

Recruiting Women, Indigenous People and Newcomers to Youth in Trades Project

submitted by Janet O'Donnell

With the Prince Edward Island construction industry booming and construction employers across the Island needing 300 to 400 new employees now, there is no better time than the present for youth interested in exploring a construction trade to apply to the Construction Association of PEI's Youth in Trades project.



I am the Youth Employment Program Manager with the Construction Association of PEI. We are presently establishing recruitment strategies to increase the number of Indigenous people, women, and newcomers to the project.

We would like to see these groups represent at least 50 percent of the intake. Currently, I am meeting with organizations across the Island who work with these groups to increase awareness of the Youth in Trades project.

During the project, participants are paid for eight weeks of group-based employability skills which covers resumé development, positive attitudes, team building exercises, essential skills assessment, construction site visits, CPR/First Aid, WHMIS Fall Arrest and CSTS Certifications. Orientation at Holland College for carpentry, electrical, and plumbing trades is also included.

The project includes a work experience component where participants are placed in an entry-level position with a construction trades employer for 14 weeks. Objectives of the project are to increase the participants' knowledge and skills for successful participation in the labour market and to promote awareness of education and essential skills for future employment goals.

Unemployed or underemployed youth (working less than 20 hours per week) between 16 and 30 years of age are eligible for the project.

For those who would like to apply, there will be an information session for the Construction Association of PEI Youth in Trades project 2019 on Wednesday, February 6, at 9:00 am in Charlottetown and Summerside.

For more information on the Construction Association Youth in Trades project, contact Janet O'Donnell at 902-394-3361. See February 6, 2019 in Calendar of Events for more details.

Funded in part by the Government of Canada Youth Employment Strategy-Skills Link Program.

DID YOU KNOW that employers and employees must follow certain rules when ending employment?

submitted by Employment Standards Branch in PEI

For the most part, an employer or employee can end employment as long as written notice is given in advance.

Length of notice

The length of written notice to an employee can range from two to eight weeks depending on how long the employee has been employed continuously with the employer. Employment is considered to be continuous if there is no interruption in the relationship between an employer and an employee.

During the notice period

An employee who receives written notice can continue to work to the end of the notice period. An employer cannot reduce the hours of work, rate of pay, or benefits of the employee during the notice period. The employer cannot consider vacation time as part of the employee's period of notice. Instead of providing written notice, an employer can decide to provide pay in lieu of written notice to a terminated employee.

When written notice is not required

An employer is not required to provide written notice of termination if the employee has been employed continuously for less than six months. If an employee has been employed continuously for six months or longer and there is no good reason for termination, an employer must provide written notice.

Notice not required – other situations

An employer can terminate an employee without providing written notice if the employer can show just cause, for example, when an employee has stolen from an employer.

When employees resign

Employees also must follow rules when ending employment. Employees who quit a job do not have to give written notice if they have worked for less than six continuous months for the employer. An employee who quits a job after six months to five years of continuous employment must provide written notice of at least one week. An employee who quits a job after five years or more of continuous employment must provide written notice of at least two weeks.

Requirements for pay-out

When employment is terminated, the employer must provide all pay owed to the employee by no later than the last day of the next pay period after the termination of employment.

This article provides only general information. Details about termination or any other provision of PEI's employment standards legislation can be obtained by contacting the Employment Standards Branch at 902-368-5550 or toll free 1-800-333-4362.

Visit www.peiemploymentstandards.com

The Branch is located at Sherwood Business Centre, second floor, 161 St. Peter's Road, Charlottetown.



CALENDAR OF EVENTS November 2018 to February 2019

Ongoing monthly intake: Basic Computer Job Search Workshop: Do you need help with your job search computer skills? Join a team member from Career Development Services to learn how to format word processing documents, email/send attachments, and job search using the Internet. To register for this free session, contact Lisa at 902-626-2252.

Location: Career Development Services, 160 Belvedere Ave., Charlottetown.

PEICDS is funded by the Canada/Prince Edward Island labour market agreements.

Career Development Services in Montague and Souris are collecting names of those interested in learning Basic Computer Skills for Job Search. Workshops will begin in November and will be adapted to the skills you are interested in learning.

Montague CDS: 902-838-5453
Souris CDS: 902-687-1469

Open intake: Basic Computer Skills. Location: Souris Holland College. Presented by Career Development Services. Contact Jolene at 902-687-1526 for details.

November 15, December 13: 9:30 am: Career in trucking information session: Industry presentation followed by TOWES Assessments. Prior to writing the TOWES Assessments, individuals must pay \$150 for the cost of assessment and register 24 hours ahead. Contact PEI Trucking Sector Council, Farm Centre, Charlottetown, at info@peitsc.ca Visit www.peitsc.ca

eForcePEI.ca is a government funded initiative which has offered skills training to small business owners and their employees at no cost since 2014. Over 140 FREE courses are available through the program. Using the Coursepark.com online learning platform, **eForce.ca** allows employees to learn in a way that is both cost effective and widely accessible.

The selection of courses is suitable for small and medium-size businesses, non-profit organizations, and individuals interested in improving their skills and knowledge. Subjects covered include Microsoft Office courses in Word and Excel, social media, small business management, HR fundamentals, financial literacy, and many more. For more information, call 902-566-9372 or training@eforcepei.ca

November 13:
Passport to Employment: Charlottetown Are you between the ages of 55 and 65? Are you retired but wanting to work? Passport to Employment can help. If you would like to increase your job search skills, receive personal awareness training, and increase your opportunities for full or part-time employment, contact Mary or Patrick at 902-566-2811 in Charlottetown or email careerbridges_c@eastlink.ca

November 14, 6 pm: President's Excellence Awards at Delta Prince Edward. Hosted by Greater Charlottetown and Area Chamber of Commerce. www.charlottetownchamber.com

November 14, 10 am to noon: **Job Search Strategies Workshop.** Learn how to research job opportunities and complete on-line applications. Please call 902-436-2815 to pre-register.

November 28, 10 am to noon: **Resume Development Workshop.** Learn techniques to make your resumé stand out to employers. Location: **East Prince Youth Development Centre** at the Holland College Waterfront campus in Summerside offers case management, assistance with Skills PEI funding applications, resumé and cover letter development, and an updated job board. Call 902-436-2815. Visit www.epydc.org

November 19
Passport to Employment: Summerside Are you between the ages of 55 and 65? Are you retired but wanting to work? Passport to Employment can help. If you would like to increase your job search skills, receive personal awareness training, and increase your opportunities for full or part time employment contact Lori or Sandy at 902-436-5739 or email careerbridges_s@eastlink.ca

November 23, 9 am to 4 pm
Career Development Association Conference 2018. Connect, Support & Learn.
Murchison Centre, Charlottetown
For more information, visit www.cdapei.ca or email cdaofpei@gmail.com

November 29 & 30:
2nd Maritime Conference on Developmental Disabilities and Autism, Delta & PEI Convention Centre, Charlottetown.

Keynotes: Dr. Brenda Smith Myles, Kansas City, Dr. Karyn Harvey, Baltimore, Kevin Penny, Halifax.
Presenters: Wendy MacIntyre, Don Palmer, Lisa Marie Clinton (Ireland) Lindy Affleck.

For more details and to register, visit www.mccdda.com

For other inquiries or to set up a booth, email nancy@inclusionseast.com

January 14 to February 15, 2019
PEI Farm Technician Apprenticeship Program 2019

Training Block: Farm Centre, 420 University Avenue, Charlottetown PE Developed in consultation with the PEI Agricultural Trade Advisory Committee, this one-of-a-kind, two-year registered apprenticeship program combines classroom learning with on-farm experience, earning students a Certificate of Qualification in Farm Technician by the PEI Department of Innovation and Advanced Learning.

Visit www.peiagsc.ca/farmtech.php

PEI Agriculture Sector Council Employment Services are available for employees and employers for free. Employment Officers are happy to help with employment needs.

Call Charlottetown at 1-866-892-1091. Check job listings at www.peiagsc.ca

February 6, 2019, 9:00 am:
YOUTH IN TRADES PROGRAM 2019 Information Sessions:

Charlottetown: Lions Bingo Hall Main Floor, Connolly Street
Summerside: Holland College Waterfront Campus, Room # TBA

For more information, contact **The Construction Association of PEI** at 902-368-3303.

Youth must be:
* AGE 16-30 * UNEMPLOYED (working 20 hours or less per week)
Women, Indigenous and Newcomers are encouraged to apply
* PAID CLASSROOM TIME: February 25-April 19, 2019 (8 weeks)
* PAID WORK EXPERIENCE: April 22-July 26, 2019 (14 weeks +)
* Certifications offered for safety training
* Receive 240 apprenticeship hours for completing classroom

For more information or to apply, please attend the information session nearest you.

This program is sponsored by the Construction Association of PEI and Funded in part by the Government of Canada Youth Employment Strategy-Skills Link Program

February 20 & 21, 2019:
Introduction to Program Evaluation: cost: \$850 Location: UPEI Campus, Charlottetown - This 2-day workshop will introduce and enhance program evaluation skills. The content conforms to the Canadian Evaluation Society and all case studies are situated in a Canadian context.

UPEI offers a wide range of well-tested professional education and career development programming.

For a complete course calendar, visit www.upei.ca/professionaldevelopment/professional-development

UPEI has qualified instructors and resources and can provide customized skills training for individuals and employers.

For more information, contact Koren Glenn at 902-628-4394 or sdl@upei.ca