



Building skills for Canada's bio-economy  
Un monde de ressources pour la bioéconomie canadienne

## Student Work Placement Program Application Instructions

Thank you for your interest in BioTalent Canada's Student Work Placement Program. For your company or organization to qualify for funding, the information and requirements in the following forms must be completed **in full, per participant**, as per Employment and Social Development Canada's program guidelines.

***New to the Student Work Placement Program - We can now fund back to back co-ops! To qualify the co-op must be over and above your baseline and each term you are applying to requires a new application with the updated co-op terms and current signatures.***

### COVID-19 eligibility and process update:

- Employers will have the flexibility to postpone placement start dates to avoid rescinding placements.
- Employers will be able to apply for funding before they finalize their selection of students to hire.
- If requested, small and medium sized employers (who have fewer than 500 employees) and non-profit organizations will be able to receive up to 75% of the wage subsidies up-front.
- Students will be able to work from home.
- Post-secondary institutions (universities, colleges and polytechnics) will be able to be the employer of record to offer meaningful placements to students.

### Terms and Conditions for Employers

1. The co-op opportunity is with a bio-economy employer *and/or* is fulfilling a bio-economy job function.
2. The wage subsidy covers the cost of a co-op student's salary by 50% up to a maximum of \$5,000 and 70% up to a maximum of \$7,000 for first-year students and under-represented groups including: women in science, technology, engineering or mathematics (STEM); indigenous students; persons with disabilities; and newcomers.
3. **The wages for this position must not be funded by another federally-funded program like IRAP, Mitacs, etc.**
4. The company must
  - a) Provide full-time work opportunity up to a maximum of 16 weeks;
  - b) Provide a minimum of \$1 for each \$1 of wage subsidy, or a minimum of \$1 for each \$2.33 for first-year students and under-represented groups;
  - c) **Not** recruit and retain friends or family members as participants to the co-op wage subsidy program;
  - d) Inform potential participants what their involvement in the co-op wage subsidy program will entail;

- e) Provide proof of co-op placement employment, start date, contract with participant, full wage and benefits of participant to BioTalent Canada upon request;
  - f) Provide information about the placement to BioTalent Canada as required;
  - g) Develop a **Formal Learning Plan** with the participant, before the start of the placement;
  - h) Provide BioTalent Canada with monthly financial claims and progress reports; and
  - i) Enter into a Placement Contract with BioTalent Canada before the participant's co-op placement starts.
5. **Students must be approved for program participation prior to starting the placement. This process takes up to 15 business days.**
6. The placement must be **over and above your baseline** (the number of placements hired the year before first participating in the Student Work Placement Program.)
7. The student must be added to the employer's payroll which includes Federal/Provincial tax deductions (CPP, EI, etc). **Co-ops paid through a stipend or grant are not eligible. Participants are not eligible** for the program as contractors.
8. BioTalent Canada assumes no legal responsibility towards applicants or companies seeking subsidies.
9. **Only completed application packages will be considered for participation in the program. All employers and participants are required to share information with the online platform Orbis/ Magnet.**

## Employer Application Process

Each step MUST be followed and the required supporting documentation must be submitted for funding approval. If an employer is applying for a second co-op term with the same student, a new application form must be submitted with updated information, dates and signatures. Please make sure to use the most current forms available at [biotalent.ca/Co-opFunds](http://biotalent.ca/Co-opFunds).

**Step 1:** Ensure your organization meets all terms and conditions stated previously.

**Step 2: Participant information - Form 1 of 4** - Have the candidate:

- a) Complete the **Participant Information Form (PIF)** - (included in the application package). **If submitting electronically, please do not include the participant's date of birth and Social Insurance Number.**
- b) **Provide** a resume.
- c) **Provide** copy of the participant's proof of post-secondary enrollment.

**Step 3: Employer information - Form 2 of 4** –

- a) Complete an **Employer Application Form** (included in the application package) including the annual salary (e.g. 52 weeks) for the position.
- b) Submit a brief company description that shows the company's biotech focus.
- c) Submit a description of the intended participant's co-op position. Please note with the high volume of applications we receive links will not be accepted.
- d) New employers to the program must provide a baseline of the number of co-ops that are being hired.

**Step 4: Post-secondary information - Form 3 of 4** – Have the candidate and post-secondary institution complete the Co-op Agreement Form. This form needs to be signed by the student and NOT the employer. The contact information for the employer must include the institution's email domain.

**Step 5: Form 4 of 4** - A formal learning plan, this can be submitted after the application but must be submitted before the placement begins.

**Step 6:** Submit all completed and signed forms with supporting documentation to Mary Carr at [mcarr@biotalent.ca](mailto:mcarr@biotalent.ca). **Signatures must be digitally dated and time stamped or hand written. A typed signature in cursive font is not accepted.**

**Step 7:** BioTalent Canada is processing applications as quickly as possible. To ensure timely approval, please ensure your application includes all forms fully completed and signed along with required supporting documentation. The application process from submission to approval can take up to 15 business days. If your application is accepted BioTalent Canada will draft an electronic placement contract to be signed by the employer, the participant and BioTalent Canada via PandaDoc. You must also agree to provide all required documentation and reporting as required by the program.

**Withdrawal from the program:** If, for any reason, a participant leaves their co-op placement early, the employer must immediately provide BioTalent Canada with written notice regarding the termination/withdrawal. The employer will reimburse BioTalent Canada the total wage subsidy amount received if program participation was not met as per the contract agreement.

For further information, please contact BioTalent Canada's team at:

1-866-243-2472, for Colleen ext. 221 or [chayes@biotalent.ca](mailto:chayes@biotalent.ca), for Benita ext. 234 or [buruhisho@biotalent.ca](mailto:buruhisho@biotalent.ca), for Hannah ext. 215 or [hwalhad@biotalent.ca](mailto:hwalhad@biotalent.ca)

**Please check all required information is included in your application.**