

WIL Digital

Employer Program Guide

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



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Please note that the following information may NOT be exhaustive. ICTC reserves the right to amend eligibility criteria at our discretion.

Program Eligibility can ONLY be determined through the application review process.

Your organization's participation in the WIL Digital program is only confirmed once a contract has been officially approved and signed by both ICTC and your organization.

About ICTC

The Information and Communications Technology Council (ICTC) is a not-for-profit national center of expertise with the mission of strengthening Canada's digital advantage in the global economy. Our goal is to ensure that technology is utilized to drive economic growth and innovation and that Canada's workforce remains competitive on a global scale.

Learn more about us through our [website](#), and explore our research and talent programs. Stay connected with us on [LinkedIn](#) 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.

WIL Digital is funded by the Government of Canada's Student Work Placement Program (SWPP). ICTC is among the first organizations to deliver this program.

Here are some key facts about WIL Digital

- WIL Digital helps employers grow their businesses by providing a wage subsidy to hire post-secondary students.
- Students gain meaningful work experience and on-the-job learning.
- Approved employers receive wage subsidies when they hire and pay students for a meaningful WIL opportunity.

The subsidy amounts are:

Employers may receive a wage subsidy of up to 50% of the student's salary, to a maximum of \$5,000.

[WIL eLearning](#)

ICTC offers Students participating in WIL Digital free access to self-paced online courses through Cisco Networking Academy in high-demand digital fields. These training opportunities are designed to complement their work placement experience, helping them build confidence and job-readiness in today's tech-driven workplace. For more information on key dates and eligibility, check out [WIL eLearning](#). To sign up, students can [register here](#).

Program Eligibility

NOTE: Program Eligibility can ONLY be fully determined through the application review process. ICTC reserves the right to amend eligibility criteria at our discretion.

- Must be a registered Canadian business, non-profit, or charity.
- The company must hire the student as an employee, not as a contractor or an independent contractor. Must have the financial capacity to hire a student for the whole work term, pay them consistently and on time, and provide meaningful work experience.
- The organization offers a high-quality, ICT or digital immersive work placement.
 - The job description must clearly highlight the digital or technical aspects of the role, such as the digital tools, platforms, or software the student will use.
- Must comply with Human Rights and Labour legislation, regulations, and laws in your province or region.
- Maintain and provide employment records, proof of wages paid, and reports when requested by ICTC or the Government of Canada.
- The employer is responsible for Workplace Safety and Insurance or alternate workplace insurance coverage where legally required.
- The student is not replacing a displaced worker or filling a vacant role due to a labour dispute.
- If approved, the employer will comply with all WIL Digital contractual obligations.
- Must communicate and reply to telephone calls/emails/questionnaires from ICTC.
- Is applying for a position that is “Net New”

Student eligibility:

- Students must be Canadian citizens, permanent residents, or individuals who have received refugee protection under the Immigration and Refugee Protection Act.
- Enrolled full-time or part-time at a Canadian-accredited post-secondary institution, completing a Degree, Diploma, or accredited certificate program for the work term.
- The student is legally entitled to work in Canada.

Common disqualifiers:

- Federal, Provincial, Territorial, Municipal government, or financial institutions and services (including credit unions, investment firms, etc.) do not qualify for the program.
- The position is already subsidized by other federal funding.
- Hiring international students or those with work permits, as they are not eligible.
- The student is an immediate family member of themselves or another employee within the organization.
 - “Immediate family”: includes the father, mother, stepfather, stepmother, brother, sister, spouse (including a common-law partner), child (including the child of a common-law partner), stepchild, ward, law father-in-law, mother-in-law, or relative permanently residing in the employer’s household.
- The student serves as a Director, Officer, Founder, Manager, Shareholder, or Executive of the host employer or another company.

- The student works as a permanent employee of the host employer.
- The employer cannot provide the supporting documents requested by ICTC.
- Inconsistent or unsupported information delays processing, requires clarification, or results in program ineligibility.
- The employer started the application after the student’s placement start date.
- Employers cannot apply for students enrolled in single courses, general-interest courses, standalone courses, or micro-credential courses.

Before You Apply

- Confirm your organization’s eligibility
- Check whether intake is open
- Gather the information needed to complete the application.
- Identify the student you plan to hire
- Log in to [WIL Digital - ICTC Programs](#). If you do not have an account, register first.
- Select **“Apply”** to start the Eligibility Criteria Pre-Screen.

APPLY

Complete the Eligibility Criteria

Employers must complete the Eligibility Criteria form for each intended student placement. ICTC will send a confirmation email after you submit the form.

Pre-Screen/Waitlist

After you complete the Eligibility Criteria, the WIL Digital team will review your submission for basic eligibility. This review typically takes 1–2 business days. If ICTC implements a waitlist due to high demand, review times may be longer. If ICTC selects your application to proceed, we will notify you by email and unlock the application so you can complete Steps 1–6.

Notifications are sent from noreply@mail.smapply.net or wil_digital@ictc-ctic.ca

To manage high demand and ensure equitable access to funding, ICTC may implement waitlists or set submission deadlines.

How to Apply: Application Process

If ICTC unlocks your application, you will receive a notification and can complete the required steps. To access your application:

- Log in to [WIL Digital – ICTC Programs](#).
- After logging in, select **My Applications** in the top banner to view existing applications. 
- Follow the task instructions in the portal for each step.

NOTE: The following steps must be completed in chronological order before proceeding to the next step. To ensure your answers are recorded, please click the **“Mark as Complete”**

SAVE & CONTINUE EDITING

MARK AS COMPLETE

button at the end of each step.

Step 1: Company profile

Tell us about your company! In this step, you will provide essential details about your company, including your business registration details, contact information, organizational structure, signing authority, CRA, HST/GST numbers, website, industry sector, technologies used, Net New, etc.

[CRA Business Number](#) is a 9-digit number issued federally

Net New Calculation

1. Identify how many paid student placements your organization had in the fiscal year before first participating in SWPP (April 1 – March 31). This number becomes your **baseline** and remains the same each year.
2. **Estimate** how many students you intend to hire in the current fiscal year (April 1 – March 31), including those already hired.
3. Subtract your **baseline** from your current hiring **estimate**. The result is your **Net New** number.

Example:

If your organization hired three students before joining SWPP and you plan to hire six this year, your Net New is 3, meaning you may be eligible for up to 3 subsidized placements. The application form automatically calculates your Net New once you answer the related questions.

Step 2: Electronic Funds Transfer (EFT) Authorization

To complete the EFT Authorization form, provide your company's business banking details, including the transit, institution, and account numbers. ICTC uses this information to verify program eligibility and prepare for subsidy transfers.

Note:

ICTC issues subsidy payments only after:

- The work placement has ended, and
- Your organization has fulfilled all requirements outlined in the signed WIL Digital contract.

Step 3: Upload Void Cheque

Upload a valid void cheque or a letter issued by your financial institution verifying your company's banking details. The document must be signed and stamped by the bank and must include:

- Business Name
- Business Address
- Financial Institution Address
- Business Account Number
- Transit Number
- Institution Number

Note: Steps 1-3 must be completed before starting Step 4

The information in steps 1-3 can be applied to future applications

Step 4: Placement Information Form

Complete the Placement Information Form with detailed information about the student's

placement. Include:

- Job title
- Brief role description
- Placement start and end dates
- Student's full name and contact information (including email address)

Please note that ICTC cannot provide pre-approvals or reserve funding spots. Students must consent to participate in the application process, and you must complete and submit all steps (1-6) for your application to be considered.

Step 5: Employer Authorization Form

Review and sign the privacy policy form. The employer or an authorized signatory must complete and sign this form before proceeding.

Step 6: Invite the Student to complete the Student Application Form

A "recommendation" is an invitation link sent by the employer to the student to request completion of the student portion of the application. This is done by entering the student's first and last name, along with their email address in Step 6. The student will receive an email request asking if they will accept the "recommendation". When it is accepted, the student will be prompted to create an account or log in to access their portion of the WIL Digital application and fill in the form.

The student application form collects student information such as contact information, name of post-secondary school, name of program, student demographic, and school contact information. Students must also list their school-issued email address and will be required to upload a valid and up-to-date proof of enrollment document. When the student completes their form, the application is automatically submitted for **review**, and step 6 will then show marked as complete.

Application Review

Once the student completes their form, the application is automatically submitted for review. ICTC reviews applications only during active intake periods for each term.

Review Process-

The application information is reviewed by ICTC to confirm eligibility.

Applications are only reviewed during active intake periods for each term.

Once submitted, the WIL Digital Team reviews and verifies the information provided. This process typically takes 5-10 business days, but timelines may vary depending on:

- Missing or incomplete information
- High volume of applications
- Limited funding availability

To help manage high demand and ensure equitable funding distribution, ICTC may implement waitlists or temporarily pause reviews. Applications are assessed and prioritized on a first-come, first-served basis and are only approved if funding is available.

After completion of the review, the WIL Digital team will notify you if:

- Your application is approved

- Additional information or corrections are required
- Your application is ineligible

Notifications are sent from noreply@mail.smapply.net or wil_digital@ictc-ctic.ca

NOTE: Funding is not guaranteed until ICTC and your organization have both signed the contract.

Program Steps After Application Approval

Contract Stage

Congratulations – your application has been approved.

ICTC will send you an email notification with a link to review and sign the contract. The employer or authorized signatory must sign the contract before moving forward.

Once the contract is signed, you must complete all remaining program tasks for each approved application.

NOTE: *ICTC will only release subsidy payments after all tasks, forms, and steps are fully completed.*

NOTE: ICTC reserves the right to reallocate WIL Digital funding if you do not sign the contract within five (5) business days of receiving the contract offer or by the placement start date, whichever comes first.

Learning Plan

Within the first two (2) weeks of the work placement:

1. The supervisor and student must work together to complete a Learning Plan in the employer’s profile on SurveyMonkey. The employer (supervisor) fills out the Learning Plan form with the student in the employer’s profile. This form sets learning goals and expectations for the placement.
2. The student will receive an email with their copy of the Learning Plan in the attachment upon submission.

Mid-Term Check-in

At the halfway point of the placement:

The employer (supervisor) and student must complete separate confidential midterm check-in forms. This form allows the employer and student to reflect on the placement progress. Once the supervisor completes their check-in, they must send a recommendation link to the student. The student will receive an email notification with a link to access their check-in form. Once the student completes their midterm check-in, the application will automatically move to the final evaluation.

NOTE: ONLY once the employer completes their check-in can a recommendation be sent to the student. The employer must send the student midterm check-in recommendation to the same email address that the student's application form was sent to.

Final Evaluation

During the last four (4) weeks of the work placement:

- The employer (supervisor) and student must each complete a separate, confidential final evaluation.
- This is due before the end of the work term and can be completed within the last 4 weeks of the placement.
- This form provides feedback on the placement of our WIL Digital program.
- Once the employer (supervisor) completes their final evaluation, they must send a recommendation link to the student.
- The student will receive an email notification with a link to complete their final evaluation. When the student submits their final evaluation, the application will automatically move to the Proof of Payroll stage.

NOTE: A recommendation can only be sent to the student after the employer (supervisor) completes their final evaluation. The employer must send the final evaluation recommendation to the same email address that the student used for their application form and midterm check-in.

Proof of Payroll

The final step in the application process is the proof of payroll stage. Payroll information must be submitted **within 15 days** following the end of the placement. Employers are required to upload the student's first and last pay stubs and complete the payroll form.

The payroll documents may include the following information:

- Name of the accounting software (if applicable)
- Company name
- Pay period
- Name of the participant
- Gross income
- Statutory deductions withheld
- Year-to-date amount
- Direct deposit transaction number or cheque number (if applicable)

- Proof of payment can be provided through the following documents:
- Copies of bank statements
- Cleared cheque
- Direct deposit transaction receipts

NOTE: Once the proof of payroll form has been completed and uploaded, the employer must click **"Mark as Complete"** to ensure the forms are successfully submitted. The application will then be automatically moved to the payroll review stage.

Payroll Review

After you complete the proof of payroll form and submit the pay stubs, the WIL Digital Finance team will review the payroll information you provided. Once they verify the payroll, they will issue the subsidy payments within 4-6 weeks.

NOTE: If you fail to complete all or any of the above steps or violate the contract in any way, we may decline your application(s).

Questions?

Contact us at WIL_Digital@ictc-ctic.ca