

BioTalent Canada 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. If the forms are not completed in full, application approval may be rejected. **All required forms are included with this package.**

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); women in business; 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 a full-time work opportunity for a minimum of 16 weeks, 5 days a week, 7.5 hours a day;
 - 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 work-integrated learning must take place outside of the post-secondary institution.
7. The placement must be **over and above** the number of placements hired the year before first participating in the Student Work Placement Program.

8. 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.
9. For placements longer than 16 weeks, BioTalent Canada **will only fund the first 16 weeks.**
10. BioTalent Canada assumes no legal responsibility towards applicants or companies seeking subsidies.
11. **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

1. **Step 1:** Ensure your organization meets all terms and conditions stated previously.
2. **Step 2: Form 1 of 4** - Have the candidate complete the **Participant Information Form (PIF)** and include a resume and a copy of the participant's proof of post-secondary enrollment. **If submitting electronically, please do not include the participant's date of birth and Social Insurance Number.**
3. **Step 3: Form 2 of 4** - Complete an **Employer Application Form** (included in the application package) and submit it along with a brief company description, and 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.
4. **Step 4: Form 3 of 4** – Have the candidate and post-secondary institution complete the Co-op Agreement Form.
5. **Step 5: Form 4 of 4** - A formal learning plan must be submitted before the placement begins.
6. **Step 6:** Submit all completed forms to Mary Carr at mcarr@biotalent.ca
7. **Step 7:** 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 both the employer and BioTalent Canada via Panda Docs. You must also agree to provide all required documentation and reporting as required by the program. The student can not start placement until approval to the program has been granted. **Note:** If, for any reason, a participant leaves the employment of the employer, the employer must immediately provide BioTalent Canada with a written notice regarding the termination/withdrawal and reimburse BioTalent Canada the amount collected in wage subsidies if program participation was less than 16 weeks.

For further information, please contact BioTalent Canada's team at:
1-866-243-2472, for Colleen ext. 221 or chayes@biotalent.ca for Benita
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