WIL Digital

Frequently Asked Questions

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

Funded by the Government of Canada
Financé par le gouvernement du Canada

Canada

Contents

General Questions

Herewith are the most frequently asked questions with responses from the WIL Digital Program.

Employer Questions

a) Am I eligible?

Please refer to our Employer Program guide regarding eligibility criteria.

b) How do I apply?

You can register and apply on our portal at https://ictc-ctic.smapply.ca/acc/l/
Please refer to our Employer Program guide for more information on the process.

c) How long does the application process take?

If you have all information available (refer to Employer Program guide), the completion of one application should take no longer than 15-20 min. Once submitted, ICTC reviews all applications within 2 business days. If we require additional information the application will be sent back to the employer at this time. If no additional information is required, ICTC will review and provide feedback on approval within 7-10 business days.

d) How long should I hire the student for?

There is no limitation on the length of student employment. The subsidy cap is however normally reached within 16-18 weeks depending on the hours, weeks, and wages being paid.

e) How much funding will I receive?

The wage subsidy is calculated using the below information captured on the application:

Equation:
Total Hours a Week x Total Weeks x Hourly Wage
= Total x 50% or 70% (under-represented group)
= Total (Capped at either $5,000 or $7,000)
Example:
40 (hrs) x 16 (weeks) x $16 (wage) = $10 240.00 x 50% (wage subsidy) = $5,120.00
Total wage subsidy being paid by ICTC = $5,000.00
Employer contribution = $5,240.00

f) At what point can an employer apply 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. The application needs to be **submitted and approved before the placement start date**. For more information on the application process, please consult the Employer Program Guide.

g) Can I combine the WIL subsidy with any other government funding to support the same position?

No, 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.

h) What is Net New and how do I calculate it?

Net New is determined by subtracting the number of students hired in a fiscal year prior to first participating in the WIL Digital Program. For example, if the company hired 3 students in the fiscal year (April 1 to March 31) prior to participating in the WIL Digital program, then the company must intend to hire 4 students in this fiscal year to qualify for 1 subsidy.

	Before participating in wage subsidy			Years when participating in wage subsidy											
Year	Baseline (April 1 – March 31)			Year 1			Year 2			Year 3			Year 4		
	S1	S2	S3	S1	S2	S3	S1	S2	S3	S1	S2	S3	S1	S2	S3
Number of placements created per semester	1	1	1	2	0	2	1	4	2	4	1	6	6	3	3
Number of placements eligible for funding per semester	N/A			1	0	0	0	3	1	3	0	5	5	2	2
Total placements created per year	3			4			7			11			12		
Total placements eligible for funding per year	N/A			1			4			8			9		

i) Can employers receive funding for more than one term for the same student?

Yes. Employers can receive funding for the same student for more than one term if there is an increase in learning from the previous position applied for or a completely different position allocated. An application has to be created for each term and cannot be combined in one application.

j) Can employers apply for more than one student per term?

Yes, you can apply for more than one student per term. Please refer to Net New requirements.

k) Can I receive approval for the subsidy before getting a student?

The subsidy approval is provided based on the employer and student information with supporting documentation. Full approval cannot be supplied without the student information.

l) My company does not work in the digital sector, can I still apply?

Yes, you may still apply and be approved for a subsidy if you provide a high-quality position that is Digital/Technology immersive and uses technology either entirely or in some capacity. If you have questions regarding the position eligibility, contact us at wil_digital@ictc-ctic.ca.

m) 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.

n) Can a student apply directly 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.

o) 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 an outreach coordinator in your area. ICTC has partnerships with post-secondary institutions across Canada and can connect you with a Co-op/ Career Services at an institution in your area. Many academic institutions have dedicated job board portals and career events to facilitate the recruitment process. Please note only students enrolled at a Canadian accredited post-secondary institution are eligible.

p) 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. "immediate family": the father, mother, step-father, step-mother, brother, sister, spouse (including common-law partner), child (including the child of common-law partner), step-child, ward, father in law, mother in law or relative permanently residing in the household of the director.

q) 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 any other employee of the company.

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

Working from home is allowed.

s) Do part-time placements qualify?

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

t) Are research positions eligible for a subsidy?

Applied research positions are eligible.

u) 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.

v) Can I apply for funding after my student has started their placement?

No, your application for funding must have started before your student placement started. Our system generates a date and time stamp for each application, and this is then compared to the placement start date.

w) Is there training or professional development available for students?

Yes, ICTC offers the WIL Digital e-Learning program for all students in work placements, free of charge (up to two courses per student).

The WIL Digital e-Learning program includes virtual micro-courses to cultivate employability skills across critical sectors of the Canadian digital economy, including practical subjects like fintech, cybersecurity, e-commerce, accessibility, and service design. These courses are part of our recommended student training options within the WIL Digital program. For more information, email WIL_models@ictc-ctic.ca.

Enrollment details: Courses run on the post-secondary semester schedule (Fall, Winter, Summer semesters). Time commitments are 12 weeks, 1-2 hours per week.

Summer enrollment is open as of March 1st, 2022. Courses start on Monday, May 2nd, 2022 and end on Friday July 29th, 2022. Your student can enroll here: https://ictc-ctic.smapply.ca/prog/elearning-wil-digital/

Student Questions

a) What do I need for my application?

Each student will be required to supply Proof of Enrollment (official or screen capture) from a Canadian accredited post-secondary institution for the complete work placement period. It must include the post-secondary institution name, student name, and period. Please refer to the Student Program guide for more information.

b) Can I apply directly for the wage subsidy?

No, the application must be started by your employer and will be paid to the employer if successful.

c) What makes an individual a part of an underrepresented group?

If a student identifies as one of the following, the employer will qualify for 70% of wages paid up to $7,000:

- Women studying in STEM (science, technology, engineering, mathematics),
- Indigenous people,
- Newcomers (immigrants who immigrated within the last 5 years),
- Persons with disabilities,
- Visible minorities, (Black; South Asian (e.g., East Indian, Pakistani, Sri Lankan); Filipino; Arab; Latin American; Southeast Asian (e.g., Vietnamese, Cambodian, Laotian, Thai); West Asian (e.g., Iranian, Afghan); Korean Japanese; and Other visibility minority groups) and
- First-year students.

d) Do you only accept Co-op students?

No, we accept enrolled students, including full-time, part-time, and co-op students. The position with your employer has to be Digital/Technology immersive and use technology either entirely or in some capacity.

e) Are Cegep students in Quebec eligible for a subsidy?

Yes, a student from any Canadian accredited post-secondary institution is accepted.

f) Does the student need to be enrolled in a specific program of study to be eligible?

All study programs are eligible.

g) Can students participate in more than one placement funded by the WIL Digital program?

Yes, if you as an employer can demonstrate 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 job description and skills that will be obtained.

h) What are the criteria for an applicant to be considered a recent immigrant?

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

i) 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.

j) Are high school students eligible for a subsidy?

No, the program is offered to students currently enrolled in a Canadian accredited post-secondary institution. Students will be asked to provide proof of enrollment for the placement period as part of their application.

k) Is there an age limit for students?

No, there is no age limit.

l) Are Ph.D. & Masters students eligible?

Yes, you can hire a Ph.D. or Master's student.

General Questions

a) 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.

b) 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.

c) How do I know if the information and document I uploaded are safe? How does ICTC handle my information?

Privacy Statement:

Funding for ICTC's-CTIC's WIL Digital program is through the Government of Canada, Employment and Social Development Canada's (ESDC) Student Work Placement Program (SWPP). Therefore, the WIL Digital program is administered in accordance with the Privacy Act (R.S.C., 1985, c. P-21) and the Department of Employment and Social Development Canada Act (S.C. 2005, C.34). Accordingly, the participants in the program have a right under the Access to Information Act (R.S.C., 1985, c. A-1) to obtain access to that information from the government of Canada.

Personal information in connection with your application is collected under the authority of the Government of Canada's Privacy Act. Personal information provided by the applicant is used by ICTC,

and its technology partners for the purposes of assessing, processing, and reporting on an application for the Student Work Placement Program. ICTC is required to submit reports on a regular basis to ESDC through a third party contracted by ESDC for the purposes of collating the data. The information when provided by ICTC to ESDC's designated third is administered in accordance with the Privacy Act (R.S.C., 1985, c. P-21). Accordingly, participants in the program have a right under the Access to Information Act (R.S.C., 1985, c. A-1) to obtain access to that information from the government of Canada.

The information may be shared with post-secondary institutions or provincial or municipal governments to confirm eligibility for the program and enable harmonization with other wage subsidy programs. Anonymized data collected through the program may also be used for labour market research or other research purposes. ICTC may from time to time contact applicant organizations to promote ICTC programs or services.

We would like to remind all ICTC WIL Digital employers and students that sharing sensitive information such as your passwords, credit status, social security numbers, birth date, credit/ debit card numbers, PIN numbers, and bank account information will never be requested by ICTC.