



Shaping Canada's Digital Future

WIL Digital

Student Program Guide

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

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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.

Do I qualify?

The following must apply:

- **You must be** a Canadian citizen, permanent resident or a protected person as defined by the Immigration and Refugee Protection Act.
- **You must be** enrolled in a program at a Canadian accredited post-secondary institution, during work placement period.
- **You must be** 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.

“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.

What documents will I need?

Proof of enrollment/registration (screen capture or official document that contain the institution’s name, students name and work placement semester/term)

Note: There are 3 semesters as below. Your proof of enrollment should reflect the same period/semester as your work term.

Semesters

- Winter (Jan to April)
 - Summer (May to Aug)
 - Fall (Sept to Dec)
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How do I apply?

Your employer needs to start the application on our on-line portal and will send you an invitation via email from noreply@mail.smapply.net to complete your side of the application.

What happens if approved?

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.

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

Halfway through the placement, your employer will complete a check-in to confirm your placement is on track. You will receive an email from noreply@mail.smapply.net with the link to complete your portion of the form. This feedback is not shared with your employer.

3. Final Evaluation

Towards the end of your placement you once again will receive an email notification from noreply@mail.smapply.net to complete a final evaluation form that provides feedback on your work placement as required by the Government of Canada's Student Work Placement Program. Before the end of your placement you will receive an email from with the link to your portion of the form. This feedback is not shared with your employer.

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).
- 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?

The employer responsibilities are:

- 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 work with you throughout the placement on resolving issues and submit a final evaluation.

Questions?

Contact us at WIL_Digital@ictc-ctic.ca