EMPLOYER FREQUENTLY ASKED QUESTIONS

What is EMC's WILWorks Skilled Trades in Advanced Manufacturing Program?

EMC's WILWorks Skilled Trades in Advanced Manufacturing Program is funded in part by the Government of Canada's Canadian Apprenticeship Strategy, and open to new and current employees, aged 15 to 29. This program is designed to develop introductory technical skills essential for advanced manufacturing, including mechanical, electrical and machining skills.

The program utilizes a blended learning approach. Participants complete online self-directed learning, and then receive hands on guidance and training from your experienced employees. This combination helps participants apply theories and concepts to practical real-world applications.

Employers can receive up to $5000 per eligible participant in wage subsidies, and participants will learn valuable skills and gain knowledge to help them make informed career decisions and can earn a micro-credential in Skilled Trades in Advanced Manufacturing.

Why should we participate?

Participating in EMC's WILWorks Skilled Trades in Advanced Manufacturing offers several key benefits:

- Highlight Career Pathways: Showcase the career opportunities within your organization in Advanced Manufacturing, Maintenance and Skilled Trades; attracting and motivating individuals to these opportunities.
- Upskill Employees: Provide your employees with introductory technical training, enhancing their skills and knowledge to meet the demands of manufacturing.
- Create a Pipeline of Future Talent: Develop a continuous stream of skilled workers, ensuring your organization remains competitive and well-staffed for future growth.

What wage subsidy does EMC's WILWorks Skilled Trades in Advanced Manufacturing provide employers?

The program offers a wage subsidy to employers of up to $5000 per eligible participant. The subsidy is based on 50% of the total wages earned during the training period.

What are the program eligibility requirements for employers?

To be eligible for EMC's WILWorks Skilled Trades in Advanced Manufacturing Program, employers must:

- Be a registered Canadian business.
- Be a member of the manufacturing sector.
- Dedicate resources for hands-on technical training, as the program utilizes a blended learning approach.
- Be available for check-ins and feedback sessions to support continuous improvement.

Funded by the Government of Canada's Skilled Trades Awareness and Readiness Program

EMPLOYER FREQUENTLY ASKED QUESTIONS

What are the program eligibility requirements for participants?

The program is open to new and current employees, who are:

- Between the ages of 15 to 29,
- Eligible to work in Canada,
- Not registered in an apprenticeship, and
- Not licensed in a skilled trade.

All the training is at an introductory level and is best suited for individuals with no prior education in the selected topics.

What is the application process for WILWorks Skilled Trades in Advanced Manufacturing?

Employers interested in applying for EMC's WILWorks Skilled Trades in Advanced Manufacturing Programs can access the application online through this link, which will lead you to our portal on Magnet. One application per participant is required.

What documentation is required to support an application?

Applications are employer-driven and the following documentation will be required at the start and/or end of the work placement:

To begin the placement:

- Online Application
- Employer Acceptance Form
- Participant Consent Form
- Training Selections Form
- Intake Questionnaire

At the conclusion of the placement:

- Employer Feedback Survey
- Employer Wrap-Up Interview
- Participant Feedback Survey
- Participant Wrap-Up Interview
- Employer Attestation
- Invoice

Can an employer apply before finding an eligible participant?

Employers can apply for funding without a participant and hold a funding space for a limited time while recruiting. If they fail to find an eligible participant in this period, the funding may be allocated to another employer based on program status.

Is there a limit on how many participants an employer can receive funding for?

Yes, EMC has the right to limit the number of applications per company. If an employer is interested in applying for more than three participants, they are encouraged to contact EMC directly to discuss requirements.

Funded by the Government of Canada's Skilled Trades Awareness and Readiness Program

EMPLOYER FREQUENTLY ASKED QUESTIONS

Can employers stack different funding with EMC's WILWorks Skilled Trades in Advanced Manufacturing?

Depending on the scenario, partial government funds from provincial, territorial or municipal sources may be permitted. Stacking eligibility needs to be confirmed with the provincial, territorial, or municipal program and EMC.

Who selects the participant for the training period?

The employer is responsible for recruiting and selecting the eligible participant. Participants can be new or current employees who meet the eligibility criteria. When requested, EMC can assist by connecting employers with local schools or community agencies to feature employment and placement opportunities for WILWorks Skilled Trades in Advanced Manufacturing.

How long is training period?

Training periods are eight (8) weeks to a maximum of sixteen (16) weeks; requests for extensions will be reviewed on a case-by-case basis. Participants completing the training as part of a high school co-op or summer employment must complete all training before the end of their placement.

When does the training period start?

The online self-directed content can begin as soon as all registration documents and received and reviewed.

At the start of the program, the participant and the workplace trainer will need to meet with an EMC Advancement Coach. The advancement coach will reach out to schedule this meeting.

To remain active in the program, the participant will need to commence their training within the first three (3) weeks. If training is not started within this time frame, the participant is considered to have withdrawn from the training.

What is the Training Plan?

The program is designed to be flexible, allowing for learning to be tailored to the technical skills available within your organization. Here is the structure:

E-Learning

Base: All participants will complete modules on career awareness, safety and an introduction to advanced manufacturing.

Technical Skills: Employers will select from a range of technical topics that best align with their workplace requirements.

Hands-On Training

Employers will provide hands-on training and the facility to support in directly relating the topics to the workplace. This linkage between theory and practice is designed to enhance and improve retention of e-learning.

Optional Training

There are two (2) additional optional micro-credential programs available. Participants have an additional two (2) months to complete optional training after the training period end date.

Funded by the Government of Canada's Skilled Trades Awareness and Readiness Program

EMPLOYER FREQUENTLY ASKED QUESTIONS

- **Manufacturing Foundations Micro-Credential** introduces participants to the manufacturing sector, including topics like Attitude and Accountability, Problem-Solving, Giving and Receiving Feedback, Adaptability and Resilience, Difficult Interactions, Health and Safety, and more. Participants successfully complete a knowledge assessment to receive the Manufacturing Foundations Micro-Credential.

- EMC's **Lean Fundamentals Micro-Credential** training provides a strong foundation and introduction to the core principles of Lean Thinking, including Value Stream Mapping and Kaizen. Participants apply their knowledge in a lean project as part of the training. Completing the credential certifies that the learner has developed an understanding of the principles of Lean Thinking in a manufacturing environment.

Who is the training mentor?

Training mentors are assigned workplace trainers. They are employees with working knowledge and skills in the assigned technical topics, and guide participants through the hands-on training components of the program.

What support does EMC provide to the training mentor?

Training mentors receive the following support from EMC:

- Access to an EMC Advancement Coach: Throughout the training period, Training Mentors can consult with an EMC Advancement Coach for guidance and direction on implementing hands-on training in the workplace.
- Training Mentor Guides: Mentors receive detailed training guides for each module, including key points, implementation strategies, and hands-on training activities that complement the online learning.
- E-mail Notifications: Training Mentors are cc'd on e-mail notifications from the learning portal each time a participant completes a technical topic. These notifications inform mentors of the participant's progress and provide suggestions for relevant hands-on training activities.

Once a participant is registered, what is required of them?

Participants will need to:

- Start their learning within the first three (3) weeks of the training period.
- Complete the base training and at least four (4) technical topics.
- Participate in the workplace hands-on training.
- Complete the participant follow-up survey.
- Participate in a virtual program wrap-up session.

How do the wage subsidies work?

The subsidy is calculated as 50% of the participant's wages incurred during the training period, up to a maximum reimbursement of $5000. The training periods must be between a minimum of eight (8) weeks and a maximum of sixteen (16) weeks.

Funded by the Government of Canada's Skilled Trades Awareness and Readiness Program

EMPLOYER FREQUENTLY ASKED QUESTIONS

When will the employer receive the wage subsidy?

The wage subsidy will be paid within forty-five (45) days upon completing all items listed below.

Training

- Completion of e-learning by the learner
- Completion of hands-on training by the learner and their trainer

Feedback

- Submission of Employer Exit Survey
- Submission of Participant Exit Survey
- Completion of all Program Wrap-Up Interviews

Documentation

- Submission of the learner's first week and final-week paystubs
- Submission of the invoice to EMC for the placement
- Submission of the Attestation

How will an employer know if the participant has completed the online training?

When a learner has completed all the online training, an email notification will be sent to the organizational contact listed on the application form. This email will include directions for the next steps.

Will learners have to register in an apprenticeship at the end of the program?

No, learners are not required to register in an apprenticeship at the end of the program. This program provides a valuable opportunity to explore skilled trades careers, develop technical skills, and gain knowledge without the obligation of apprenticeship registration upon completion of the training.

Who does an employer contact for more information?

If an employer has questions or required further assistance, please contact:

Julie Smith, Project Coordinator jsmith@emccanada.org

Funded by the Government of Canada's Skilled Trades Awareness and Readiness Program