Resume
Highlight relevant work experience, skills, and accomplishments.

Cover Letter
Your cover letter is a personalized introduction to accompany your resume, expressing your interest in participating in the Transitions program. Use this opportunity to explain why you are interested in the program, what you hope to gain from it, and how your skills and experiences align with the program's objectives.

### Diploma - Certificate of Completion

Employer

Job Description or Workplan
A one-page document that will provide a brief description of the job, qualification requirements and how to apply. The work plan should include a schedule of tasks, duties, and trainings to be carried out by the student throughout their employment – this can be explained in a weekly or bi-weekly format.

Letter of Support
Once a Transitions eligible student has been identified, the employer must submit a written letter of support indicating the requested start and end date of the measure, the supervisor and written confirmation that the employer will commit to the mentoring of the Transitions student.
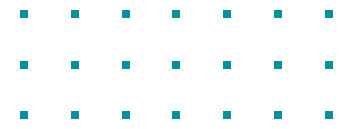
Wages & MERCs
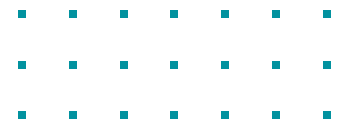
Base Wage

Tewatohnhi'saktha will pay a salary of $15.25 per hour up to a maximum of 40 hours per week for 26 weeks (6 months). Employers are invited and encouraged to top-up hourly wages based on the requirements of the job, student's level of education or field of study, and level of accountability, along with 100% of associated MERCs (i.e. E.I., QPIP, MSI/CSST).

*Please note that minimum wage increases annually and will increase to $15.75 on May 1st, 2024

Higher Wage

Should the student request a higher wage than what is provided through the program, employers are encouraged to top-up the subsidized hourly rate. Employers should consider the nature of the job, educational background, and employment experience of the student. Subject to approval, if an employer chooses to top- up the subsidized hourly rate, Tewatohnhi'saktha's Workforce Development will cover 100% of MERCs based on minimum wage.

Wages and Accountability

Funding

Student's wages and MERCs are paid directly by the employer, in accordance with the employer's regular accounting procedures. Tewatohnhi'saktha Workforce Development is responsible for the administration and payment of Mohawk Self-Insurance premiums based on the full salary.

In order to be reimbursed for the student's wages and MERCs, the employer must submit the following documents to their assigned Workforce Development Counsellor:
A. Transitions Employment Agreement (signed by both the student and employer);
B. Timesheets (signed by both the student and employer) on a bi-weekly or monthly basis and/or the Payroll Summary Report
C. Cheque Requistion Form

Site Visits

As an employer participating in this program, you must agree to informal site visits. The objective of these check-ins/visits is to monitor the progress of the projects, administer evaluations that provide valuable information to further enhance the program, and to take pictures.

Agreements
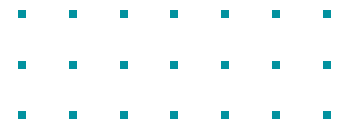
Contracts

Once the contracts between the employer, student and Tewatohnhi'saktha Workforce Development have been signed for the positions that have been approved, the following payment schedule will apply: Reimbursements will be processed upon receipt of a complete cheque requisition form and accompanying timesheets.

Special Note: Complete details outlining payment procedures are outlined in the Employment Agreement.

Timesheets

Timesheets are meant to ensure that there is a high degree of accountability for all funds administered. Students and employers are required to complete timesheets for all projects approved through the program. A detailed explanation of how to accurately complete and submit these timesheets will be given at the contract signing.

If employers have their own formalized timesheets and these timesheets suit the needs of the program, the employer may be permitted to use their own. Please verify use of your own timesheets from your respective Workforce Development Counsellor.

Contact
Information
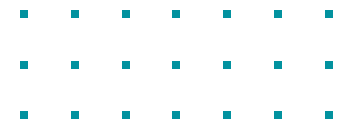
Emily Rice
Counselling Services Manager

📞 (450) 638-4280

✉ emily.rice@kedc.biz

🌐 www.tewa.ca

🏠 P.O. Box 1110, 2 River Road

3rd Floor – Kahnawà:ke Business Complex

Kahnawà:ke Mohawk Territory, Qc J0L 1B0

TEWATOHNHI'SAKTHA

P.O. Box 1110
Kahnawà:ke Mohawk Territory, Qc J0L 1B0

TEL **450-638-4280**
FAX **450-638-3276**
kedc@kedc.biz

tewa.ca
shopkahnawake.com
kahnawaketourism.com