



ICTC's WIL Digital Program

Application Guide for Students

Version 1.6

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



Canada

Disclaimer: This document is believed to contain correct information, however, ICTC does not make any warranty, express or implied, or assumes any legal responsibility for the accuracy, completeness, or usefulness of any information or process described.

www.ictc-ctic.ca

Information and Communications Technology Council
116 Lisgar Street, Suite 300, Ottawa, ON K2P 0C2
(tel) 613-237-8551 (fax) 613-230-3490

Conseil des technologies de l'information et des communications
116, rue Lisgar, pièce 300, Ottawa, ON K2P 0C2
(tél) 613-237-8551 (télé) 613-230-3490



Contents

About ICTC	3
What is WIL Digital?	3
What is the WIL Digital Subsidy?	3
How do I start?	3
What happens next	5
What are my responsibilities?	6
What are my employer's responsibilities?	6
What is ICTC's role in WIL Digital?	7
Access to Information and Protection of Privacy.....	7
Questions?	7



About ICTC

The Information and Communications Technology Council (ICTC) is a not-for-profit national center 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 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 Student Work Placement Program (SWPP).

What is the WIL Digital Subsidy?

WIL Digital subsidies are offered to eligible employers across Canada to hire students for I work placements, and to provide students with opportunities to gain work experience and skills to kick start their careers.

How do I start?

1. **You are** a Canadian citizen, permanent resident or a protected person as defined by the Immigration and Refugee Protection Act; Please note: International students with a work permit are not eligible.



2. **You are** enrolled or registered within a Science, Technology, Engineering, Mathematics (STEM), Business, Arts, Humanities, Social Science program from a publicly funded Post-Secondary Educational Institution during the time of your placement.
3. **Your** future employer has asked you to complete ICTC's WIL Digital student application. This application is initiated by your employer and you will be invited to fill out your part of the application. (**You cannot start an application without your employer**). Please note, if you do not yet have a position, visit your co-op department at school or find your future employer and let them know that you may be eligible for ICTC's WIL Digital subsidy to see if they would be interested in creating a student placement for you.

Step 1: Gathering the supporting documents

You were successful in the resume screening and interview processes and you have been offered employment or you have a conditional offer of employment from your future employer. The first thing you need to do is to gather the supporting documents you will need to complete the application. This includes the following:

1. Proof of residency:

- **Canadian citizen:**

Provide a copy of your Canadian passport (must be valid), citizenship card (plastic wallet-sized cards), citizenship certificate (both sides), or birth certificate from a Canadian province or territory.

- **Permanent resident:**

Provide a copy of your PR card (both sides), permanent resident travel document, record of landing, or confirmation of permanent resident status.

- **Refugee:**

Provide a copy of the formal letter or document issued by the Immigration and Refugee Board of Canada or your Report Pursuant to the Immigration and Refugee Protection Act (IMM 1442) with photo.

*Driver's licenses and health cards along with expired passports cannot be accepted.



2. Proof of Enrollment/ registration

Please ensure the most recent document is provided, which shows your enrollment/ registration for the period of time within which your placement is taking place. Below are the types of documents accepted:

- An official transcript from your university or college;
- An unofficial transcript provided by the academic institution or generated from your student portal; or
- A proof of enrollment letter from your coop department or the registrar on letterhead including the following:
 - Your complete legal name as indicated on your government issued ID or birth certificate;
 - Your program of study;
 - Your enrollment session (Fall, Spring, Summer, Winter);
 - Your year level (your current year of study).

3. Details of your placement:

- Company name and address of your placement

Step 2: Apply by completing an online student application form

After your employer initiates an online application for you, you will receive an email from noreply@mail.smapply.net with the link to your portion of the application. For confidentiality reasons, your employer won't have access to your form.

What happens next

If the application is successful, your employer will sign a contract with ICTC, and you will start your placement as an employee of the company.

Start of Placement and Completing Evaluations

Throughout your placement, you will be asked to complete the following:

1. Learning Plan

Within the first couple of weeks of the placement, you and your employer will be asked to co-develop a Learning Plan. When you meet with your employer, bring ideas as to what skills you



would like to learn that would be relevant to your career goals and the position. The Learning Plan form is completed in your supervisor's account and you will receive a copy of it via email.

2. **Mid-term check** Check-In

About halfway through the placement, ICTC will ask you for your feedback on your placement up to that point. You will receive an email from noreply@mail.smapply.net with the link to your portion of the form. The Mid-Term Check-In form needs to be filled out by both the employer and the student separately. Please keep in my that your employer won't have access to your answers.

3. **Final Evaluation**

Finally, you will take part in a Final Evaluation and provide ICTC with your feedback and reporting information that is required by the Government of Canada's Student Work Placement Program. Right before the end of your placement you will receive an email from noreply@mail.smapply.net with the link to your portion of the form. Please keep in my that your employer won't have access to your answers.

What are my responsibilities?

As a student, you are expected to:

- Co-develop a Learning Plan with an employer, which will help support your learning on the job.
- Do the best that you can in your placement and identify when, why and how you are or are not achieving the skills you are supposed to achieve (if it's the latter, reach out to us).
- Understand how your talent and skills fit the needs of future employers in that sector.
- Respond to inquiries and complete all surveys, evaluations and questionnaires provided to you by ICTC's WIL Digital team.

What are my employer's responsibilities?

- To ensure you are a qualified candidate for the job placement;
- Once hired, to ensure you receive the right training and skills;
- To ensure you follow a learning plan to achieve job readiness skills;
- To provide you with relevant occupational safety and health information;
- To give you a balanced, supportive and encouraging working environment;



- To provide you with a wage that is fair with industry standards and matches your level of expertise; and
- To work with you throughout the placement on resolving issues and submit a Final Evaluation.

What is ICTC's role in WIL Digital?

- Encourage employers through this subsidy to hire and train students in the Digital economy;
- Ask employers to provide a safe and welcoming workplace;
- Request necessary support for you to gain the skills set out in your Learning Plan;
- Ensure employers and students are working towards a common goal (employers giving opportunities to new talent and students receiving practical skills that make them job ready);
- Assist in resolving any issues that may transpire between you and your employer.

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