

# WILWORKS SWPP STUDENT FAQs

## WHAT ARE THE ELIGIBILITY REQUIREMENTS FOR STUDENTS TO PARTICIPANT IN THE WILWORKS PROGRAM?

Students must be:

- Registered, full or part-time, in a recognized Canadian post-secondary institution in any program (e.g. Arts, Business, STEM (Science, Technology, Engineering, Math), Humanities, Social Sciences, etc.).
- Eligible work placements must be a requirement as part of the student's study plan. The placement opportunity must align with the student's post secondary school program. This can include co-operative education, internships, field placements and applied research projects. The work placement as part of the student's study plan will be verified when confirming student eligibility.
- 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.

## WHAT ARE THE CRITERIA FOR AN APPLICANT TO BE CONSIDERED A RECENT IMMIGRANT?

The Student Work Placement Program defines a recent immigrant, or a newcomer, as someone who has arrived in Canada within the last five years. A newcomer must be a Canadian citizen, a Permanent Resident or be under protected status as a refugee. International students are not considered newcomers.

## WHEN SHOULD A STUDENT APPLY FOR THE WIL SUBSIDY PROGRAM?

Students cannot initiate an application. Only an employer can start an application on the WILWorks platform. For further information about this process, please contact: **Kristy McKee, Project Coordinator - [kmckee@emccanada.org](mailto:kmckee@emccanada.org) | (519-377-5709)** and/or **Carol Choquette, Employer Engagement Specialist - [cchoquette@emccanada.org](mailto:cchoquette@emccanada.org) | (514-709-5389)**

## HOW DO STUDENTS PROVE THEY ARE ENROLLED IN AN ACADEMIC INSTITUTION?

Students can ask their university or college for proof of enrollment, or proof of registration, for the placement period they are applying for. The following information should be included:

- Student's Legal name;
- Program of study;
- Enrollment session - Fall (Sept-Jan), Winter (Jan-April), Spring / Summer (May - Aug);
- Enrollment term/status; and,
- Year level (current year of study).

An unofficial, or official transcript can also be used as proof of enrollment if it is up to date. The transcript must:

- Reflect the student's enrollment status within the placement period, or include the student's current semester courses.
- Include the name of the student, the program of study, and the university/college logo/stamp.

## ARE INTERNATIONAL STUDENTS ELIGIBLE TO PARTICIPATE IN THE PROGRAM?

No, the WILWorks program is open only to Canadian citizens, permanent residents or protected persons as defined by the Immigration and Refugee Protection Act. Students will be asked to provide valid supporting documents as part of their application.

## ARE HIGH SCHOOL STUDENTS ELIGIBLE FOR A SUBSIDY?

No, the WILWorks program is offered only to students currently enrolled in a recognized Canadian postsecondary educational institution. Students will be asked to provide proof of enrollment for the placement period as part of their application.

## ARE PH.D. & MASTERS STUDENTS ELIGIBLE?

Yes, Ph.D. and/or Masters students are eligible.

## WHAT IS THE PROTOCOL IF A STUDENT EXPERIENCES ISSUES IN THEIR WORK PLACEMENT?

When possible, students are encouraged to initially communicate any issues or concerns with their employer. If that is not possible or the issue is not resolved, the student should connect with their WIL contact at their institutions Co-op, Career, WIL or Experiential Learning office. If the issue or concern impacts the status of the work placement, **Please contact Kristy McKee, Project Coordinator - kmckee@emccanada.org | (519-377-5709) and/or Carol Choquette, Employer Engagement Specialist - cchoquette@emccanada.org | (514-709-5389)**

## HOW WILL EMC ENSURE AN EMPLOYER FOLLOWS THROUGH ON ITS COMMITMENTS?

EMC retains the right to conduct on-site employer visits, and/or conduct video calls, to ensure the placement is as described in the employer's application, and to ensure that all contractual obligations are being met. EMC will also conduct Exit Surveys with both employers and students, to develop an inventory of best practices and challenges for employers and students. These will be used for continuous improvement to the WILWorks program.

## WHAT IS REQUIRED FROM STUDENTS FOR AN EMPLOYER TO BE ELIGIBLE FOR THE WAGE SUBSIDY?

Throughout the application process, students will be asked for:

- Completed Student Information & Consent Form
- Proof of Enrollment
- Student Exit Survey

## HOW DOES THIS PROGRAM BENEFIT STUDENTS?

The WILWorks program connects post-secondary students with employers that offer Work Integrated Learning opportunities. WILWorks provides wage subsidies to these employers. Through the WILWorks program, and at no cost to students and employers, students have access to EMC's Manufacturing Foundations Micro-credential – a recognized certification focused on the development of employability skills. Manufacturing Foundations is an innovative self-directed eLearning course designed to provide students new to manufacturing with important workplace Skills for Success.

Modules include:

- Manufacturing 101
- Problem Solving
- Giving and Receiving Feedback
- Adaptability and Resilience
- Accountability
- Difficult Interactions
- Attitude
- Communication
- Team Building
- Health & Safety

## OUTCOMES

- Students gain additional knowledge and skills that can be put into practice during work placement
- Students receive EMC Manufacturing Foundations micro-credential recognized throughout Canada by manufacturers in the industry
- Students will understand the expectation of working in the manufacturing industry
- Students enhance likelihood of a positive work placement and collaboration in the workplace

The modules are not mandatory; however, the self-directed e-Learning courses are an added benefit to continuous professional development and skill enhancement. Additionally, upon successful completion of your Manufacturing Foundations Micro-credential students are granted access to the Lean Fundamentals Micro-credential. This training is made up of six elearning courses and one short application assignment – which will provide a strong foundation and introduction to the core principles of Lean Thinking for those new to manufacturing.

Content includes:

- Defining Value Added and Non-value Added
- Understanding the 8 Deadly Wastes
- Awareness of the Lean Fundamentals
- Knowledge of the Primary Tools of Lean

Like the Manufacturing Foundations Micro-credential, the Lean Fundamentals Micro-credential training is not mandatory; it is, however, a highly recommended value add to the program.