1. DESCRIPTION

The goal of the Accueiliez un stagiaire is to create quality work-integrated learning (WIL) opportunities that encourage the development of students' skills and abilities to adapt and evolve in the labour market in a sustainable way. This project, funded by the Government of Canada, under the Student Placement Program (SPP), benefits both the Francophone and Anglophone communities in the province of Quebec. Indeed, it offers a perspective of cooperation between chambers of commerce, employment counselling centers, post-secondary educational institutions and businesses in the province.

Accueiliez un stagiaire provides all Quebec businesses with a team of advisors, working from 18 local chambers of commerce. These professionals will help connect businesses with educational institutions that offer internship opportunities in programs that businesses need. The advisors will also facilitate access to tools and information to improve internship conditions, as well as provide the necessary support for businesses to obtain a salary subsidy for post-secondary interns.
For interns who are members of groups under-represented in the labour market, such as women in science, technology, engineering or mathematics (STEM), Aboriginal people, newcomers to Canada, people with disabilities, visible minorities or first year students, counsellors will facilitate the connection of the company and the intern with an employment counselling center that is a member of AXTRA, the Alliance of Employment Counselling Centres (ECC), which will provide support to the company and the intern to facilitate a better integration of the intern into the labour market.

2. WORK-INTEGRATED LEARNING (WIL)

WIL experiences refer to a range of learning opportunities that are of mutual benefit to students and businesses. For students, WIL is an opportunity to transition from the classroom to the work environment, which allows them to be empowered in their career choices, while also getting the chance to experience the dynamics of the field and gain a broader view of future prospects for their professional development. For employers, WIL is a fundamental strategy for attracting and retaining young talent from training programs. This practice allows companies to reduce the risks associated with labour shortages, while ensuring succession planning.
2.1 WIL Type [1]

2.1.2 Applied Research Projects

The applied research project is a project in which the student applies knowledge gained in class to solve an employer's problem. Applied research is sometimes referred to as a synthesis project, consulting project or design project.

2.1.2 Apprenticeship

Apprenticeship is a formal agreement, common in the skilled trades, between the student (apprentice) and the employer. The apprentice works under the direction of a certified journeyperson who is registered in their province or territory. Typically, apprenticeship training lasts two to five years and is 80% on-the-job and 20% in the classroom.

2.1.3 Co-operative Education

Cooperative education is a concrete learning method through a tripartite agreement between the student, the employer and the educational institution, which alternates periods of study in the classroom with paid internships in the workplace. In this mode, the company determines the content of the internship according to its needs, the educational institution approves the company and the mandate as a relevant learning environment, and the student carries out the work with follow-up from the educational institution. Typically, the duration of the work term is 12 to 16 consecutive full-time weeks. The total co-op placement is usually 50% of the time spent on academic instruction but cannot be less than 30%.

2.1.4 Entrepreneurship

This type of WIL allows students to start their own business in order to develop a service, product or commercialize a technology.

2.1.5 The internship

This is the most well-known WIL modality. It is usually supervised and integrated into a work environment. The internship may or may not be paid, may or may not be credited, and may take place midway through the program or after all academic courses have been completed, prior to graduation. Internships can last as little as four months, but normally last 12 to 16 months.

[1] CEWIL CANADA
2.1.6 The Clinical Placement

The clinical practicum involves putting students in health science programs into action with patients in clinical settings so that they can put their knowledge into practice.

3. WAGE SUBSIDY FOR POST-SECONDARY INTERNS

The project proposes a wage subsidy for students completing a WIL experience. The subsidy provides two funding rates valid under normal conditions and a special rate under COVID 19 pandemic conditions.

3.1 Financing rates under normal conditions

3.1.1 Funding rates for regular interns

Under normal conditions, the grant funds 50% of the gross salary paid to regular interns. In these cases, the maximum amount covered by the grant is $5,000 for each student hired.

3.1.2 Funding rates for trainees from under-represented groups

Normally, the grant funds 70% of the gross salary paid to interns from underrepresented groups and first-year students, up to $7,000 for each student hired.

3.2 Improved funding rate in pandemic situation COVID-19

Due to the negative impact of the COVID 19 pandemic on internship completion, the wage subsidy funding rate for interns has been increased to 75% of each intern’s gross salary, with no distinction between regular interns and those from underrepresented groups. With this funding rate, companies can obtain a maximum grant of $7,500. Use of this funding rate is subject to funder approval for FY 2021 - 2022.
4. DEFINITION OF UNDERREPRESENTED GROUPS

4.1 Women in STEM fields

This category refers to women studying in science, technology, engineering and mathematics (STEM) fields.

4.2 Indigenous People

This category refers to a person who reported identifying with at least one Aboriginal group, i.e. First Nations, Métis or Inuit, and/or those who reported being a Treaty Indian or a Registered Indian as defined by the Indian Act of Canada, and/or those who reported being a member of an Indian Band or First Nation.

4.3 Person with a Disability

This category refers to persons who have a difficulty or impairment due to a long-term health condition or problem and/or a limitation in their daily activities.

4.4 Newcomer

This category refers to immigrants who have arrived in Canada within the last 5 years and who are Canadian citizens, permanent residents, or who are refugees by law.

4.5 First year students

This category refers to students enrolled in the first year of their program at a post-secondary institution.

4.6 Visible Minority

This category refers to persons, other than Aboriginal persons, who are non-white in race or skin colour. They include Chinese, South Asian, Black, Filipino, Latin American, Southeast Asian, Arab, West Asian, Japanese, Korean, and other visible minorities and multiple visible minorities.
5. ELIGIBILITY

To be eligible for the grant, companies must meet the following criteria:

5.1 In relation to interns

a) The intern must be enrolled in a post-secondary program that includes field placements, at an accredited post-secondary institution;

b) Be a Canadian citizen, permanent resident or a refugee under the law;

c) Be legally entitled to work in Canada under the laws and regulations of the province or territory in which they reside.

5.2 In relation to the internship environment

a) The internship must take place in a safe environment.

b) The company shall ensure that the intern is provided with all relevant information regarding any health and safety standards or regulations pertaining to the intern’s work environment and any safety equipment required for the intern’s work.

(c) The company shall ensure that no intern is hired to:

   I. Fill a position vacated due to a labor dispute within the company.

   II. Fill the position of a worker who has been laid off by the company with recall rights.

   III. To replace another worker employed by the company.

(d) The company must be covered by CNESST or other workplace insurance

5.3 In relation to the company

a) The business must be a business or non-profit organization registered in Canada.

b) The company must pay the student for the duration of the internship.

c) The company must comply with all applicable federal, provincial and territorial laws and regulations on human rights, labour standards and occupational health and safety.

d) If a company applies for the wage subsidy for 10 or more interns, 20% of the interns placed must be from under-represented groups.
5.4 Ineligible Companies

a) Federal, provincial, territorial or municipal governments.
b) Organizations that are extensions of a federal, provincial, territorial or municipal government, such as Crown corporations.
c) Companies in the financial sector.

HOW TO OBTAIN THE SUBSIDY

To benefit from the project, companies must send an email to Accueillez.un.stagiaire@fccq.ca to express their intent to obtain the internship wage subsidy and to receive the application forms. Next, companies will need to complete three steps:

Step 1: Submitting an application

To submit an application, companies must send a message to Accueillez.un.stagiaire@fccq.ca with the following documents:

1. Beneficiary Information Excel document

This Excel file has a maximum capacity of 15 trainees and is divided into three sections:

a. Company information: In this section, companies must fill in the cells in line 3. These cells refer to general information about the company.
b. Internship Information: In this section, companies should fill out one line per intern.
c. Recipient’s Acceptance of Funding Form: There is one form for each intern.

2. Student Agreement Word Document

Companies must have a document completed by each intern.

3. Certification from the educational institution

This document must confirm that the student (i) is registered as a local student, (ii) is a Canadian citizen, permanent resident or a person granted refugee protection under the Immigration and Refugee Protection Act, and (iii) is completing a work integrated learning component (internship) as part of their academic plan. Attached is a template for you to use. Please pre-fill it with your intern’s information, the educational institution will fill in the missing information and insert their signature.

4. A copy of the internship contract

The company must send a copy of the internship contract signed between the company and the intern. If necessary, you can use the template on p. j.

After receiving your registration email, your application will be analyzed and approved.

Step 2: Receive the first payment

When the grant is approved, to receive a first instalment corresponding to 50% of the total grant amount, companies must send a message to Accueillez.un.stagiaire@fccq.ca with the following documents

1. The grant agreement signed by the parties.
2. A copy of the intern’s first pay statement.
3. Completed and signed Electronic Funds Transfer (EFT) form.
4. A sample company check.
Step 3: Obtaining the Second Payment

At the end of the internship, the company must send the request for the second installment to Accueillez.un.stagiaire@fccq.ca, this request must be accompanied by the following documents:

1. An experience analysis survey completed by the internship supervisor.
2. An experience analysis survey completed by the intern.
3. A copy of the intern's most recent pay statement.

For more information, please contact Accueillez.un.stagiaire@fccq.ca