



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

Initial result upon completion

Participant <b>Did Not Complete</b> The Intervention		Participant <b>Completed</b> The Intervention	
Reason	Date of Early Termination	Participant is Now	Date of Completion
Abandoned		Employed / Self-employed	
Employed / Self-employed	(yyyy-mm-dd)	Returned to school / Stay in school	(yyyy-mm-dd)
Cannot be reached		Not employed	
Returned to school / Stay in school		Cannot be reached	
Other _____ (e.g. maternity leave)		Other _____ (e.g. maternity leave)	

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

<b>Results</b> Employed / Self-employed  Returned to school / Stay in school  Cannot be reached  Other _____
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For work experience/entrepreneurship:		
National Occupational Classification	North American Industry Classification System	Small or Medium enterprise (between 1 - 499 employees)
		Yes      No

Green Job *see definition on page 2 (not mandatory)	Type of Employer:
Yes      No	Private      Public      Non-for-profit      Other: _____

<b>ESDC USE ONLY</b>	_____	_____	_____
	Date Received (yyyy-mm-dd)	Date of Entry (yyyy-mm-dd)	Name

**SKILLS LINK**

**Basic Criteria**

At the time of intake/selection, you were:

- Between 15 and 30 years of age (inclusive)
- A Canadian citizen, permanent resident, or person who has been granted refugee status in Canada under the Immigration and Refugee Protection Act
- Legally entitled to work according to the relevant provincial legislation and regulations
- Not in receipt of Employment Insurance (EI) benefits (this does not apply if you are participating in the Employment Services component of Skills Link)
- In need of assistance in order to overcome employment barriers which include but are not limited to:
  - High school non-completion
  - Disability
  - Indigenous origin
  - Residence in a rural or remote location
  - Lone (single) parent
  - Visible or ethnic minority
  - Official language minority community language barriers (i.e. Francophone residing outside of Quebec or Anglophone residing in Quebec)
  - Recent immigrant
  - Other

Please note that underemployment by definition is not considered as an obstacle for employment. It must be combined with other enumerated reasons.

**CAREER FOCUS**

To assist us in capturing information on the youth programs as well as the results achieved, please indicate if you meet the following basic program criteria:

**Basic Criteria**

At the time of intake/selection, you were:

- Between 15 and 30 years of age (inclusive)
- A Canadian citizen, permanent resident, or person who has been granted refugee status in Canada under the Immigration and Refugee Protection Act
- Legally entitled to work according to the relevant provincial legislation and regulations
- Not in receipt of Employment Insurance (EI) benefits

**Definitions:**

**GREEN JOBS** are jobs with employers that help reduce the consumption of energy and raw materials, limit greenhouse gas emissions, minimize waste and pollution, and protect and restore ecosystems. Therefore, a green job can be any job within the following sample sectors (list is non-exhaustive) – not-for-profit environmental organizations, solar and wind technology companies, environmental science centers, watershed and water resource agencies, farms and farming co-ops, conservation organizations, museums and educational institutions, waste management companies, and information technology companies.

**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.

**Refugee:** A person who has been forced to leave their country in order to escape war, persecution, or natural disaster.

## PARTICIPANT INFORMATION FORM INSTRUCTIONS FOR CONTRIBUTION RECIPIENTS

The Participant Information Form (also referred to as the PIF) is used to collect information to determine a participant's eligibility for the Career Focus and Skills Link programs and to record the results of a participant's involvement in these activities.

### Part A: Project Information

Part A should be completed by the contribution recipient for each participant upon selecting the participant for participation.

The *Project Number* is the number that appears on the contribution recipient's agreement.

The section *Intervention Titles* should reflect the type(s) and dates of the activities in which the participant will participate. The start and end dates need to be accurate. If they change, please submit an amended form.

Please note that for Career Focus, the only intervention which applies is Work Experience.

### Part B: Participant Information

The contribution recipient may complete this section on behalf of participants, provided the participant reviews the information and signs the paper copy of the form, as proof of consent to share the information with Employment and Social Development Canada (ESDC). A copy of the signed consent must be maintained in the contribution recipient's files and may be verified when the project is monitored.

It is mandatory to provide the participant's contact and personal information as identified at the beginning of this section. The name of the participant entered should match the name used on their Social Insurance Number card as this will be used to verify eligibility.

Questions on receipt of Employment Insurance will be used to determine eligibility for programming.

The *Residency Status* question will also be used to verify the participant's eligibility for the Career Focus or Skills Link programs. All basic eligibility criteria are stated on page 2 of the PIF.

For *Language Preference*, the participant's official language of choice must be specified.

Responding to the questions on *Gender, Member of a Visible Minority, Person with Disability, Indigenous Group, and Level of Education, and New Immigrant* is mandatory, and is requested for program evaluation purposes.

As mentioned above, the *Participant Consent to Release Information* must be signed and dated by the participant as this is the consent to release to ESDC officials the information contained in the form.

### Part C: To be completed by Contribution Recipient

Part C is to be filled out only when the participant has completed his or her intervention or is no longer participating in the project.

This section uses the Career Focus and Skills Link key indicators and must be completed.

In cases where a participant did not complete the intervention, the reason and date termination occurred should be indicated.

In cases where a participant completes the intervention and has found employment, the completion date should be indicated.

If a participant has completed their intervention but has not returned to school, is not employed or cannot be reached, the contribution recipient is required to follow-up with the participant 12 weeks following the completion date of the intervention in order to verify if this status has changed. In this case, the contribution recipient will submit the PIF form once the follow-up has been done.

For participants who completed a work experience intervention, four additional fields are mandatory:

- National Occupational Classification - The NOC is the nationally accepted coding system for occupations in the Canadian labour market. The four digit code of the occupation best describing the participant's work experience/entrepreneurship intervention is to be recorded on the template. A list of NOC codes can be found at the following link:

<http://www5.hrsdc.gc.ca/NOC/English/NOC/2011/Welcome.aspx>

- North American Industry Classification System - indicates the sector in which the work experience/entrepreneurship intervention took place. The codes can be found here:

<http://www.statcan.gc.ca/pub/12-501-x/12-501-x2012001-eng.pdf>

- A response as to whether the wage subsidy or the work experience subsidy took place with a small or medium-sized employer (1-499 employees).
- Type of employer (private, public, not-for-profit or other).