



Shaping Canada's Digital Future

WIL Digital

Employer Program Guide

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

Funded by the Government of 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 through our [website](#), and explore our research and talent programs on [eTalent Canada by ICTC](#). You can stay connected with us on [LinkedIn](#), [Twitter](#) and [Facebook](#)

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:

- a) WIL Digital provides opportunities for students to work, learn on the job, and contribute to their employers.
- b) WIL Digital creates industry-education partnerships and explores innovative work-integrated learning models.
- c) Wage subsidies are paid to employers who bring on students for a meaningful WIL opportunity. **WIL Digital provides:**
 - **75%** of the student’s salary, up to **\$7,500**

NOTE: Applications which were already approved may receive a top-up.

Does my organization qualify?

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

- Must be a registered, Canadian business or non-profit.
- Post-Secondary Institutions will be eligible to apply to the WIL Digital program as employers as of June 1st, 2021 as a flexibility measure to help cope with the impact of the COVID-19 pandemic.
- The student must be hired as an employee of the company and not as contractor or an independent contractor.

- Must have the financial capacity to hire a student for the full work term, pay them consistently and provide a meaningful work experience.
 - The position is digital/technology immersive and uses technology either entirely or in some capacity.
 - Must be compliant with Human Rights and Labor legislation, regulation and laws in your province or region.
 - Maintain and provide records of employment, proof of wages paid and reports when requested by ICTC or the Government of Canada.
 - Where legally required, the employer is responsible for Workplace Safety and Insurance or alternate workplace insurance coverage.
 - The student is not replacing a displaced worker or filling a role left vacant due to a labour dispute.
 - The application for funding must have started with ICTC before the student placement start date.
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Common disqualifiers:

- Federal, Provincial, Territorial, Municipal government, or financial institutions (incl: credit unions) do not qualify for the program.
 - The student is an immediate family member of somebody in the organization. "immediate family": the father, mother, step-father, step-mother, brother, sister, spouse (including common law partner), child (including child of common law partner), step-child, ward, father in law, mother in law or relative permanently residing in the household of the director.
 - The position is already subsidized by other federal funding.
 - Incomplete application and/or does not provide supporting documents.
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Will my student qualify?

The student must meet the below eligibility criteria:

- Students must be Canadian citizens, permanent residents, or persons to whom

refugee protection has been conferred under the Immigration and Refugee Protection Act

- Enrolled in a program at a Canadian accredited post-secondary institution, during work placement period.
- The student is legally entitled to work in Canada.

Common disqualifiers:

- **International students** or students with **work permits** do not qualify.
- The student is an **immediate family** member of somebody in the organization.

What will you need to apply?

- Company information (Business / Charitable Registration Number, address, company size, void cheque, bank information, etc.)
- Student information (position details, contact details, wages, etc.)
- Your student will be required to provide Proof of Enrollment from a Canadian accredited post-secondary institution for the work placement period.

How to apply?

Step 1	Identify a student you would like to hire.
Step 2	Go to https://ictc-ctic.smapply.ca/acc/l/ , create an account and start your application.
Step 3	Student(s) completes the application form with supporting documentation.
Step 4	Application is submitted to ICTC for review and feedback.

What happens if approved?

If the application is successful, you will be asked to complete the following:

- 1. Contract**
You will be requested to sign a contract with ICTC on our application system.
- 2. 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 receive an email with their copy of the Learning Plan in the attachment upon submission.
- 3. Mid-Term Check in**
Half-way through the placement, a mid-point check-in is required by the employer and student to confirm the placement is on-track. The check-ins are not shared with either party (student or employer).

ICTC also offers an optional mid-point payment for 75% of paid wages. 8 weeks' worth of pay stubs (or half of the placement period) is required to be submitted.

4. Final Evaluation

Within the last two (2) weeks of the work placement, the supervisor and student need to complete the final evaluations (separately) as required by the Government of Canada's Student Work Placement Program. The evaluation is not shared with the student or employer.

5. Payroll Information

At the end of the placement, you will be required to supply the below 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)
- b) If employer paid wages by cheque, they must provide copies of cleared checks.
- c) 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.

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

Payment of the subsidy funding is made 4 weeks after payroll information has been received and processed.

Questions?

Contact us at WIL_Digital@ictc-ctic.ca