WIL Digital

Frequently Asked Questions

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

Canada

Contents

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

Employer Questions

Am I eligible?

To be eligible for the WIL Digital program, employers must be a registered Canadian business, have the financial capacity to pay the student, and be able to provide a safe workspace in Canada. For more details on eligibility, as well as common disqualifiers, please refer to our Employer Program Guide.

Eligibility Criteria Questions

Prior to starting any new applications Employers Must fill out the pre-screening questions

1. Are you an employer?

2. Is the company a Registered Canadian Business or a Canadian not-for-profit Organization?

3. Did your organization receive any federal funding (such as Canada Emergency Wage Subsidy, Canada Summer Jobs, or funding from any other delivery partner of the SWPP Program- Technation, EcoCanada, Venture for Canada, etc.,) for the wages of this student placement?

4. Are you hiring the student as an Employee of the company or as a contractor?

5. Which term are you applying for? Winter, Summer, or Fall?

- The term that is currently open will state "(**Open**)" next to it. If you select an open term, a pop-up message will appear stating "You are now eligible to apply for the WIL Digital Program". Before exiting, please make sure to click complete and proceed with filling out an application.
- If you have selected a **closed** term, the following question will ask "Would you like to join the waitlist?"
    - If the answer is "Yes", please proceed to the bottom of the page and click "Mark as Complete". An email notification will be sent.
    - If the answer is "No, please proceed to the bottom of the page and click "Mark as Complete". You are more than welcome to apply again once the term has opened.

If you answer "No" to questions 1,2 or 4, a pop-up message will appear stating that your application is ineligible, and you should mark it as complete before exiting.

If you answer "Yes" to question 3, a pop-up message will appear stating that your application is ineligible, and you should mark it as complete before exiting.

How do I apply?

You can register and apply on our portal at https://ictc-ctic.smapply.ca/acc/l/. You can also refer to the How to Guide for more details on the application process.

How long does the application process take?

If you have all the required information available (please refer to the Employer Program Guide for more details), the completion of the employer portion of the initial application forms can take as little as 20 minutes. Once the employer portion of the initial application forms is complete, and the student has completed their portion of the application forms, ICTC staff will review the application within 2-3 business days.

If we require additional information, the application will be sent back to the employer and/or student with a request for changes. Once all information has been verified, ICTC staff will finalize the review and provide the final decision within 7-10 business days.

Processing times may increase depending on the volume of applications received.

How likely am I to be approved?

ICTC staff cannot guarantee funding until a complete application has been submitted and all eligibility criteria have been reviewed. Funding is also subject to availability. ICTC also occasionally implements submission deadlines to ensure that available funding is allocated fairly on a first-come-first-served basis.

How long should I hire the student?

We recommend only applying for one work term at a time Summer, Fall, Winter.

While there is no formal limitation on the length of the placement, most placements reach the max subsidy cap within 16-18 weeks, depending on the hours, weeks, and wages being paid. The student must also maintain student status throughout the entirety of the placement, which may factor into the length of the placement. 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 which would mean the subsidy period ends on that date.

When can I apply?

All applications **must be created in our application portal prior to the student's placement start date.** ICTC accepts WIL Digital applications on a rolling basis year-round. to confirm funding availability, we may occasionally implement a **waitlist system,** to ensure that we only process applications for which we have available funding.

ICTC also occasionally implements submission deadlines to ensure that available funding is allocated fairly on a first-come-first-served basis.

How much funding will I receive?

The WIL Digital subsidy is 50% of the wages paid to the student, to a maximum of $5, 000. Students who identify themselves as a member of an underrepresented category may qualify to be subsidized at 70% of the wages paid, to a maximum of $7,000. Please refer to the Employer Program Guide for more details on underrepresented categories.

The wage subsidy is calculated based on the estimated planned wages 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

Please note that for the purposes of approval, the subsidy amount is calculated on the estimated planned wages, as described above. The final payment will be recalculated based on actual wages paid, to take into account any variations in hours worked (for instance, sick days).

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

The WIL Digital subsidy is funded by the Government of Canada's Student Work Placement Program. As such, it **cannot be combined with any other federal source of funding**. The WIL Digital subsidy also cannot be counted toward a tax credit.

Employers could potentially access provincial or private funding or provincial tax credits and rebates on the wages paid where applicable, however, the amount of funding that the employer receives should never exceed 100% of the student's total wages earned.

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		

How many WIL Digital applications can I submit?

You can apply to WIL Digital once per student position, as long as the students and positions meet all eligibility requirements (including Net New). Please refer to our Employer Program Guide for more details on eligibility requirements.

Can I apply to WIL Digital for a returning 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 if the student will be working in a completely different role. An application has to be created for each term and cannot be combined in one application.

Applications for returning students may not overlap in the start or end dates and may not fall within the same term. ICTC staff may request that the job description on an application for a returning student be updated to demonstrate increased responsibility, new tasks or skills, and a general increase in learning.

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.

Can I receive approval for the subsidy before finding a student?

The subsidy approval is provided based on the employer and student information with supporting documentation. ICTC staff cannot guarantee funding for a placement until a complete application has been submitted and all eligibility criteria have been reviewed. Funding is also subject to availability.

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.

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 the minimum wage.

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.

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.

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.

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. The student must be put on the company payroll, their wages must be paid on a regular basis, and all mandatory deductions (provincial and federal) must be applied to their wages in order to be considered eligible for subsidizing.

Do work-from-home or hybrid positions qualify?

Yes, working from home/remote or hybrid work is allowed.

Do part-time placements qualify?

Yes, you may hire a student to work either part-time or full-time depending on the needs of your company. Hours can be negotiated between the student and employer. Please note that we don't have a minimum amount of hours the student must work per week or placement.

Are research positions eligible for a subsidy?

Applied research positions are eligible, as long as the student is on the payroll as an employee and can also provide proof of enrolment. Individuals who are working at a post-secondary institution in paid research positions are not eligible.

Can I hire a student who has previously worked with the company?

Yes, you can hire a student who has completed previous internships or work placements with the company if all other eligibility requirements are met. if the employer can demonstrate increased learning during the subsequent 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.

Please note: If the individual is a current permanent, full-time employee of the company, they may be deemed ineligible.

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

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

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). Please visit https://etalentcanada.ca/for-job-seekers/programs/wil-digital-e-learning-courses for more information.

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_elearning@ictc-ctic.ca**

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

Your student can enroll here: https://ictc-ctic.smapply.ca/prog/elearning-wil-digital/.

Student Questions

Am I an eligible Student?

Students must be Canadian citizens, permanent residents, or persons protected under the Refugee Protection Act, must be currently enrolled in a program at a Canadian accredited post-secondary institution during the entire work placement period, and are legally entitled to work in Canada.
(Please note international students are **NOT** eligible) Please refer to our student program guide for further details.

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.

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.

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 visible minority groups) and
- First-year students.

Do you only accept Co-op students?

No, students do not have to be enrolled in a co-op program to be eligible for our program. The placement can be full-time or part-time. The position with your employer must be Digital/Technology immersive and use technology either entirely or in some capacity.

Are Cegep students in Quebec eligible for a subsidy?

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

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

All full or part-time programs from an accredited Canadian post-secondary institution are eligible.

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

Yes, if the employer can demonstrate increased learning during the subsequent 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.

Students can only be subsidized once per term; if the student is working multiple jobs at the same time, only one of them can be considered eligible for a WIL Digital subsidy.

What are the criteria for an applicant to be considered a Newcomer to Canada?

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 Canadian citizens, Permanent Residents, or under 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-accredited post-secondary institution. Students will be asked to provide proof of enrollment for the placement period as part of their application.

Is there an age limit for students?

No, there is no age limit, as long as the student is legally entitled to work in Canada and meets the other eligibility criteria.

Are Ph.D. & Masters students eligible?

Yes, you can hire a Ph.D. or Master's student, as long as they can provide proof of enrolment. Individuals who are working at a post-secondary institution in paid research positions are not eligible.

General Questions

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.

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.

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 labor 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.