

# WORK EXPERIENCE PEI

## PROGRAM INFORMATION



**Work Experience PEI** is a program designed to provide financial support to sponsor organizations for projects that provide eligible individuals with a valuable work experience to enhance their employability and potential for long-term employment. The primary focus of the program is to assist individuals in gaining a valuable work experience.

### ELIGIBILITY INFORMATION-INDIVIDUALS

To be eligible for participation in the *Work Experience PEI* program, you must:

- be unemployed and legally authorized to work in Canada (Canadian citizen or permanent resident); and
- have a current claim for Employment Insurance benefits; or
- have a previous EI claim whose benefit period ended in the preceding 36 months; or
- have a previous benefit period that began in the preceding 60 months, during which the individual was paid maternity or parental benefits, after which they left the labour market to care for a newborn or newly adopted child and are now seeking to re-enter the labour market; and
- have a Return to Work Action Plan that identifies (a) lack of marketable skills as an employment barrier and (b) the need for new or additional occupational skills in order to find employment.

Other criteria may apply.

### ELIGIBILITY INFORMATION-ORGANIZATIONS

Eligible organizations on Prince Edward Island may include:

- Businesses, organizations, municipalities, band/tribal councils, and public health and educational institutions.
- Proposed activities must support the objective of Work Experience PEI. Activities must also have defined start and finish dates and not be part of a sponsor's day-to-day operations.

### WHAT ELSE DO I NEED TO KNOW

Your application must be approved by SkillsPEI before activities funded under this program begin.

The maximum duration of an agreement with an organization or employer is 52 consecutive weeks.

### WHO DELIVERS WORK EXPERIENCE PEI

**SkillsPEI** delivers *Work Experience PEI* and other *Prince Edward Island Employment Benefits and Support Measures*.

### APPLICATION INFORMATION

Both the individual and organization must complete separate applications when requesting assistance under the *Work Experience PEI* program.

#### Individuals

Individuals applying for assistance under the *Work Experience PEI* program must ensure that the following documentation is completed:

- *Work Experience PEI* individual application;
- As part of the application process, it is necessary for individuals to have a needs assessment completed and to develop a Return to Work Action Plan with a case manager. The case manager's statement of support is required before SkillsPEI can assess your application. Please contact **1-877-491-4766** or your local SkillsPEI office for information on where you can access this service.

#### Organizations

Organizations seeking assistance under the *Work Experience PEI* program must ensure the *Work Experience PEI* organization application is completed and submitted to the local SkillsPEI office.

### Office Locations

**Charlottetown**  
Atlantic Technology Centre  
90 University Avenue, Suite 212  
Ph: (902) 368-6290  
Fax: (902) 368-6340

**Charlottetown**  
Sullivan Bldg.  
16 Fitzroy St, 1<sup>st</sup> Floor  
Ph: (902) 368-5805  
Fax: (902) 368-5909

**Summerside**  
Access PEI  
120 Harbour Drive  
Ph: (902) 438-4151  
Fax: (902) 438-4096

**O'Leary**  
Future Tech West  
454 Main Street  
Ph: (902) 859-8898  
Fax: (902) 859-8895

**Montague**  
541 Main Street  
Ph: (902) 838-0674  
Fax: (902) 838-8090

[www.skillspei.com](http://www.skillspei.com)

**1-877-491-4766**

