

MAGNET STUDENT WORKPLACE PROGRAM

Frequently Asked Questions for Summer/Spring 2021 Applications

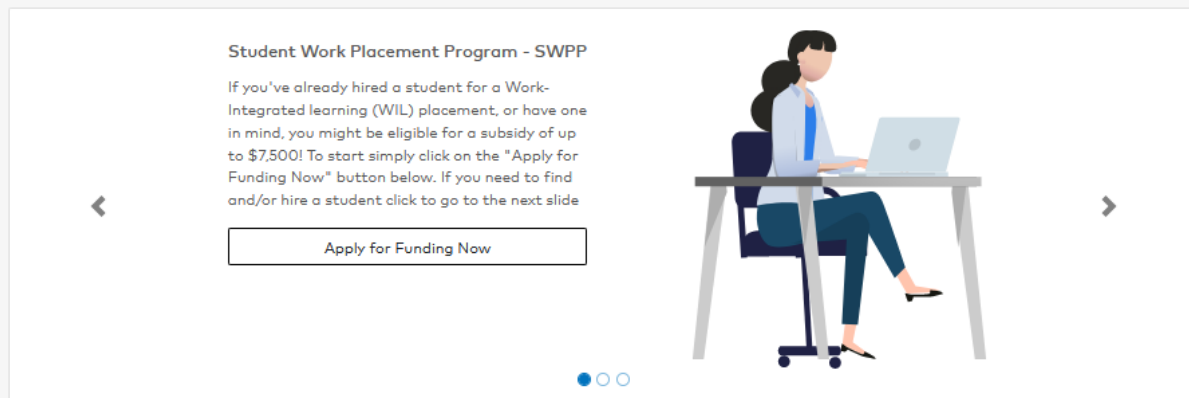
How do I apply?

Go to www.hamiltonmagnet.ca and click **Create An Account**. Then select **Employer Organization** and follow the remaining steps to setting up an employer account.

You will receive a verification email in your inbox. Verify your email address and go back to the same website to login with the email credentials you created.

Once you login, click on **Apply for Funding Now** on the main screen.

Home



Student Work Placement Program - SWPP

If you've already hired a student for a Work-Integrated learning (WIL) placement, or have one in mind, you might be eligible for a subsidy of up to \$7,500! To start simply click on the "Apply for Funding Now" button below. If you need to find and/or hire a student click to go to the next slide

Apply for Funding Now

Eligibility

My company has hired a student, are we eligible?

Eligible employers:

- Registered, Canadian business or not-for-profit
- Federal, Provincial, Territorial and Municipal Government does not qualify
- Post-secondary institutions, not-for-profit and long-term care facilities do not Qualify
- Financial institutions do not qualify

Student Eligibility:

- Registered as a domestic student in a recognized post-secondary institution
- 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
- Must have a work-integrated learning component within their study plan
- Can be in a full or part-time program
- Can be from any program of study

Placements:

- Students will be able to work from home.
- Positions must be net new to qualify for SWPP funding
- Full-time or part-time positions

What is meant by a ‘net new position’?

A net new position is an incremental position over and above what an employer was able to hire last year at the same time.

How much funding can I get for the student placement?

Eligible employers can receive up to \$7,000 in wage subsidies:

- 50% of the wages (to a maximum of \$5,000) for each net new placement
- 70% of the wages (to a maximum of \$7,000) for each net new placement for underrepresented groups including women in STEM, Indigenous students, newcomers, and persons with disabilities, as well as first-year students

What is WIL (work-integrated learning)?

As defined by Co-operative Education and Work-Integrated Learning Canada, work-integrated learning (WIL) is a model and process of curricular experiential education which formally and intentionally integrates a student's academic studies within a workplace or practice setting.

Work Integrated learning opportunities that are eligible for Student Work Placement wage subsidies include, but are not limited to:

- mentorship programs
- co-op placements
- practicums
- applied research projects; and
- internships

WIL experiences include an engaged partnership of at least: an academic institution, a host organization and a student. WIL can occur at the course or program level and includes the development of learning outcomes related to employability, personal agency and life-long learning.

How are 'First Year Students' defined?

First Year Students are defined as students registered in the first year of their program at a recognized post-secondary institution.

Who are under-represented groups?

Students from under-represented groups include:

- *Women in STEM*: refers to a woman registered and studying in science, technology, engineering, and mathematics (STEM).
- *Indigenous People*: refers to people who reported identifying with at least one Aboriginal group, that is, First Nations, Métis or Inuit, and/or those who reported being a Treaty Indian or a Registered Indian as defined by the Indian Act of Canada, and/or those who reported they were members of an Indian band or First Nation.
- *Persons with disabilities*: refers to an individual who has a difficulty or impairment due to a long-term condition or health problem and/or experiences a limitation in their daily activities.
- *Newcomer*: refers to immigrants who immigrated to Canada within the last five years.

Are graduate students eligible?

Graduate students (including Masters and PhD's) are eligible.

Should I apply if I have hired students for applied research, apprenticeships, co-op, entrepreneurship, field placements, internships, mandatory professional practicum / clinical placement, service learning, work experience or capstone projects?

Yes, as long as the placement type is a Work-Integrated Learning component of their program of study. You can learn more about Work-Integrated Learning by going here:

https://www.cewilcanada.ca/What_is_WIL_.html

Is there a minimum or maximum length for the placement, in weeks or hours per week?

No, there is no minimum or maximum length as long as the WIL component of the student's program of study covers the duration of the placement. The only maximum is the amount of funding that can be received per placement.

Do public sector employers qualify?

If the public sector employer is using money from the federal, provincial, territorial or municipal government to pay for the student's wages, then the placement would not be eligible for the Student Work Placement Program.

Can we apply to Magnet's program if we are receiving funding from another entity's Student Work Placement Program?

No. You are not eligible to receive the Magnet Student Work Placement subsidy if you are already receiving funding from another partner through their Student Work Placement Program.

Can we get a subsidy for a student whose placement takes place before their first year of post-secondary education (summer semester after high school)?

No, only students who are able to provide proof of enrolment in a post-secondary institution are eligible. In addition, students need to show proof that they have a Work-Integrated Learning (WIL) component for that semester in their program of study.

What is the definition of a wage?

All remuneration that you paid before you made any deductions such as income tax. Include regular wages, commissions, overtime pay, paid leave, taxable benefits and allowances, piecework payments, and special payments.

Funding

Can other federal government funding programs be used in conjunction with SWPP?

No. The application is ineligible if you already applied for or have received an award/grant from other federal funding programs, such as Canada Summer Jobs, Canada Emergency Wage Subsidy (CEWS), or any other delivery partner of the Student Work Placement Program (full list available [here](#))

Regarding the funding requirements (placement at least partially funded by non-government sources), is money acquired through fundraising or donations considered a non-government source? Can I apply to the program if I receive them and they serve to pay for the student wage?

Yes, fundraising and donations are considered non-government sources and you can apply to the program if they are used to pay for the wage.

How many placements are available to be funded under each semester? Will all of my company's applications and students receive funding?

We have enough funding available for your eligible placements that we don't foresee it being a constraint for any employers submitting new applications. In the event that we cannot provide funding for an application after it has been submitted, we will notify you.

If I submit more than one eligible application, will the total dollar amount of wage subsidies that my company can receive be affected?

No. Applying for multiple placements will not affect the maximum dollar amount SWPP can provide, because every placement can qualify for up to \$7,500 in funding regardless of the number of placements for which a company has submitted applications.

Magnet SWPP Academic Semesters

Which program should I apply to?

It depends on the placement's start date:

- Between September and December: Fall semester
- Between January and April: Winter semester
- Between May and August: Summer semester

The student must also have a Work-Integrated Learning (WIL) component for that semester in their program of study.

Should I apply under multiple semesters if the student's placement takes place over a period of time that covers more than one semester? For example, if the placement takes place between September 2019 and March 2020, can I apply under the Fall 2019 and Winter 2020 semesters and thus receive 2 subsidies for this student?

SWPP considers the placement's start date in order to categorize it under a program. Therefore, a placement that began in September 2019 would qualify for a Fall 2019 subsidy even if its end date is after December 31, 2019.

That placement would be eligible to receive 2 subsidies only if there are 2 Work-Integrated Learning components in the student's program of study. You would need to create 2 different applications for this student (one for each term) and they would count as 2 placements. You must keep in mind that the placements, in order to be eligible for a subsidy, must be incremental: for example, if you hired 2 students during the baseline year and are planning to hire 3 during the current fiscal year, then only 1 placement would be eligible.

Application Process for Employers

Can my company apply to be approved for funding before hiring a student?

For Fall 2019 and Winter 2020, the employer must have hired a student in order to apply for the subsidy because the student's and their institution's information will be needed for approving their application. For Summer 2020 and onwards, you will be able to submit an application prior to hiring a student and once the student is hired, they will complete their part of the application.

Is it possible to make an exception and accept an early application for a semester not yet live on your website?

No, we can only accept applications for the programs that are still accepting them on our website.

Can I apply once for multiple students or do I have to submit one application per student placement?

You need to submit a new application for each placement, but you will have the option to auto-complete the portion of the application related to your company's information after you submit your first application, thus only the placement and student portion will need to be filled out every time.

What are the next steps after we submit an application? Will I be notified about its status?

We will review your information and documents within 2-4 weeks. Information will be provided via email with instructions on how to proceed after each step is completed.

What is considered appropriate proof of salary payment for our student's placement?

A pay stub is an appropriate proof of salary as it should contain the following information as per Ontario employment law:

- The pay period for which the wages are being paid
- The wage rate, if there is one
- The gross amount of wages and – unless the employee is given the information in some other manner (such as in an employment contract) – how the gross wages were calculated
- The amount and purpose of each deduction
- Any amounts that were paid in respect of room or board
- The net amount of wages