ICTC's WIL Digital Program

Frequently Asked Questions

Version 1.8

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

Canada

Funded by the Government of Canada Student
Work Placement Program

Contents

1. Background

In this document, we have grouped together the most frequently asked questions where you will find a response and additional information on the WIL Digital Program (application requirements, selection process, and subsidy administration). Please read through the available Employer and Student Application Guides and these FAQs before submitting an inquiry.

2. Employer

2.1. Subsidy Eligibility

- *Are not-for-profit organizations eligible to participate in the program as employers?*
  Yes, not-for-profit and charitable organizations are eligible to participate in the program, as long as they can provide a business registration number or charitable registration number.

- *My company does not work in the digital sector, can I still apply?*
  You may still apply and be approved for a subsidy if you provide a high-quality position in the Digital economy. For example, a position focused on the development of an augmented reality application for an educational product within a training company may be supported. If you have questions as to the eligibility criteria, contact us at wil_digital@ictc-ctic.ca.

2.2. Financial

- *Can I combine the WIL subsidy with any other government funding to support the same position?*
- WIL Digital subsidies cannot be combined with any other federal government funding to support the same position. The Host Employer could potentially access provincial funding or tax rebates on their wages paid where applicable. However, the amount of funding should never exceed 100% of the Participant`s salary.

- *How much should I pay a student?*
  While an employer determines a student's salary, we ask that it is fair and reasonable based on industry standards. The salary offered may not be less than minimum wage.

- *Can a student apply for financial support through WIL Digital?*
  No. The WIL Digital wage subsidy is given to employers to cover a portion of the wages paid to students.

- *Can employers receive funding for more than 1 student per term?*
  Yes. Employers can receive funding for more than 1 student per term. However, we retain the right to limit the number of subsidies provided to an employer.

2.3. Human Resources

- *Where do I go to find a qualified student?*
  You are encouraged to use your usual recruitment channels to hire talent for your company. You may also reach out to the post-secondary institutions in your region and contact their Co-op/ Career Services department. Many academic institutions have dedicated job board portals and career events to facilitate the recruitment process. Please note only students enrolled in publicly funded post-secondary institutions are eligible.

- *Can an employer receive a wage subsidy for a student, who has already started the position?*
  No, the application must be approved and the contract with ICTC signed prior to student beginning the employment. Subsidies cannot be applied retroactively.

- *Can an employer hire a student in anticipation of the WIL funding approval?*
  Positive outcome of the subsidy application is not guaranteed. Employers may choose to provide conditional offers of employment.

- *Can I receive a subsidy if I hire an immediate family member?*
  No, you would not be eligible to apply and therefore, cannot receive a subsidy if you hire an immediate family member. Please contact WIL_Digital@ictc-ctic.ca if you require specific definitions of this eligibility.

- *If I hire a student as an independent contractor will I be eligible to apply to the WIL Digital program?*
  No, the student must be hired as an employee of the company and have equal rights and obligations as other employees of the company.

- *If I hire a student for a work from home role will I be eligible to apply to the WIL Digital program?*

Due to COVID-19 (until March 2021) work from home will be allowed until further notice. Please contact WIL_Digital@ictc-ctic.ca if you have a concern.

- *Do part-time placements qualify?*

    Yes, you may hire a student to work either part-time or-full time.

- *Are research positions eligible for a subsidy?*
    Applied research positions are eligible.

- *If I receive subsidy funding for students hired this year, will I be eligible to receive subsidy funding for hiring the same number of students the following year?*

    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 Net New rule has been lifted entirely. This measure will be in effect until March 31, 2021 or until further notice.

- *Can I hire a student, who has previously worked with the company?*
    Yes, you can hire a student who has previously worked with the company if all other eligibility requirements are met.

3. Student

3.1. Eligibility criteria

- *Can a first-year student participate in the program?*
    Yes, a first-year university or college student would qualify as an under-represented candidate.

- *Can students participate in more than one placement funded by ICTC's WIL DIGITAL program?*
    Yes, if you as an employer are able to demonstrate an increased learning during the second placement. The student can be eligible for another subsidy if they are gaining new skills in addition to those covered during the initial placement. The new skills and knowledge must be outlined in the Learning Plan. If you are applying for the same student, you will need to start a new application.

- *What are the criteria for an applicant to be considered a recent immigrant?*

For the purpose of the WIL Digital program, a recent immigrant or a newcomer is someone who has arrived in Canada within the last five years. International students are not considered to be newcomers, as they must be either a Canadian citizen, Permanent Resident or under a protected status as a refugee.

- *Are international students eligible to participate in the program?*
  No, the program is open only to Canadian citizens, permanent residents or protected persons as defined by the Immigration and Refugee Protection Act. Students will be asked to provide valid supporting documents as part of their application.

- *Are high school students eligible for a subsidy?*
  No, the program is offered to students currently enrolled in a Canadian publicly funded post-secondary educational institution. Students will be asked to provide proof of enrollment for the placement period as part of their application.

- *Are Ph.D. & Masters students eligible?*
  Yes, you can hire a Ph.D. or Master's student.

- *I am not satisfied with my work placement- Will ICTC assist in resolving the issues?*
  Yes, please contact the WIL Digital team to communicate any issues as soon as possible, so we can help resolve the issue (WIL_Digital@ictc-ctic.ca).

3.2. Application

- *How do I prove that I am enrolled in an academic institution?*
  Ask your university or college for proof of enrollment or proof of registration for the period of the placement including the following information:
  o Student`s Legal name;
  o Program of study;
  o Enrollment session (Fall (Sept-Jan), Winter (Jan-April), Spring / Summer (May – Aug));
  o Enrollment term / status; and
  o Year level (your current year of study).
  An unofficial / official transcript also works if it is up to date i.e. reflects the enrollment status within the placement period (if co-op) or current semester courses along with name, program, and a University / College logo / stamp.

- *At what point can an employer apply for a subsidy? What is the process for applying for a subsidy?*
  Employers can apply anytime year-round, following eligibility guidelines, and organizing themselves with plenty of time to ensure their application is submitted and processed on time prior to the placement start date. For more information on application process, please consult the Employer Application Guide.

- *When should a student apply for the WIL subsidy program?*
  Students **cannot** initiate an application. Only an employer can start an online application, after the employer completes the Student Information form, an email will be sent out to the student from noreply@mail.smapply.net. Simply click the link in the email, create your login and fill out the Student Application form. For more information, please review the Student Application Guide.

- *What is the processing time for the applications?*
  Applications are typically processed within 5-10 business days from time they are submitted. Follow guidelines and instructions carefully to ensure quick processing times.

- *Is there an age limit for students?*
  No, there are no age limits.

- *What makes an individual a part of an underrepresented group?*
  If a student identifies as one of the following:
    o Women studying in STEM (science, technology, engineering, mathematics),
    o Indigenous people,
    o Recent immigrants (within last 5 years),
    o Persons with disabilities and
    o First-year students.

4. General

- *Does a work placement through WIL Digital increase the chances of a student finding employment upon graduation?*
  Yes, the data shows that students who have gained practical experience within the workplace are generally more employable. ICTC supports high quality positions that provide students

with career readiness skills.

- *Can an employer hire a student for a period that is less or more than four months?*
  Yes, an employer can hire a student for a period that is less than four months, in that case the subsidy will be pro-rated. You can also hire a student for more than four months until the subsidy cap has been reached.

- *How many students can an employer hire within the program?*
  While no specific limit is set, we reserve the right to limit the number of subsidies issued to a single employer.

- *How does ICTC ensure that an employer follows through on its commitments?*
  We retain the right to on-site visits and audits to ensure the quality of the position. We also regularly survey the students and employers to ensure that all contractual obligations are being met.

- *What information does ICTC collect regarding the learning experience of the students?*
  ICTC would like to ensure that students have a positive workplace integrated learning experience, and will regularly monitor students experience through surveys, interviews and on-the-job monitoring as appropriate. ICTC will seek information as to the general experience of the student on the job, and skills and knowledge obtained through the placement.