
**Ministry
of Education**

**Ministère
de l'Éducation**

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MEMORANDUM TO: Directors of Education
Secretary - Treasurers and Supervisory Officers
of School Authorities

FROM: Bill Bryce
London Regional Office

DATE: February 3, 2011

SUBJECT: **Summer Experience Program 2011**

I am pleased to inform you that the Ministry of Education (EDU) has been allocated positions for the 2011 Summer Experience Program (SEP) by the Ministry of Government Services' Youth and New Professionals Secretariat to support youth work opportunities in school boards. As in previous years, administration and funding of this program is provided by Employment Programs and Services, Ontario Shared Services.

The 2011 SEP continues to be a project-based initiative that employs youth aged 15 to 24 years (up to 29 years of age for persons with disabilities) with six to eight weeks of work experience. Jobs pay the Ontario minimum wage of \$10.25. There is no provision to provide overtime or pay in lieu. Positions are funded up to 34 days, to a maximum of **\$2,785.00 (this allows up to 4% to cover vacation/statutory holiday plus 6% employer cost)** for each approved SEP student. Boards are responsible to track their positions and submit a disbursement form at the end of summer to the Ministry of Education for reimbursement of SEP position costs.

The region served by the London Regional Office has been allocated 11 SEP positions for the summer of 2011.

School boards are invited to participate in this program by submitting the attached Project Application Form for each opportunity to employ a youth over the summer. The positions offered by a school board should provide the opportunity for youth to develop skills that are career-related and transferable to the general labour market.

Completed board applications are due no later than **February 28, 2011** and should be sent to our Toronto and Area Regional Office to the attention of **Paulina Contreras**, Public Inquiries Officer, by e-mail at paulina.contreras@ontario.ca or by fax at (416) 325-4153. Please use a separate application form for each position and indicate on each form your priority ranking.

Following the review of the applications, school boards will be notified which have been approved. These positions should be posted on the school boards' websites between **March 25 and April 15, 2011**. The advertisements should be very generic in nature and will need to specify that funding for the posted position(s) will be provided by the Ontario Public Service through the Summer Experience Program. It should also indicate students must contact

their school boards to apply for available positions. A Tip Sheet is also attached to help school boards with job descriptions.

If you have any questions or concerns, please contact Paulina Contreras, Public Inquiry Officer, at (416) 325-9861 or paulina.contreras@ontario.ca at the Ministry of Education.

We are looking forward to another successful summer.

Sincerely,

Original Signed By

Gerry Treble

On behalf of

Bill Bryce
Regional Manager

Attachments: SEP Project Application Form, Summer Experience Program 2011 Tip Sheet & SEP 2011 Charge Back Form