

Youth Employment and Skills Strategy Program – Participant Report (PR)

NOTE: This form must be used by the contribution recipient to meet participant data reporting requirements specified in Schedule C of the contribution agreement. **A completed Participant Report is required for each youth selected** for the project. It is to be completed after intake. All sections are required except for Parts C and F. This form is for reporting purposes only. It must not be used to collect data directly from the youth. An optional Participant Information Template is available to obtain data from the youth.

Name of Contribution Recipient	Project Number
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Please confirm consent:

☐ I have obtained prior written consent from the participant to provide Employment and Social Development Canada (ESDC) with the information in Part B of this form. The consent will be kept on file for audit purposes.

PART A – PERSONAL INFORMATION

Data in fields marked with an asterisk (*) are mandatory, and will enable you to determine eligibility for the Youth Employment and Skills Strategy (YESS) Program. Request the information and confirm eligibility before accepting a youth as a participant.

First Name *	Last Name *	Social Insurance Number * (000 000 000)
Date of Birth (YYYY-MM-DD) *	Telephone Number (999) 999-9999 *	Email Address *
Mailing Address *		Postal Code (A1A 1A1) *

Status in Canada * ☐ Canadian citizen ☐ Permanent resident ☐ Refugee status	Language Preference * ☐ English ☐ French ☐ Not Specified
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PART B – EMPLOYMENT EQUITY INFORMATION – To be completed once the participant is selected for the project

(Please refer to definitions on the Participant Information Template.)

You may use the Participant Information Template to obtain this data from the youth. Inform them of the purpose for collection. Clarify that this information is not required in order for them to participate in the project. Once the information is collected, you must enter it in this section of the form.

Gender ☐ Man ☐ Woman ☐ Non-binary person ☐ Prefer not to say	Racialized Group ☐ Yes ☐ No ☐ Prefer not to say
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If yes, please check all that apply:

- | | | | | |
|---|---|---|--------------------------------------|--|
| ☐ Black | ☐ East Asian | ☐ Latino/Latina/Latinx | ☐ South Asian | ☐ West Asian or North African |
| ☐ Southeast Asian | ☐ Pacific Islander | ☐ Prefer not to say | | |
| ☐ Mixed | Please specify: _____ | | | |
| ☐ Another identity | Please specify: _____ | | | |

Person with Disability

☐ Yes ☐ No ☐ Prefer not to say

If yes, please check all that apply:

- | | | | | |
|--|--|---|--|---|
| ☐ Invisible/non-apparent disability | ☐ Visible/apparent disability | ☐ Episodic or fluctuating disability | ☐ Multiple impairments/disabilities | ☐ Chronic illness-related disability |
| ☐ Communication-related disability | ☐ Deaf | ☐ Intellectual disability | ☐ Learning disability | ☐ Mental health-related disability |
| ☐ Neurodiverse | ☐ Pain-related disability | ☐ Physical disability | ☐ Sensory disability | ☐ Prefer not to say |
| ☐ Other | Please specify: _____ | | | |

Indigenous person ☐ Yes ☐ No ☐ Prefer not to say	
If yes, please check all that apply: ☐ First Nations (Status) ☐ First Nations (Non-Status) ☐ Inuk (Inuit) ☐ Métis ☐ Prefer not to say	
Newcomer to Canada ☐ Yes ☐ No ☐ Prefer not to say	
If yes, how long has the youth lived in Canada? ☐ 5 years or less ☐ 5 – 10 years ☐ More than 10 years ☐ Prefer not to say	
Rural, remote, northern and/or fly-in community ☐ Yes ☐ No ☐ Prefer not to say	
If yes, please check all that apply: ☐ Rural ☐ Remote ☐ Northern ☐ Fly-in ☐ Prefer not to say	
Grew up in a low income household ☐ Yes ☐ No ☐ Prefer not to say	Official Language Minority Community (OLMC) ☐ Yes ☐ No ☐ Prefer not to say
2SLGBTQI+ ☐ Yes ☐ No ☐ Prefer not to say	
Lived experience with social barriers to the labour market ☐ Yes ☐ No ☐ Prefer not to say	
If yes, please check all that apply:	
☐ Did not complete high school on time ☐ Was raised by a single parent or guardian ☐ The first in their family to attend university ☐ Has received government income support (social assistance) ☐ Is pregnant, a parent, a single parent or a caregiver ☐ Has been the victim of a crime ☐ Has experienced homelessness ☐ Has lived in foster care, a group home, or a facility ☐ Experienced another barrier Please describe: _____	☐ Has difficulty reading, writing or with numbers ☐ Indigenous and moved to a city or a large town ☐ Is not employed, in school, or in training for over 6 months ☐ Does not receive financial support from their family ☐ Has been impacted by addiction ☐ Has personal or familial involvement with the justice system ☐ Is at risk of becoming homeless ☐ Prefer not to say

Level of education (Please select the highest level of education completed by the participant)

- | | |
|--|---|
| ☐ Grade 8 or less | ☐ Between Grade 9 and 12 |
| ☐ High School completed | ☐ CEGEP incomplete |
| ☐ CEGEP completed | ☐ College (excluding CEGEP) incomplete |
| ☐ College (excluding CEGEP) completed | ☐ Apprenticeship programs incomplete |
| ☐ Apprenticeship programs completed | ☐ University (Bachelor) incomplete |
| ☐ University (Bachelor) completed | ☐ University (Master's or PhD) incomplete |
| ☐ University (Master's or PhD) completed | ☐ Prefer not to say |

Enter date for education level reached (YYYY-MM-DD): _____

PART C -- SKILLS ASSESSMENT ON INTAKE

Skills Assessment

This section captures the participant skill gaps or training needs as identified by the contribution recipient upon intake. Please select a level of agreement that applies best to the participant upon intake.

Skills	Level of Agreement					
Adaptability – The youth is able to achieve or adjust goals and behaviours when expected or unexpected change occurs, by planning, staying focused, persisting, and overcoming setbacks.	1 Strongly disagree ☐	2 Disagree ☐	3 Neither agree or disagree ☐	4 Agree ☐	5 Strongly agree ☐	Not applicable ☐
Collaboration – The youth is able to contribute and support others to achieve a common goal. For example, the youth is able to use this skill to provide meaningful support to team members while completing a project.	1 Strongly disagree ☐	2 Disagree ☐	3 Neither agree or disagree ☐	4 Agree ☐	5 Strongly agree ☐	Not applicable ☐
Communication – The youth is able to receive, understand, consider, and share information and ideas through speaking, listening, and interacting with others.	1 Strongly disagree ☐	2 Disagree ☐	3 Neither agree or disagree ☐	4 Agree ☐	5 Strongly agree ☐	Not applicable ☐
Creativity and innovation – The youth is able to imagine, develop, express, encourage, and apply ideas in ways that are novel, unexpected, or challenge existing methods and norms.	1 Strongly disagree ☐	2 Disagree ☐	3 Neither agree or disagree ☐	4 Agree ☐	5 Strongly agree ☐	Not applicable ☐
Digital – The youth is able to use digital technology and tools to find, manage, apply, create and share information and content.	1 Strongly disagree ☐	2 Disagree ☐	3 Neither agree or disagree ☐	4 Agree ☐	5 Strongly agree ☐	Not applicable ☐
Numeracy – The youth is able to find, understand, use, and report mathematical information presented through words, numbers, symbols, and graphics.	1 Strongly disagree ☐	2 Disagree ☐	3 Neither agree or disagree ☐	4 Agree ☐	5 Strongly agree ☐	Not applicable ☐
Problem solving – The youth is able to identify, analyze, propose solutions, and make decisions.	1 Strongly disagree ☐	2 Disagree ☐	3 Neither agree or disagree ☐	4 Agree ☐	5 Strongly agree ☐	Not applicable ☐
Reading – The youth is able to find, understand, and use information presented through words, symbols, and images.	1 Strongly disagree ☐	2 Disagree ☐	3 Neither agree or disagree ☐	4 Agree ☐	5 Strongly agree ☐	Not applicable ☐
Writing – The youth is able to share information using written words, symbols, and images.	1 Strongly disagree ☐	2 Disagree ☐	3 Neither agree or disagree ☐	4 Agree ☐	5 Strongly agree ☐	Not applicable ☐
Technical skills – The youth demonstrates the practical skills needed in job tasks.	1 Strongly disagree ☐	2 Disagree ☐	3 Neither agree or disagree ☐	4 Agree ☐	5 Strongly agree ☐	Not applicable ☐
Job seeking skills – The youth has the skills to look for their next job or professional opportunity (e.g., job searching, CV development, interviewing, and networking skills).	1 Strongly disagree ☐	2 Disagree ☐	3 Neither agree or disagree ☐	4 Agree ☐	5 Strongly agree ☐	Not applicable ☐

PART D – INTERVENTIONS / WRAP-AROUND SUPPORTS PROVIDED TO THE PARTICIPANT

Start date of first intervention (YYYY-MM-DD): _____

End date of last intervention (YYYY-MM-DD): _____

Interventions: (Please check all that apply)

- ☐ Quality Employment Opportunity
 ☐ Entrepreneurship Skills Training
 ☐ Accredited Skills Training
 ☐ Employment Services
- ☐ Employment Skills Training

Wrap-around Supports: (Please check all that apply)

- ☐ Mentorship
 ☐ Coaching
 ☐ Case Management
- ☐ Client Assessment
 ☐ Accessibility supports
 ☐ Workstation modification
- ☐ Other disability supports
 ☐ Flexible hours
 ☐ Flexible time-off
- ☐ Ability to work from home
 ☐ Other flexible work arrangements
 ☐ Mental health supports
- ☐ Addiction supports
 ☐ Medication supports
 ☐ Other health supports
- ☐ Healing or resource centres
 ☐ Employee networks
 ☐ Housing supports
- ☐ Other social supports
 ☐ Support for living expenses
 ☐ Support for childcare or dependent care
- ☐ Support for transportation or relocation costs
 ☐ Culturally appropriate supports for Indigenous people
 ☐ Space for cultural or spiritual/religious practices
- ☐ Completion bonus
 ☐ No supports provided
- ☐ Other supports Please specify _____

PART E – PARTICIPANT RESULT - To be completed after the participant's last intervention

INITIAL RESULT UPON COMPLETION

- ☐ Participant **Completed** Intervention
 ☐ Participant **Did Not Complete** Intervention

Date of Completion (YYYY-MM-DD)

Or

Date of Early Termination (YYYY-MM-DD)

Participant is now:

- ☐ Employed by the same organization / employer hosting the Quality Employment Opportunity
- ☐ Employed with a different organization / employer
- ☐ Self-employed
- ☐ Returning to school or formal training
- ☐ Enrolled or intends to enroll in employment services programming
- ☐ Not employed but actively looking for employment
- ☐ Not employed, not actively looking for employment, and not returning to school
- ☐ Unknown
- ☐ Other Please specify _____

12-WEEK FOLLOW-UP RESULT

The 12 week follow-up result is required for an initial result of “not employed but actively looking for employment,” “not employed, not actively looking for employment, and not returning to school,” “enrolled or intends to enroll in employment services programming” and “unknown.”

Participant is now:

- | | |
|---|--|
| ☐ Employed by the same organization / employer hosting the Quality Employment Opportunity | ☐ Not employed but actively looking for employment |
| ☐ Employed with a different organization / employer | ☐ Not employed, not actively looking for employment, and not returning to school |
| ☐ Self-employed | ☐ Unknown |
| ☐ Returning to school or formal training | ☐ Enrolled or intends to enroll in employment services programming |
| ☐ Other Please specify _____ | |

For Quality Employment Opportunities / Entrepreneurship Skills Training

This section captures information in relation to the participant's Quality Employment Opportunity or Entrepreneurship Skills Training Intervention.

National Occupational Classification	North American Industry Classification System
Small or Medium Enterprise (between 1 - 499 employees) ☐ Yes ☐ No	Type of Employer ☐ Private ☐ Public ☐ Not-for-Profit ☐ Other Please specify _____

The employer provided supports to the participant to enable them to participate in a quality employment opportunity

- ☐ Yes ☐ No

Youth Career Advancement – check all that apply

- ☐ The employer will provide a positive reference upon request
- ☐ The employer will proactively recommend this youth to prospective employers
- ☐ The employer will connect this youth with trusted contacts in their network
- ☐ The employer will continue to mentor this youth after the program is complete
- ☐ The employer does not plan to actively support this youth
- ☐ The employer prefers not to answer or does not know
- ☐ The employer will provide other career advancement support Please explain _____

PART F - SKILLS ASSESSMENT ON EXIT

Skill Outcomes (mandatory if the skills assessment was completed on intake)

This section captures the skills that youth gained and areas for improvement after the completion of their interventions. This section is to be completed by the youth's direct supervisor, manager or training provider during their last intervention. Please select a level of agreement that applies best to the youth after the completion of the last intervention.

Skills	Level of Agreement					
Adaptability – The youth is able to achieve or adjust goals and behaviours when expected or unexpected change occurs, by planning, staying focused, persisting, and overcoming setbacks.	1 Strongly disagree ☐	2 Disagree ☐	3 Neither agree or disagree ☐	4 Agree ☐	5 Strongly agree ☐	Not applicable ☐
Collaboration – The youth is able to contribute and support others to achieve a common goal. For example, the youth is able to use this skill to provide meaningful support to team members while completing a project.	1 Strongly disagree ☐	2 Disagree ☐	3 Neither agree or disagree ☐	4 Agree ☐	5 Strongly agree ☐	Not applicable ☐
Communication – The youth is able to receive, understand, consider, and share information and ideas through speaking, listening, and interacting with others.	1 Strongly disagree ☐	2 Disagree ☐	3 Neither agree or disagree ☐	4 Agree ☐	5 Strongly agree ☐	Not applicable ☐
Creativity and innovation – The youth is able to imagine, develop, express, encourage, and apply ideas in ways that are novel, unexpected, or challenge existing methods and norms.	1 Strongly disagree ☐	2 Disagree ☐	3 Neither agree or disagree ☐	4 Agree ☐	5 Strongly agree ☐	Not applicable ☐
Digital – The youth is able to use digital technology and tools to find, manage, apply, create and share information and content.	1 Strongly disagree ☐	2 Disagree ☐	3 Neither agree or disagree ☐	4 Agree ☐	5 Strongly agree ☐	Not applicable ☐
Numeracy – The youth is able to find, understand, use, and report mathematical information presented through words, numbers, symbols, and graphics.	1 Strongly disagree ☐	2 Disagree ☐	3 Neither agree or disagree ☐	4 Agree ☐	5 Strongly agree ☐	Not applicable ☐
Problem solving – The youth is able to identify, analyze, propose solutions, and make decisions.	1 Strongly disagree ☐	2 Disagree ☐	3 Neither agree or disagree ☐	4 Agree ☐	5 Strongly agree ☐	Not applicable ☐
Reading – The youth is able to find, understand, and use information presented through words, symbols, and images.	1 Strongly disagree ☐	2 Disagree ☐	3 Neither agree or disagree ☐	4 Agree ☐	5 Strongly agree ☐	Not applicable ☐
Writing – The youth is able to share information using written words, symbols, and images.	1 Strongly disagree ☐	2 Disagree ☐	3 Neither agree or disagree ☐	4 Agree ☐	5 Strongly agree ☐	Not applicable ☐
Technical skills – The youth demonstrates the practical skills needed in job tasks.	1 Strongly disagree ☐	2 Disagree ☐	3 Neither agree or disagree ☐	4 Agree ☐	5 Strongly agree ☐	Not applicable ☐
Job seeking skills – The youth has the skills to look for their next job or professional opportunity (e.g., job searching, CV development, interviewing, and networking skills).	1 Strongly disagree ☐	2 Disagree ☐	3 Neither agree or disagree ☐	4 Agree ☐	5 Strongly agree ☐	Not applicable ☐

PARTICIPANT REPORT - INSTRUCTIONS FOR CONTRIBUTION RECIPIENTS

The Participant Report (PR) is used to:

- report the nature and results of a youth's involvement in a Youth Employment and Skills Strategy Program (YESSP) project;
- report participant data used in evaluating the YESSP and measuring its impact on Canadian youth;
- report data on participant results for required program reporting to Canadians;
- help inform continuous improvements of the YESSP.

As the Contribution Recipient, you are responsible for completing the PR, as per Schedule C of your contribution agreement. All fields of the PR must be completed in the exception of Parts C and F. You must submit a PR to ESDC for each participant involved in your YESSP project.

The project number is the number that appears on your contribution agreement.

Part A: Personal Information

Basic eligibility criteria

As per clause 1.0, Schedule C, of the contribution agreement, the contribution recipient is responsible for verifying the eligibility of each youth being considered for participation in the project. Eligibility is verified with the participant's Social Insurance Number and a valid piece of photo identification.

An eligible participant is a person who is:

- Between the ages of 15 and 30 (inclusive) at the start of the intervention;
- A Canadian citizen, a permanent resident, or a protected person as defined by the *Immigration and Refugee Protection Act*;
- Legally entitled to work in Canada; and
- Legally entitled to work according to the relevant provincial/territorial legislation and regulations.

In this section, record the information that you gathered to determine that the youth was eligible for the project. This information will be reviewed when the project is monitored. You may use the optional Participant Information Template or a form of your own design to help gather the participant information.

The following fields are mandatory:

- First and last name;
- Date of birth;
- Social Insurance Number;
- Email address;
- Telephone number;
- Mailing address and postal code.
- Status in Canada

The name of the youth should match the name used on their Social Insurance Number papers as this will be used to confirm eligibility.

Part B: Employment Equity Information

You must request this information from project participants. They must be aware of the purpose for collection. You may use the Participant Information Template (PIT) to gather the participant information. Once the participant information is collected, you must enter it in this section of the Form. This data is used in the evaluation of the program, and helps ESDC to better determine the reach, impact and success of the program. In this way, the analysis of participant data helps inform program improvements.

Definitions for this section are provided on the PIT.

Part C: Skills Assessment on Intake

This part reports the participant's skill gaps or training needs that were identified on intake. While completion of this part is not mandatory, the information provided is used by ESDC in evaluating the impact and success of the program. These same skills may be reassessed when the participant leaves the project; Part F is used to report on the skills improvement achieved by the participant. To learn about the skills needed to participate and thrive in learning, work, and life, please refer to the [Skills for Success model](#). For more information on other skills and competencies, please refer to the [Skills and Competencies Taxonomy](#).

Part D: Interventions / Wrap-Around Supports Provided to the Participant

You must complete this section for each youth upon selecting them for participation in your YESSP project. It should be completed once a plan is put together for that youth. This section can be updated until the end of the youth's participation in the project.

Select all interventions that the youth will participate in. The start date of the intervention should reflect the first day the youth took part in their first intervention.

Select all Wrap-Around Supports the youth needs and that will be provided during their participation in your project. Supports can vary. They can be provided prior to, during and after the intervention, within the project start and end dates.

Part E: Participant Results

You must complete this section once the youth completed all their interventions or is no longer participating in the project. This information is used to report on the key indicators for the YESS Program.

Formal training refers to structured and systematic form of learning delivered to learners by trained instructors. School or formal training programs includes learning institutions (i.e., schools, colleges, universities, vocational schools, language training etc.). This indicator aims to capture data on what youth are doing after the program, and whether they are continuing to take positive steps towards their career goals.

Employment services programming refers to YESS programming or other employment related programming to help youth achieve their employment and skills training goals. This includes but is not limited to career counselling, employment-related workshops, webinars and information sessions, etc.

If the participant did not complete their last intervention, indicate the date of early termination. Select the youth's status at the time of departure from the YESSP project. If their status is not returned to school or formal training, is not employed, is enrolled or intends to enroll in employment services programming or their status is unknown, you must follow up at 12 weeks following the end date of the last intervention. In this case, submit the completed PR once the 12-week follow up has been done and the participant's status has been updated.

If the participant has completed their intervention(s), provide the completion date. If the participant has not returned to school or formal training, is not employed, is enrolled or intends to enroll in employment services programming or their status is unknown, you must follow up at 12 weeks following the end date of the last intervention. In this case, submit the completed PR once the 12-week follow up has been done and the participant's status has been updated.

For participants who completed a Quality Employment Opportunity or Entrepreneurship Skills Training Intervention, six additional fields are mandatory. These questions should be completed at the same time that the initial result is captured. These questions are in relation to the employer or business where the intervention took place, either for the Quality Employment Opportunity or for Entrepreneurship Skills Training business start-up.

National Occupational Classification (NOC): 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 youth's work experience or entrepreneurship intervention is to be recorded. It serves as a framework to:

- define and collect statistics;
- manage information databases;
- analyze labour market trends;
- extract practical career planning information.

For more information, please visit the [National Occupational Classification](#).

North American Industry Classification System (NAICS): Provide the NAICS code to indicate the sector in which the work experience/entrepreneurship intervention took place. For more information, please visit the [North American Industry Classification System](#).

Small or medium-sized employer: Select a yes or no response to whether the work experience/entrepreneurship intervention took place with a small or medium-sized employer (1–499 employees).

Type of employer: Indicate whether the work experience/entrepreneurship intervention took place with a private, public, not-for-profit or other type of employer.

Employer provided supports to the participant to enable them to participate in a Quality Employment Opportunity: Indicate whether the employer hosting the Quality Employment Opportunity provided supports to hire and retain youth.

Youth Career Advancement: Complete this question to indicate whether the employer will continue to actively support youth in their career growth after the completion of their participation in the YESSP project.

Part F: Skills Assessment on Exit

If the skills assessment was completed on intake, the skills outcomes should be completed by gathering the information from all available sources.

Results for participants rejoining the project: If the youth rejoins the project after a Participant Report (PR) with a result has already been submitted, a new PR should be completed and submitted for the new set of interventions.