



ICTC's WIL Digital Program

Application Guide for Employers

Version 1.7

Funded by the Government of Canada's Student Work Placement Program (SWPP)



Canada

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About ICTC

The Information and Communications Technology Council (ICTC) is a not-for-profit national centre of expertise for the digital economy. ICTC is the trusted source for evidence-based policy advice, forward looking research, and creative capacity building programs for the digital economy.

You can learn about us at <https://www.ictc-ctic.ca/>, and explore our research and talent programs at www.etalentcanada.ca. You can stay connected with us on [LinkedIn](#)

What is WIL Digital?

WIL Digital stands for Work-Integrated Learning Digital – ICTC’s national program to develop talent for the emerging ICT sectors, support businesses, and increase digital adoption in Canada. Here are some key facts about WIL Digital:

- WIL Digital provides opportunities for students to work, learn on the job, and contribute to their employers.
- WIL Digital offers subsidies to employers who create work opportunities for students.
- WIL Digital creates industry-education partnerships and explores innovative work-integrated learning models.
- WIL Digital is funded by the Government of Canada’s Student Work Placement Program (SWPP).

What is the WIL Digital Subsidy?

In a Nutshell

A wage subsidy for eligible Canadian companies that offer student work placements within the Digital Economy.

WIL Digital subsidies are offered to eligible companies across Canada to hire students for work placements within the Digital Economy to provide them with opportunities to gain work experience and skills while contributing to their employers.



The WIL Digital wage subsidy amount:

As a part of the response measures introduced by ESDC in order to mitigate some of the challenges employers are faced with when hiring students during COVID-19 pandemic, the subsidy amount has been increased to cover 75% of the wages paid up to \$7,500. This measure will be applied to wages earned from May 25, 2020 and will be in effect until March 31, 2021 or until further notice.

Determining your company's eligibility

Below are the Company eligibility requirements to qualify for wage subsidy:

1. A registered company in Canada

Company must be registered and operate in Canada. Business/ Charitable Registration Number or CRA Organization Number and company information will be required in the application.

2. Must offer a quality position to a student including the following:

- Must have the ability to recruit, hire, pay, train and support the student.
- Must hire a student from a STEM (science, technology, engineering or math), Business, Arts, Humanities, Social Science program within a publicly funded Canadian Post-Secondary Educational Institution.
- Must hire a student as an employee of the company. Students hired as contractors are not eligible.
- Must offer a quality position that will advance the skills and employment readiness of students.

3. Must have Insurance

The company must maintain general liability insurance to cover claims for bodily injury or property damage resulting from anything that could be done or omitted by the student during the placement period.

4. Must be compliant with Human Rights and Labor legislation, regulations, and laws.

The company must comply with all applicable federal and provincial human rights and labor legislation, regulations, and any other relevant standards including the Occupational Health and Safety Act and the Employment Standards Act.



Determining the student's eligibility

Students must meet the eligibility requirements below to qualify for the wage subsidy:

1. Must be registered at a publicly funded Canadian Post-Secondary Educational Institution in a STEM (Science, Technology, Engineering or Mathematics), Business, Arts, Humanities or Social Science program during the placement period.
2. Must be a Canadian citizen, permanent resident or have a protected status as defined by the Immigration and Refugee Protection Act and be legally entitled to work according to specific province legislation and regulations. International students do not qualify for this program.

Common disqualifiers

Below is a list of the most common areas that may disqualify an applicant based on the eligibility criteria. Note that this list is not all inclusive.

1. **Employer is not eligible if...**
 - the employer is a federal, provincial or municipal government or agency;
 - the employer submits incomplete application and/or does not provide supporting documents; or
2. **The position is not eligible if...**
 - the position is created to replace or displace existing staff, staff on lay-off or staff in a labour dispute;
 - position has already started (position can only start after the application has been created); or
 - the position is already subsidized by other federal funds.
3. **Student is not eligible if...**
 - the student is not currently enrolled at a Publicly funded Canadian post-secondary institution;
 - the student is an International Student with a work permit;
 - the student is an immediate family member of the employer;
 - the student submits incomplete application and/or does not provide supporting documents.



How to apply

Step 1: Submit your application(s) online

If you are planning to hire one or more students, this is the process to apply for a subsidy.

1. Identify a student you would like to hire. You do not need to have a signed employment contract in order to apply.
2. Fill out and submit an **Employer Application Form**, that consist of:
 - Company profile form where we will ask you some questions about your company, such as Business / Charitable Registration Number or CRA Organization Number, address, emerging areas you company works in, your product, company size, etc.
 - Placement Information form (separate form for each placement) where we will ask you some questions about the placement, such as your student's name, job description, start and end date of the placement and salary and hours per week.
 - Student Contact details – a short form we will ask you to provide your student's name, email.
3. Upon completion of this form our system will generate an email with the link to this application to student's inbox.
4. Students must fill out and submit a **Student Application Form**, which will include enrollment status, DOB, academic institution and program name, etc. The student will also need to upload a valid proof of Canadian citizenship/ residency and a proof of enrollment/ registration for the duration of the placement. You will need to coordinate with the student(s) you want to hire to ensure supporting documents and application submission is complete. Missing or inaccurate information will delay or disqualify your application.
5. After the Student Information form is submitted by the student, you as an employer will receive an email notifying you that your application is ready for your authorization. You will need to login back to your FluidReview profile and Complete Employer Authorization form, after that you will be able to submit your application for a review.

Step 2: Results notification

Results are sent to applicants within approximately one (1) week after submitting a complete application including all supporting documents. Please keep an eye out for an email from our system Wil-digital-portal@ictc-ctic.ca. Depending on the outcome of our review we will be



sending out communications containing either:

- An invitation to sign electronic contract if the review was successful, or
- A list of changes needed to be made in order to approve your application. If you received a request for changes, please ensure to update your forms accordingly before resubmitting your application for a review.

Step 3: Successful companies sign a contract with ICTC

Contract will include details of subsidy payment. If you as an applicant don't have a signing authority, we will send you a contract in PDF format, so you can sign it with your respective authorities and upload to your application.

What happens next

Step 4: Learning Plan

Within the first two (2) weeks of the work placement, the supervisor and student will be asked to develop and submit a Learning Plan to ICTC. The Learning Plan form is filled out by the Employer (Supervisor) together with the Student in the Employer's profile. The student will be asked to sign it electronically (within the Employer's profile) and will receive an email with their copy of the Learning Plan in the attachment upon submission.

Step 5: Mid-Term Check in

About half-way through the placement, both the employer and the students will be asked to complete a short Mid-term check form to give feedback about the placement up to that point.

As a part of the flexibility measures introduced by Student Work Placement Program, Mid-point payment for 50% of paid wages is available for employers. If you wish to receive a mid-point payment, please upload 8 weeks' worth of pay stubs in the Mid-term check form.

Step 6: Final Evaluation & Payroll Information

Within the last two (2) weeks of the work placement, the supervisor will be asked to complete and submit a Final Evaluation and students will be asked to complete a post-placement



survey. You will also be asked to provide proof of payroll after the Final Evaluation is complete.

Supporting documents

Companies must submit the following supporting documents at the end of the work placement:

1. **Payroll Records** (First and Last Statement of Earnings for contract period):

a) This document may include the following information:

- Accounting Software Name (if applicable),
- Company Name,
- Pay period,
- Name of Participant,
- Gross Income,
- Statutory Deductions Withheld, and
- Year-to-Date Amount,
- Direct deposit transaction or Cheque No. (if applicable).

Example: <https://www.ictc-ctic.ca/wp-content/uploads/2019/09/statement-of-earningpay-stub-sample.pdf>

2. **Proof of payment to the student:**

- a) If employer paid wages by check, they must provide copies of cleared checks.
- b) If employer paid wages via direct deposit/EFT (electronic fund transfer), they must provide the bank remittance advice, payment register/report or copy of a bank statement showing that the payment went through.



Access to Information and Protection of Privacy

All personal information collected through this program is bound by the terms and conditions below, as well as by the applicable laws of Ontario and Canada.

ICTC will ask for personal or company information in order to administer and report on the WIL DIGITAL program to the Government of Canada. The registration forms require contact information. This information will be used to contact participants when necessary. Following the participation in the program users can be removed from ICTC's mailing list at any time by requesting a mailing list removal via email. ICTC will not sell personal information.

Application forms may ask for demographic information and profile data, which is used to for the purpose of aggregate reporting on the results of the program. We will not share your personal information without your prior approval outside of the mandatory information provided to the Government of Canada.

Questions?

Contact us at WIL_Digital@ictc-ctic.ca