

TECHNATION^{CA}



Career Ready PROGRAM Employer Guide

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What is the Career Ready Program?

- A wage subsidy program for employers who hire post secondary students within tech immersive roles.
- An experiential learning opportunity that promotes skill development.
- Addresses the talent shortage in Canada's tech labour market
- An effective recruiting tool for companies of all sizes

What is the subsidy?

As part of the Government of Canada's Student Work Placement Program (SWPP) the Career Ready Program provides 50% or 70% of your student's wage back after the work placement period is complete. You will receive **50% up to a maximum of \$5000**, or and increased **70% up to a maximum of \$7000** if your student belongs to one of the following underrepresented groups:

- Women studying business and STEM (Science, Tech, Engineering, Math)
- Recent immigrants (within the last five years)
- Indigenous persons
- First time coop student
- Person with a disability

Hire your student and pay them as a regular employee. Since we cover the gross pay, we expect employers to contribute to additional labour costs such as CPP, EI, etc. At the end of their placement period claim their final gross pay. Career Ready will then transfer, or send a cheque based on that claimed amount. The payment arrives around a month after the end of the placement period.

When do I apply?

We have three placement periods a year based around the post secondary academic semesters.

Summer	May 1st – August 31st
Fall	September 1st - December 31st
Winter	January 1st - April 31st

You should apply for the placement period that you plan to have your student hiree work for you in, or your student is already working for you in. Ideally you create an application just after you've interviewed and decided to hire a student.

If your student's work term runs over multiple placement periods you can apply more than once. You will need to create multiple applications; one for each placement period. For example, if you hire a student for the summer, you apply for the Summer Program, and if they stay on with you into September and onward you will create an another application for the Fall Program.

We offer flexibility on start dates. For example, if your student starts April 10th, we will consider them for the Summer cohort. If your student starts in March, you will apply to both the Winter and Summer programs if they were to continue employment into summer.

How do I apply?

All our applications are completed at [our online portal](#). Be sure to click on the proper program that represents the time period that you are applying to have subsidized. If it isn't a full 4 month long hire, that is fine. We subsidize part time work or shorter project-based internships. Please see [Application Work Flow](#) below for an overview of the application process. And if you would like more detail see [The Employer Application Guide](#) document for a step by step walk through with images of our entire application process.

Employer application prep list

- An eligible job description.
 - Explaining the position you will be filling. How it will be tech immersive, and how it will be meaningful.
- Your student's name, email, school, start and end date of placement at your company.
- Your student's intended wage, hours per week, weeks planned on working. We use the estimated salary to calculate the subsidy, but only the final earnings prevail. If a student ends up earning less or ending their placement early there is no penalty however it might affect the amount of subsidy. You are not locked into any commitment.

Student application prep list

Your student will be linked to your application in 4th task from the Application Stage "Invite your student to participate" and will need the following to complete their task:

- Proof of citizenship
 - Passport, birth certificate, provincial services card, etc.
- Proof of enrollment
 - Screen capture of their online courses, transcript etc.
 - Contains student name, school's name, current semester's date
 - We do not expect the student to order an official transcript, but recommend above alternatives
- Current resume

How much will it cost to hire a student?

Hourly salary ranges depending on the capability of the student and the position being filled. We strongly suggest paying your student a standard industry wage.

Sample subsidy

Salary: \$16 per hour x 16 weeks	\$10,240
Wage subsidy	\$7,000
Employer Contribution	\$3,240

Note: Many provincial tax credits exist for additional funding up to \$3000

Is my organization eligible?

- Your organization must be a registered business in Canada.
 - Private, non-profit, municipal, hospital and post-secondaries are accepted
 - Tech and non-tech identified organizations are accepted
- Must offer a quality position to a student and must have the ability to pay, train and support the student
- Must not be filling a position left vacant due to a dispute, termination, layoff or another occurrence that displaces another worker
- Must have general liability insurance, we leave this up to the employer to decide what coverage is best for them
- Must be compliant with Human Rights and Labor legislation, regulation, and laws in your province or region
- Must create a net new student position
 - Please see [What is Net New?](#)

Is the student eligible?

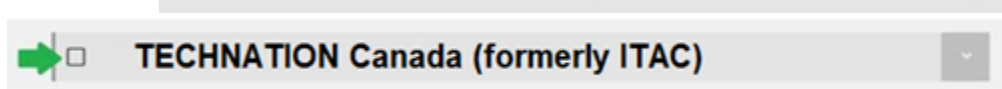
- Must be registered as a full-time post-secondary student from an accredited Canadian post-secondary institution.
- Must be a Canadian citizen, permanent resident or refugee with protected status as defined by the Immigration and Refugee Protection Act.

Common disqualifiers

- The employer is a Federal or Provincial agency
- The employer submits an incomplete application and/or does not provide supporting documents
- The position is already subsidized by other federal funding
- The student is an international student with a work permit
- The student is an immediate family member of someone in the organization

I don't have a student yet, what should I do?

- Reach out to the co-op or career services department at post-secondary institutions in your region; they are happy to make new connections with industry professionals and can help match you with student talent
- Use traditional recruitment methods to attract students, i.e. post a co-op/internship position on your favourite job board(s).
- Use the Campus Connect portal to broadcast your job description to multiple schools in your region; **ensure to select TECHNATION (formerly ITAC) to affiliate with us under Funding Programs;**



What is Net New?

The spirit of Career Ready Program funding is to scale and help grow Canadian companies and to incentivize companies to hire post-secondary talent. Every year you are a part of our program we would like to see growth in the amount of your placements. We compare “this year” to “last year” or “this year” to the first year of our program (2016-2017) to determine your growth as an eligibility factor.

We recommend that you use the Net New calculator found within the **Tell us about your company** task in the Stage 1: The Application Stage (see [Application Work Flow](#) below). If you are unable to arrive at a positive number, please reach out to our team directly for support.

Application Work Flow: How the application process works

The Career Ready Application is completed online at our [online portal](#). It is a 3 stage application. 3 easy stages, 3 quick reviews, and then you receive the subsidy.

Stage 1: Application Stage

Begin your application any time before the placement has begun until the deadline. Application deadlines can be found on [our website](#) and on the programs page of our [online portal](#).

Applications are accepted on a rolling basis, and we generally do not run out of funding.

Review the [Employer application prep list](#) and complete each task belonging to this stage:

1. **Find out if you're eligible** (optional quiz)
2. **Tell us about your company**
 - If applying for multiple students, the company profile you create will repopulate
3. **Tell us about the student**
4. **Invite the student to participate**
 - This will send an automated invitation to the student to complete this task
 - It can be helpful to provide the student with the [Student application prep list](#) in advance
 - You will receive an email notifying you when they have completed their tasks, you will be directed back to the application portal to review your information before clicking submit for [Initial Review](#)

Initial Review

Your application will now be reviewed by our team. You will receive an email within 10 business days notifying you of the initial approved subsidy amount. You will also receive step by step information on how to proceed.

Stage 2: Approved Stage

Return to the online portal and notice 3 new tasks. This stage is where the funding agreement is acknowledged, student learning objectives are set, and we confirm the student has begun to receive their salary/wages.

1. Sign the **Placement Agreement**
2. **Student Learning Plan**

- A personalized learning plan designed by the supervisor and student in collaboration
 - This task is to be completed/submitted by the employer (this task will not display to the student)
- 3. Proof of First Payment**
- This document should include the student's name, the company's name, a date, funds payed out, deductions etc.
 - A note that later on at the end of the placement period, within [Stage 3: Payment Forms Stage](#), you will be expected to, demonstrate documentation which shows the gross earnings as well as contributions to EI, CPP, etc. It's a good idea to plan for this during this task. If you are not using a traditional payroll system which clearly articulates the above, you will need to include additional supporting financial documentation.

Once these 3 tasks are completed, submit your application for [Secondary Review](#).

Secondary Review

Your approved application will receive a quick quality review. You will be notified once your application has passed Secondary Review and provided with instructions for the final stage.

Stage 3: Payment Forms Stage

Return to the online portal and notice your 2 final tasks. This stage is where we confirm your bank information in order to quickly process your wage subsidy. We will also confirm the final gross amount of student salary you are claiming when that information becomes available. This is usually a few weeks after the end of their placement to allow for payroll processes.

- 1. Deposit and Bank Information**
 - Enter banking info, accounts receivable and upload a void cheque
- 2. Final Gross Student Earnings**
 - Enter your claim and then upload documentation to support this amount.
 - This task is to be completed at the end of the placement period.
 - Ideal proof of earnings is a simple document that shows the gross pay of the student from this placement period (pay stub, ROE, etc.)
 - If you are not using a traditional payroll system and do not have a ROE or final pay stub etc. we leave it up to you to show us proof of payment transactions, and a totaled summary.
 - Our review team will not total a collection of pay stubs, so please do any accounting on your end prior to submitting.
 - A spreadsheet or table, totaled and signed, containing the student's full name, the company name, dates, and amounts paid, deductions taken etc.

Once these 2 tasks are completed, submit your application for the [Final Review](#).

Final Review

Your application will now be reviewed for the last time. You will receive notification of your final approved subsidy (which will be either 50% or 70% of their gross pay, depending on their eligibility decided in the [Initial Review](#)). Review the [Payment Schedule](#) to learn when you will receive the subsidy. The email will also contain an official payment record which will be copied to the remittance email listed in the Deposit and Bank Information task. You will either receive payment by direct deposit or by cheque, depending on what you selected.

Payment Schedule

- Summer placements ending in August: by the end of September
- Fall placements ending in December: by the end of January
- Winter placements ending in April: by the end of May

Please note this is providing all information has been submitted in a timely manner in order to be reviewed and processed by our team.

QUESTIONS?

Visit us online at itacalent.ca/careerready for more information.

Visit our FAQ page or reach out to careerready@technationcanada.ca

