

2023

GRANT GUIDE

Accueillez
un 
stagiaire

Pratiques RH

PROPULSÉ PAR FCCQ

ACCUEILLEZ UN STAGIAIRE

Grant Guide 2023

1. Description

The "Accueillez un stagiaire" project, funded by the Government of Canada's Student Work Placement Program (SWPP), aims to create quality work-integrated learning (WIL) opportunities¹ and to develop students' skills and abilities to adapt and evolve in the job market in a sustainable manner.

2. The wage subsidy

Accueillez un stagiaire facilitates a wage subsidy for professional, college and university level interns. The grant is available to employers located in Canada, private and not-for-profit, French and English speaking, of all sizes and in most industries.

Accueillez un stagiaire offers two funding rates:

- for regular interns: 50% of the gross salary, up to \$5000;
- for first-year trainees* or trainees from diverse backgrounds** in the labour market: 70% of the gross salary, up \$7,000.

***First Year Student**

A student enrolled in the first year at a Canadian professional, college or university institution.

****Persons from diverse backgrounds**

An intern is considered a person from diverse backgrounds only when they identify

¹ In this sense, WIL is a learning opportunity that combines structured work experience with situations where the employer works directly with the educational institution to address a particular challenge. These may include co-op placements, internships, practicums, or applied projects to solve specific employer problems.

themselves as a member of such a group through their declaration in the "Student Agreement" document, included in each company's application.

- **"Woman in STEM"** (science, technology, engineering, and mathematics).
- **"Aboriginal person"** means a person who has self-identified as belonging to at least one Aboriginal group, i.e. First Nations, Métis, or Inuit, and/or has self-identified as a treaty "Indian" or a status "Indian" within the meaning of the *Indian Act of Canada* and/or has self-identified as belonging to an "Indian" band or First Nation.
- **"Person with a disability"** means a person whose daily activities are limited because of an impairment or difficulty in performing certain tasks. These difficulties stem from a long-term health condition or a problem or disorder that is long-lasting or expected to last for a period.
- **"Newcomer"** means a student (Canadian citizen, permanent resident, or refugee with a valid work permit) who arrived in Canada within the last five years.
- **"Visible minority"** refers to a person who claims to be a member of a visible minority, defined as "person, other than Aboriginal people, who are non-Caucasian in race or non-white in colour".

3. Personalized coaching

Offered before and during the internship to companies and integrate first-year interns as well as interns from diverse backgrounds, to promote integration and retention in employment as well as a successful work experience. This service is offered by professionals specialized in employability from the *centres-conseils en emploi* that are part of the AXTRA network. The professionals at the *centres-conseils en emploi* will offer you coaching and tools for implementing good practices in the coaching and supervision of interns, as well as strategies for welcoming, integrating and maintaining interns from diverse backgrounds. Your interns will also benefit from coaching and resources to develop their personal and professional skills and competencies that are essential in the workplace (e.g., self-confidence, speaking in a team, taking initiative, etc.).

4. Eligibility

The intern must be:

- Enrolled in a professional, college or university program at an accredited Canadian educational institution (CEGEP, Vocational Training Centre, college, or university) that includes a mandatory or optional WIL experience.
- Canadian citizen, permanent resident or have refugee status under the law.
- Legally entitled to work in Canada under the laws and regulations of the province or territory in which they reside.

The employer must:

- Be a non-profit organization or a private sector company.
- Be based in Canada.
- Commit to paying at least minimum wage to interns for the duration of the WIL experience (copies of interns' first and last pay stubs will be required).
- Comply with all federal and provincial human rights and labour laws and regulations, as well as all other relevant standards, including the Occupational Health and Safety Act and the Labour Standards Act.
- Ensure coverage of interns by the Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST) or other workplace insurance, if applicable.
- Not apply for grants for paid interns who are federally funded under another federal funding program.

The employer will not be able to submit a grant application if there is a real, potential, or perceived conflict of interest.²

Ineligible Employers

Non-eligible employers fall into the following groups:

- Federal, provincial, territorial or municipal governments, and related organizations such as educational institutions, hospitals, etc.

² A "Conflict of Interest" is a situation in which a person associated with the employer or any member of the employer's family is in a position to benefit financially from his or her participation in Host an Intern, or any circumstance in which the employer or anyone who has the ability to influence the employer's decision has outside commitments, relationships, or financial interests that could, or could be perceived to, interfere with the employer's objective, unbiased, and unbiased judgment concerning Host an Intern and the use of grant funds.

- Companies in the financial sector.
- Members of the House of Commons and the Senate.
- Organizations that engage in partisan political activities.

Application process

Step 1: submitting the application

Except for internships lasting more than one term, applications must be submitted by term (summer, fall or winter).

These documents are available on the [Pratiques RH](#) website.

The application file consists of 4 documents:

1. Beneficiary Information form

This document must be completed by the employer. It is divided into three sections: beneficiary (employer), intern and internship information.

2. PDF Document Student Agreement

The employer must have a Student Agreement completed by each of the interns who may, if applicable, identify themselves as being from diverse backgrounds.

3. Certificate from the educational institution

This document must confirm that the student:

- Is enrolled as a student at a Canadian professional, college or university institution,
- Is a Canadian citizen, permanent resident or a person who has been granted refugee protection under the *Immigration and Refugee Protection Act*,
- Completes a work-integrated learning component (internship) as part of their plan of study.

The company may have one certificate completed for all trainees enrolled at the same educational institution.

4. Copy of the internship contract

The company must send a copy of the internship contract signed between the company and the intern. If the company does not have such a document, a model is provided.

It is important that the information is the same in each of these four documents.

After receiving the email containing the employer's application, the application will be analyzed and approved.

Step 2: obtaining the first payment

Once the grant is approved and the grant agreement is sent by the Business Advisor, to receive a first payment of 50% of the total grant amount, the employer must email the following documents to their Business Advisor:

1. The signed grant agreement,
2. A copy of the intern's first pay stub which includes the accumulated gross salary,
3. An Excel file with the company's or NPO's banking information,
4. A void cheque from the company or NPO.

Step 3: obtaining the second payment*

To receive the second payment of the grant, the employer must, at the end of the internship, send to their business advisor:

1. A confirmation that each internship supervisor has completed the experience analysis survey,
2. A confirmation that each intern has completed the experience analysis survey,
3. A copy of the intern's most recent pay stub, which must contain the gross salary accumulated during the entire internship.

*In some specific cases, it is possible to receive a one-time payment at the end of the course. The terms and conditions will be explained to you by your advisor.

TO CONTACT US



accueillez.un.stagiaire@fccq.ca



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