

YOUTH INTERNSHIP INCENTIVE PROGRAM (YIIP) ELIGIBILITY GUIDE



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The Youth Internship Incentive Program is designed to increase the number of employers supporting work integrated learning internships in trades, technologies, and in-demand occupations. By providing a financial incentive for employers, this program expands an employer's ability to achieve their business goals while providing youth opportunities to build Alberta's skilled workforce. The incentive is targeted at employers across the province that may be new to offering CAREERS internships as well as employers that already offer CAREERS internships to expand their ability to provide more youth opportunities.

INTERNSHIP ELIGIBILITY

An internship is as much a learning experience that provides high school credits as it is an opportunity for a student to experience the work world. 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 and Forestry
- Health Services
- Power Engineering and Non-Destructive Testing
- Indigenous Youth Internship Program

Post High School Internships for youth 20 years and under in:

- Select programs focused on in-demand occupations, varies across Alberta.
- Skilled Trades
- CO-OP Apprenticeship Program, maximum start age 25; 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 must 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 reserves the right to accept or deny applications based on eligibility.

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 and youth appropriate work environment.
- 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, career opportunities, as well as technical and soft skills.

THIS PROGRAM WAS MADE POSSIBLE
WITH FUNDING FROM THE ALBERTA
GOVERNMENT AND OTHER PARTNERS.

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FINDING AN INTERN

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

If the employer already 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 CAREERS 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, 2022, 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 one of our select programs.
- Aged 17-25, who reside in the Regional Municipality of Wood Buffalo and apply for one of our regionally-specific programs.



INTERNSHIP SUCCESS

Prior to the start of a high school internship, an off-campus agreement must be signed between the employer, student, parent, and teacher. The agreement lays out internship details and allows for the student's WCB coverage through Alberta Education. For high school internships, site tours by a teacher are required to ensure worksites are safe and youth appropriate learning environments.

WCB coverage for post high school internships is through the employer.

For employers, apprenticeship learning plans from AIT can help guide mentorship and training to maximize student learning. CAREERS can also support creating an internship learning plan.

