



# ICTC's WIL Digital Program

## Application Guide for Employers

Version 1.5

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



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## About ICTC

The Information and Communications Technology Council (ICTC) is a not-for-profit national centre of expertise for the digital economy. ICTC is the trusted source for evidence-based policy advice, forward looking research, and creative capacity building programs for the digital economy.

You can learn about us at <https://www.ictc-ctic.ca/>, and explore our research and talent programs at [www.etalentcanada.ca](http://www.etalentcanada.ca). You can stay connected with us on [LinkedIn](#)

## 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:

- WIL Digital provides opportunities for students to work, learn on the job, and contribute to their employers.
- WIL Digital offers subsidies to employers who create work opportunities for students.
- WIL Digital creates industry-education partnerships and explores innovative work-integrated learning models.
- WIL Digital is funded by the Government of Canada’s Student Work Integrated Learning Program.

## What is the WIL Digital Subsidy?

### In a Nutshell

A subsidy up to \$7,000 CAD offered to eligible Canadian companies in emerging ICT sectors to hire students.

WIL Digital subsidies are offered to eligible companies across Canada to hire students for work placements within emerging ICT sectors to provide them with opportunities to gain work experience and skills while contributing to their employers.



The WIL Digital wage subsidy covers:

- 50% of the student salary up to \$5000
- or 70% of the student salary up to \$7000 for the following under-represented groups:  
Women in STEM (Science, Technology, Engineering and Mathematics), Indigenous students, Recent immigrants, Students with disabilities and First-year students.

## Determining your company's eligibility

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

### 1. A registered business in Canada

Company must be registered and operate in Canada. Business Registration Number or Charitable Registration Number and company information will be required in the application.

### 2. Targeted Sectors

The core business of your company is focused on emerging IT and ICT-digital sectors, including, but not limited to:

- Cybersecurity
- Artificial intelligence
- Fintech
- Intelligent retail
- Advanced manufacturing
- Entertainment and gaming
- E-health
- Connected transportation
- Big data
- Green technology

If your company is not working within a digital sector, the position may still be eligible if the application clearly demonstrates that the position offered is directly involved in the development or implementation of an emerging technology. For example, the development of an augmented reality application for an educational product within a training company.



3. **Must offer a quality position to a student including the following:**
  - Must have the ability to recruit, hire, pay, train and support the student.
  - Must hire a student from a STEM (science, technology, engineering or math), Business, Arts, Humanities, Social Science program within a publicly funded Canadian Post-Secondary Educational Institution.
  - Must offer an IT or IT-related position; or a Business position in business development, technical sales or digital marketing.
  - Must hire a student as an employee of the company. Students hired as contractors are not eligible.
  - Must offer a quality position that will advance the skills and employment readiness of students.
  
4. **Must have Insurance**

The company must maintain general liability insurance to cover claims for bodily injury or property damage resulting from anything that could be done or omitted by the student during the placement period.
  
5. **Must be compliant with Human Rights and Labor legislation, regulations, and laws.**

The company must comply with all applicable federal and provincial human rights and labor legislation, regulations, and any other relevant standards including the Occupational Health and Safety Act and the Employment Standards Act.
  
6. **Must create a net new student position**

The subsidy is offered for net new positions only. Whether a position is net new is determined by subtracting the number of students a company intend to hire within the current fiscal year (April 1 – March 31) and the number of students the company hired in the fiscal year **prior to participating in the WIL Digital program for the first time** (Baseline year). The Baseline year will remain the same throughout the years, while the number of students a company intend to hire within the current fiscal year will change every year.

For example, if the company first applied for the WIL Digital program in Fall 2018 (2018-2019 fiscal year), then the Baseline year for this company would be 2017-2018 fiscal year. Let's say a company hired 2 students from April 1, 2017 until March 31, 2018. In that case the company must intend to hire 3 students within the current fiscal year in order to qualify for 1 subsidy.



## Determining the student's eligibility

Students must meet the eligibility requirements below to qualify for the wage subsidy:

1. Must be registered at a publicly funded Canadian Post-Secondary Educational Institution in a STEM (Science, Technology, Engineering or Mathematics), Business, Arts, Humanities or Social Science program.
2. Must be a Canadian citizen, permanent resident or have a protected status as defined by the Immigration and Refugee Protection Act and be legally entitled to work according to specific province legislation and regulations. International students do not qualify for this program.

## Common disqualifiers

Below is a list of the most common areas that may disqualify an applicant based on the eligibility criteria. Note that this list is not all inclusive.

1. **Employer is not eligible if...**
  - the employer is a federal, provincial or municipal government or agency;
  - the employer submits incomplete application and/or does not provide supporting documents; or
  - the employer is NOT hiring a Net New position.
2. **The position is not eligible if...**
  - the position is created to replace or displace existing staff, staff on lay-off or staff in a labour dispute;
  - the position is not IT or IT-related (technical sales, digital marketing, business development); or
  - the position is already subsidized by other federal funds.
3. **Student is not eligible if...**
  - the student is not currently enrolled at a publicly funded post-secondary institution;
  - the student is an International Student with a work permit;
  - the student is an immediate family member of the employer;
  - the student submits incomplete application and/or does not provide supporting documents.



# How to apply

## Step 1: Submit your application(s) online

If you are planning to hire one or more students, this is the process to apply for a subsidy.

1. Identify a student you would like to hire. You do not need to have a signed employment contract in order to apply.
2. Fill out and submit an **Employer Application Form**, that consist of:
  - Company profile form where we will ask you some questions about your company, such as business registration number, address, emerging areas you company works in, your product, company size, Net New question, etc.
  - Placement Information form (separate form for each placement) where we will ask you some questions about the placement, such as your student's name, position type, job description, emerging sectors withing which the student will be working, start and end date of the placement and salary and hours per week.
  - Student Contact details – a short form we will ask you to provide your student's name, email and phone number. Upon completion of this form our system will generate an email with the link to this application to student's inbox.
3. Students must fill out and submit a **Student Application Form**, which will include enrollment status, age, academic institution and program name, number of work hours per week and salary per hour, etc. The student will also need to upload a valid proof of Canadian citizenship/ residency and a proof of enrollment/ registration for the duration of the placement. You will need to coordinate with the student(s) you want to hire to ensure supporting documents and application submission is complete. Missing or inaccurate information will delay or disqualify your application.
4. After the Student Information form is submitted by the student, you as an employer will receive an email notifying you that your application is ready for your authorization. You will need to login back to your FluidReview profile and Complete Employer Authorization form, after that you will be able to submit your application for a review.

Start your application(s) Two (2) weeks before start of the work placement.



## Step 2: Results notification

Results are sent to applicants within approximately two (2) weeks after submitting a complete application including all supporting documents. Please keep an eye out for an email from our system [Wil-digital-portal@ictc-ctic.ca](mailto:Wil-digital-portal@ictc-ctic.ca). Depending on the outcome of our review we will be sending out communications containing either:

- An invitation to sign electronic contract if the review was successful, or
- A list of changes needed to be made in order to approve your application. If you received a request for changes, please ensure to update your forms accordingly before resubmitting your application for a review.

## Step 3: Successful companies sign a contract with ICTC

Contract will include details of subsidy payment. Contract must be signed prior to work placement start date. If you as an applicant don't have a signing authority, we will send you a contract in PDF format, so you can sign it with your respective authorities and upload to your application.



## What happens next

### Step 4: 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 be asked to sign it electronically (within the Employer's profile) and will receive an email with the Learning Plan upon submission.

### Step 5: Mid-Term Check in

About half-way through the placement, both the employer and the students will be asked to complete a short Mid-term check form to give feedback about the placement up to that point.

### Step 6: Final Evaluation & Payroll Information

Within the last two (2) weeks of the work placement, the supervisor will be asked to complete and submit a Final Evaluation and students will be asked to complete a post-placement survey. You will also be asked to provide proof of payroll after the Final Evaluation is complete.

### Step 7: Companies receive subsidy

Companies who meet all contractual obligations will receive a onetime payment at the end of each approved placement.

Companies will receive this subsidy within four (4) to six (6) weeks after submitting proof of wages paid along with other supporting documents as explained in Supporting Documents section.



## Supporting documents

Companies must submit the following supporting documents at the end of the work placement:

1. **Payroll Records** (First and Last Statement of Earnings for contract period):

a) This document 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).

Example: <https://www.ictc-ctic.ca/wp-content/uploads/2019/09/statement-of-earningpay-stub-sample.pdf>

2. **Proof of payment to the student:**

- a) If employer paid wages by check, they must provide copies of cleared checks.
- b) If employer paid wages via direct deposit/EFT (electronic fund transfer), they must provide the bank remittance advice, payment register/report or copy of a bank statement showing that the payment went through.



## Access to Information and Protection of Privacy

All personal information collected through this program is bound by the terms and conditions below, as well as by the applicable laws of Ontario and Canada.

ICTC will ask for personal or company information in order to administer and report on the WIL DIGITAL program to the Government of Canada. The registration forms require contact information. This information will be used to contact participants when necessary. Following the participation in the program users can be removed from ICTC's mailing list at any time by requesting a mailing list removal via email. ICTC will not sell personal information.

Application forms may ask for demographic information and profile data, which is used to for the purpose of aggregate reporting on the results of the program. We will not share your personal information without your prior approval outside of the mandatory information provided to the Government of Canada.

### Questions?

Contact us at [WIL\\_Digital@ictc-ctic.ca](mailto:WIL_Digital@ictc-ctic.ca)