

WIL Digital

Employer Program Guide

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



Disclaimer: This document is believed to contain correct information, however, ICTC does not make any warranty, express or implied, or assumes any legal responsibility for the accuracy, completeness, or usefulness of any information or process described. In case of discrepancy between this document and Contract, the Contract shall prevail

Contents

About ICTC.....	3
What is WIL Digital?.....	3
Does my organization qualify?.....	5
Will my student qualify?.....	6
What will you need to apply?	7
How to apply?.....	7
What happens if approved?.....	7
Questions?	9

About ICTC

The Information and Communications Technology Council (ICTC) is a neutral, not-for-profit national centre of expertise with the mission of strengthening Canada's digital advantage in the global economy. For over 30 years, and with a team of 110 experts, we have delivered forward-looking research, practical policy advice, and capacity-building solutions for individuals and businesses. 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.

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](#), [Instagram](#), 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 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
- 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 (immigrants who immigrated 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

Does my organization qualify?

Below are the employer eligibility requirements to qualify for wage subsidy:

- Must be a registered, Canadian business, non-profit, or Charity.
- The student must be hired as an employee of the company and not a contractor or an independent contractor.
- Must have the financial capacity to hire a student for the full work term, pay them consistently, and on time, and provide meaningful work experience.
- The position is digital/technology immersive and or uses technology either entirely or in some capacity.
- Must be compliant with Human Rights and Labor legislation, regulation, and laws in your province or region.
- Maintain and provide records of employment, proof of wages paid, and reports when requested by ICTC or the Government of Canada.
- Where legally required, the employer is responsible for Workplace Safety and Insurance or alternate workplace insurance coverage.
- The student is not replacing a displaced worker or filling a role left vacant due to a labor dispute.
- The funding application must have started with ICTC before the student placement start date.
- The employer must reply to telephone calls/emails/questionnaires from ICTC in a timely manner.
- The position is Net New

Net New is determined by subtracting the number of students hired in a fiscal year before first participating in the WIL Digital Program. For example, if the company hired 3 students in the fiscal year (April 1 to March 31) before participating in the WIL Digital program, then the company must intend to hire 4 students in this fiscal year to qualify for 1 subsidy. For assistance with calculating this please email- wil.digital@ictc-ctic.ca

	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		

Common disqualifiers:

- Federal, Provincial, Territorial, Municipal government, or financial institutions and services (incl: credit unions, investment firms, etc.) do not qualify for the program.
- The position is already subsidized by other federal funding.
- Hiring International students or students with work permits as they 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, law 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.
- Incomplete application and/or the employer does not provide supporting documents when requested by ICTC.
- The application was started after the student placement start date.

Will my student qualify?

The student must meet the below eligibility criteria:

- Students must be Canadian citizens, permanent residents, or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Enrolled in a Full or Part-time program at a Canadian accredited post-secondary institution, during the work placement period.
- The student is legally entitled to work in Canada.

Common disqualifiers:

- International students or students with work permits do not qualify.
- 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.
- The student is an immediate family member of somebody in the organization.

What will you need to apply?

Before starting any new applications Employers must fill out the pre-screening questions

Pass the Eligibility Criteria 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.

- Company information (Business / Charitable Registration Number, address, company size)
- Business/Charitable Number or CRA Organization Number (9-Digit Number issued Federally) *
 - <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/registering-your-business/you-need-a-business-number-a-program-account.html>

or

- Business Registration Number (Issued by Province the business is registered in)
- A Company EFT form is requested in preparation for subsidy transfer following the placement. A valid void cheque or letter issued directly from your financial institution is required to verify your banking details. The following information must be included:
 - Business Name

- Business Address
 - Contact Person Name and Email/Tel
 - Financial Institution Name
 - Financial Institution Address
 - Business Account Number
 - Transit Number
 - Institution Number
 - **Student information (position details, contact details, wages, etc.)** Your student will be required to provide Proof of Enrollment from a Canadian-accredited post-secondary institution for the work placement period.
 - Please note that unfortunately we cannot provide pre-approvals or save spots. The applications must be completed entirely with steps 1-6 and submitted with the student's information and participation to be considered for subsidy.
-

How to apply?

Step 1	Identify a student you would like to hire.
Step 2	Go to https://ictc-ctic.smapply.ca/acc// , create an account, Complete the Pre-screen eligibility quiz if you pass then you can start your application.
Step 3	Student(s) completes the application form with supporting documentation.
Step 4	The application is submitted to ICTC for review and feedback.

What happens if I'm approved?

If the application is successful, you will be asked to complete the following:

Note: The completion of all remaining forms is required before funding is released.

1. Contract
You will be requested to sign a contract with ICTC on our application system.
2. Learning Plan
Within the first two (2) weeks of the work placement, the supervisor and student will be asked to develop and submit a Learning Plan to ICTC. The Learning Plan form is filled out by the employer (supervisor) together with the student in the employer's profile. The student will receive an email with their copy of the Learning Plan in the attachment upon submission.
3. Mid-Term Check-in
Halfway through the placement, a mid-point check-in is required by the employer and student to confirm the placement is on-track. The check-ins are not shared with either party (student or employer).
ICTC also offers an optional mid-point payment for 50% of paid wages. 8 weeks' worth of pay stubs (or half of the placement period) is required to be submitted.
4. Final Evaluation
Within the last Four (4) weeks of the work placement, the supervisor and student need to complete the final evaluations (separately) as required by the Government of Canada's Student Work Placement Program. The evaluation is not shared with the student or employer.
5. Payroll Information is to be submitted within 2 weeks of the placement end date.
At the end of the placement, you will be required to supply the payroll records (First and Last Statement of Earnings for the contract period) for the participant.
 - a) The payroll documents may include the following information.
 - Accounting software name (if applicable)
 - Company name
 - Pay period.
 - Name of participant
 - Gross income
 - Statutory deductions withheld, and
 - Year-to-date amount
 - Direct deposit transaction or Cheque No. (if applicable)
 - b) Proof of payment is required in the event an informal payroll document (Excel Report, Payroll Register, etc.) is provided. These documents can be.
 - Copy of bank Statements
 - Cleared cheque.

- Direct deposit transaction receipt

Example: https://etalentcanada.ca/sites/default/files/documents/statement-of-earning-pay-stub-sample_0.pdf

Note: Failure to complete all or any of the above steps or violation of the contract in any way may result in the application(s) being declined

Questions?

Contact us at WIL_Digital@ictc-ctic.ca