

### ***What is EMC's WILWorks program?***

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

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

### ***Why should a company hire a student?***

The purpose of the SWPP funding is to motivate employers to increase their number of student work placements, or to create student work placements. Students can support a company's current business needs, work projects and initiatives. The program helps to attract young talent, to gain exposure to students in the work environment, and to create a talent pipeline for future employees.

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

### ***What funding does EMC's WILWorks provide?***

The WILWorks program offers wage subsidies up to **\$7,500 per student placement**.

### ***UPDATE!***

- The Government of Canada has extended the temporary relief measures introduced in response to the COVID-19 pandemic for another year - until March 31, 2022. As such:
  - The "net new" placement criteria has been waived.
  - There is flexibility with start and end dates, as well as the duration of the placement(s).
  - Post-secondary education institutions (colleges, universities and polytechnics) are eligible to serve as an employer and apply for the wage subsidy. This measure will be in place until July 31, 2022.
  - Working remotely, in a safe environment (i.e., from the student's home, or from another self-isolated area) is allowed. There is currently no end date to this measure.

### ***SWPP Subsidy Scenario***

- A 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, with the temporary COVID-19 increased subsidy, the company's total cost would be \$2,580 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 that 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.

**\*Please note the net new requirement has been waived until March 31, 2022.**

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

#### **Students must be:**

- Registered, full-time or part-time, in a recognized 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 (***International students are not eligible***),
- 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:
  - If it is 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

### ***What is the process for a manufacturing firm, or a firm in a related sector, 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. ProjectCoordinator [wgray@emccanada.org](mailto:wgray@emccanada.org)  
and/or, **Natalie Lafleche**, Project Coordinator [nlafleche@emccanada.org](mailto:nlafleche@emccanada.org).

### ***What are the application deadlines?***

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

<b>Semester</b>	<b>Deadline</b>
Fall 2021 (Sep - Dec)	Still accepting applications
Winter 2022 (Jan-Mar 31*)	Now accepting applications

\*The work term can still run until April 30<sup>th</sup>; however, subsidy is only covered until March 31<sup>st</sup>

### ***What are the WILWorks program details?***

- EMC will support full-time or part-time paid placements as short as 6 weeks, up 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. Please note that the subsidy for the Winter 2022 term will cover from January 2022 until March 31<sup>st</sup>, 2022 at this time. An announcement for funding beyond April 1<sup>st</sup>, 2022 will be provided at a later date.
- Work placements should be relevant to manufacturing and related sectors.
- WILWorks students need to be part of the firm's payroll system so that they can receive their payments (i.e., as it is a wage subsidy program).
- 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 paystubs.

#### ***What are the eligibility requirements for an employer to participate in the WILWorks Program?***

To be eligible for WILWorks SWPP funding, the employer must be:

- 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).
- Able to hire a student for a part- or full-time work term, and be able to pay the student consistently.
- Able to provide a meaningful work experience for the student.

#### **UPDATE:**

- Post-secondary institutions are now considered an eligible employer as part of the temporary COVID-19 relief measures.

#### ***Are employers eligible for WILWorks SWPP Funding if they are also participating in another federal funding program?***

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

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

Yes, partial government funds from provincial, territorial, or municipal sources are permitted.

Placements can be partially government-funded, but only funds from non-governmental 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 for a work placement?***

The recruitment, the interview, and the selection of a student to fill an eligible WILWorks position is done by the employer. The student 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.

#### ***How does an employer find qualified students?***

Employers are encouraged to use their usual recruitment channels to hire students. Employers may also contact the Co-op/Career Services department in nearby post-secondary institutions. Many academic institutions have dedicated job board portals and career events to facilitate the recruitment process.

#### ***Who do employers contact at a post-secondary institution for help with recruiting?***

EMC can connect employers to post-secondary institutions in their region, or with programs aligned with the employer's hiring needs.

#### ***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 and 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 regards to events, or actions, by either party that affect the employment situation for any placement (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 a student be paid?***

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 for the WILWorks program 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 is granted upon confirmation of student eligibility.

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

Yes, 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. EMC will support full-time or part-time paid placements as short as 6 weeks, up to a maximum of 16 weeks. Please note that the subsidy for the Winter 2022 term will cover from January 2022 until March 31<sup>st</sup>, 2022 at this time. An announcement for funding beyond April 1<sup>st</sup>, 2022 will be provided at a later date.

***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 for the same student 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. If you have questions, please contact EMC to discuss the process.

***What documentation does an employer 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 Surveys,
- An invoice and attestation from the employer to EMC, and,
- The student's first and final pay stubs.

#### ***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). \*Please note the net new requirement has been waived until March 31<sup>st</sup>, 2022.

- 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 employer must submit an invoice to EMC at the end of a student's placement. The subsidy will be forwarded to the employer within 45 days of receipt of the invoice. All such invoices must be submitted with a copy of the first and final pay stubs for the student. These must show the total salary payments made to the student during the placement.

All subsidy payments are subject to EMC's receipt of the above documentation, including the employer's and student's Exit Surveys. Payments are also subject to the continuation of funding from The Government of Canada.

#### ***Can a company that does not work in the manufacturing sector apply for WILWorks?***

A company may still apply and be approved for a subsidy if the company operates in a manufacturing-related sub-sector. The application will be processed by EMC, or the application will be referred to another Government of Canada approved Delivery Provider. If you have questions about the eligibility criteria, please contact:

**Wendy Gray**, Sr. Project Coordinator [wgray@emccanada.org](mailto:wgray@emccanada.org)  
and/or, **Natalie Lafleche**, Project Coordinator [nlafleche@emccanada.org](mailto:nlafleche@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. These organizations must provide a business registration number or charitable registration number.

#### ***Can an employer hire a student who has previously worked with the firm?***

Yes, a student can be hired who has previously worked with the firm, as long as all of the eligibility requirements are met.

#### ***Can an employer receive a subsidy if the employer hires an immediate family member?***

No, an employer cannot 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 an employer receive a wage subsidy for a recent graduate?***

No, the WILWorks program only supports students that are currently registered, full-time or part-time, in a Canadian post-secondary institution.

***Can an employer receive a wage subsidy if the employer hires a traditional apprentice?***

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

***Can an employer receive a subsidy if the employer hires an international student?***

No, international students are not eligible for the program.

***Can an employer receive a subsidy if the employer hires a high school student?***

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

***If an employer hires a student as an independent contractor, will the employer 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.

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](#) (519-377-5709) or [Natalie Lafleche](#) (902-293-0138) to determine eligibility.