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WIL Digital

Student Program Guide

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

The word "Canada" is written in a large, black, serif font. A small red maple leaf icon is positioned above the letter 'a'.

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.

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Please note that the following information may **NOT** be exhaustive.
Program Eligibility can **ONLY** be determined through the application review process.
ICTC reserves the right to amend eligibility criteria at our discretion.

About ICTC

The Information and Communications Technology Council (ICTC) is a not-for-profit national centre of expertise with the mission of strengthening Canada's digital advantage in the global economy. Our work comprises forward-looking research, practical policy advice, and capacity-building solutions for individuals, businesses, employers and students. You can learn 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.
- Wage subsidies are paid to approved employers who hire 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](#)**

Do I qualify?

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

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
- Enrolled Full or Part-time at a Canadian-accredited post-secondary institution completing a Degree, Diploma, or accredited certificate program for the duration of the work term.
- You are participating in a WIL placement that is aligned with their post-secondary education program of study. The placement can be required or optional, for credit or not for credit.
- 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 and/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 currently a permanent full- or part-time employee of the host employer.
 - Students enrolled in a single, general interest, standalone, or micro-credential course are not eligible.
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What information will I need?

- Fill out a student form (personal and demographic information)
- Provide your post-secondary school email address
- List the Contact information from your Post-Secondary Institution, for example Department, Co-op coordinator or Registrar etc.

A valid proof of enrollment. We can accept any of the following:

- An official /unofficial transcript (e.g., showing courses completed up to current term)
- An academic history or advisement report (e.g., showing the students’ progress)
- A letter from the school or co-op office (e.g., stating the students’ current year and grade level)
- A screenshot of the student portal (e.g., showing the student's profile with current enrollment status)
- Proof of enrollment/registration (screen capture or official document that contains the institution’s name, students name, year/level in program and work placement term)
 - An example could be an unofficial transcript that shows the student is currently in Year 2 of a 4-year program **or** it can show the year and term the student started the program which can be used to demonstrate ongoing enrollment.

These documents must be up to date and contain the student’s full name, have the school’s

name/logo/URL/stamp and cover the duration of the work term.

How do I apply?

Students don't apply. Your employer is responsible for starting the application through our online portal. They will send you an invitation via email from noreply@mail.smapply.net to complete your side of the application.

Once an invitation has been sent, students must log in or create an account to complete their portion of the application (recommendations). **IMPORTANT:** *Students must use the same email address that the invitation was sent to when logging in or creating an account to complete their student recommendations.*

How do I complete a student recommendation?

To complete the student recommendation form, please follow these steps:

1. Create an account or log in to an existing account using the link provided in the newest recommendation email sent by your employer.

Or click here to go directly to the **Recommendation dashboard**- <https://ictc-ctic.smapply.ca/rcmdr/> to access the recommendation that was sent

2. Once logged in, the system will allow the student to complete and submit the form.

3. After successfully submitting the form, the student will receive an email confirmation from noreply@mail.smapply.net stating that the recommendation has been received.

For issues logging into your account or if you forgot your password, please use the following link:

<https://help.surveymonkey.com/en/surveymonkey/account/password-reset/>

What happens if the application is approved?

If the application is successful, your employer will sign a contract with ICTC. The WIL Digital Wage Subsidy Program is a separate agreement between ICTC and the employer.

Throughout your placement, you will be asked to complete the following:

Learning Plan

Within the first couple of weeks of the placement, you and your employer will be asked to co-develop a Learning Plan. A Learning Plan is a tool for planning and managing the learning process. The plan is co-developed with the student and direct supervisor. For more information, please review the [Learning Plan Outline](#).

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 with the link to complete your portion of the form. This feedback is not shared with your employer.

Final Evaluation

Toward the end of your placement, you once again will receive an email notification from

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**.
- 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
- Complete the Midterm & final evaluation.

ICTC also regularly surveys the students and employers to ensure that all contractual obligations are met.

Note if your employer is not meeting the above responsibilities, please contact our WIL Digital Team at WIL_Digital@ictc-ctic.ca.

What if my employer fails to pay me regularly and/or on time?

As part of participating in the WIL Digital program, your employer has agreed to pay you for your work regularly **and** on time. Employers can only receive subsidy reimbursements if they complete all program steps, including providing valid proof of payroll, and have paid their student regularly and on time for the duration of the work term. Without these documents, the funding cannot be issued.

Does the WIL Digital Subsidy program pay students directly?

No, the WIL Digital program does not pay students directly. It is the responsibility of the employer to be paying the student regularly and on time throughout the work term. If an application is approved, the WIL Digital agreement is between ICTC and the employer. Subsidy payments are only reimbursed for wages already paid to the student after the completion of the work term.

If your employer has failed to pay you direct and/or on time, please ensure that you utilize the confidential student forms in the application form to document your experience. For urgent and/or current situations where you are being withheld pay, please contact WIL Digital Team at WIL_Digital@ictc-ctic.ca.

The WIL Digital Wage Subsidy Program is a separate agreement between ICTC and the employer. However, your feedback is essential in helping us assess employer compliance with program terms.

Know your employment rights:

As a student, you are entitled to a safe and meaningful work experience. All applicable employment laws in your province or territory apply to WIL placements.

Here are some important points to keep in mind:

- You have the right to a safe and respectful workplace.
- Employers must follow all provincial or territorial employment standards.
- If you have questions or concerns, consider speaking with your post-secondary institution's career centre or co-op coordinator.
- You can also contact your provincial employment standards office for guidance on your rights.

If you leave your work term early or experience issues at any point, please contact our team WIL_Digital@ictc-ctic.ca

Questions? Contact us at WIL_Digital@ictc-ctic.ca