



Grant Guide

Accueillez
un stagiaire

Pratiques 
Propulsé par FCCQ

1. Description

Accueillez un stagiaire, a 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 obtaining a wage subsidy that covers **50% of the intern's gross salary, up to a maximum of \$5,000** for internships at the vocational², college, and university levels whose internship takes place in Quebec. The subsidy is available to employers located in Quebec who have a business address in the province, operating in the private or non-profit sectors, whether French, or English-speaking, of all sizes and across most industries.

Each company can receive subsidies for **up to 90 interns per fiscal year**.

3. Eligibility

To be eligible, the intern must respond to all the criteria listed below:

- 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 regulation of the province or territory in which they reside ;
- Internship must be carried out in Quebec ;
- Internship must be in a field directly related to the program of study.

Ineligible interns

- International students who only have a work permit are not eligible due to their residency status, which does not meet the previously stated eligibility criteria.
- Students in a situation of real, potential, or perceived conflict of interest. A "conflict of interest" is a situation in which a person associated with the employer, or any member of their family, may gain a financial benefit from their participation in *Accueillez un stagiaire*, 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 their objective, unbiased, and impartial judgment regarding *Accueillez un stagiaire* and the use of the grant funds.

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.

² For work-study internships leading to a Diploma of Vocational Studies (DEP), only one subsidy will be granted per internship. This subsidy may cover all internship periods completed during the session for which the application is submitted.

The employer must:

- Be a non-profit organization or a private sector company ;
- Be based in Quebec and have a business address in the province ;
- 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. 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.

Ineligible Employers

- Federal, provincial, territorial or municipal governments, and related organizations such as educational institutions, hospitals, etc. ;
- Companies in the financial sector with 500 or more employees ;
- Members of the House of Commons and the Senate ;
- Organizations engaged in partisan political activities.

4. Obtaining the subsidy



Step 1 Application submission

Online submission form
Student Agreement
Attestation of the educational institution
Internship contract



Step 2 Deposit of first payment

Signed subsidy agreement
Intern's first pay stub
Check specimen



Step 3 Deposit of second payment*

Internship supervisor survey
Intern survey
Copy of the intern's last pay stub

Important : Incomplete applications, that is, those missing the duly completed documents listed above, might be cancelled upon receipt.

Limit of 90 interns per business per fiscal year (period of April 1 to March 31).

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

Application process

Step 1: submitting the application - Online platform

Except for internships lasting more than one term, applications must be submitted by term (summer, fall or winter). ALL students doing an internship during the same term must be on the SAME application.

The mandatory documents are available on the [Pratiques RH](#) website. You will simply create your account and follow the steps.

The application consists of filling one online form and submitting three documents :

1. Online Form

This online form 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 and signed** by each of the interns who may, if applicable, identify themselves as a member of an underrepresented group.

3. PDF document Student Attestation

This document must be **signed (by hand or electronic authentication)** by the school and 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.

4. Copy of the internship contract

The internship contract must be **signed by the company and the intern** using the template provided.

After you've sent out your application through the online platform, within 5 minutes you will see your application number appear and the status in your account. The application will be analyzed and you will receive an email from your advisor.

Application process

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. 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 the following documents their business advisor :

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

* In certain cases, a single payment at the end of the internship accounting for 100% of the subsidy will be made instead.

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5. Student Agreement

The program collects information on placements from underrepresented groups. The definitions are as follows:

"First-year student" refers to a student enrolled in the first year of their professional, college, or undergraduate program at a Canadian educational institution.

"Persons from diverse backgrounds" refers to an intern is considered to be from a diverse background in the labor market only when they self-identify as a member of such a group through their declaration in the document "Student Agreement," included in each company's application file.«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 nonwhite in colour".