



**SWPP+**  
STUDENT WORK  
PLACEMENT PROGRAM



# **STUDENT WORK PLACEMENT PROGRAM+ (SWPP+) EMPLOYER GUIDE**

Canada

This project is funded by the Government of  
Canada's Student Work Placement Program.

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## About FPSC

Food Processing Skills Canada (FPSC) is the food and beverage manufacturing industry's workforce development organization. As a non-profit, located in Ottawa with representatives across Canada, FPSC supports Canadian food and beverage manufacturing businesses in developing skilled and professional employees and workplace environments.

We directly and positively impact industry talent attraction, workforce retention and employment culture by assisting the industry in finding, training and retaining the very best people for the job.



## ABOUT the Student Work Placement Program+

**The Student Work Placement Program+ (SWPP+)** is an Employment and Social Development Canada initiative delivered by FPSC. This program is connecting students with employers in Canada's food and beverage industry through work-integrated learning placements, providing wage subsidies to eligible employers, and offering valuable skills training.

SWPP+ helps students narrow their career choices by providing real time experiences with industry employers, and introduces businesses to skilled, young talent. This program plays an essential role in raising awareness of industry career paths and setting up professional relationships for today and into the future.

Food and beverage manufacturing business, cannabis producers making edibles, food associations and businesses, and retail grocery stores can receive a wage subsidy of 70% of gross wages paid up to \$7,000 per student placement.

For more information on the Government of Canada's SWPP Program, visit their website at [Government of Canada](#) | [Student Work Placement Program](#)





## WHY hire a student?

01

### Fresh Perspectives & Innovative Ideas

Students bring up-to-date knowledge, digital fluency, and creative problem-solving —adding new energy to projects.

02

### Short-Term Support, Real Impact

WIL students can help with seasonal demands, special projects, or daily operations —without a long-term hiring commitment.

03

### Future Talent Pipeline

It's a low-risk way to identify and train potential future employees who already understand culture and workflows.

04

### Cost-Effective Talent

With programs like SWPP+, employers receive wage support, making it more affordable to hire skilled talent.



## HOW does a student benefit?

05

### Real-World Experience

Students apply their classroom learning to actual workplace challenges, helping bridge the gap between theory and practice.

06

### Industry Exposure & Networking

Students gain valuable insight into their field, build professional relationships, and make connections that can open doors later.

07

### Skill Development

WIL placements foster soft skills like communication, teamwork, and time management, as well as job-specific technical skills.

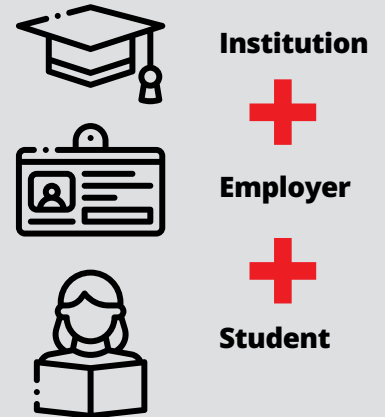
08

### Career Confidence

Students build a clearer sense of their strengths, interests, and career direction with hands on work.

## WORK-integrated learning explained

Work-integrated learning (WIL) is a model and process of curricular experiential education which formally and intentionally integrates a student's academic studies within a workplace or practice setting.



**WIL opportunities that are eligible for SWPP+ wage subsidies include, but are not limited to:**

- mentorship programs
- applied research projects
- co-op placements
- internships
- practicums

WIL experiences include an engaged partnership of at least: an academic institution, a host/ employer organization and a student. WIL can occur at the course or program level and includes the development of learning outcomes related to employability, personal agency, and life-long learning.

To learn more about the value of work-integrated learning visit [www.CEWILCanada.ca](http://www.CEWILCanada.ca)

## Available **FUNDING**

SWPP+ will reimburse gross wages paid by food and beverage employers who provide eligible students with meaningful Work-Integrated Learning (WIL) opportunities and align with all other student/employer criteria . The numbers provided below are per student, per term .



**STANDARD**  
**50% OF GROSS WAGES UP TO**  
**\$5,000**  
**PER STUDENT**

- ✓ Domestic Student
- ✓ Actively registered in a Canadian College or University
- ✓ Work Integrated Learning as a part of their program or course of study
- ✗ Underrepresented Student

**INCREASED**  
**70% OF GROSS WAGES UP TO**  
**\$7,000**  
**PER STUDENT**

- ✓ Domestic Student
- ✓ Actively registered in a Canadian College or University
- ✓ Work Integrated Learning as a part of their program or course of study
- ✓ Underrepresented Student  
Visible Minorities, Women in Science, Technology, Engineering and Mathematics (STEM), Indigenous students, persons with disabilities, newcomers, and first year students.

## Employer & Student TRAINING

SWPP+ provides complimentary training to employers and students to ensure a successful placement. This proven training, developed by FPSC, is valued at more than \$4,000 per individual and is easily accessible through an online dashboard.

## EMPLOYER curriculum

Proven online training for managers and supervisors to support a diverse workplace culture and facilitate employment success.

Introduction to Emotional Intelligence	.2 hours
Interpersonal Relationships	.....1 hour
Empathy at Work	.....2 hours
Building Team Resilience	.....4 hours
Build a Respectful Workplace	.....3 hours
Supervise Employee Performance	.....3 hours

## STUDENT curriculum

Job ready skills training for students that provides additional support to ensure their success at your business.

I AM FOOD – Introduction to the Canadian	
Food & Beverage Manufacturing Industry	..... 5 hours
Employer and Employee Expectations	..... 2 hours
Good Manufacturing Practices – GMPs	..... 2 hours
Food Safety Culture and You	..... 2 hours
Sanitation Level 1	..... 2 hours
Workplace and Industrial Safety	..... 1 hour
Lock-Out Tag-Out (LOTO)	..... 1 hour
HACCP Fundamentals	..... 3 hours







**SWPP+**

STUDENT WORK  
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# **SWPP+** **TECHNICAL GUIDE FOR EMPLOYERS**

Canada

This project is funded by the Government of  
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## EMPLOYER eligibility

To participate, employers must ensure compliance with the following SWPP+ terms:

- Be a registered Canadian business or not-for-profit organization located anywhere in Canada. Some exclusions apply.
- Be committed to paying the student in full for the duration of the placement (the wage subsidy will be administered after receiving all supporting information and documents, including pay stubs, at the end of the placement term).
- Provide a full or part-time work opportunity for a minimum of 4 weeks up to a maximum of 16 weeks.
- Not be the business owner, nor recruit and retain friends or family members as participants to the wage subsidy program.
- Provide proof of student placement employment, start date, contract with participant, full wage and benefits of participant to Food Processing Skills Canada upon request.
- Act in compliance with all federal, provincial and territorial human rights and labour legislation, regulations, and any other relevant standards, such as the Occupational Health and Safety Act and the Employment Standards Act in Ontario, and any similar legislation in other jurisdictions.
- Be covered by Workplace Safety and Insurance Board (WSIB) or alternate workplace insurance.
- Only submit applications for placements that are not subsidized by the federal government under another funding program. Placements can be partially government-funded from non-federal sources, but only funds from non-governmental sources can be subsidized under this program (for example, a position paid with 60% provincial grant funding is only eligible for a subsidy on the 40% of the non-government funds).
- Employers must show a projected increase in the number of students they intend to hire.

See more on the following page –  
**NET NEW REQUIREMENTS**

## Employers that are **NOT ELIGIBLE** for SWPP+

- Federal, provincial, territorial or municipal governments. Organizations which are extensions of a federal, provincial, territorial or municipal government, such as crown corporations, hospitals, and post-secondary institutions are generally not eligible.
- Major financial sector employers. Please note that this list of exclusions may not be exhaustive. Food Processing Skills Canada reserves the right to amend eligibility criteria at our discretion.





# Net new REQUIREMENTS for employers

Employers who wish to participate must demonstrate a projected increase from the number of students hired in their 'baseline year' vs the number of students they plan to hire in the current fiscal year. Employers are only eligible to receive funding for the placements which EXCEED the number of placements hired in the baseline year.



## How to Measure your BASELINE Year

- Your 'baseline' year is the fiscal year prior to you first participating in SWPP.
- The fiscal year is from April 1st – March 31st.

## How many applications are you eligible to SUBMIT

1. How many students were hired in your base line year?  
**(Let's call this X)**
2. How many students will be hired in the current fiscal year?  
**(Let's call this Y)**
3. Now we can determine if there was an increase in your hiring needs. **Subtract Y-X to calculate your 'net new'.**
4. **The result is the total number of students for which you are eligible to receive funding.**

## IMPORTANT things to note

- The calculation is a total count of all post-secondary students hired regardless of any funding resources received (grants, tax credits, etc.).
- Only students enrolled in post-secondary institutions who have a Work Integrated Learning (WIL) component in their program of study and are legally allowed to work in Canada should be included in your calculations. High school students are exempt from this program.
- Non-paid or volunteer positions are NOT to be counted as part of the baseline as students were not compensated for their work.

## QUESTION

“ If my company is hiring the same number of students as our baseline year, can we still apply for funding? ”

## ANSWER

**No,** If the current year's placement number is expected to be the same or lower than the baseline year's placement number, these placements would not be eligible for funding.



## UNDERREPRESENTED placements

With SWPP+, employers hiring students may receive a wage subsidy for each work-integrated learning placement.

Funds awarded must be used exclusively to support the wages of the students with the total value calculated as follows: 70% of the gross wages (to a maximum of \$7,000) for each new placement including the following under-represented groups.

- **Woman in STEM:** Woman registered and studying in science, technology, engineering and mathematics (STEM) fields.
- **Newcomer:** Permanent Residents who immigrated within the last 5 years.
- **First-year student:** Students registered in the first year of their program at a post-secondary institution.

### Visible minority\*:

Black	South Asian	Filipino
Arab	Latin American	West Asian
Korean	Japanese	Southeast Asian

- Indigenous people: People who reported identifying with at least one Aboriginal group, that is, 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 they were members of an Indian band or First Nation.
- Person with disabilities: An individual who has a difficulty or impairment due to a long-term condition or health problem and/or experiences a limitation in their daily activities.

**\*Note:** The number of placements at the 70% subsidy value are limited and subject to availability. The final subsidy amount will be calculated by the FPSC and will be determined at the end of the placement term upon receipt of all supporting documents. This shall include a final accounting of each placement's actual length and total wages paid to the student (i.e. pay stubs). FPSC shall have the right to deny payment should the employer fail to provide all required information and documents to the satisfaction of the FPSC. All payments provided by FPSC shall be considered final.

## STUDENT eligibility

In addition to employer eligibility, student eligibility must be met for each placement applied for.

- Must be a domestic student at a recognized Canadian post-secondary institution.
- Must be a Canadian citizen, permanent resident, or refugee under the Immigration Act.
- Placement must be recognized as work-integrated learning related to their program.
- Graduate students (Masters and PhD) are eligible.
- Full-time or part-time enrollment is required.
- Remote/hybrid placements are acceptable.
- Students can be re-hired for multiple semesters if in approved co-op/internship terms.
- Recruitment is open to all disciplines (e.g., IT, Marketing, Engineering) but excludes apprenticeships in skilled trade.

# How to **APPLY** for funding

APPLY ONLINE	REVIEW	VALIDATE	APPROVE	REIMBURSE
Complete the online application and employer profile, providing details of the student hired if the position has been filled.	Our team reviews your application and needs assessment and confirms employer participation by issuing Terms and Conditions Forms for signature.	Student documents are then collected to confirm student eligibility.	Once all eligibility documents have been received, your application is approved, and funds reserved.	At the end of the term the employer submits financial documents for review and reimbursement. Applicants must ensure that the employer and student meet the eligibility criteria.

## START your hiring

01

Development

Design the role to be filled, including job description, salary package, and benefits. For job descriptions, refer to the Food Skills Library from FPSC.

02

Explore your options

Contact your local college, university, polytechnic, or CEGEP's co-op department to find eligible students for your vacant role. For suggestions, the SWPP+ Team can assist.

03

Interview and Hire

After receiving a shortlist of applicants from the school, proceed with your standard interview process to select the best candidate and extend a 16- week employment offer.

04

Apply for Funding

Proceed to the SWPP+ website to submit your application for funding [swpp-fpsc.com](http://swpp-fpsc.com)



## More about how to **APPLY** for funding

Applications may be submitted through the online portal at <https://swpp-fpsc.com/>. Click on the Employer log-in button, create an account and login. Please click the "Apply Now" box to be taken to the application portal.

While applications may be started before a student has been hired, applications will only receive conditional approval after an eligible student has been hired and all required information and documents are submitted.

Employers must ensure they and the student meet the eligibility criteria. When applying, please ensure you have the required information about the student. (see below: *What information do I need when I apply?*)

The following documents will also need to be uploaded throughout the Application Process:

### DOCUMENTS REQUESTED FROM EMPLOYER

- Proof of Business Registration – CRA 9 Digit
- Business Number. Employer Terms and Conditions Form
- Signed Employment Offer letter
- Student's first and last pay stub as proof of gross pay. (to be submitted at the end of the placement)
- A company invoice (to be submitted upon approval for reimbursement)

### DOCUMENTS REQUESTED FROM STUDENT

- Student's proof of Canadian citizenship, permanent resident or refugee status (accepted documents include government issued ID, such as a passport, birth certificate, permanent resident card, etc.; SIN cards & driver's license are not acceptable)
- Proof of enrollment and Work Integrated Learning (i.e. a document from the student's post- secondary institution indicating the student is registered in a program or course where a work- integrated learning component is part of their study plan, such as a co-op document, letter from school, etc. that clearly shows this information)
- Student Agreement and Consent Form

## What **INFORMATION** do I need when I apply?

**Q: What information about my organization do I need when I apply?**

**A: The following information will be required about the employer:**

- Organization • Website
- Number of Employees
- 9-digit CRA business number
- Number of Post-Secondary Students hired by your organization during the prior federal fiscal year (April – March)
- Address
- Contact Information

**Q: What information about the placement do I need when I apply?**

**A: The following information will be required about the placement:**

- WIL type (please see the CEWIL Canada website for definitions at: [cewilcanada.ca](http://cewilcanada.ca))
- Job title • Job description
- Placement duration (in weeks)
- Hours per week
- Hourly wage • Address
- Start and end dates
- Supervisor name and contact information

**Q: What information about the student do I need when I apply?**

**A: While applications may be started before a student has been hired, applications will only be approved after an eligible student has been hired and all required information and documents are submitted. The following information will be required about the student:**

- First and last name • Email address
- Phone number Student number
- Enrollment status (full-time, part-time)
- Type of degree (bachelor's, master's, doctorate, university certificate/diploma, college/CEGEP certificate/diploma)
- Program of study Year of study
- Post-secondary institution
- Post-secondary contact information

# APPLICATION process

## What happens after I apply?

Your application will be reviewed and you will receive further instructions by emails regarding document submissions and funding approval.



## Can I apply for SWPP+ before hiring a student?

Employers may apply for SWPP+ before hiring a student. However, applications will only receive conditional approval after an eligible student has been hired and all required information and documents are submitted. Employers must ensure they and the student meet the eligibility criteria.



## Can I apply once for multiple placements, or do I have to submit one application per placement?

You need to submit a new application for each placement. However, you can save your organization information the first time you complete an application, so only the placement and student information will need to be filled out every time.



## Are placements that have already started or already ended eligible for the program?

Employers may apply for a retroactive wage subsidy for a placement in progress or a placement which already ended so long as the applicable term (e.g., Summer 2021) can still be selected in the online application. If the term is no longer available for selection, the application window has closed.



## Are Apprenticeships eligible for SWPP+?

No. Apprenticeships in a skilled trade are not eligible for SWPP+.



## Can students be hired as a contractor or must they be on the company payroll?

Students must be on the employer's payroll. Contractors are not eligible for SWPP+.

# WAGE subsidy calculation

## Q: What is a wage subsidy?

A wage subsidy provides financial reimbursement to employers who hire eligible job seekers.

## Q: How is the wage subsidy calculated?

Companies should submit claims for the gross wages paid before the deductions. Based on the first and last pay stubs submitted, the SWPP+ Team will confirm total gross wages paid and calculate based on documents submitted whether 70% of wages up to \$7,000, or 50% of wages up to \$5,000 will be reimbursed.

Employers are required by law to pay the **Mandatory Employment Related Costs (MERCs)** for their employees. For more information, payroll deduction tables can be found on the **CRA website**. Check with the appropriate provincial or territorial authorities to ensure that you have the most updated rate information.

For more information on payroll, please see **Government of Canada | Payroll**



## Contact the **SWPP+** team



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