

*Craft Education  
Program*

*Guidelines and Application  
for Summer Work Placement*

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# **Craft Education Award Program Guidelines for Summer Work Placement**

## **INTRODUCTION**

The Summer Work Term Placement of the Craft Education Program is designed to create summer employment in the craft and giftware industry for students enrolled in a recognized institution of craft and design in Canada, and who are returning to school in the fall of the year. This placement also provides an opportunity for Island craft producers to benefit from hiring a student to carry out short term projects or other work activities during the summer months.

The Program, administered by PEI Crafts Council, is **in the form of a 75 percent cost-shared contribution to wages up to a maximum assistance of \$12.00 per hour wage (based on a 37 1/2 hour work week) with total funding limit of \$4,000 per business.**

## **OBJECTIVES**

1. To provide Island students with meaningful work experience in the craft and giftware industry which will assist them in making the school-to-work transition, and;
2. To provide Island craft producers with resources to assist with projects and increased workloads during the summer season.

## **WHO CAN APPLY**

All Island craft and giftware manufactures and producers who are registered as a business and who have had at least 5 years of full-time experience in the craft and giftware industry. Consideration will also be given to applications from associated organizations of the craft and giftware industry.

## **EMPLOYMENT DURATION**

Summer work term placement is for **a minimum of eight weeks** and a **maximum of 20 weeks**. The work week shall be 37 1/2 hours.

## **STUDENT ELIGIBILITY AND SELECTION**

Students must be residents of Prince Edward Island, 16 years of age by September, and be eligible to work in Canada.

Students must have a minimum of one year of study in a recognized institution of craft and design in Canada. Students must also be returning to full-time studies in craft and design upon completion of the summer work placement.

## **APPROVAL PROCESS**

Employer must fully complete the attached form and have it returned to the PEI Crafts Council by the date assigned by the Executive Director.

**FUNDING**

Each approved position will be funded in the form of a 75 per cent cost-shared contribution to wages from minimum wage \$10.75 per hour (plus 4% vac) up to a maximum assistance for a wage of \$12.00 per hour (plus 4% vac) for the summer work term. The total contribution limit is \$4,000 per business participating in the program.

**APPLICATION FORMS**

An application form accompanies these guidelines.

Students wishing to be considered for summer work placement under this program must complete a student application for summer work placement, available from the PEI Crafts Council.

**Prince Edward Island Crafts Council.  
Craft Education Program  
Employer Application for Student Placement**

Please read the guidelines before completing this application.

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**PART 1 - APPLICANT INFORMATION**

Employer's Name of Business \_\_\_\_\_  
Employer's Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, Town \_\_\_\_\_ Postal Code \_\_\_\_\_  
Telephone \_\_\_\_\_ E-mail \_\_\_\_\_  
Do you have a retail outlet(s)?  Yes  No  
If yes, indicate name of outlet(s) \_\_\_\_\_ Seasonal  Year Round

**PART 2 - WORK TERM PLACEMENT DETAILS**

State the objective(s) or anticipated results you hope to achieve by having a student.

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Outline the activities planned to meet the objective(s). Attach the student job description.

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State the preferred skills and work experiences required of the student.

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Do you wish to employ the student full-time (37 ½ hours/week)?  Yes  No

If yes, indicate the number of work weeks you would like the student in total \_\_\_\_\_

Start Date (m/d/y) \_\_\_\_\_ Finish Date (m/d/y) \_\_\_\_\_

Do you wish to job share a student?  Yes  No

If yes, indicate the number of hours per week and the number of work weeks

Start Date (m/d/y) \_\_\_\_\_ Finish Date (m/d/y) \_\_\_\_\_

Please note that job share schedules for student(s) will be agreed upon by employer.

Do you require any additional equipment to accommodate the student's placement?

Yes  No

If yes, please specify as equipment may be available on loan for student placement.

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Name the person(s) who will be responsible for maintaining the student's payroll records and providing supervision to the student.

\_\_\_\_\_  
Time Sheet Keeper Title Telephone

\_\_\_\_\_  
Work Supervisor Title Telephone

Please calculate the total amount of funds you will require for the placement

TOTAL NUMBER OF HOURS/WEEK

$$\frac{\text{X}}{\text{(Total Hours/ Week)}} \times \frac{\text{X}}{\text{(Hourly Rate + 4% Vacation Pay)}} \times \frac{\text{X}}{\text{(Total Weeks)}} = \frac{\text{X}}{\text{(Funds Required)}} \times 75\% = \frac{\text{X}}{\text{(Max. \$4,000)}}$$

**PART 3 - DECLARATION**

I have read and fully understand the conditions of this application for Summer Work Placement. I certify that the statements contained in this application and any attachments are to the best of my knowledge, true and correct.

\_\_\_\_\_  
Employer's Signature Name (please print) Position Date