



What is EMC's WILWorks program?

EMC is a preferred partner for the Government of Canada to deliver the Student Work Placement Program (SWPP) wage subsidy to Canada's manufacturing and related sectors.

The WILWorks program will support manufacturers hiring student talent through internships, co-op placements, practicums or applied research projects. Through the WILWorks program, EMC will also create partnerships with colleges, universities, polytechnics, and CEGEPs to help develop a pipeline of future employment-ready graduates.

Why should I hire a student?

The purpose of the SWPP funding is to motivate employers to increase their number of student work placements or start student placements. Student can support your current business needs and/or work projects and initiatives. The program can also help you to attract young talent, gain exposure to students in the work environment, and create a talent pipeline for the future.

For employers who have not had student placements in the past, WILWorks provides opportunity and flexibility to complement your current workforce with subsidized student resources.

What funding does EMC's WILWorks provide?

From May 1, 2021 onwards the WILWorks program offers wage subsidies ranging from up to **\$5,000 to \$7,000 per student placement**.

- 50% (up to \$5,000) per placement
- 70% (up to \$7,000) for students from underrepresented groups:
 - Women in STEM (science, technology, engineering, mathematics)
 - First-year students
 - Recent immigrants (within last 5 years),
 - Visible minorities
 - Indigenous people
 - Persons with disabilities
- Student placements must net new (see details below)

SWPP Subsidy Scenario

- Student hired to work 35 hours at \$18.00/hour for 16 weeks would normally cost \$10,080 in wages. Using the SWPP wage subsidy, company total cost would be \$5080 (50%) or \$3080 (70%) for the student placement.

What is net new?

The SWPP program is designed to encourage employers to increase the number of work integrated learning placements they offer. Placement applications must be "net new" to be eligible – this means the positions are over and above what the company has hired in the past. Before continuing with the WILWorks application, please look at the questions below and move forward with the application accordingly. If you have any questions, please contact Wendy (519-377-5709) or Susan (226-220-6432).



- Net New is determined by subtracting the number of work integrated learning students hired by an employer in the fiscal year prior to first participating in the Student Work Placement Program (SWPP) from the number of work integrated learning students an employer is intending to hire in the current fiscal year, including those already hired. A fiscal year is from April 1 to March 31.
- For example, if the company hired 3 students in the fiscal year 2019 (April 1, 2019 to March 31, 2020) prior to participating in the SWPP, then the company must intend to hire 4 students in this fiscal year to qualify for 1 subsidy in fiscal year 2021 (April 1, 2021 to March 31, 2022).

How do I know if my position is net new?

The questions below should assist you in determining the baseline and net new numbers.

1. Have you ever hired co-op/work integrated learning in the past?

No –your baseline is “0” please apply

Yes – please go to question 2

2. Have you ever received SWPP funding in the past for a co-op/work integrated learning student?

No – please read and answer the following:

Please confirm the number of paid work integrated learning students hired by your organization in the 2019 and 2020 fiscal years as well as the number of work integrated learning students you plan to hire in 2021. Please only include post-secondary students hired in positions that were related to their education (co-op, internship, etc). Please do not include students hired in roles that were not connected to their education.

a) 2019 (April 1, 2019-March 31, 2020) -

b) 2020 (April 1, 2020-March 31, 2021) –

c) Estimated # planned to hire in 2021 (April 1, 2021-March 31, 2022) –

Take your lower answer from a) & b) and subtract it from c). The result is the number of net new placements that may be eligible for funding.

Yes – please read and answer the following:

Please confirm the number of paid work integrated learning students hired by your organization in the fiscal year prior to first accessing SWPP funding as well as the number of work integrated learning students you plan to hire in 2021. Please only include post-secondary students hired in positions that were related to their education (co-op, internship, etc). Please do not include students hired in roles that were not connected to their education.



- a) Fiscal year prior to first participant in SWPP (April 1 - March 31) -
- b) Estimated # planned to hire in 2021 (April 1, 2021-March 31, 2022) –

Take your answer from a) and subtract it from c). The result is the number of net new placements that may be eligible for funding.

If your result for question 2 is a negative number, please contact EMC. This will allow us to reconnect with you if eligibility criteria changes in the future.

Please contact EMC if you have questions. We are happy to help you determine potential eligibility before you submit your application. Please contact [Wendy Gray](mailto:wgray@emccanada.org) (519-377-5709) or [Susan McLachlan](mailto:smclachlan@emccanada.org) (226-220-6432) to determine eligibility.

What are the eligibility requirements for students in the WILWorks program?

- Registered full-time or part-time in a publicly funded Canadian post-secondary institution in any program, e.g., Arts, Business, Humanities, Social Sciences, STEM (Science, Technology Engineering, Math),
- Canadian citizens, permanent residents, or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act,
- Legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations,
- The WIL (work integrated learning) experience must be recognized by the student's post secondary institution to be eligible.
 - If not part of a formal education program, work experience that complements a student's program of study and career goals may also qualify.
 - Learn more about Work-Integrated Learning [here](#).

What is the process for a manufacturing or related sector firm to access the WILWorks wage subsidy?

Employers interested in applying for a WILWorks wage subsidy placement can apply online through the [WILWorks Platform](#). If an employer requires further assistance, please contact **Wendy Gray**, Sr. Project Coordinator wgray@emccanada.org and/or **Susan McLachlan**, Project Coordinator smclachlan@emccanada.org.

What are the application deadlines?

Application deadlines can be seen below. Funding is limited so the application platform may move to waitlist status or close before this date. We encourage employers to apply early.



| Semester | Deadline |
|-------------------------|-----------------------------|
| Winter 2021 (Jan - Apr) | Limited Funding Available |
| Summer 2021 (May - Aug) | August 2, 2021 |
| Fall 2021 (Sep - Dec) | December 3, 2021 |
| Winter 2022 (Jan-Apr) | Application Opens Fall 2021 |

What are the WILWorks program details?

- EMC will be able to support full-time or part-time paid placements as short as 6 weeks, to a maximum of 16 weeks. It is up to the employer and student to determine the duration. The subsidy will be pro-rated accordingly.
- Work placements should be relevant to the manufacturing and related sectors.
- Since this is a wage-subsidy program, WILWorks students will need to be part of your firm's payroll system so that they can receive their payments.
- Employers can apply for back-to-back placements for the same student.
- Employers agree to participate in meetings with EMC at its request for monitoring the progress of the placement.
- The final subsidy amount as calculated by EMC will be determined at the end of the placement pending receipt of the employer's and student's Exit Surveys and the student's first and final pay stub.

Am I an eligible employer?

To be eligible for WILWorks SWPP funding the employer is:

- A registered Canadian business or organization
- A member of Canada's manufacturing and related sectors (*e.g., North American Industry Classification - **NAICS codes 31-33***)
- Not a federal or provincial government organization
- Financially capable to hire a student for a part- or full-time work term, pay them consistently and provide a meaningful work experience

Are we eligible if we are participating in another federal funding program?

WILWorks subsidies cannot be combined with any other federal government funding to support the same position.

Can employers stack different funding and still be eligible for the WILWorks SWPP funding?

Yes, partial government funds from provincial/territorial/municipal sources are permitted. Placements can be partially government-funded, but only funds from nongovernmental sources can be subsidized under this program (i.e., a position paid with 60% provincial grant funding is only eligible for a 40% subsidy of the non-governmental funds from the employer). An employer must disclose if and by how much government sources are partially funding the placement.



Who selects the student to work at my firm?

The recruitment, interviewing, and selection of the student to fill eligible WILWorks positions is done by the employer. Students must meet the WIL (work integrated learning) requirements, or the WIL experience must be recognized by the student's post secondary institution to be eligible.

Where do I go to find a qualified student(s)?

You are encouraged to use your usual recruitment channels to hire or contact your region's post secondary institutions and contact their Coop/Career Services department. Many academic institutions have dedicated job board portals and career events to facilitate the recruitment process. Please note only students enrolled in publicly funded post-secondary institutions are eligible.

Who do I contact at a post-secondary institution for help recruiting?

EMC can connect you to a post secondary institution in your region or with programs aligned to your hiring needs to support your recruitment efforts.

Does the student have to be in a manufacturing role to be eligible?

Students may be hired into direct or indirect roles (i.e., human resources, finance, graphic design, I.T., etc.). The WIL experience must be recognized by the student's post secondary institution to be eligible.

What are the required placement terms?

Placement employment agreements are between the student and the employer. EMC is not a party to these agreements and assumes no financial or legal responsibility with regard to events or actions by either party that affect the employment situation for any student (e.g. layoffs, intellectual property issues, confidentiality agreements, strikes, etc.). The employer is legally required to provide Workplace Safety and Insurance Board (WSIB) or alternate workplace insurance coverage for the student employee.

How much should I pay a student?

While an employer determines a student's salary, EMC asks that it is fair and reasonable based on industry standards. The salary offered may not be less than the minimum wage.

Can an employer apply before hiring a student?

Yes, employers can apply before or after a student has been hired. The WIL (work integrated learning) must be recognized by the student's post secondary institution to be eligible. Final approval would be granted upon confirmation of student eligibility.

Can an employer receive the WILWorks wage subsidy for a student who has already started the position?

Yes, if the student is still actively working in the position, employers can apply for the WILWorks wage subsidy for any active student placements that are not yet supported by another federal program. Please see the application deadlines for each term above.

Can employers receive funding for more than one student per term?



Yes, employers can receive funding for more than one student per term. However, employers must submit one application per student placement. EMC retains the right to limit the number of subsidies provided to an employer.

Can an employer hire a student for a period that is less than four months?

Yes, an employer can hire a student for a period that is less than four months; in that case, the subsidy will be pro-rated. As mentioned elsewhere in the FAQs, EMC will support full-time or part-time paid placements as short as 6 weeks, to a maximum of 16 weeks.

Can an employer receive multiple subsidies for the same student if the student is working consecutive terms?

Yes, an employer can apply for and be approved for consecutive terms through the WILWorks program. All aspects of the application process must be completed for an additional subsidy to be approved. In this case, employers would need to submit one application per work term. Please contact EMC to discuss the process.

What documentation do I need to provide at the end of a student's work placement?

The final subsidy amount will be determined at the end of the placement pending receipt of the employer's and the student's Exit Survey, invoice and attestation from employer to EMC and student's first and final pay stub.

How often can employers apply for the funding in a year?

Employers may apply for funding several times in a year, if they demonstrate a net new increase in the number of work placements offered when compared to the previous year (see Net New Placement clause).

- Employers must submit a new application for each term, i.e., new Employer and Students forms must be submitted online every term.

When will the employer receive the wage subsidy?

The subsidy will be forwarded to the employer within 45 days due net of receipt of an invoice to be issued by the employer on the placement's conclusion. All such invoices must be submitted with a copy of the first and final pay stub for the student showing the total salary payments made to the student during the placement. All payments are subject to EMC's receipt of the above documentation and the employer and student Exit Surveys, and the continuation of funding from The Government of Canada.

My company does not work in the manufacturing sector, can I still apply?

You may still apply and be approved for a subsidy if you operate in a manufacturing-related sub-sector. EMC will either process your application or refer your application to another Government of Canada approved Delivery Provider. If you have questions about the eligibility criteria, contact **Wendy Gray, Sr.** Project Coordinator wgray@emccanada.org and/or **Susan McLachlan**, Project Coordinator smclachlan@emccanada.org.



Are not-for-profit organizations eligible to participate in the program as employers?

Yes, not-for-profit, and charitable organizations that support Canada's manufacturing and related sectors are eligible to participate in the WILWorks program, if they can provide a business registration number or charitable registration number.

Can I hire a student who has previously worked with my firm?

Yes, you can hire a student who has previously worked with your firm if all other eligibility requirements are met.

Can I receive a subsidy if I hire an immediate family member?

No, it is not possible for an employer to receive a wage subsidy for an immediate family member. "Immediate family" for the WILWorks program includes; father, mother, stepfather, stepmother, brother, sister, spouse (including common law partner), child (including child of common law partner), step-child, ward, father in law, mother in law or relative permanently residing in the household of the employer.

Can I receive a wage subsidy for a recent graduate?

No, the WILWorks program supports students that are currently registered full-time or part-time in a publicly funded Canadian post-secondary institution so hiring new graduates is not eligible under the program.

Can I receive a wage subsidy if I hire a traditional apprentice?

No, traditional apprentice positions are not supported by the WILWorks program.

Can I receive a subsidy if I hire an international student?

No, international students are not eligible for the program.

Can I receive a subsidy if hire a high school student?

No, this wage subsidy is only for post-secondary students. WILWorks for high school is presently being investigated.

If I hire a student as an independent contractor, will I be eligible to apply to the WILWorks program?

No, the student must be hired as an employee of the firm and have equal rights and obligations as other employees.