

EMPLOYER MANUAL – FUNDING OPTIONS TO HIRE CO-OP OR INTERNSHIP STUDENTS

Take advantage of increased flexibility and enhanced wage subsidies for employers who hire co-op or internship students.

FUNDING FOR HIRING CO-OP OR INTERNSHIP STUDENTS

The federal government has elevated its commitment to work-integrated learning (WIL) through several funding partners across a variety of industries. Take advantage of increased wage-subsidies for employers to hire students during these challenging times.

Funding programs are now open to flexible working conditions (i.e. remote work), part-time work, increased wage subsidies, relaxed start and end dates and in some cases, programs can be stackable depending on the funder.



Questions or need help?

Speak with a co-op or internship coordinator about getting approved for funding or posting a job.

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Student Work Placement Program (SWPP)

As part of the Government of Canada's Student Work Placement Program (SWPP) a variety of funding opportunities are available for employers to hire students for the purposes of work-integrated learning. This funding is administered through Employment and Social Development Canada (ESDC). Covid-19 changes apply to all SWPP delivery partner programs.

B.C Regional Funding Options

Employers hiring co-op students can receive grants to subsidize wages through the BC Arts Council, Innovate B.C.'s Tech Grants program and the Innovator Skills Initiative Grant program. There are temporary changes to the BC Tech Grant program during Covid-19.



SWPP FUNDING PROGRAM UPDATES

Covid-19 Updates

The Government of Canada has introduced flexibility measures to its Student Work Placement Program (SWPP) to mitigate challenges faced by employers when hiring co-op or internships students.

Changes in effect until March 31st, 2021:

- **NEW** - up to 75% in wage subsidies (to a max. of \$7500) per co-op student you hire.
- **NEW** - “Net new” hire restrictions have been removed. All new co-op students are now considered for funding (not just new roles or more students than previous years).
- **NEW** - Co-op students can work from home.
- **NEW** - Pre-approval process enabling employers to apply for funding prior to identifying a student.
- **NEW** - Can’t hire a co-op student for the full four months but still want to hire? Shortened work terms may now be eligible for SWPP funding.
- **NEW** - Stackable funding options for certain funding programs.
- **NEW** - Post-secondary institutions are now eligible for SWPP funding.



Student Work Placement Program (SWPP)

The above changes override the details below for each of the SWPP delivery partners.

SWPP FUNDING OPTIONS

Cooperative Education & Career Services (CECS) at Camosun College can help you apply for work-integrated learning funding and help support your business recruiting needs.

SWPP DELIVERY PARTNER	AMOUNT	ELIGIBILITY	HOW TO APPLY	DEADLINE	CONTACT
MAGNET STUDENT WORK PLACEMENT For registered Canadian businesses or non-profits	Up to \$5,000 - \$7,000 per student (50-70% wage subsidies). Up to \$7,000 is specifically available for under-represented groups including women in STEAM, Indigenous students, newcomers, and persons with disabilities, as well as first-year students. *NOTE: Please see changes on P.3	Any registered Canadian business or non-profit organizations. Municipal governments are not eligible for funding. Click here to read more about this program's terms & conditions.	<ol style="list-style-type: none"> 1. Complete an Employer Application Form and submit it along with information about your candidate and the job description. 2. Your student will also be asked to fill out their portion of the application form. 3. Magnet will review your application and reply within 2-4 weeks. <p>Employers must have a candidate before applying.</p> <p>*NOTE: Please see changes on P.3</p>	Fall 2020 applications to be determined.	swpp@magnet.today
ELECTRICITY HUMAN RESOURCES CANADA (EHRC) For Canadian owned employers within the electrical power sector	Up to \$5,000 - \$7,000 per student (50-70% wage subsidies). Up to \$7,000 is specifically available for under-represented groups including women in STEAM, Indigenous students, newcomers, and persons with disabilities, as well as first-year students. *NOTE: Please see changes on P.3	<ul style="list-style-type: none"> • Firms whose primary activity is the generation, transmission and distribution of electrical power. • Firms engaged in the manufacturing of equipment and the provision of services necessary to the generation, transmission and distribution of electrical power. • Firms engaged in supporting the sector including renewables, in any of the following areas: R & D, business development, energy efficiency, energy storage, electrical vehicle integration, smart cities. <p>Click here to read more about this program's terms & conditions.</p>	<ol style="list-style-type: none"> 1. Complete an Employer Application Form and submit it along with a brief company description, and a description of the intended participant's co-op position. 2. Have candidate complete the 2018-2021 Participant Information Form. 3. If you already have a participant in mind, please include the participant information form, participant's resume and a copy of the participant's proof of post-secondary enrolment, if available. <p>The application process from submission to approval takes an average of 5-10 business days.</p>	Fall 2020 applications to be determined.	Sarah Jourson, Project Coordinator (613) 235-5540 ext. 229 jourson@electricityhr.ca
TECHNATION (*FORMALLY ITAC) CAREER READY PROGRAM For employers within the information and communications technology sector or have related projects	Up to \$5,000 - \$7,000 per student (50-70% wage subsidies). Up to \$7,000 is specifically available for under-represented groups including women in STEAM, Indigenous students, newcomers, and persons with disabilities, as well as first-year students. *NOTE: Please see changes on P.3	Organizations in Canada looking for employees with skills in the field of Information and Communications Technology. Positions you are hiring for can fall under the following categories: <ul style="list-style-type: none"> • Business Technology Management • Computer Science • Computer Systems Technology • Computer Engineering <p>Municipal governments are eligible for funding.</p>	<ol style="list-style-type: none"> 1. Complete the online Employer Eligibility Assessment and submit it with the necessary documentation. 2. To access the application portal, please visit ITAC's website. <p>Employers need to have a candidate before applying. Only applicants that are able to submit information about the job and the student will be considered.</p> <p>*NOTE: Please see changes on P.3</p>	Fall 2020 applications to be determined.	careerready@itac.ca
ASPIRE For employers within the financial services sector	ASPIRE offers a variety of resources including best practice guidance, student attractment support, brand building opportunities and industry/academic partnerships.	Organizations in Canada working in the financial services sector, including: Banks, Insurers, Pension plans, Investment managers, Fintechs Hedge funds and Credit unions.	Request more information and apply on the ASPIRE employer page. <p>Employers do not need to have a candidate before applying.</p>	On-going	(416) 933-6780 aspire@tfi.ca

SWPP FUNDING OPTIONS

SWPP funding, through Employment Social Development Canada (ESDC), has broadened its eligibility scope to include work terms from science, technology, arts, engineering, math and business.

SWPP DELIVERY PARTNER	AMOUNT	ELIGIBILITY	HOW TO APPLY	DEADLINE	CONTACT
WIL-DIGITAL INFORMATION & COMMUNICATION TECHNOLOGY COUNCIL (ICTC) For employers within the technology sector or have related projects	Up to \$5,000 - \$7,000 per student (50-70% wage subsidies). Up to \$7,000 is specifically available for under-represented groups including women in STEAM, Indigenous students, newcomers, and persons with disabilities, as well as first-year students. *NOTE: Please see changes on P.3	Eligibility requirements include: <ul style="list-style-type: none"> • A registered business in Canada. • Company could be in the following sectors: Intelligent Retail, Hiring an eligible student as an employee in an IT or a digital-tech related position, including business development, digital marketing or technical sales. • Must offer a quality full-time position to a student. • Must create a new student position. 	Visit ICTC's WIL Digital Program site to create an account and apply. Employers can request funding before finalizing the selection of student hires.	Fall 2020 applications to be determined.	wil_digital@ictc-ctic.ca
ECO CANADA - CO-OP & INTERNSHIP PROGRAM For employers in Canada that are in need of sustainability initiatives from any discipline	Up to \$5,000 - \$7,000 per student (50-70% wage subsidies). Up to \$7,000 is specifically available for under-represented groups including women in STEAM, Indigenous students, newcomers, and persons with disabilities, as well as first-year students. *NOTE: Please see changes on P.3	Organizations in Canada that are looking to hire students from science, technology, engineering, arts or mathematics (STEAM) and business that will contribute to sustainability related projects. Work terms must be at least 6 weeks long. Funding can be applied to full and part-time co-op students, internships, as well as, new graduates. Click here to read more about this program's terms & conditions.	Complete the form for Host Employers on the ECO Canada Wage Subsidy Program page. Funding needs to be approved before the student starts their placement. Once your funding is secured, you can begin your search for qualified, talented students to fill the position.	Fall 2020 applications to be determined.	coop@eco.ca
BIOTALENT CANADA For employers within the biotechnology industry or have related projects	Up to \$5,000 - \$7,000 per student (50-70% wage subsidies). Up to \$7,000 is specifically available for under-represented groups including women in STEAM, Indigenous students, newcomers, and persons with disabilities, as well as first-year students. *NOTE: Please see changes on P.3	To qualify for the program, either the co-op position or the employer needs to have a biotechnology focus. Click here to read more about the program's eligibility, terms & conditions.	1. Download and complete the SWPP Employer Application Package . Employers need to have a candidate before applying. Employers must hire the student first and once a candidate is identified they will apply for funding. The candidate cannot start their co-op until approval has been granted. It can take up to 10 business days to process an application. *NOTE: Please see changes on P.3	Applications for all co-op placements starting before March 2021 are now being accepted.	Benita 1-866-243-2472, ext. 234 buruhisho@biotalent.ca Colleen 1-866-243-2472, ext. 221 chayes@biotalent.ca
VENTURE FOR CANADA - INTERNSHIP PROGRAM For startups or related entrepreneurial projects and innovation in Atlantic Canada, British Columbia and the Prairies	Up to \$5,000 - \$7,000 per student (50-70% wage subsidies). Up to \$7,000 is specifically available for under-represented groups including women in STEAM, Indigenous students, newcomers, and persons with disabilities, as well as first-year students. *NOTE: Please see changes on P.3	Employers must: <ul style="list-style-type: none"> • be a small to medium-sized business, start-up, social enterprise, nonprofit, or charity (1-500 employees). • have their business located in Atlantic Canada, British Columbia or the Prairies. All industries are welcome. Employers can be from a wide range of industries - from agriculture to robotics and anything inbetween.	1. Complete the the Venture for Canada application form . Employers do not need to have a candidate before applying.	Fall 2020 applications to be determined.	Connect with Venture for Canada using their contact form



Invest in the next generation while bringing quality talent to your company at a reasonable cost. Students are smart, eager and will bring value to your many projects. They will become your brand advocates and fans.

B.C. REGIONAL FUNDING OPTIONS

Funding & support for employers in B.C. to hire co-op and internships students.

FUNDER	AMOUNT	ELIGIBILITY	HOW TO APPLY	DEADLINE	CONTACT
<p>BC TECH CO-OP GRANTS THROUGH INNOVATE BC For B.C.-based businesses who are tech or non-tech based hiring roles related to tech innovation</p>	<p>Each employer is eligible to receive a maximum of four grants each per program year (May 1 to April 30) valued at \$5,000 (a total value of \$20,000), to recruit and train between one to four distinct co-op students.</p> <p>NEW - Stackable with Career Ready Program, Venture for Canada Internship Program, WIL Digital, and the Canada Summer Jobs Program.</p> <p>The employer is accountable for the remainder of the student's salary during the co-op term.</p>	<ul style="list-style-type: none"> • Be a B.C.-based business. • Have less than 500 employees on payroll. • Be a tech company or tech non-profit hiring for any role. • Be a non-tech company, organization or non-profit hiring for a tech role (A tech role is defined as a role primarily related to developing tech or providing tech support). • Be hiring a student for a co-op work term. If you've hired a student for a co-op work term in the last 5 years, then you must hire a first-time co-op student. <p>Click here to read more about this program's terms & conditions.</p>	<ol style="list-style-type: none"> 1. Understand the Program Guidelines. 2. Define the role and create a job posting. 3. Create an account and complete your application for funding. <p>The application process from submission to approval takes an average of 15 business days.</p> <p>Employers do not need to have a candidate before applying.</p> <p>*NOTE: International students are eligible</p>	On-going	programs@innovatebc.ca
<p>NEW VENTURES BC INNOVATOR SKILLS INITIATIVE (ISI) GRANTS (INTERNSHIP ONLY). Open to all companies in BC (not just tech companies!) to hire a student to fill a business or tech role</p>	<p>Up to \$10000 towards your student's payroll, per term (amount is based on your student's total salary).</p> <p>Up to two vouchers per year (running May – April), worth a total of \$10,000</p>	<ul style="list-style-type: none"> • Be a B.C.-based business. • Be a tech company or tech focused non-profit hiring for a business or tech role (same as before). • Business or non-profit hiring for a tech role (new!). • You student is not an accredited co-op student. • You must also be able to provide entrepreneurial and skills training to the student. <p>Click here to read more about this program's terms & conditions.</p>	<ol style="list-style-type: none"> 1. Understand the Program Guidelines. 2. Visit the ISI Program site to create an account and apply. <p>Employers do not need to have a candidate before applying.</p>	<p>Applications accepted on a first-come, first-serve, rolling basis.</p> <p>Grants available for May 1, 2020 – April 30, 2021.</p>	<p>contact@newventuresbc.com 604-602-5202</p>
<p>BC ARTS COUNCIL'S CO-OP PLACEMENT PROGRAM For arts & cultural organizations in BC</p>	<p>Organizations can apply for up to \$10,000 for one term or \$20,000 for two terms.</p> <p>All of the funding received will go towards the wages of the student.</p>	<ul style="list-style-type: none"> • Be an arts organization, museum, book publisher or Indigenous cultural centre that has received at least one grant since April 1, 2014 through BC Arts Council operating or discipline-specific project programs. • Offer an eligible co-op or work-integrated learning student as a paid employee for one or two terms, for a maximum of 32 weeks. <p>Click here to read more about this program's terms and conditions.</p>	<ol style="list-style-type: none"> 1. Register online at the BC Arts Council's grant management portal. 2. Submit a grant application through the portal. 3. Receive email notification regarding your application results. <p>Can take up to 2 weeks to receive your application results. All applicants, especially new applicants to this program, are urged to discuss their request with the program officer prior to submission.</p>	On-going	<p>erin.macklem@gov.bc.ca 778-698-1416</p>

RECRUITING A CO-OP STUDENT AT CAMOSUN

Co-operative education at Camosun College provides a three-way partnership between employer, student and the college. Your job opportunity is placed on our co-op and internship [job portal](#) which is followed by a competitive hiring process. Camosun College students are currently seeking fall work terms: Sept – Dec.

Camosun College co-op students are completing between 1 to 4 years of study in a variety of programs with some having mandatory co-op terms. Students are available at various times throughout the year to integrate their knowledge and skills into your workplace with feedback provided by Camosun faculty. While programs vary, the standard co-op term is 4 months for a minimum of 14 weeks at 420 hours per semester.



READY TO POST
A CO-OP OR
INTERNSHIP JOB?

Recruit a talented student with career ready competencies by posting your position on our job portal.

educationthatworks.camosun.ca

WHAT YOU NEED TO POST A CO-OP OR INTERNSHIP POSITION

Employer Full Name	Full address (w/ postal code)	Job Title	Hours/week
Employer Job Title	Phone Number	Job Location	Application Procedure
Employment Sector	Email	Job Description	Work Term Start & End Date
Organization	Website	Job Requirements	Wages/hour



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