



SWPP+

STUDENT WORK
PLACEMENT PROGRAM

CONNECTING FOOD & BEVERAGE MANUFACTURERS

with college and
university students for
employment success

Employer Guide

swpp-fpsc.com

Available online at www.fpsc-ctac.com

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About Us

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, we support food and beverage manufacturing businesses from coast to coast in developing skilled and professional employees and workplace environments.

Our work directly and positively impacts industry talent attraction, workforce retention and employment culture. We care about assisting the industry in finding, training and retaining the very best people for the job. Through our partnerships with industry, associations, educators and all levels of governments in Canada, FPSC has developed exceptional resources for the sector including the **Food Skills Library™**, **Canadian Food Processors Institute™**, **FoodCert™** and **Labour Market Information Reports**.



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

Canada

About

Our message to you

Thank you for your interest in Food Processing Skills Canada's Student Work Placement Program+, also known more simply as SWPP+. This program has been designed to drive industry workforce development by supporting leaders in post-secondary education align the technical, foundational and "work ready" skills of students with the requirements of Canadian employers through work-integrated learning (WIL).

At Food Processing Skills Canada we are true champions of workplace opportunities for students through WIL. When students can learn by "doing" and employers can engage with bright young minds of the future, solving the skills gap and the industry's employment challenges becomes achievable.

Hiring a student is both easy and rewarding. We have simplified access to students from a variety of educational programs across Canadian universities and colleges for food and beverage manufacturers. And to ease the cost benefit, we have also streamlined wage subsidies and the online recruiting process.

Start hiring today!








Wage subsidy overview


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:


 **75% of the wages (to a maximum of \$7,500) 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.

 **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.

 **Newcomer:** Immigrants 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; | ■ Southeast Asian |
| ■ South Asian | (e.g., Vietnamese, |
| (e.g., East Indian, | Cambodian, |
| Pakistani, Sri Lankan); | Laotian, Thai); |
| ■ Filipino; | ■ Korean; |
| ■ Arab; | Japanese; and |
| ■ Latin American; | ■ Other group. |
| ■ West Asian | |
| (e.g., Iranian, Afghan); | |

***Note:** The number of placements at the 75% 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.

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-governmental funds).









**Food Processing Skills
Canadahas made it easy
for employers to connect
with college and
university students.**

Wage subsidy calculation

Companies should submit the claims for the gross payroll pay before the deductions.

Employers are required by law to pay the Mandatory Employment Related Costs (MERCs) for their employees.

These costs include:

-  Employment Insurance premiums
-  Canada or Quebec Pension Plan contributions
-  Vacation pay
-  Workers' Compensation
-  Premiums or equivalent liability insurance (if applicable)
-  Health insurance and parental insurance premiums in Quebec and Ontario
-  Health and Post-Secondary Education Tax in Newfoundland and Labrador
-  Health and Education Levy in Manitoba

example:

4 weeks placement
x 40 hours a week
x \$18.00 per hour = \$2,880.00
x 75% = 2,016.00

For more information, payroll deductions tables can be found on the CRA website. <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll.html>

Check with the appropriate provincial or territorial authorities to ensure that you have the most updated rate information.

Required documents list

- 🇨🇦 Signed student agreement
- 🇨🇦 Signed Terms and Conditions
- 🇨🇦 Proof of enrollment for the work term
- 🇨🇦 Study plan for placement signed by the employer and student
- 🇨🇦 Business Number/GST number to register organization as a vendor and receive payment for the SWPP+ placement.
- 🇨🇦 Student's first and last pay stub as proof of gross pay.
- 🇨🇦 A company invoice or complete the invoice template provided.

COMPANY LETTERHEAD

Your organization's Legal Entity Name (matching the name provided in the Registration Form)

Street Address _____
City, Province Postal Code _____
Phone: _____

INVOICE

INVOICE NUMBER (UNIQUE): _____
DATE: _____

TO:
Food Processing Skills Canada
201-3030 Conroy Rd
Ottawa, ON K1G 6C2

DESCRIPTION	NUMBER OF HOURS WORKED	TOTAL
Name of program: FPSC Student Work Placement Program		
Name of employee:		
Position Title:		
Start date of placement (matching the first pay stub):		
End date of placement (matching the most recent pay stub):		
Hourly rate:	XX hours	
TOTAL COSTS OF PLACEMENT (The total gross salary Magnet used for your subsidy calculation, which was the salary paid during the eligible funding period)		\$XX
LESS: Employer's share		\$XX
TOTAL DUE (Approved Subsidy)		\$XX

HST # XXXXXXXXX

Make cheque payable to: Your organization's Legal Entity Name (matching the name provided in the Registration Form)
If you have any questions concerning this invoice, contact Name, Phone, Email

COMPANY LETTERHEAD

Student Name: _____
Student Position: _____
Employee Number: _____
Total hours worked: _____
Hourly rate: _____

The total gross salary from <FIRST DATE OF PLACEMENT WITHIN ELIGIBLE FUNDING PERIOD> to <LAST DATE OF PLACEMENT WITHIN ELIGIBLE FUNDING PERIOD> is \$<XXXX.XX>.

 X _____






Name: _____
Position Title of Signatory: _____
Date: _____

Please note that the signatory must be a senior individual with delegated signing authority from the finance/accounting department of your organization. Please be sure to include the signatory's position title.

Program 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. Please see the opposite page for a list of exclusions.
-  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 full- or part-time work opportunity at a minimum of 10 hours/week, for a minimum of 4 weeks up to a maximum of 16 weeks.
-  Not 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.

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 (see FAQs on pg. 16 for more information).
- 🇨🇦 Please note that this list of exclusions may not be exhaustive. FPSC reserves the right to amend eligibility criteria at our discretion.







How to apply to SWPP+

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.

Once logged in, you will find a link that mentions the **Student Work Placement Program – SWPP**. 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 following information about the student:



-  First and last name
-  Email address
-  Phone number
-  Student number


Applicants must ensure that the employer and student meet the eligibility criteria.



-  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 institution contact information (if applicable)

The following documents will also need to be uploaded:

-  Employment contractor letter
-  Proof of Canadian citizen, permanent resident or refugee status (accepted documents include government issued ID, such as a passport, birth certificate, permanent resident card, etc.; SIN cards are not acceptable)

-  Proof of enrollment (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)

After an application is submitted, the student will be invited to complete the online student information form and sign the student agreement. Employers may collect the Student Agreement and upload the document when submitting their application, otherwise the student will be asked to submit the document when completing the student information form. Note: A signed Student Agreement is required for application approval.

When an application is granted conditional approval, the employer will be required to sign a recipient agreement and funds will be set aside for the wage subsidy. Employers are encouraged to review the Recipient Agreement and the terms of conditions contained therein prior to submitting an application.

01

APPLY

Simply complete the online application and assign an individual in your company as an Onsite Contact for the next steps.

02

REVIEW

Our team reviews your application and needs assessment survey and you confirm employer participation.

03

APPROVE AND COMMIT

Your application is approved and you receive an employer commitment letter and package for signing.

04

POST JOB/HIRE

You are ready to start! Employers post jobs and hire students, and onboarding sessions are offered by our team.

05

CONTRACT COMPLETION

After up to 16 weeks the employee commitment is complete and the wage subsidy is released to employers.

A woman with long brown hair, wearing a black and white striped t-shirt, is looking down at a document. A man with a beard and glasses, wearing a blue shirt, is standing next to her, also looking at the document. They are in an office environment with a corkboard in the background.

What you about

need to know using SWPP+

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






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

- 🇨🇦 Organization name
- 🇨🇦 Website
- 🇨🇦 Number of employees (0-99, 100-499, 500+)
- 🇨🇦 Business registration number
- 🇨🇦 Number of students hired by your organization during the prior federal fiscal year
(from April 1st of the prior year to March 31st of the current year)
- 🇨🇦 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: <https://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 institution contact information

The following documents will also need to be uploaded:

-  Employment contract or letter
-  Proof of Canadian citizen, permanent resident, or refugee status (accepted documents include government issued ID, such as a passport, permanent resident card, etc.; SIN cards are not acceptable)

-  Proof of enrollment (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)

Q: What happens after I apply?

A: Your application will be reviewed, and you will receive an email with further instructions.

Q: Can I apply for SWPP+ before hiring a student?

A: 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.

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

A: 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.

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

A: 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.

Employer Curriculum

SWPP+ is also supporting employers in building an exceptional workplace culture committed to continuous education. The SWPP+ employer curriculum has been developed for supervisors to grow in their positions and provide the maximum support to employee teams. Training is available at no cost for Canadian food and beverage manufacturing businesses.


Course List

1. Introduction to Emotional Intelligence – 2 hours
2. Interpersonal Relationships – 1 hour
3. Empathy at Work – 2 hours
4. Building Team Resilience – 4 hours
5. Build a Respectful Workplace – 3 hours
6. Coaching for Success (Coming Soon) – 2 hours



#	Course Title	Description	Hours	LRF Stream
1	Introduction to Emotional Intelligence	This course will introduce the concepts, skills, and tools you need to develop to be more successful in the workplace. Emotional Intelligence skills are shown to contribute to 80% of your success with your career and life. People with high emotional intelligence are aware of their emotions and can manage feelings, impulses, communicate effectively with others, solve problems, and build rapport in tense situations. Emotionally smart individuals remain optimistic in the face of adversity, bounce up quickly from setbacks and strive to perform.	2	Emotional Intelligence Series
2	Interpersonal Relationships	An African proverb says “If you want to go fast, go alone. If you want to go far, go together”. While it is often easy to assume that going “solo” will make us more successful, the truth is that there is no such thing as a self-made person. As human history reminds us through our multiple cultural, social, economic and technological advancements, anything worth accomplishing has been made possible through and with others. Dreams, goals and work-related projects can be realized more successfully when we combine our unique strengths and talents with those of other people. This is why interpersonal skills, also known as Social Skills, are key to help us multiply our success in the workplace and life in general. These skills are one of the building blocks of emotional intelligence and are highly demanded in the workplace. Interpersonal relationships skills allow people to create and keep good and satisfying relations with others. Employees with strong interpersonal skills are highly valued for their personal leadership, pleasant positive demeanor, solution-oriented attitude and effective communication. Moreover, they are seen as team players who get along and work well with others to achieve organizational goals. The purpose of this course is to equip you with knowledge, tools and strategies that will help you strengthen your interpersonal relationship skills and leverage them effectively at work.	1	Emotional Intelligence Series
3	Empathy at Work	One of the key insights from emotional intelligence and research on successful people is that our own personal happiness depends heavily on our relationships with others. By tuning into the needs of other people, we enhance our own emotional well-being and physical health. This is also true in the workplace as people who are empathetic, and who foster trust and cooperative relationships are more likely to be engaged, productive and satisfied with their jobs. As a result, organizations can realize greater employee and customer loyalty and retention. Empathy is also the key to creating a meaningful life and making a real difference within and beyond the workplace. This is because empathy is a transferable skill that empowers us to do the right thing for others not only at work but also in our communities. The purpose of this course is to equip you with the knowledge, skills, and strategies to develop and employ empathy at work, which will help you cultivate better relationships and contribute to creating a more productive, inclusive, and satisfying modern workplace.	2	Emotional Intelligence Series

4	Building Team Resilience	The purpose of this Building Personal Resilience course is to provide employees with information, guidance, and tips on how to build their personal resilience in order to better manage stress, more effectively deal with challenging and adverse situations, and learn and apply strategies that improve their current and future life.	4	Supervisor Level 3
5	Build a Respectful Workplace	The purpose of this Respectful Workplace course is to help all levels of employees understand their personal responsibility for the creation of a respectful work environment, why this is beneficial to themselves and others, how to identify and respond to disrespectful behaviours, and how they can contribute to respect in the workplace through their personal actions and behaviours.	3	Supervisor Level 3
6	Coaching for Success (Coming Soon)	<p>Emotions are a critical driver of human performance. Leaders are expected to deliver results by guiding, inspiring and developing their teams. Therefore, they must learn to lead each person as a human being, not just a worker. Emotions, feelings, and thoughts are the heart of every human being. These are manifested at work every day through behaviours and interaction with others, although it is not always clear to others what emotions, feelings and thoughts are triggering them. As leaders, people managers are expected to uncover these so that they can reinforce good behaviours and support employees in changing unproductive ones.</p> <p>While many coaching approaches are often generic, the EI-COACHING is professional coaching with the added value of intelligent use of emotions. It aims to fine-tune, build deeper connections, and explore goals that stem from their core values and independent choices. Through the quest for coaching and helping others grow personally and professionally, it is crucial to listen fully, never interrupt, be observant of the whole body (non-verbal communication), ask insightful questions and pick up on emotional signals.</p> <p>At the end of this learning course, supervisors will be able to use practical coaching skills and aim for peak performance through their actions. They will inspire others through learning support skills, knowledge, and effective coaching techniques combined with the science and power of Emotional Intelligence.</p>	2	Supervisor Level 3



At the end of the 'Coaching for Success' course, supervisors will be able to use practical coaching skills and aim for peak performance through their actions.

Student Curriculum

SWPP+ is providing additional 'job ready' skills training for students so that they are fully primed for work-integrated learning success at your business. Training is available at no cost to your company for participating students in work-integrated learning. .

Course List

1. I AM FOOD – Introduction to the Canadian Food & Beverage Manufacturing Industry – 5 hours
2. Employer and Employee Expectations – 2 hours
3. Introduction to Emotional Intelligence – 2 hours
4. Good Manufacturing Practices - GMP's – 2 hours
5. Introduction to SSOPs and SOPs- 2 hours
6. Food Safety Culture & You – 2 hours
7. Food Spoilage & Food Safety – 4 hours
8. Sanitation Level 1 – 2 hours
9. Workplace and Industrial Safety – 1 hour
10. Lock-Out Tag-Out (LOTO) – 1 hour
11. Distribution and Warehouse Food Safety – 4 hours
12. HACCP Fundamentals – 3 hours
13. Workplace Essentials – Oral Communications – 2 hours

Optional Electives

1. Introduction to Cheesemaking – 4 hours
2. Food Safety Fundamentals for Industrial Meat Cutters – 8 hours



#	Course Title	Description	Hours	LRF Stream
1	I AM FOOD – Introduction to the Canadian Food & Beverage Manufacturing Industry	I AM FOOD introduces participants to the Canadian Food & Beverage Industry and the greatest strength of the industry, the people who work within it. The Canadian food industry is the largest manufacturing sector in Canada. With enormous natural resources from coast to coast. Participants embark on a journey of discovery of how important the food industry is to Canada and all Canadians.	5	Foundation Level 1
2	Employer and Employee Expectations	Workplace expectations differ in every country. Canadian workplace culture expects individuals to be competent in speaking, listening, and socializing with other people; to know the etiquette of working harmoniously with co-workers and supervisors; and to understand and respect cultural differences in the workplace. Employees are also expected to know general business etiquette, how to dress for the production floor and the office environment, and their rights and obligations in the Canadian workplace. Being familiar with and meeting these expectations are important to job success and career advancement in Canada.	2	Workplace Essentials
3	Introduction to Emotional Intelligence	This course will introduce the concepts, skills, and tools you need to develop to be more successful in the workplace. Emotional Intelligence skills are shown to contribute to 80% of your success with your career and life. People with high emotional intelligence are aware of their emotions and can manage feelings, impulses, communicate effectively with others, solve problems, and build rapport in tense situations. Emotionally smart individuals remain optimistic in the face of adversity, bounce up quickly from setbacks and strive to perform.	2	Workplace Essentials
4	Good Manufacturing Practices - GMP's	This course will provide you with the knowledge and skills to understand how GMPs support the safe manufacturing of food and how to implement GMPs.	2	Workplace Essentials
5	Introduction to SSOPs and SOPs	<p>This course covers the background and understanding of what a standard operating procedure (SOP) and sanitation standard operating procedure (SSOP) are. Participants will be able to learn and identify how these are set up and why they are important to the food industry.</p> <p>This course is applicable to all industry personnel in a food processing plant: owners, supervisors, production personnel, sanitation team, labelling and packaging, plant manager, health and safety team, food safety team, etc.</p>	2	Foundation Level 1

6	Food Safety Culture & You	<p>This course discusses the importance of following food safety procedures and practices when working in Canadian food companies, as these are part of food safety culture. It outlines the role of governments and food companies in protecting the food supply and identifies how consumers can be negatively affected by improper practices. It covers the important role food workers have in following procedures and telling supervisors and coworkers of food safety problems.</p> <p>Participants will learn the important role of food workers have in supporting their workplace food safety culture. By following food safety practices, food workers help their employer to protect the consumer, meet government regulations and address business needs</p>	2	Foundation Level 1
7	Food Spoilage & Food Safety	<p>This course describes the components of food safety, how food spoilage occurs, and how to prevent it. The course is designed to help new food workers understand their role and responsibilities in prevention and management of food spoilage and food safety. This knowledge is key to a successful career in the food industry. Knowing what causes food spoilage, when food is bad, how to prevent economic loss due to food spoilage and learning about employee's role in keeping food safe is the most important skill to have when working with food.</p>	4	Foundation Level 1
8	Sanitation Level 1	<p>This topic provides food processing industry workers with the basic knowledge related to cleaning and sanitation. It defines the terms used; introduces how to handle, prepare, and store chemicals; briefly describes the cleaning and sanitizing steps; and highlights the importance of complying with regulations and policies.</p>	2	Foundation Level 1
9	Workplace and Industrial Safety	<p>The course reviews regulatory responsibilities for employees and employers, and the many proactive strategies employed to identify hazards, mitigate their impact and the associated Canadian federal and provincial regulatory requirements.</p>	1	Foundation Level 1
10	Lock-Out Tag-Out (LOTO)	<p>This course provides guideline for Lock out-Tag out or lock and tag. LOTO is a safety procedure which is used in industry and research settings to ensure that dangerous machines are properly shut off and not able to be started up again prior to the completion of maintenance or servicing work.</p>	1	Foundation Level 1

11	Distribution and Warehouse Food Safety	This course provides guidelines on food safety procedures and responsibilities for workers in distribution systems and warehouse facilities. Allergen control, contamination, food security, traceability practices and individual roles are examined. The warehouse and distribution systems are often overlooked as the first line of defence in a manufacturing facility.	4	Foundation Level 1
12	HACCP Fundamentals	This course provides foundation level understanding of what HACCP stands for, the importance of HACCP, how HACCP is applied in the workplace and the role of every worker in a food safety culture. You will review the causes of food contamination with emphasis on the prevention of biological contamination and identifies and explains the seven HACCP principles.	3	Foundation Level 1
13	Workplace Essentials – Oral Communications	This course provides guidelines for oral and general communication, active listening, providing feedback, fostering teamwork, and promoting a positive work environment. Lifelong learning and workplace skills training are closely linked to productivity, adaptability, and innovation.	2	Workplace Essentials

Optional Electives

14	Introduction to Cheesemaking	This course examines techniques, terminology and recognized standards used in commercial cheesemaking.	4	Foundation Level 1
15	Food Safety Fundamentals for Industrial Meat Cutters	This interactive, online course that focuses on Industry Legislation & Regulation, Workplace Policies & Procedures, Food Processing Equipment, Workplace Health & Safety, Meat Types and Cuts 101, Knife Sharpening, Food Safety, Cleaning, and sanitation including waste, Product Quality, Food Traceability and Communication & Leadership Skills.	8	Foundation Level 1

FPSC's suite of e-courses will assist employers and students to prepare for a successful work placement and the start of a rewarding career.



CONTACT US:

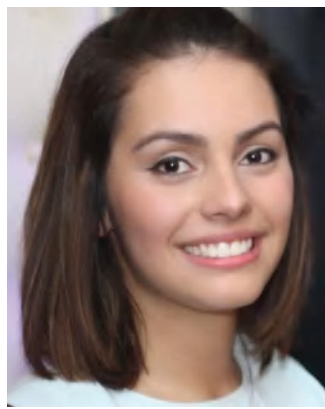


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faq | FREQUENTLY ASKED QUESTIONS

+ Why SWPP+ for the food and beverage manufacturing industry?

If there is one thing for certain – people will always need food and it's central to the health and wellbeing of society! There is an incredible variety of jobs and lifelong careers available in the food and beverage manufacturing industry. Technology alone has opened up hundreds of different fields in the industry from chemical engineers, toxicologists, to enologists, and health and safety inspectors. Of course there are also the skilled trades, artisans, specialists in bakery, winemaking, brewing, dairy processing, meat production and so on. The industry has also prioritized workplace culture, production sustainability and CSR – all key to successful businesses.

There are so many career paths and levels of skill requirements on offer. SWPP+ is helping students narrow their career choices by providing real time experiences of industry jobs, and introducing employers to the next generation of leaders. We believe SWPP+ is essential to the industry in shifting perceptions and broadening the understanding of the career pathways available.

+ Are apprenticeships eligible for SWPP+?

No. Apprenticeships in a skilled trade are not eligible for TOP.

+ 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+.

+ What is work-integrated learning (WIL)?

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 student work placement wage subsidies include, but are not limited to:

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

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

+ Are summer jobs eligible for SWPP+?

Yes. Summer jobs are eligible for SWPP+ so long as the student is satisfying a WIL component of the student's program or course of study.



+ Is there a minimum or maximum length for the placement, in weeks or hours per week?

Yes. A minimum of 10/hours week for part-time to a minimum of 35 – 40/hours week for full-time up to a maximum of 16 weeks. The maximum funding that can be received per placement is \$7,500 and is subject to availability.

+ Can post-secondary institutions apply for SWPP?

Yes, educators are also considered employers! However, Municipalities, Territorial or Provincial Governments are not eligible for funding.

+ What is a wage subsidy?

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

+ How are underrepresented groups defined?

Women in STEM: refers to a woman registered and studying in science, technology, engineering, and mathematics (STEM).

Indigenous People: refers to 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.

Persons with disabilities: refers to 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.

Newcomer: refers to immigrants who immigrated to Canada within the last five years.

Visible Minorities: refers to persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour.



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