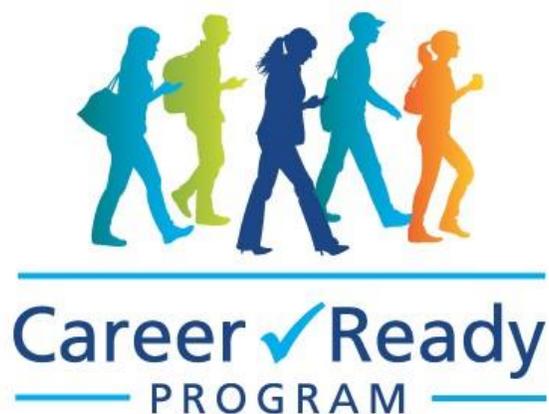


TECHNATION^{CA}



Employer Application Manual

A thorough step by step guide through our application process.

Contents

Stage 1: Application Stage	2
Create Login.....	2
Task 1: Find out if you're eligible	3
Task 2: Tell us about your company	4
Net New Calculator	4
Task 3: Tell us about the student	5
Task 4 - Invite the student to participate	6
Submit application for Initial Review.....	7
Stage 2: Approved Stage	10
Task 1: Placement Agreement	11
Task 2: Student Learning Plan	12
Task 3: Proof of First Payment	13
Submit for Secondary Review	14
Stage 3: Payment Forms Stage.....	14
Task 1: Deposit and Bank Information	15
Task 2: Final Gross Student Earnings	16
Submit for Final Review	18
Other	19

Add a collaborator – Link a co-worker to the application 19

Reset or Edit Task..... 20

Export a task or application – download for your records..... 21

Begin another application 23

QUESTIONS?..... 24

Stage 1: Application Stage

Create Login

< Return to Career Ready Program Already have a SurveyMonkey Apply account? [LOG IN](#)



Register for an applicant account

Register with

[f](#) [t](#) [G](#)

OR

First name Last name

Email

Password

Confirm password

By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).

Career Ready Program Programs My Applications EN Myriad McGee



Programs

Winter 2020

Accepting applications from Nov 4 2019 09:00 AM (EST) to Apr 10 2020 11:59 PM (EDT)

For work placements taking place between January 1st and April 30th, 2020.

CA\$5,000.00 to CA\$7,000.00 [MORE >](#)

Summer 2020

Accepting applications from Mar 2 2020 09:00 AM (EST) to Jun 20 2020 11:59 PM (EDT)

For work term placements taking place between May 1st and August 31st, 2020

CA\$5,000.00 to CA\$7,000.00 [MORE >](#)

1 - 2 of 2 Programs

- Ensure you are applying for the correct placement period.
- Click **MORE**, then **APPLY**

Task 1: Find out if you're eligible

The screenshot shows the 'Career Ready Program' interface. On the left, there's a summary card for the application with a progress bar (0 of 3 required tasks complete), last edited date (Apr 9 2020 12:49 PM (EDT)), and a deadline (Jun 20 2020 11:59 PM (EDT)). Below this is the user's name (Myriad McGee) and an 'Add collaborator' button. On the right, the application details for 'Summer 2020' (ID: S20-0000000472) are shown. A list of tasks is displayed under the 'APPLICATION' tab, with the first task, 'Find out if you're eligible (optional)', highlighted by a green arrow. Other tasks include 'Tell us about your company [S20]', 'Tell us about the student [S20]', and 'Invite the student to participate [S20]'.

- Notice your 4 tasks
- Begin your first task by clicking **Find out if you're eligible** (this task is optional)
- Mark as complete after review

Notice green check marks

This screenshot shows the 'Find out if you're eligible' task page. The task is marked as 'Completed Apr 9 2020 12:55 PM (EDT)'. The sidebar on the left shows the task list with a green check mark next to 'Find out if you're eligible (optional)'. The main content area displays 'Task instructions' and a 'Pre-Qualification Quiz'. The quiz instructions state: 'If you answer yes to the following statements, you could be eligible for up to \$7000.00 towards each student you hire within a 4 month placement period - and you can apply again in the next cycle!'. The quiz questions are: 'I am... a registered Canadian business or organization (tech and non-tech, municipalities, hospitals and non-profits included)', 'ready to hire a student who is enrolled in studies at an accredited Canadian post-secondary institution (Arts, business, technology, etc. All fields of study are accepted. Note that international students are not eligible)', 'providing a meaningful, paid work experience, which will immerse the student in technology', and 'aware of workplace safety standards in my province and have liability coverage'. A note at the bottom says: 'Mark this task as complete to receive an email with tips to move forward, including how to match with a student!'.

- Green check marks mean that you have successfully completed a task.

- Completing this eligibility task triggers an email. You will receive an email with info on what is required of your student during the application process, and tips on how to recruit a student if you haven't yet.

Task 2: Tell us about your company

The screenshot shows the 'Career Ready Program' application interface. On the left, a sidebar lists tasks: 'Find out if you're eligible (optional)', 'Tell us about your company [S20]', 'Tell us about the student [S20]', and 'Invite the student to participate [S20]'. A green arrow points to the second task, 'Tell us about your company [S20]'. The main content area shows the task instructions and 'Employer Eligibility Criteria'.

Task instructions hide

Within this task you will sign the privacy statement, answer some questions regarding your company, and report how many "Net New" students you might hire this year.

Employer Eligibility Criteria

- Your company must be a registered Canadian business and operate in Canada.
- The student must be hired by your company. Students are not to be hired as contractors or consultants. The employer must pay the student's salary throughout the duration of the placement. The subsidy will be paid 3-5 weeks after the student's gross earnings have been verified at the end of the placement period.
- The position must provide students with an opportunity to develop skills within their field of study, while utilizing a form of technology in the role
- You must have general liability insurance.
- You must comply with all applicable federal and provincial human rights and labour legislation, regulations, and any other relevant standards including the Occupational Health and Safety Act and the Employment Standards Act.
- An employer is not eligible if:
 - The student is an international student.
 - The Employer is a federal or provincial government body. Municipalities and hospitals are now acceptable.
 - The Employer submits an incomplete application and/or does not provide supporting documents as required.

Note: Funding can be stacked/combine with provincial sources of funding; we recommend

- Click your 2nd task **Tell us about your company**

Net New Calculator

The screenshot shows the 'Net New Placements' calculator. It explains that the program reports "Net New" growth of student work placements to the Government of Canada. It asks for the number of students hired in specific years and a forecast for the next year. A table is provided for data entry, with green arrows pointing to columns A, B, and C.

Net New Placements

The Career Ready Program reports "Net New" growth of student work placements to the Government of Canada. We compare this year to previous years to determine your growth.

Baseline for Net New Placements

Enter the number of students your organization hired in the years listed below, as well as the number you anticipate for the entire fiscal year (April - March). Do not count:

- Students you have receiving our funding for in the past
- Recent grads
- High school students

If you have multiple offices, departments and locations, an accurate number could be challenging to find from years back. If this is the case, please use numbers for your local office, team or even department for the sample. For last year and the forecast, please enter a number as accurate as possible.

If you do not know a particular number write "unknown" and proceed.

	A. April 2016 - March 2017 - This could be 0.	B. April 2019 - March 2020	C. Forecast April 2020 - March 2021
Total number of students hired	<input type="text"/>	<input type="text"/>	<input type="text"/>

The spirit of Career Ready Program funding is to scale and help grow Canadian companies and to incentivize companies to hire post-secondary talent. We compare "this year" to "last year" or "this year" to the year Career Ready started (2016-2017) to determine your growth as an eligibility factor.

This is how we determine your net new positions available for subsidy:

- A. Enter the number of student hires your company hired in 2016-2017
- B. Enter the number of student hires you had “last year”
- C. Enter how many students you plan on hiring this year. This does not need to be exact.
- Below, enter the lower number from box A and B. This will then pop out the number of Net New positions you are eligible for this year.
- Complete the remainder of this page then click **NEXT**

Task 3: Tell us about the student

Career Ready Program | Programs | My Applications | EN | Myriad McGee

Back to application

Summer 2020
S20-000000472
ID: S20-000000472

- Find out if you're eligible (optional)
- Tell us about your company [S20]
- Tell us about the student [S20]**
- Invite the student to participate [S20]

1 of 3 required tasks complete

Last edited: Apr 9 2020 02:58 PM (EDT)

REVIEW | SUBMIT

Deadline: Jun 20 2020 11:59 PM (EDT)

Tell us about the student [S20]

Task instructions Hide

Within this task you will enter simple information regarding the student you are hiring. Their name, school, position at your company, wage, weeks planned on working etc. You will also upload a job description explaining the role they will be filling and the technology they will be immersed in while on the job.

Note: If you have more than one student to apply for, you will create new, individual applications for each of them. You won't need to reenter the company information.

Please note that the student must:

- Be either a Canadian Citizen, permanent resident or a protected person defined by the Immigration and Refugee Protection Act.
- Be registered as a full time student in an accredited Canadian post-secondary institution.
- **Not** be an international student with a work permit.
- **Not** be an immediate family member of the employer.

Student Profile [S20]

Is your student an International Student?

NOTE: This subsidy is not available to international students. Students must provide proof of citizenship, or if applicable, recent immigration documentation or refugee status.

- Click your third task **Tell us about your student**
- Input your students name, email, school, wage you will pay them, hours per week, number of weeks they will work for you. We understand that wages and hours worked may change. We decide your subsidy based on your salary inputted here, but this is just an estimation as we subsidize strictly on the final gross earnings of the student after the end of the placement within the [Final Gross Student Earnings](#) task.
- Upload a job description

Task 4 - Invite the student to participate

The screenshot shows the 'Career Ready Program' interface. On the left, a sidebar lists four tasks: 'Find out if you're eligible (optional)', 'Tell us about your company [S20]', 'Tell us about the student [S20]', and 'Invite the student to participate [S20]'. A green arrow points to the fourth task. Below the tasks, it says '2 of 3 required tasks complete' and 'Last edited: Apr 9 2020 03:15 PM (EDT)'. At the bottom of the sidebar are 'REVIEW' and 'SUBMIT' buttons. The main content area is titled 'Invite the student to participate [S20]' and contains instructions: 'Students may be referred to as "Recommenders." In this task a registration e-mail will be sent to the student to complete their portion of the application process. They will need to tell us a little bit about themselves as well as upload a resume, proof of citizenship, and proof of enrollment. Once they register, they will be linked automatically to this application, and you will be notified once they have completed their tasks - then the Submit button will become active to you.' A green arrow points to a 'REQUEST A RECOMMENDATION' button. Below this is a 'Recommendations' section with a 'MARK AS COMPLETE' button.

- Click your 4th and final task of [The Application Stage](#), **Invite the student to participate**
- Click **REQUEST A RECOMMENDATION**

The screenshot shows the 'Request a Recommendation' form. The sidebar on the left is dimmed, and a green arrow points to the 'Invite the student to participate' task. The main content area contains the same instructions as the previous screenshot. Below the instructions are input fields for 'First name', 'Last name', and 'Email'. A 'Message' field is a large text area. At the bottom are 'CANCEL' and 'SEND REQUEST' buttons.

- Your student is referred to as a Recommender during the application process
- Send a personalized message to the student if you'd like
- Click **SEND REQUEST**

The student will receive an email with detailed instructions as to how to proceed. They will also receive a document explaining our privacy rules and the value of the Career Ready Program.

Career Ready Program

Programs My Applications EN Myriad McGee

Back to application

Summer 2020
S20-0000000472
ID: S20-0000000472

- Find out if you're eligible (optional)
- Tell us about your company [S20]
- Tell us about the student [S20]
- Invite the student to participate [S20]

2 of 3 required tasks complete

Last edited: Apr 9 2020 07:03 PM (EDT)

REVIEW SUBMIT

Deadline: Jun 20 2020 11:59 PM (EDT)

Invite the student to participate [S20]

Task instructions Hide

Students may be referred to as "Recommenders."

In this task a registration e-mail will be sent to the student to complete their portfolio application process. They will need to tell us a little bit about themselves as well as upload a resume, proof of citizenship, and proof of enrollment.

Once they register, they will be linked automatically to this application, and you will be notified once they have completed their tasks - then the Submit button will become active to you.

Recommendations You will not be able to review the contents of received recommendations.

Bing Bong McGavin
BBMcG@testtest.com Requested: Apr 9 2020 ***

MARK AS COMPLETE

Begin another application at any point

Notice the half-green circle, this means you are now waiting for the student to complete their task. You can begin **additional applications** by returning to the Programs homepage. On your second application tasks 1 and 2 will autofill for your convenience.

Submit application for Initial Review

ITAC Emails
careerready@itac.ca Date: 09-04-2020 22:36:15

Subject: Student Task Completed (EN/FR) S20-0000000472

Career Ready Program

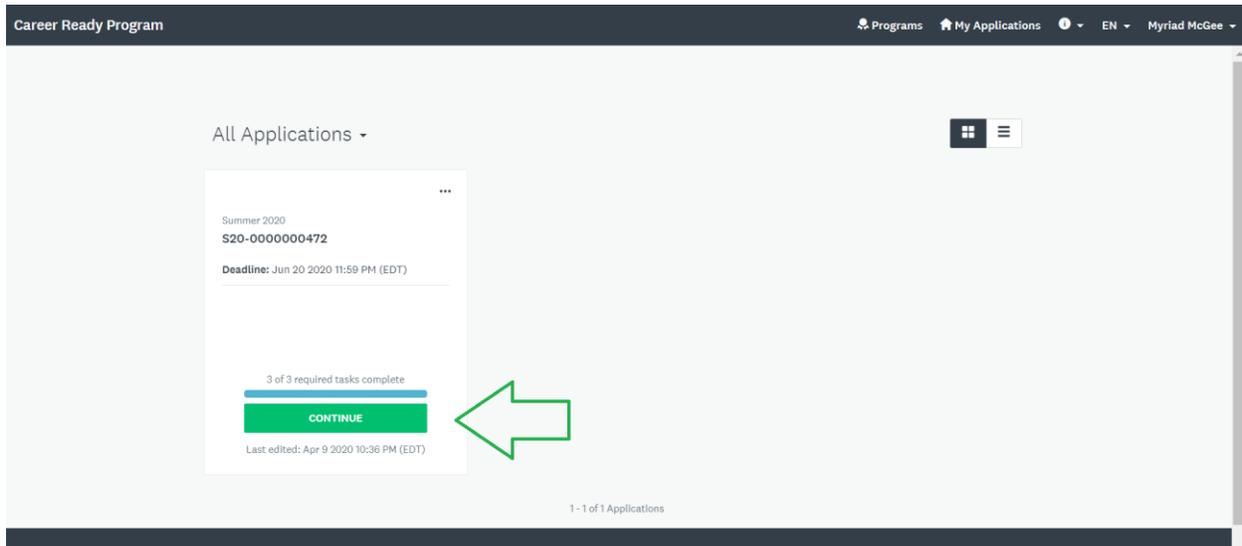
Bing Bong has submitted their information to us. Please ensure that all required tasks from the Application Stage are complete, then, **click the Submit button** to send your application for approval.
[Click here to return to the application portal.](#)

L'étudiant a soumis ses informations. Veuillez vous assurer que toutes les tâches requises à l'étape de la demande sont terminées, puis **cliquez sur le bouton Soumettre** pour envoyer votre demande pour approbation.
[Cliquez ici pour revenir au portail d'application.](#)

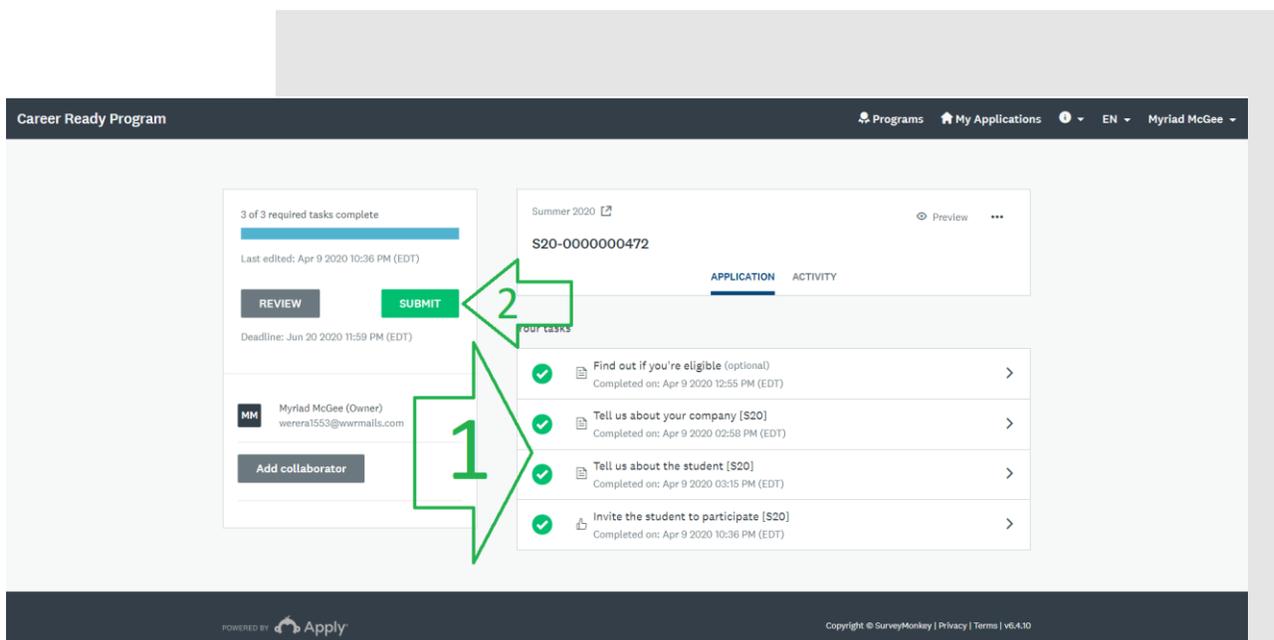
Merci / Regards,
The Career Ready team
careerready@itac.ca

You have received an email because your student has completed their task. Now return to the [online application portal](#) and submit the application for Initial Review.

[Log in](#) again if necessary and select the appropriate application

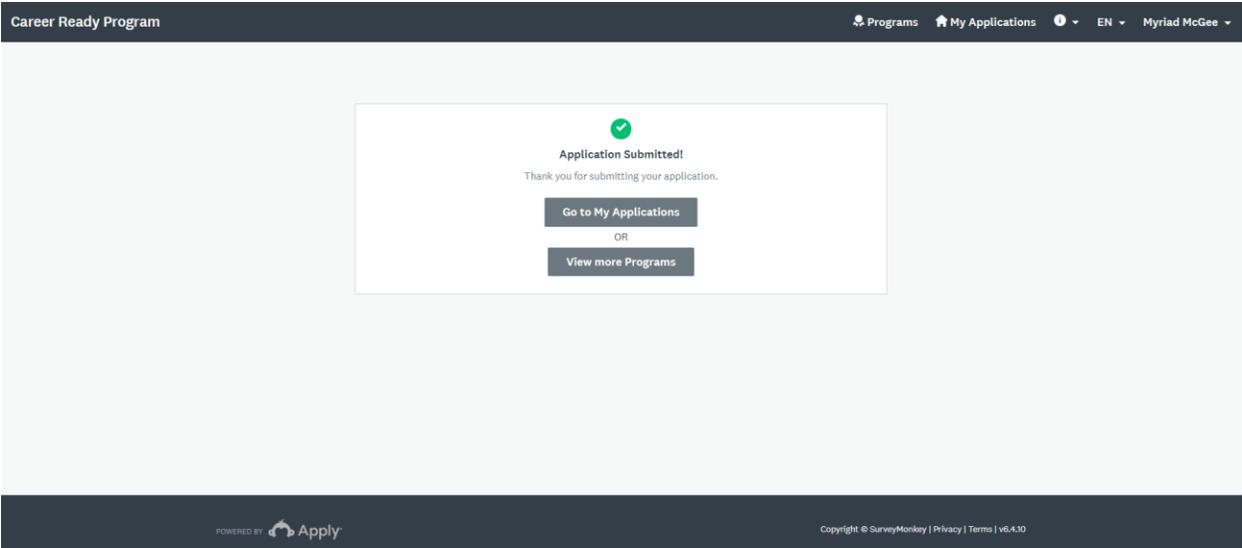


- Click **CONTINUE**



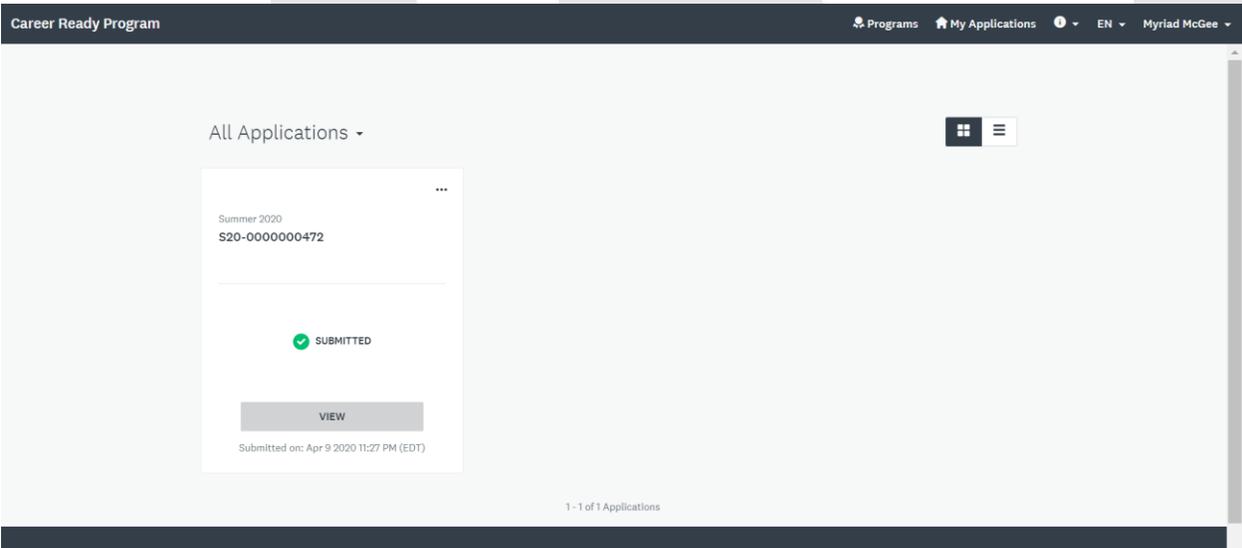
Notice all your tasks are complete with green check marks. If you see a green half-circle it means the task is missing information, or the student has not yet completed their task. Reach out to them via your own methods to remind them.

- Click **SUBMIT**



Congratulations! You have submitted your first application for Initial Review. You can now “go to your applications” or “view more programs” if you would like to commence another application. You can start multiple applications at the same time. You do not need to wait to submit your first before you start your second. And yes, every student you hire needs a separate application. You won’t have to redo tasks 1 and 2. They will automatically fill in as ‘repeatable tasks,’ so additional applications are quick!

Application awaiting review



Your application will look like this until the Career Ready review team has reviewed your application. Usually within 10 business days. You will receive an email once your application has been reviewed notifying you of your awarded subsidy and directing you back to your application for your next tasks.

Stage 2: Approved Stage

You will know you've been approved once you receive an email congratulating you on your approved subsidy. This will direct you to log back into [our online portal](#).

The screenshot shows the top navigation bar with 'EN', 'Log In', and 'Register' buttons. A green arrow points to the 'Log In' button. Below the navigation is the Career Ready Program logo and tagline: 'Developing the next generation of tech talent'. The main content area features a welcome message: 'Welcome to the Career Ready Program Application Portal'. It states that users can earn up to \$7000.00 in wage subsidy per student in each placement period. It describes students as an ideal source of people-power for short-term projects and lists employer eligibility criteria: 1. Registered Canadian business or organization; 2. Not a post-secondary institution, federal or provincial government group; 3. Financial capacity to hire a student for a part of full time work term, pay them consistently and provide a meaningful work experience.

- Log in

The screenshot shows the 'All Applications' page. A dark navigation bar at the top contains 'Career Ready Program', 'Programs', 'My Applications', 'EN', and 'Myriad McGee'. The main content area shows a list of applications. One application is highlighted with a white card: 'Summer 2020', 'S20-0000000472'. Below the application ID, it says '0 of 3 tasks complete'. A green arrow points to the 'START' button, and another green arrow points to the '0 of 3 tasks complete' text. The submission date is 'Submitted on: Apr 9 2020 11:27 PM (EDT)'. At the bottom, it says '1 - 1 of 1 Applications'.

- Select the appropriate application
- Notice it reads 0 of 3 tasks complete. These are your 3 new tasks.
- Click **START**

Task 1: Placement Agreement

The screenshot shows the Career Ready Program interface. At the top, it says "Career Ready Program" and "Summer 2020". The user is Myriad McGee. The interface displays a progress bar for "0 of 3 tasks complete" and a "Last edited" timestamp. There are buttons for "REVIEW" and "SUBMIT". Below this is the user's profile: Myriad McGee (Owner), werera1553@wwn.mails.com, and an "Add collaborator" button. The main section is titled "Your tasks" and lists three tasks: "Placement Agreement [S20]", "Student Learning Plan [S20]", and "Proof of First Payment [S20]". A green arrow points to the "Placement Agreement [S20]" task. Below this is a "Previous tasks" section with four completed tasks, each with a green checkmark and a completion timestamp.

- Complete and sign the **Placement Agreement** by clicking on the task

The screenshot shows the details of the "Placement Agreement [S20]" task. It is marked as completed with a green checkmark and a document icon. The completion date is "Completed Apr 14 2020 08:40 PM (EDT)". There is a "Read only" label and a three-dot menu icon. A green arrow points to the three-dot menu, which has a "Download" option. Below the task title, there is a "Task instructions" section with a "Hide" link. The instructions state: "In this task you will read, date and sign the employer placement agreement." Below this is the heading "Employer Placement Agreement".

You can download a copy of the Agreement for your records by clicking the options box at the top right of the completed task. You can download any completed task in the same manner.

Task 2: Student Learning Plan

The screenshot shows the Career Ready Program interface. On the left, a sidebar lists tasks: Placement Agreement [S20] (completed), Student Learning Plan [S20] (in progress), and Proof of First Payment [S20] (pending). A green arrow points to the Placement Agreement task. The main content area shows the details for the Placement Agreement task, including the text: "In this task you will read, date and sign the employer placement agreement." and "Employer Placement Agreement". The agreement text includes clauses 1 through 5, detailing the terms of employment and the employer's responsibilities.

Notice your completed first task is marked by a green check mark.

- Click your 2nd task **Student Learning Plan**
- Complete **Student Learning Plan**

The screenshot shows the Career Ready Program interface for the Student Learning Plan task. A green arrow points to the task title. The main content area shows the text: "Be understanding that I have a really busy wrestling schedule on Wednesdays and I'm going to need some flexibility. Not just in my wrestling unitard." Below this is the "Employer Signature" section, which includes the text: "The employer agrees to provide the aforementioned learning opportunities." and a handwritten signature of Myriad McGee. A "Clear" button is located below the signature. The "Date" field is set to "Apr 14 2020". At the bottom, there are two buttons: "SAVE & CONTINUE EDITING" and "MARK AS COMPLETE". A green arrow points to the "MARK AS COMPLETE" button.

Meet with your student to discuss the goals they hope to achieve and the skills they hope to attain during their placement. This is a wonderful opportunity to really map out expectations of their student and areas that their supervisor could support them in growing their skillsets.

We recommend completing the learning plan as soon as possible as it helps to establish a meaningful learning experience for the student early on.

- Sign and date
- Click **MARK AS COMPLETE**

Task 3: Proof of First Payment

Career Ready Program

Programs My Applications EN Myriad McGee

Back to application

Summer 2020
S20-000000472
ID: S20-000000472

Placement Agreement [S20]

Student Learning Plan [S20]

Proof of First Payment [S20]

2 of 3 tasks complete

Last edited: Apr 14 2020 09:09 PM (EDT)

REVIEW SUBMIT

Student Learning Plan [S20]
Completed Apr 14 2020 09:09 PM (EDT)

Task instructions hide

Within this task you will enter information regarding the student, their role, and their supervisor/manager. You will also develop a learning plan along with your student to map out a meaningful learning experience for them while employed at your company.

A learning plan is a personalized action plan, between an employer and a student, designed to help set and meet work term-related goals. This should be completed before or very shortly after the start of the placement.

We suggest the learning plan be composed by the employer during or after meeting with the student to discuss their placement expectations and goals.

This should clearly demonstrate the knowledge, competencies or skills that the student will acquire over the course of their employment, and how these skills will support future employment in the sector or mobility to other sectors/regions.

Learning plans should address the following questions:

- Where am I now and what do I want to learn from this placement?
- Which skills and competencies do I need to succeed?
- What learning activities will help me acquire these skills?
- How can my supervisor and organization support me?

Notice your two completed tasks by the two green check marks.

- Click your 3rd and final task of this section **Proof of First Payment**

Career Ready Program

Programs My Applications EN Myriad McGee

Back to application

Summer 2020
S20-000000472
ID: S20-000000472

Placement Agreement [S20]

Student Learning Plan [S20]

Proof of First Payment [S20]

2 of 3 tasks complete

Last edited: Apr 14 2020 09:09 PM (EDT)

REVIEW SUBMIT

Proof of First Payment [S20]

Task instructions hide

Within this task you will need to upload your students first pay stub to show they have begun their work term placement at your company. This document should include the student's name, the company's name, a date, and wage/funds paid out.

If you aren't using a traditional payroll system, we leave it up to you to show us how you arrived at the amount you are claiming. If you paid by cheque or e-transfer for example, we expect official documents that show those transactions have begun taking place.

ATTACH FILE
Show accepted formats

MARK AS COMPLETE

Upload a document to show the student has begun their work term placement at your company. This document should include the student's name, the company's name, a date, and wages earned, deductions taken etc.

- Click **ATTACH FILE**
- Click **MARK AS COMPLETE**

Submit for Secondary Review

Career Ready Program

Programs My Applications EN Myriad McGee

< Back to application

Summer 2020
S20-0000000472
ID: S20-0000000472

- ✓ Placement Agreement [S20]
- ✓ Student Learning Plan [S20]
- ✓ Proof of First Payment [S20]

3 of 3 tasks complete

Last edited: Apr 14 2020 09:32 PM (EDT)

REVIEW SUBMIT

✓ Proof of First Payment [S20]
Completed Apr 14 2020 09:32 PM (EDT)

Task instructions [Hide](#)

Within this task you will need to upload your students first pay stub to show they have begun their work term placement at your company. This document should include the student's name, the company's name, a date, and wage/funds paid out.

If you aren't using a traditional payroll system, we leave it up to you to show us how you arrived at the amount you are claiming. If you paid by cheque or e-transfer for example, we expect official documents that show those transactions have begun taking place.

PAY_STUB_1
Filename: df Added: Apr 15 2020

Notice your 3 new tasks are marked complete by the green check marks. If at any point they are a green half-circle, simply click on the task again and complete it.

- Click **SUBMIT**
- A pop-up will ask you if you wish to review or submit, click **SUBMIT** again

Congratulations, your approved application is now in Secondary Review. You will be notified via email once your application has been assessed.

Stage 3: Payment Forms Stage

Log back into our online portal

EN Log In Register

Career Ready PROGRAM
Developing the next generation of tech talent

Welcome to the Career Ready Program Application Portal

You can earn up to \$7000.00 in wage subsidy per student in each placement period!

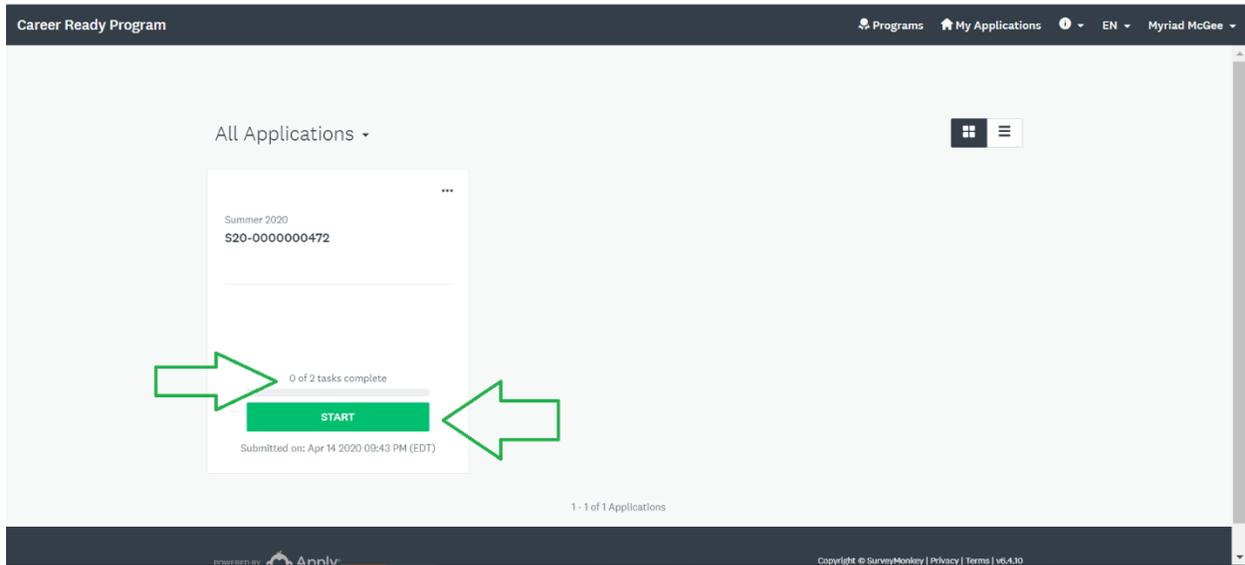
Students are an ideal source of people-power for short-term projects. Employing work term students is an effective recruiting tool, and supports the development of skills in the next generation of Canada's workforce.

An eligible employer must be willing to employ a student in a tech-immersive role. Tech and non-tech focused organizations are encouraged to apply.

Employer Eligibility Assessment

1. You are a registered Canadian business or organization
2. You are not a post-secondary institution, federal or provincial government group
3. You have the financial capacity to hire a student for a part of full time work term, pay them consistently and provide a meaningful work experience

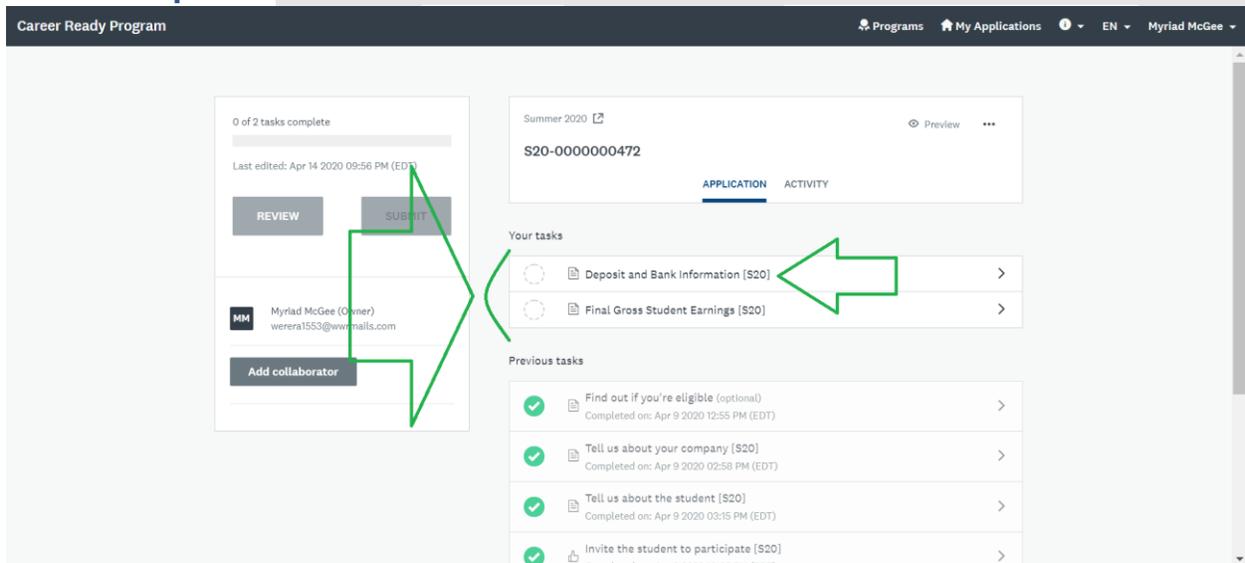
Select appropriate application



Notice your 2 new tasks.

- Click **START**

Task 1: Deposit and Bank Information



- Notice your 2 new tasks
- Click **Deposit and Bank Information**

Career Ready Program Programs My Applications EN Myriad McGee

REVIEW SUBMIT

Banking Information

Name of Financial Institution: Bank of Possibilities

Branch Address: 555 Yellow Brick Rode

City: Toronto

Province: Ontario

Postal code: 555555

Branch/Transit Number (5 digits): 55555

Financial Institution Number (3 digits): 555

Account Number (7 to 12 digits): 5555555

Characters entered: 7
Min: 5 Max: 5

Void Cheque or Document from Financial Institution
If a void cheque is not available, please attach a document from your financial institution confirming this banking information. We use this to verify your business account.

 Accepted formats: .pdf, .jpeg, .jpg, .png, .doc, .docx

- Fill in Banking Information
- Upload a void cheque or a document from your financial institution confirming your company's banking info, and enter the required fields
- Sign and date
 - If you need someone from your finance team to authorize the signature, you can [add them as a collaborator](#).
- Click **MARK AS COMPLETE**

Task 2: Final Gross Student Earnings

This task can only be completed **after the end of the placement period**, or when they finish working for your company. Whichever comes first.

Career Ready Program Programs My Applications EN Myriad McGee

< Back to application

Summer 2020
S20-000000472
ID: S20-000000472

- Deposit and Bank Information [S20]
- Final Gross Student Earnings [S20]

1 of 2 tasks complete

Last edited: Apr 14 2020 10:42 PM (EDT)

REVIEW SUBMIT

Deposit and Bank Information [S20]
Completed Apr 14 2020 10:42 PM (EDT)

Task instructions [hide](#)

Provide information to receive the subsidy.

Deposit and Bank Information
How would you like to be payed?

Direct Deposit

Banking Information

Name of Financial Institution	Bank of Possibilities
Branch Address	555 Yellow Brick Rode
City	Toronto
Province	Ontario
Postal code	555555
Branch/Transit Number (5 digits)	55555
Financial Institution Number (3 digits)	555
Account Number (7 to 12 digits)	5555555

Notice your **Deposit and Bank Information** task is marked complete by the green check mark.

- Click **Final Gross Student Earnings**

Career Ready Program Programs My Applications EN Myriad McGee

Gross Student Earnings ✓ Draft saved

Placement Periods

- Winter: January 1 - April 30
- Summer: May 1 - August 31
- Fall: September 1 - December 31

Total of hours worked this placement period for this student:

640

Number of weeks worked in this placement period for this student:

16

Gross earnings of this student

Enter the gross amount the student earned during the placement period.
The number that you claim here will be the amount for which we base the subsidy you receive.

\$ 10240.00

Enter your student's hours and weeks worked, as well as their total gross earnings.

Career Ready Program Programs My Applications EN Myriad McGee

Document(s) must contain the student's full name, dates, payments (gross) and bare your company's name.

Note: If you can't provide the documents above, we leave it up to you to show us how you arrived at the amount of gross wages you're claiming. If you paid by cheque or e-transfer for example, we expect as many supporting documents necessary to confirm your claim. These could include bank reports, cheque receipts, acknowledgement of payment signed by student or accounting prime, etc.

If you are uploading multiple documents, you may want to include a table/chart to show your work to avoid us having to ask for clarity.

Minimum: 1 Maximum: 6

Upload a file Accepted formats: .pdf, .doc, .docx, .xls, .xlsx, .png, .jpg, .jpeg

Did this student work remotely as a direct result of the COVID-19 crisis?

Yes

No

SAVE & CONTINUE EDITING MARK AS COMPLETE

Upload a document(s) to support the amount of gross pay you claimed. Ideal proof of earnings is a simple document that shows the gross pay of the student from this placement period. Examples:

- Final pay stub
- Record of Employment (ROE)

Payment document(s) must contain

- Student's full name
- Dates
- Gross amounts

- Company name

If you are **not using a traditional payroll system** and do not have a ROE or T4 etc, we leave it up to you to show us proof of payment transactions, and a **totaled summary**. Our review team will **not total a collection of pay stubs**, so please do any accounting on your end prior to submitting. A spreadsheet or table, totaled and signed, containing the student's full name, the company name, dates, and amounts paid, deductions taken etc. Please complete this task at your earliest convenience so that we can process your subsidy in a timely manner.

- Click **MARK AS COMPLETE**

Submit for Final Review

The screenshot shows the 'Career Ready Program' interface. On the left, a sidebar lists tasks: 'Deposit and Bank Information [S20]' and 'Final Gross Student Earnings [S20]', both with green checkmarks. A green arrow points to the 'Final Gross Student Earnings' task. Below the sidebar, a 'SUBMIT' button is highlighted with a green arrow. The main content area shows the 'Final Gross Student Earnings [S20]' task details, including instructions and examples of acceptable documents. A green arrow points to the 'SUBMIT' button in the task details. At the bottom, a table lists placement periods: Winter (Jan-Apr), Summer (May-Aug), and Fall (Sep-Dec).

Notice your 2 complete tasks with green check marks. If these are half-circles simply click on the task again and complete it.

- Click **SUBMIT**
- A pop-up will ask you if you wish to review or submit, click **SUBMIT**

Congratulations! Your application is now in Final Review. You will receive notification via email of your final approved subsidy (which will be either 50% or 70% of your student's gross pay, depending on their eligibility decided in the Initial Review)

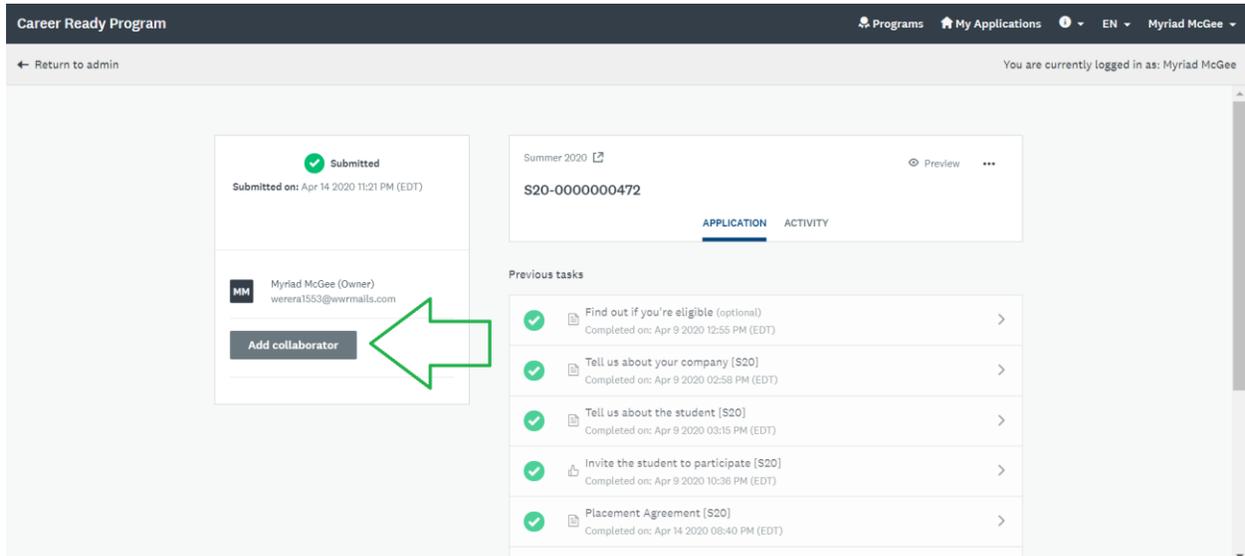
You will receive a receipt via email, and a copy will be sent to the remittance email you supplied in the Payment Forms Stage. The funds will be transferred into the specified account or you will receive a cheque

Refer to the [Payment Schedule](#) on our website to learn when to expect payments; usually 2-4 weeks after the end of the placement period.

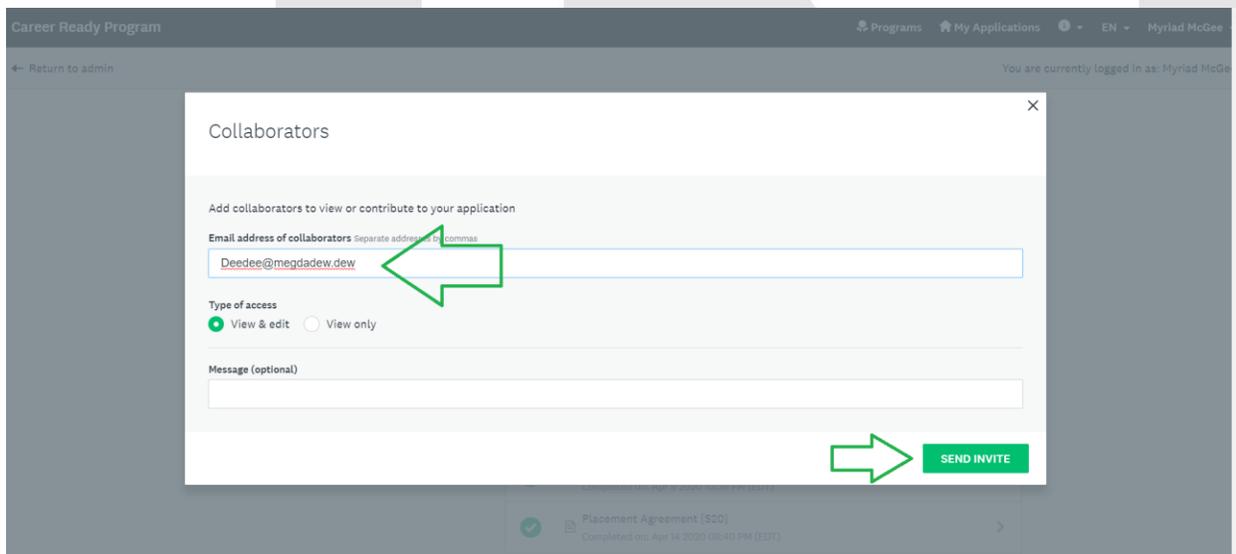
Other

Add a collaborator – Link a co-worker to the application

Whether you want to link your accounting department to the application for the **Deposit and Bank Information** task or you want to have a co-worker aid in the application process, you'll want to add them as a collaborator. You can do this at any point during the application process.



- Click “Add Collaborator”



- Enter their email
- Select their access to either “View & edit” or “View only”
- Click **SEND INVITE**

They will receive an email from ITAC Emails (or TECHNATION, we are under a rebrand) with the title “Request to Collaborate” which will direct them to create and account, then they can see the application exactly how you see it.

The screenshot shows the 'Career Ready Program' dashboard. On the left, a collaborator management section lists 'Myriad McGee (Owner)' and 'weway95385@agsxtome.com'. A dropdown menu for the collaborator shows options: 'Change access', 'Remove', and 'Resend invite'. A green arrow points to the 'Change access' option. In the center, a task list shows 'Final Gross Student Earnings [S20]' with a green checkmark. A green arrow points to the three-dot menu icon next to this task. The right side of the screen shows the details of the 'Final Gross Student Earnings' task, including instructions and examples.

Notice your collaborator(s) are listed on the left. You can edit their access to and from “View & edit” or “View only” by clicking the three dots, then selecting “Change access”. You can remove them as a collaborator, or you can resend the invitation.

Reset or Edit Task

The screenshot shows the 'Final Gross Student Earnings' task details. A dropdown menu is open next to the task, showing options: 'Download', 'Reset', and 'Edit'. Green arrows point to the 'Reset' and 'Edit' options. The task instructions state: 'In this task you will claim your student's hours and weeks worked, as well as earnings. You will also upload a document(s) to support the amount of gross earnings.' Examples listed include 'Pay stub', 'Record of Employment (ROE)', and 'T4'.

If you've made a mistake and want to change something

- Click the three dots
- Select “Edit”

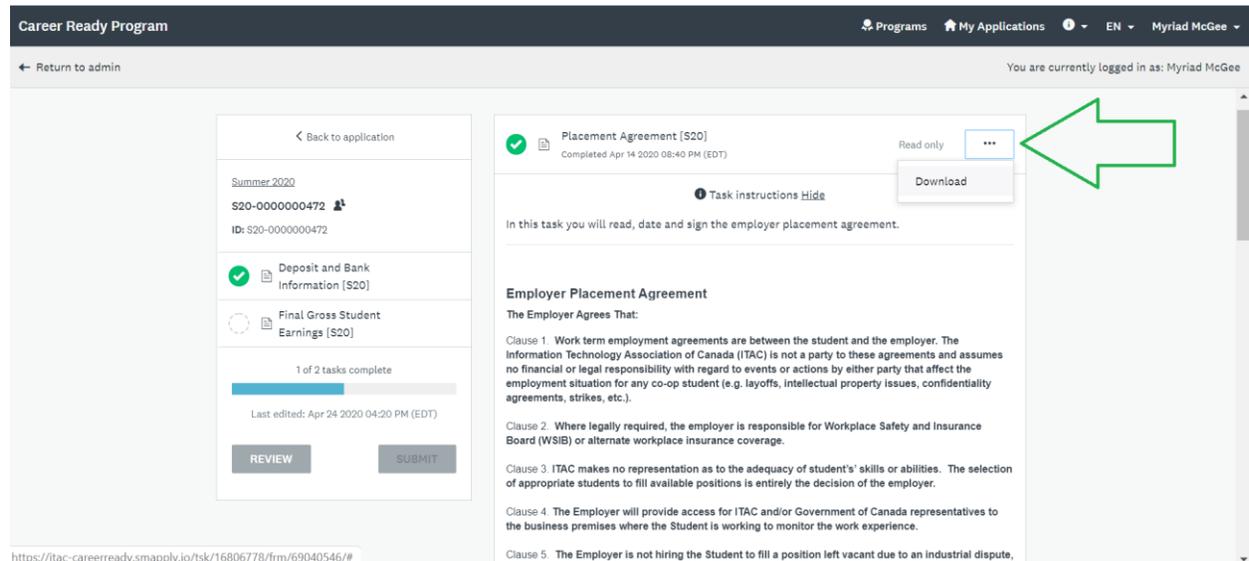
If you would like to clear all the information within the task and start over

- Click the three dots
- Click “Reset”

Note that if you have already submitted the set of tasks you wish to change for review you will need to contact careerready@technationcanada.ca and have our team reopen your application internally. This might not be possible if what you are trying to change is your student information after we have approved you and your student. But leave a detailed email so our team can best access how to move forward.

Export a task or application – download for your records

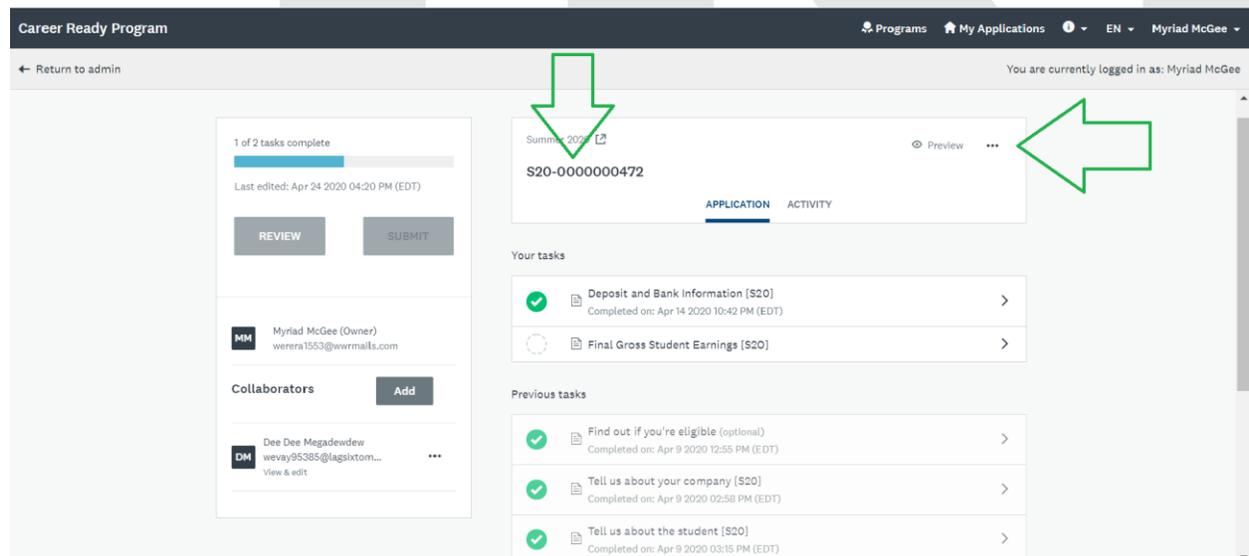
If you wish to download a particular task, first enter the task by clicking on it.



The screenshot shows the 'Placement Agreement [S20]' task page. On the left, there is a sidebar with a progress bar indicating '1 of 2 tasks complete'. The main content area shows the task details, including the title 'Placement Agreement [S20]', completion status, and a 'Download' button. A green arrow points to the three dots menu next to the 'Download' button.

- Click the three little dots
- Click “Download”

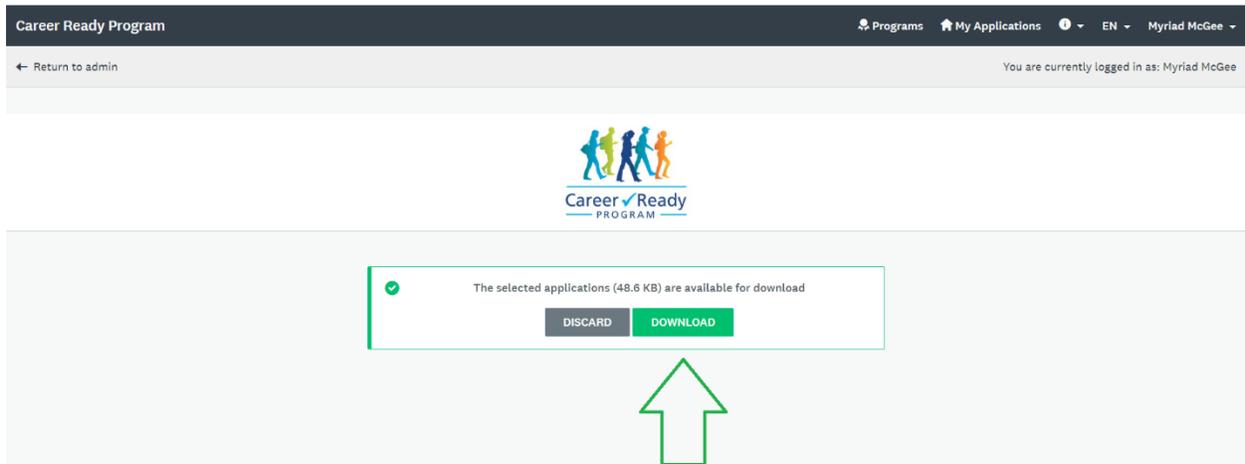
If you wish to download the entire application. Make sure you're on your main page.



The screenshot shows the main application page for 'S20-0000000472'. The page displays the application title, a progress bar, and a list of tasks. A green arrow points to the 'Preview' button next to the application title.

Notice your application #. This means you are on the main page and about to download the entire application.

- Click the three dots
- Click “Download”



- Click DOWNLOAD



- Click the downward facing arrow icon in the top right to download a PDF to your device

Begin another application

You can commence another application at any point. You don't need to wait until your first one is submitted before commencing the second and third.

The screenshot shows the 'Career Ready Program' dashboard for a user named Myriad McGee. The top navigation bar includes 'Programs', 'My Applications', 'EN', and the user's name. A 'Return to admin' link is visible on the left. The main content area is divided into several sections:

- Task Progress:** A progress bar shows '1 of 2 tasks complete'. Below it, 'Last edited: Apr 24 2020 04:20 PM (EDT)'. There are 'REVIEW' and 'SUBMIT' buttons.
- Application Details:** A card for 'Summer 2020' with ID 'S20-0000000472'. It has tabs for 'APPLICATION' and 'ACTIVITY'. A green arrow points to a 'Preview' button.
- Your tasks:** A list of tasks with completion status and dates:
 - Deposit and Bank Information [S20] - Completed on: Apr 14 2020 10:42 PM (EDT)
 - Final Gross Student Earnings [S20]
- Previous tasks:** A list of completed tasks:
 - Find out if you're eligible (optional) - Completed on: Apr 9 2020 12:55 PM (EDT)
 - Tell us about your company [S20] - Completed on: Apr 9 2020 02:58 PM (EDT)
 - Tell us about the student [S20] - Completed on: Apr 9 2020 03:15 PM (EDT)
- Collaborators:** A section for adding collaborators, showing Myriad McGee (Owner) and Dee Dee Megadevew.

- Click "Programs"

The screenshot shows the 'Programs' page of the Career Ready Program. The top navigation bar is the same as in the previous screenshot. The main content area features the 'Career Ready PROGRAM' logo and a search bar for programs. Below the search bar, there are two program cards:

- Winter 2020:** Accepting applications from Nov 4 2019 09:00 AM (EST) to Apr 10 2020 11:59 PM (EDT). For work placements taking place between January 1st and April 30th, 2020. Subsidy amount: CA\$5,000.00 to CA\$7,000.00. A 'MORE >' button is present.
- Summer 2020:** Accepting applications from Mar 2 2020 09:00 AM (EST) to Jun 20 2020 11:59 PM (EDT). For work term placements taking place between May 1st and August 31st, 2020. Subsidy amount: CA\$5,000.00 to CA\$7,000.00. A 'MORE >' button is present.

At the bottom, it says '1 - 2 of 2 Programs'.

Select the appropriate program for the time period you are looking to have subsidized. If your student's employment with you is overlapping between two or three placement periods, you will need to create separate applications within both programs. Two applications for the same student within different time periods. You are eligible for our full subsidy during every four month long placement period.

Transfer an application to a co-worker

If you are going on leave or changing positions you can transfer your applications to someone else to manage by [adding them as a collaborator](#) (instructions above). After you have done this please reach out to Careerready@technationcanada.ca with the title “Transfer Application Request” in the subject line. Our admin team will be happy to assist you.

If you are an employee who is trying to gain access to applications you know exist but cannot find because the employee who commenced the applications has moved on, please reach out to Careerready@technationcanada.ca with the title “Retrieve Application Request” in the subject line. Our admin team will be happy to assist you.

QUESTIONS?

Visit us online at itactalent.ca/careerready for more information. Visit our FAQ page or reach out to careerready@technationcanada.ca

