

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

- Registered full-time or part-time in a recognized Canadian post-secondary institution in **any program**, e.g. Arts, Business, STEM (Science, Technology Engineering, Math), Humanities, Social Sciences, etc.
- 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.

Further:

- There are no age limits for students.
- Although it is not an eligible requirement, students deemed to be part of an underrepresented group (see below) are encouraged to apply.

What makes an individual part of an **underrepresented group**?

If a student identifies as one of the following:

- Women studying in STEM (science, technology, engineering, mathematics),
- First-year students,
- Recent immigrants (within last 5 years),
- Visible minorities,
- Indigenous people, and
- Persons with disabilities.

### What are the criteria for an applicant to be considered a recent immigrant?

The Student Work Placement Program, and hence WILWorks, defines a recent immigrant or a newcomer as someone who has arrived in Canada within the last five years. International students are not considered newcomers, as they must be either a Canadian citizen, Permanent Resident or under protected status as a refugee.

### When should a student apply for the WIL subsidy program?

Students cannot initiate an application. Only an employer can start an application on the forthcoming WILWorks platform. For further information about this process, 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).

### How do I prove that I am enrolled in an academic institution?

Ask your university or college for proof of enrollment or proof of registration for the period of the placement, including the following information:

- Student's Legal name;
- Program of study;
- Enrollment session - Fall (Sept-Jan), Winter (Jan-April), Spring / Summer (May – Aug);
- Enrollment term/status; and
- Year level (your current year of study).



An unofficial/official transcript also works if it is up to date, i.e. reflects the enrollment status within the placement period or current semester courses along with the name, program, and university/college logo/stamp.

**Are international students eligible to participate in the program?**

No, the WILWorks program is open only to Canadian citizens, permanent residents or protected persons as defined by the Immigration and Refugee Protection Act. Students will be asked to provide valid supporting documents as part of their application.

**Are high school students eligible for a subsidy?**

No, the WILWorks program is offered only to students currently enrolled in a recognized Canadian post-secondary educational institution. Students will be asked to provide proof of enrollment for the placement period as part of their application.

**Are Ph.D. & Masters students eligible?**

Yes, Ph.D. or Master's student are eligible.

**What support can I expect if I experience issues in my work placement?**

If you are a non co-op student and experience issues with your work placement, you are encouraged to 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). If you are a co-op student, we encourage you first to connect with your institution's Co-op Office and, if necessary, then follow up with EMC's identified contacts. Of course, we certainly encourage you to initially communicate issues with your employer, and if for some reason you are not comfortable in doing so, then follow the advice recommended above.

**How will EMC ensure that an employer follows through on its commitments?** EMC retains the right to conduct on-site employer visits and/or video calls to ensure the placement is as described in the employer's application and that all contractual obligations are being met. EMC will also conduct Exit Surveys with both employers and students to develop an inventory of best practices and challenges that will be used for continuous improvement.

**What is required from students for an employer to be eligible for the wage subsidy?**

Throughout the application process, students will be asked for:

- Completed Student Information Form
- Proof of Enrollment
- Student Exit Survey



### **How does this program benefit students?**

The WILWorks program provides wage subsidies to employers offering work integrated learning opportunities for post-secondary students.

Also through the program at no cost to students and employers, students also have access to EMC's WILWorks Manufacturing Essentials Foundations e-Learning modules. EMC Foundations is an innovative self-directed e-learning course designed to provide students new to manufacturing with important workplace skills for success. Modules include:

- Problem Solving
- Giving and Receiving Feedback
- Adaptability and Resilience
- Accountability
- Difficult interactions
- Attitude
- Communication
- Team Building

### **Outcomes**

- Students gain additional knowledge and skills that can be put in practice during work placement
- Students receive EMC Manufacturing Foundations Micro-credential recognized throughout by manufacturers in the industry
- Students will understand the expectation of working in the manufacturing industry
- Students enhances likelihood of a positive work placement and collaboration in the workplace

These modules are not mandatory, but the self-directed e-learning courses are an added benefit to continuous professional development and skill enhancement.