INTERNERSHIP ELIGIBILITY

Internships are as much a learning experience which provides course credits as it is work. Ideally, interns spend their time on relevant projects, learning about the field, and developing both hard and soft skills. Internships must align with CAREERS Programming.

High School Internships:
- Skilled Trades
- Information & Communications Technology
- Agriculture
- Healthcare
- Power Engineering and Non-Destructive Testing
- Indigenous Youth Internship Pathways

Post High School Internships for youth 20 years and under:
- Pilot programs focused on in-demand occupations, varies across Alberta
- Skilled Trades – for former high school apprentices
- CO-OP Apprenticeship Program, exclusive to the Regional Municipality of Wood Buffalo

Eligible Internships:
- Can be part time or full time and anytime during the calendar year.
- Must be completed within a 20-week period from start date.
- Must be within Alberta and all interns shall be paid minimum wage or higher.
- For Skilled Trades positions, employers are encouraged to register the student as an apprentice with Alberta Apprenticeship and Industry Training (AIT).

EMPLOYER ELIGIBILITY

Employers apply to participate in the program. CAREERS is solely responsible for program acceptance.

Eligible employers:
- Operate in Alberta and include businesses, non-profit organizations, municipalities, and Indigenous community organizations.
- Are incorporated by or registered as a legal operating organization in Alberta.
- Provide a safe work environment including COVID-19 protocols (reference: https://www.alberta.ca/occupational-health-safety.aspx)
- Demonstrate a willingness to support long-term employment for successful candidates after the internship concludes.
- Designate strong mentors to support youth learning about the industry, the career opportunities, technical skills, and soft skills.

This program was made possible with funding from the Alberta Government and other partners.
FINDING AN INTERN

While employers are responsible for interviewing and selecting candidate(s), CAREERS can assist in finding and screening applicants, and coordinating interview dates and times.

If the employer has a youth in mind, that information must be included on the application form and the youth must meet the intern criteria.

Intern Criteria

All potential interns must apply to participate.

High school students may be eligible if registered in grades 10 to 12 in Alberta during the internship.

Note: Youth, younger than 19 years of age as of September 1, 2021, can still qualify for Alberta Education off-campus programming by registering at their local school.

Post high school youth may be eligible if:

- Aged 17-20 and apply for a pilot programs.
- Aged 17-19, were registered apprentices in high school, have completed 500 apprenticeship hours, have a class 5 driver’s license, and do not reside in RMWB.
- Aged 17-25, who reside in the Regional Municipality of Wood Buffalo and apply for the CO-OP Apprenticeship Program.

INTERNSHIP SUCCESS

CAREERS can support creating an internship learning plan and connect employers to high school off-campus coordinators.

Prior to a high school internship starting, an off-campus agreement must be signed to solidify the internship details and establish WCB coverage under Alberta Education. Off-campus agreements are signed by the employer, student, parent, and teacher.

Site tours are required to ensure sites are safe, clean, learning environments.

Apprenticeship learning plans from AIT will help guide mentorship and training.

ASSESSMENT CONSIDERATIONS

Applications will be assessed by geographical regions in Alberta to ensure there are YiiP internships throughout the province.

For Skilled Trades related positions, employers are encouraged to register the student as an apprentice with Alberta Industry and Training (AIT). Mentorship and training must align with apprenticeship learning plans.