

Employer Program Guide



Contents

What is the subsidy?	3
When do I apply?	4
How do I apply?	4
Employer and student application prep list	4
How much will it cost to hire a student?	5
Is my organization eligible?	5
Is the student eligible?	5
What roles are eligible?	6
I don't have a student yet; what should I do?	6
What is Net New?	6
Application Workflow: How the application process works	7
What if my application is waitlisted?	7
Payment Schedule	9
Questions?	9

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 an increased **70% up to a maximum of \$7000** if your student belongs to one of the following underrepresented groups:

- Women studying STEM (Science, Tech, Engineering, Math)
- Newcomers to Canada (within the last five years)
- Indigenous persons
- First year undergraduate students
- Persons with Disabilities
- Visible Minorities

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 the student placement period, claim their Final Gross Student Earnings. The Career Ready Program will then deposit funds electronically (ETF) into your account based on your claimed amount. The payment will typically arrive 1 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 to August 31st

Fall - September 1st to December 31st

Winter - January 1st to April 30th

Apply for the placement period that you plan to have your student working in. Ideally, you would create an application just after you've interviewed and decided to hire a student. Our online portal typically opens up about 4-6 weeks before the placement period begins. Once our online portal is open and the program is launched, it is recommended to complete and submit your application(s) within the first two weeks so the application(s) may be assessed for eligibility.

If your student's work term runs over multiple placement periods, you can apply for the same student 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 would apply for the Summer Program (May 1st to August 31st), and if they stay with you into September and onward, you would create another application for the Fall Program (September 1st to December 31st).

We offer flexibility on start and end dates. You do not have to hire the student for the exact length of the placement period. However, we can only provide funding for the student work completed during the placement period.

How do I apply?

All our applications are completed through our online portal powered by Survey Monkey Apply. Be sure to click on the proper program that represents the time period that you would like to have subsidized. The student placement doesn't need to be a full four-month-long hire. We subsidize part-time work or shorter, project-based internships. Please see Application Workflow below for an overview of the application process. For a more detailed breakdown, see the Employer Application Manual found under **Employer Information & Resources** for a step-by-step walkthrough with images of our entire application process.

Employer application prep list

- A government document showing proof of your 9-digit Business Number (BN). The BN is a unique identifier for businesses or organizations in Canada. The Canada Revenue Agency (CRA) issues BNs for tax purposes.
- 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, and the start and end date of placement at your company.
- Your student's intended wage, hours per week, and 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 ends their placement early, there is no penalty, however, it might affect the subsidy amount. You are not locked into any commitment.

Student application prep list

Your student will be linked to your application after the third task from the Application Stage, "Invite your student to participate" and they will need the following to complete their task:

- Proof of enrollment ie: Letter from the registrar, confirmation of school enrollment (must be current), Screen capture or download of their course schedule, screen capture or download of their unofficial transcript. The uploaded Proof of Enrollment must include the student name, school name and 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 depend on the capability of the student and the position being filled. We strongly suggest paying your student a standard industry wage.

Sample subsidy	
Salary: \$18 per hour x 16 weeks	\$11,520
Wage subsidy	\$7,000
Employer Contribution	\$4,520

Note: Many provincial tax credits exist for additional funding up to \$3,000.

Is my organization eligible?

- Your organization must be a registered business in Canada.
 - Private organizations and non-profits are accepted
 - Tech and non-tech identified organizations are accepted
- Must offer a quality tech-immersive position to a student and must have the ability to pay, train and support them.
- Must not be filling a position left vacant due to a dispute, termination, layoff or another occurrence that displaces another worker. This does not apply to remote positions.
- 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?
- The employer is not a Federal, Provincial or Municipal agency (Indigenous agencies are permitted).
- The organization is not a large financial sector employer or post-secondary institution.

Is the student eligible?

- Must be a registered student in 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 submits an incomplete application and/or does not provide supporting documents.
- The student position being offered is not in accordance with our sectoral initiative.
- 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.

What roles are eligible?

Our sectoral initiative supports any tech-immersive roles across many different disciplines and functions, and you don't need to be a tech company to promote tech skills development. Some common examples include:

Marketing: market research, industry analysis, digital marketing, branding, design, communications

Strategy: consulting, analysts, business development

Data & Tech: data analysis, AI / machine learning, software development, IT support

Preference will be given to tech immersive roles that are within the following high-growth sectors:

- Digital technology (IT, digital marketing, software engineering, etc.)
- AI / IoT / Machine Learning / Advanced Manufacturing
- Cybersecurity
- Agri-Tech
- Clean Tech
- Health Tech

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, like posting a co-op/internship position on your favourite job board(s).
- Use the **Career Ready Talent Portal** to broadcast your job description to multiple schools in your region.

What is Net New?

The intention of Career Ready Program funding is to help Canadian companies grow and to incentivize companies to hire post-secondary talent. We are looking to see growth in the number of your student placements compared to before you received federal funding.

To calculate your Net New number, which amounts to the number of applications you are allowed to apply for in the program, you must provide us with:

- **Your company's "Forecast":** the number of student placements you hope to provide over the next fiscal year (April 1-March 31).
- **Your company's "Baseline":** the number of students you hired in the most recent fiscal year before you started receiving federal funding. For many companies, this number may be 0.

Within our application you will use the Net New calculator found within the **Tell us about your company** task in Stage 1: The Application Stage (see Application Workflow below). You will calculate the number of applications you can apply for by using the following equation:

Forecast - Baseline = Net New

Please note: Companies can apply for a maximum of **five** placements per program.

Application Workflow:

How the application process works

The Career Ready Program application process is completed using our online portal. It is a three-stage application: three easy stages, three quick reviews, and then you receive the subsidy.

Once our online portal is open, it is recommended to complete and submit your application(s) within the first two weeks. Applications will then be assessed, reviewed, and approved based on their relevance to our sectoral initiative. (See above: What roles are eligible?)

Funding is allocated to provinces based on population. Funding is limited and not guaranteed. You will receive a notification if your application has been approved or waitlisted. (See below: What if my application is Waitlisted?)

Stage 1: Application Stage

Review the Employer application prep list and complete each task belonging to this stage:

1. Tell us about your company

-You will only need to complete this task once. If applying for multiple students, the company profile you create will repopulate.

2. Tell us about the student

3. Invite the student to participate

-You will send an automated invitation to the student to complete their student portion. For this task, the student is considered a “recommender” and will provide their “recommendation” by filling out their student portion and uploading the necessary documents (See: Student application prep list).

-It can be helpful to provide the student with this knowledge in advance.

-You will receive an email notifying you when the student has completed this task.

-Once the student has completed this task, the application will officially be submitted.

Upon submission, your application will then be assessed by our team for eligibility based on our sectoral initiative. You may see the application status temporarily listed as “Submitted” during this time.

Your application will either be pushed to Initial Review or waitlisted.

What if my application is waitlisted?

Unfortunately, due to high demand and limited funds, we cannot support all our applicants. If your application is waitlisted, it means that we simply do not have enough funds to support your application at this time. This could be from other applications being prioritized based on their relevance to our sectoral initiative or from submitting your application after the fund allocations have already been reached for your province.

Your application will be added to our waitlist queue. No further action is required on your part. If more funding becomes available, we will reach out to you via email based on your placement in our waitlist queue.

Initial Review

This is the first review of your application by our team. You will receive an email within a few weeks notifying you of the initial approved subsidy amount. You will also receive step-by-step information on how to proceed.

Stage 2: Approved Stage

Congratulations! Your application has been approved. Return to the online portal and notice three 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 be displayed to the student).

3. Proof of First Payment

-Upload the student's first paystub for the placement period. This document should include the student's name, the company's name, a date, funds paid out, government deductions, etc.

-Note: You will eventually be expected to demonstrate documentation that shows total gross earnings and contributions to EI, CPP, etc. at the end of the placement period (within Stage 3: Payment Payment Forms Stage). It's a good idea to plan ahead 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 that will be listed on the application.

Once these three 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 two 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 the student salary you are claiming. This is usually a few weeks after the end of the student's 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., you will be able to use our paystub calculator or download a summary template to display your claim. This summary template must be totaled and signed, containing the student's full name, the company name, dates, amounts paid, deductions taken, etc.

-Our review team will not total a collection of pay stubs, so please do any accounting on your end prior to submitting.

Once these two tasks are completed, submit your application for 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 a percentage of the student's gross wage. Either 50% up to a maximum of \$5000 or 70% up to a maximum of \$7000 for underrepresented groups (determined in 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 receive payment by direct deposit/ Electronic Funds Transfer (ETF).

Payment Schedule

- Summer placements ending in August: Between September and October
- Fall placements ending in December: Between January and February
- Winter placements ending in April: Between May and June

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 technationcanada.ca/careerready for more information.

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