

# **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](#)

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## 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 provides professional development opportunities through e-Learning courses for students. 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. Please visit <https://etalentcanada.ca/for-job-seekers/programs/wil-digital-e-learning-courses> for more information, email [wil\\_elearning@ictc-ctic.ca](mailto:wil_elearning@ictc-ctic.ca)
- c) Wage subsidies are paid to employers who bring on students for a meaningful WIL opportunity. WIL Digital provides:
  - 50% of the student’s salary, up to \$5,000; or
  - 70% of the student’s salary, up to \$7,000, if the student falls within one of the following under-represented groups:
    - Women in STEM (Science, Technology, Engineering, and Mathematics)
    - Indigenous students
    - Newcomers (landed in Canada within the last 5 years)
    - Students 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)
- First-year students

## 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 full or part-time program at a Canadian accredited post-secondary institution, during the 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 himself or another employee within the organization.  
"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 employer.  
The student is a Director, Officer, Founder, Manager, Shareholder, or Executive of the host employer or another company.
- The student is a current permanent full-time employee of the host employer.
- Students taking a single course that does not lead to a program degree/diploma or certificate are ineligible.

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## What documents will I need?

Proof of enrollment/registration (screen capture or official document that contains the institution's name, student's name, year/level in program and work placement term)

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

Terms

- Winter
- Summer
- Fall

## How do I apply?

Students don't apply! Your employer does, they will need to start the application on our online portal and will send you an invitation via email from [noreply@mail.smapply.net](mailto:noreply@mail.smapply.net) to complete your side of the application.

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## What happens if I'm 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](mailto: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

Toward the end of your placement, you once again will receive an email notification from [noreply@mail.smapply.net](mailto: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 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 acquire (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.
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# What are my employer's responsibilities?

*The employer's responsibilities are:*

- To ensure you are a qualified candidate for the job placement and hired as an employee of the company, **not as a contractor**.
- To ensure you are paid regularly and on time.
- Once hired, 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
- submit a Midterm & final evaluation.

**Note if your employer is not meeting the above responsibilities, please contact our team.**

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# Questions?

Contact us at [WIL\\_Digital@ictc-ctic.ca](mailto:WIL_Digital@ictc-ctic.ca)