



Employer Guide to the Propel Student Work Placement Program

How to post a Work-Integrated
Learning opportunity and/or
apply for a subsidy

Tourism **HR**
Canada



RH Tourisme
Canada

Funded by the
Government
of Canada

| **Canada** 

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INTRODUCTION

Welcome to Propel, Tourism HR Canada's Student Work Placement Program (SWPP), funded by the Government of Canada.

Propel offers post-secondary students opportunities to develop the work-ready skills required to secure meaningful employment upon graduation. Qualifying employers are provided with a wage subsidy of up to \$7,500 for each student hired through the program.

This Employer Guide will assist you with setting up an account in the Propel portal, then posting a job and applying for a wage subsidy.

For further details on the Propel program, including eligibility criteria, click [here](#).

CREATING AN ACCOUNT AND COMPLETING YOUR PROFILE

STEP 1

Click [here](#) to access the Propel portal and begin the process.

STEP 2

You will see a page that looks like this. If you already have an account, please login. If not, you can 'Create an account' by clicking on the link provided below the text fields as indicated by the orange circle.

EN | FR

propel
Launching **Careers** in Tourism
POWERED BY TOURISM HR CANADA

Email

Enter your email

Password





Enter your password

☒ **Remember Me**

Log In

[forgot password?](#)

Log in with Social Media

Are you a new user? [Create an account](#)

STEP 3

Select 'Employer' from the drop-down options.

Create an account as

Select an Option ^

Employer

Job Seeker

Recruiting Agency

STEP 4

Enter your details and the email you would like associated to this account. Once you have entered a password, click 'Sign Up'. You will receive an email in the inbox of the email address provided. Please open this email to access the link to activate your account.

Note: If you don't see the email shortly after signing up, please check your junk/spam folder.

Organization Name *

Please enter your Organization Name

First Name *

Please enter your First Name

Last Name *

Please enter your Last Name

Email *

Please enter your Email

Confirm Email *

Please confirm your Email

Password *

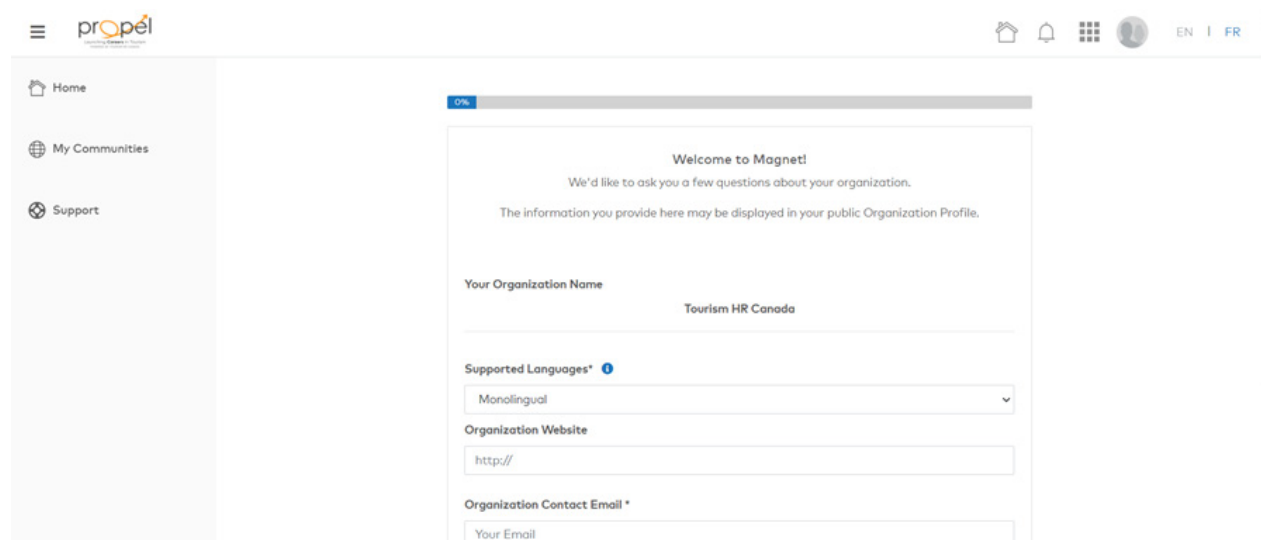
Passwords must be at least 8 characters long, include at least 1 number and both upper and lower case letters.

Please enter your Password

Sign Up

STEP 5

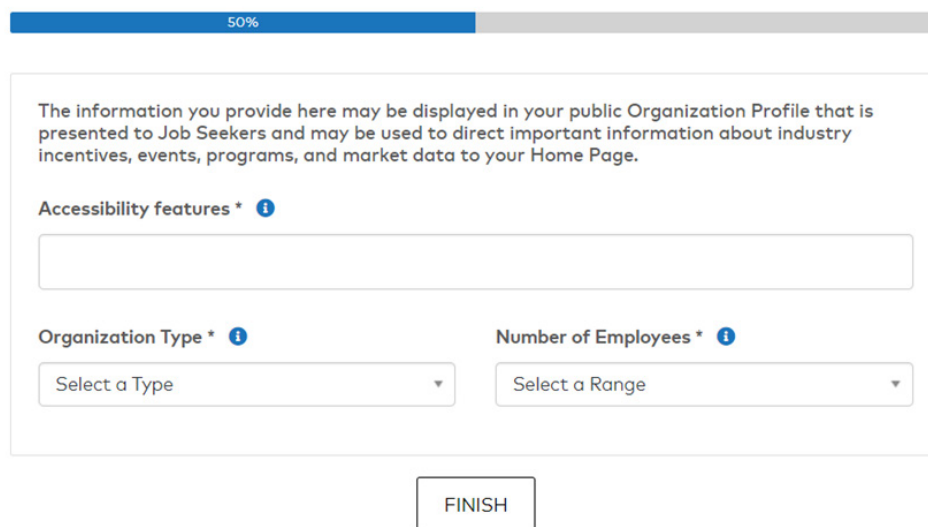
Click the link sent to your email to activate your account. You will be directed to the following page to complete your profile.



The screenshot shows a web interface for 'Magnet!'. On the left is a sidebar with 'Home', 'My Communities', and 'Support'. The main content area has a progress bar at 0%. Below the header, it says 'Welcome to Magnet!' and 'We'd like to ask you a few questions about your organization. The information you provide here may be displayed in your public Organization Profile.' The form includes: 'Your Organization Name' (filled with 'Tourism HR Canada'), 'Supported Languages*' (a dropdown menu currently showing 'Monolingual'), 'Organization Website' (a text field with 'http://'), and 'Organization Contact Email*' (a text field with 'Your Email').

STEP 6

Fill out the information (fields marked with an asterisk are mandatory) and click “Continue” to complete the last few questions as shown in the screenshot below. Then, click “Finish”.



The screenshot shows a web interface with a progress bar at 50%. The main content area contains a disclaimer: 'The information you provide here may be displayed in your public Organization Profile that is presented to Job Seekers and may be used to direct important information about industry incentives, events, programs, and market data to your Home Page.' Below this are two mandatory fields: 'Accessibility features*' (a text area) and 'Organization Type*' (a dropdown menu with 'Select a Type'). To the right of these is another mandatory field: 'Number of Employees*' (a dropdown menu with 'Select a Range'). At the bottom center is a button labeled 'FINISH'.

Congratulations! You have now completed onboarding and are ready to submit a Work-Integrated Learning opportunity and/or apply for SWPP wage subsidy funding.

WHAT'S NEXT?

There are three options you can choose from to proceed:

1. Post a Work-Integrated Learning opportunity; **OR**
2. Apply for a subsidy (subsidy eligibility timeframe is for wages incurred/hours completed between June 1, 2021 - March 31, 2022); **OR**
3. Post a Work-Integrated Learning opportunity AND apply for the subsidy together (only for placements June 1, 2021 - March 31, 2022). The system will have both questionnaires lined up for convenience.

Would you like to post a Work-Integrated Learning opportunity on the platform? **Instructions can be found on this page, under 'Posting a Work-Integrated Learning Opportunity'.**

POSTING A WORK-INTEGRATED LEARNING OPPORTUNITY

Note: Employers do not 'have to' post a Work-Integrated Learning opportunity on this platform. Opportunities can continue to be posted via other avenues. Employers need only come to the Propel portal to submit a wage subsidy funding application once a qualifying position is filled (separate instructions later in this document). If those positions get filled, employers need only come to this platform to submit a subsidy application (separate instructions later in this document) for that placement.

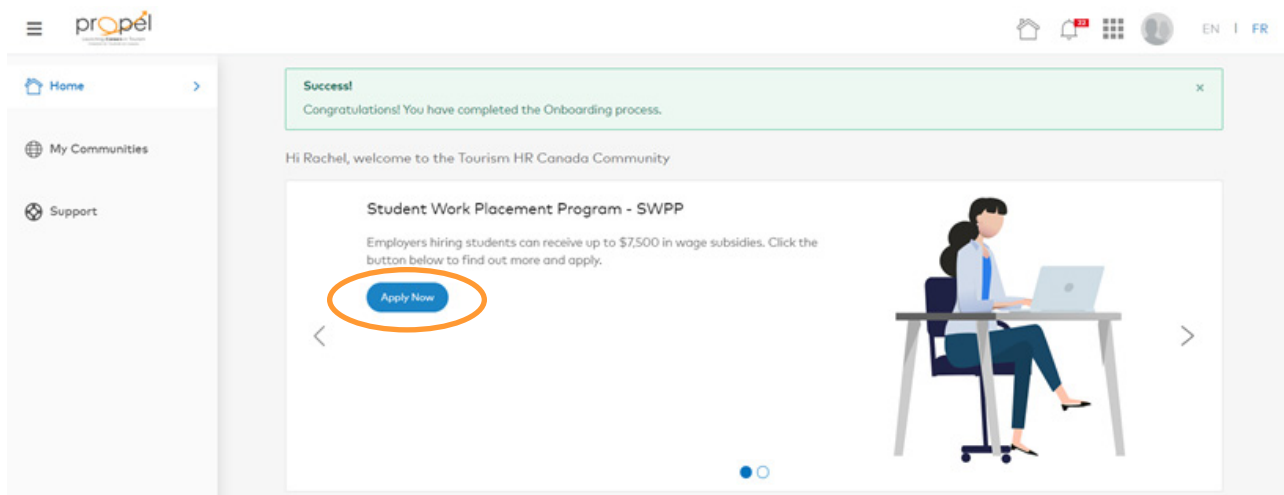
If you do choose to post a Work-Integrated Learning Opportunity here, there are two ways you could go about it. Both options work the same; it's simply a matter of choosing which is most convenient for you. You will see these options when you begin:

- 1) Post a Work-Integrated Learning Opportunity and come back later to submit a subsidy application.
- 2) Post a Work-Integrated Learning Opportunity AND submit a subsidy application in one sitting. This option is recommended, as you won't need to remember to come back and complete the subsidy application later. It may save you time to complete these steps in one go.

To demonstrate here, we will walk through option 1 (post a Work-Integrated Learning Opportunity only) as the steps to submitting a subsidy application are outlined separately in the next section. The steps for the application will be the same if you were to choose option 2 at this

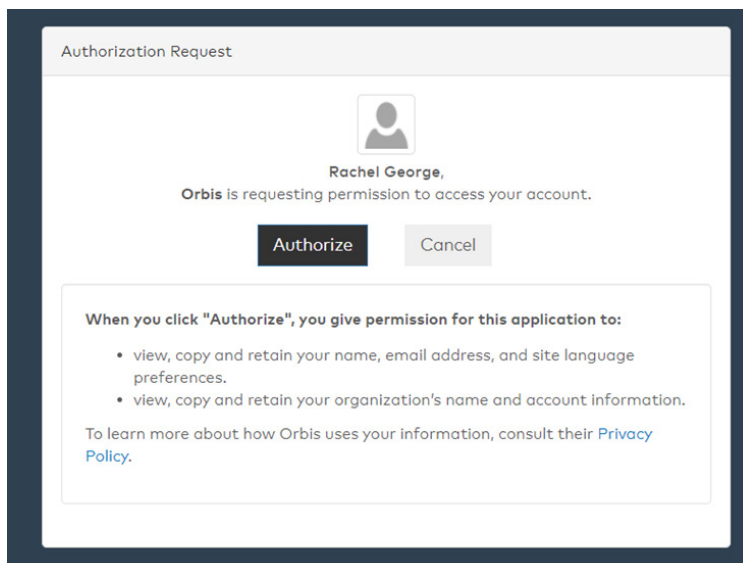
STEP 1

On your account homepage, you will see flashing boxes that alternate between ‘**Student Work Placement Program**’ or ‘**For Work Integrated Learning (WIL) job postings**’. Click on ‘Apply Now’ for the Student Work Placement Program (don’t worry, you will first be prompted with the option to post the Work-Integrated Learning Opportunity and/or apply for the subsidy).



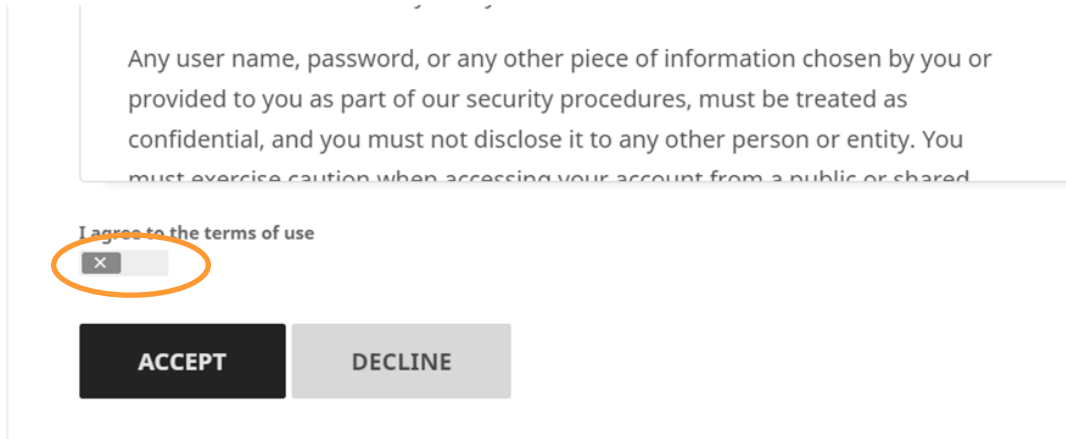
STEP 2

When prompted, authorize Orbis to access your account.



STEP 3

Review the Terms of Use. To accept them, click the toggle at the bottom of the page for 'I agree to the terms of use' and then click 'Accept'.



Any user name, password, or any other piece of information chosen by you or provided to you as part of our security procedures, must be treated as confidential, and you must not disclose it to any other person or entity. You must exercise caution when accessing your account from a public or shared device.

I agree to the terms of use

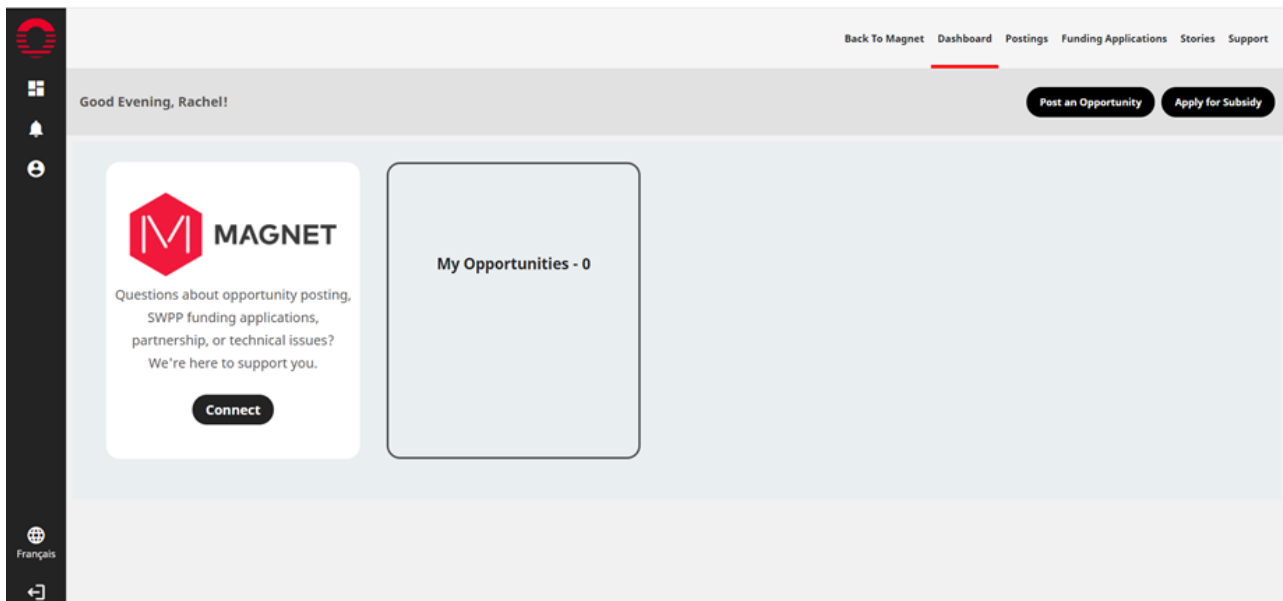
☐

ACCEPT **DECLINE**

STEP 4

You are now inside your Employer platform on Outcome Campus Connect, the portal used by the Propel program. You should see the following dashboard.

By clicking on the respective links at the top right, you can either 'Post an Opportunity' or 'Apply for Subsidy'. To post a Work-Integrated Learning Opportunity, click 'Post an Opportunity'.



Back To Magnet Dashboard Postings Funding Applications Stories Support

Good Evening, Rachel!

MAGNET

Questions about opportunity posting, SWPP funding applications, partnership, or technical issues? We're here to support you.

Connect

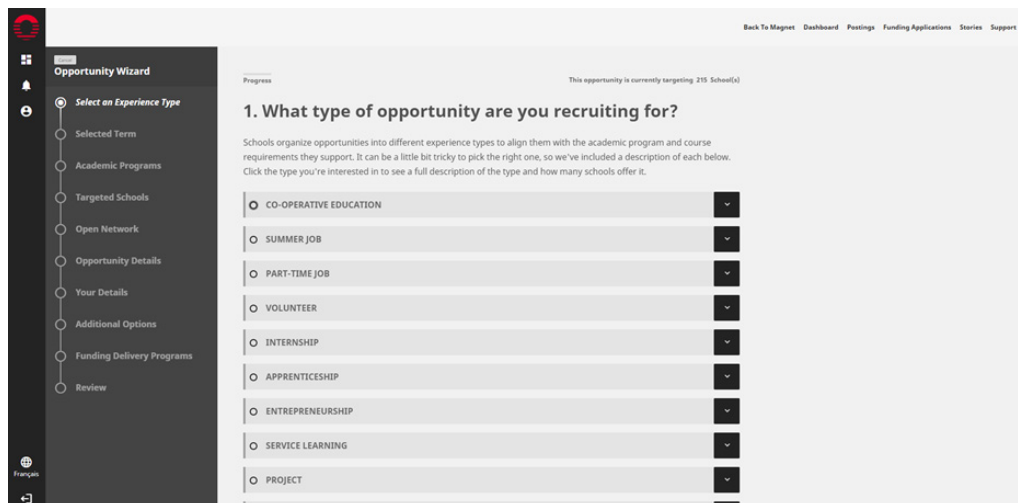
My Opportunities - 0

Post an Opportunity **Apply for Subsidy**

Français

STEP 5

From the options provided, select the type of opportunity you would like to post. To find out more about these different types of Work-Integrated Learning (WIL) opportunities, visit this [CEWIL webpage](#), which explains the terms. If you are unsure what to choose, select 'co-operative education' and click 'Next'.

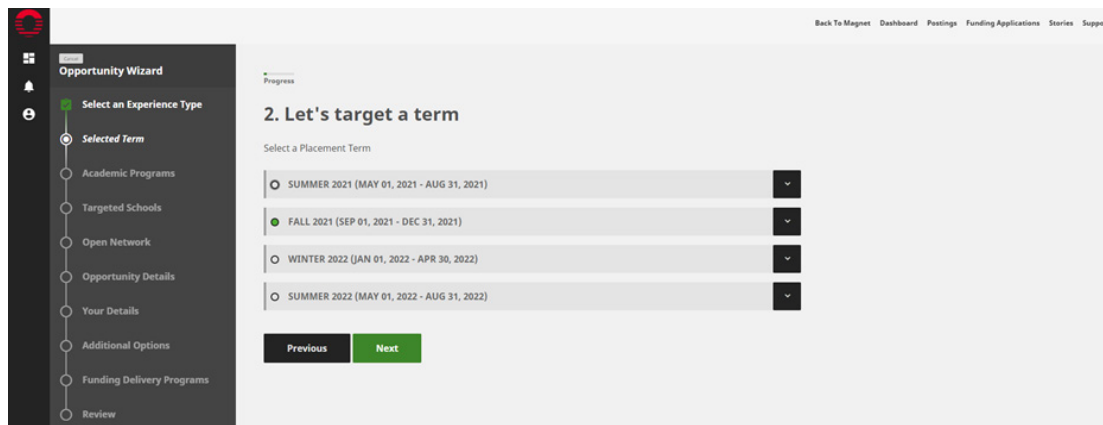


The screenshot shows the 'Opportunity Wizard' interface. On the left is a sidebar with a progress indicator and a list of steps: Select an Experience Type, Selected Term, Academic Programs, Targeted Schools, Open Network, Opportunity Details, Your Details, Additional Options, Funding Delivery Programs, and Review. The main content area is titled '1. What type of opportunity are you recruiting for?'. It includes a progress bar and a note: 'This opportunity is currently targeting 215 School(s)'. Below this is a list of experience types with radio buttons and dropdown arrows: CO-OPERATIVE EDUCATION, SUMMER JOB, PART-TIME JOB, VOLUNTEER, INTERNSHIP, APPRENTICESHIP, ENTREPRENEURSHIP, SERVICE LEARNING, and PROJECT. The 'CO-OPERATIVE EDUCATION' option is selected.

STEP 6

Select the term and click 'Next'. Positions do not need to run the full duration of the term selected. For example, if you would like to post an opportunity that will run from November 1 to December 31, select 'Fall 2021'.

Note: Due to current available funding, Propel can only provide wage subsidies between June 1, 2021, and March 31, 2022. You may select 'Winter 2022' as a term, but a subsidy can only be provided up to March 31. Propel will advise if this funding is extended.



The screenshot shows the 'Opportunity Wizard' interface at Step 6: '2. Let's target a term'. The sidebar on the left shows the progress indicator and the list of steps, with 'Selected Term' now highlighted. The main content area is titled '2. Let's target a term' and includes a progress bar and a note: 'Select a Placement Term'. Below this is a list of placement terms with radio buttons and dropdown arrows: SUMMER 2021 (MAY 01, 2021 - AUG 31, 2021), FALL 2021 (SEP 01, 2021 - DEC 31, 2021), WINTER 2022 (JAN 01, 2022 - APR 30, 2022), and SUMMER 2022 (MAY 01, 2022 - AUG 31, 2022). The 'FALL 2021' option is selected. At the bottom are 'Previous' and 'Next' buttons.

STEP 7

Select the field of study. By clicking on the drop-down arrow on the right, you can expand the area of study to see all the disciplines. Slide the toggle next to each to activate the ones that you are specifically looking for (optional). Click 'Next' to continue.

3. Let's target a field or area of study

We're working with students enrolled at academic institutions so it's important that the opportunities they receive align with their fields of study. Not all schools offer all programs so by choosing a few programs we can make sure your posting gets viewed. You can target fields of study by selecting any groupings or if you know exactly what you're looking for you can drill right down to a specific program.

- ☐ AGRICULTURE, ANIMAL & RELATED PRACTICES
- ☐ ARTS & HUMANITIES
- ☐ BUSINESS, FINANCE, MANAGEMENT & ADMINISTRATION
- ☒ CULINARY, HOSPITALITY, RECREATION & TOURISM
 - Culinary Management ☒
 - Fitness & Health Promotion ☒
 - Food & Beverage ☒
 - Hospitality and Tourism ☒
 - Recreation and Leisure ☒
 - Sports Administration ☒
- ☐ EDUCATION, COMMUNITY & SOCIAL SERVICES

STEP 8

You can now select which schools you would like to target by sliding the toggle next to each name. When finished, click 'Next'.

4. Here's who will get your opportunity

Based on what you've told us so far, here are the applicable schools that meet your criteria. If you're happy with this list keep going. If you want to increase the number of schools that will receive your opportunity use the previous button to expand your field of study criteria.

FILTER BY PROVINCE AND/OR TERRITORIES

TARGETED SCHOOLS*

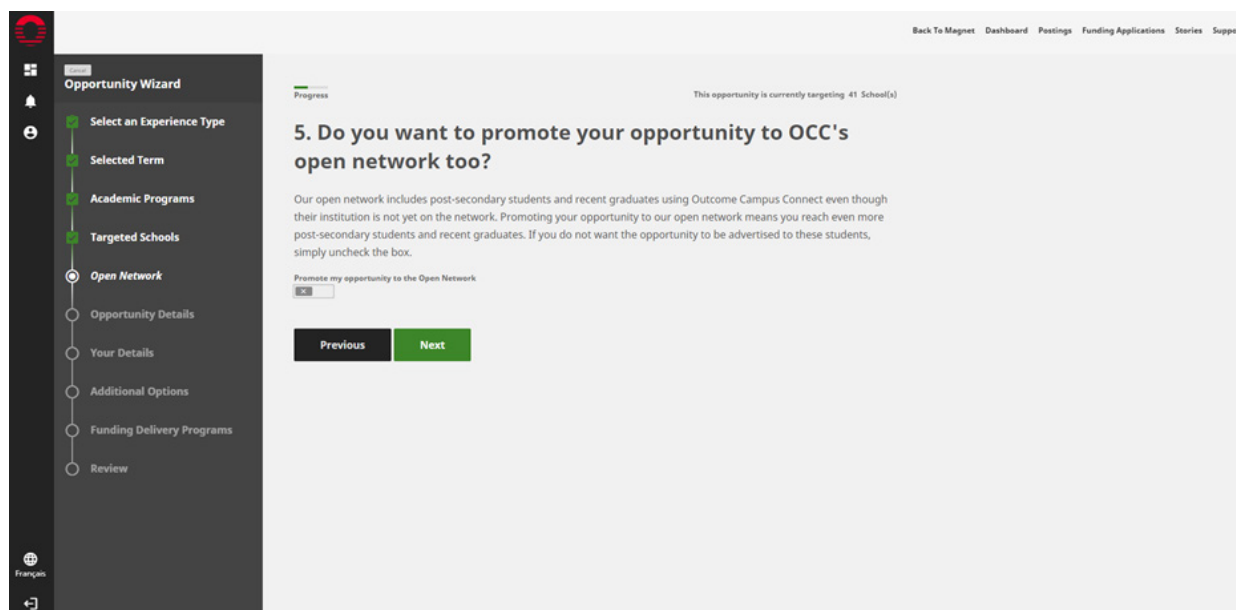
- Georgian College ☒
- Laurentian University ☒
- McMaster University ☒

filter options: All ☒

Previous **Next**

STEP 9

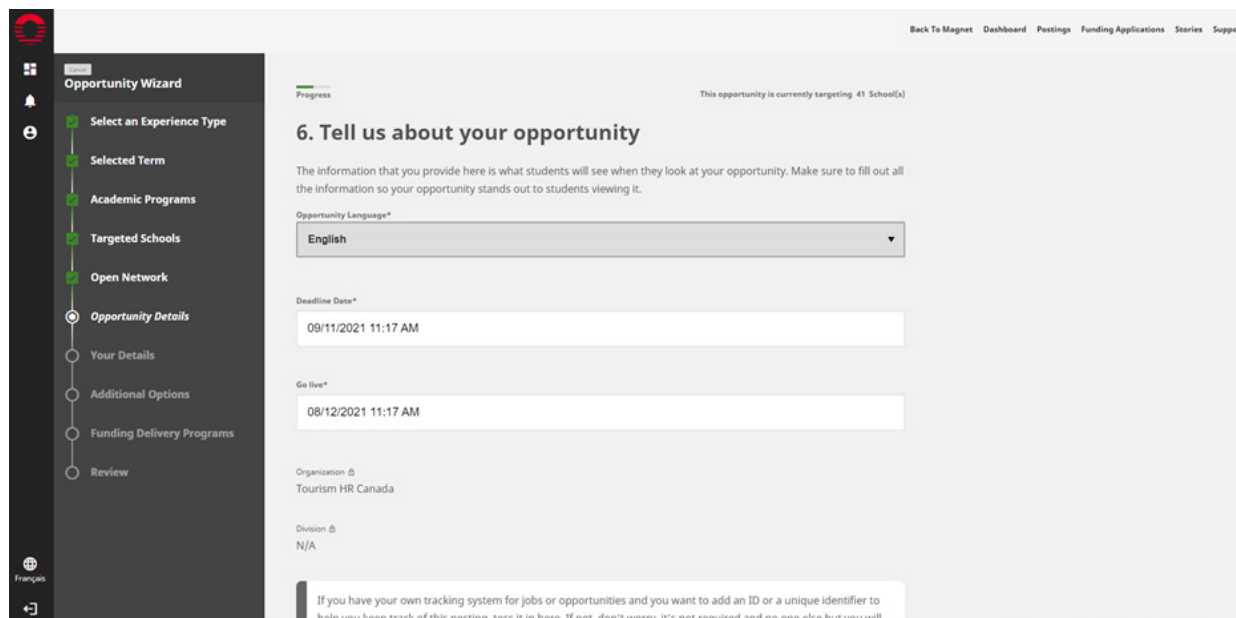
Leave the toggle here in the 'off' position to only target students eligible for SWPP wage subsidies. If you are using this portal to post other opportunities that are not eligible for the wage subsidy, you can slide this toggle to 'on'. Click 'Next'.



The screenshot shows the 'Opportunity Wizard' interface. On the left is a sidebar with a progress list: Select an Experience Type, Selected Term, Academic Programs, Targeted Schools, Open Network (highlighted), Opportunity Details, Your Details, Additional Options, Funding Delivery Programs, and Review. The main content area is titled '5. Do you want to promote your opportunity to OCC's open network too?'. It includes a progress bar, a status message 'This opportunity is currently targeting 41 School(s)', and explanatory text about the open network. Below the text is a toggle switch labeled 'Promote my opportunity to the Open Network' which is currently turned off. At the bottom are 'Previous' and 'Next' buttons.

STEP 10

On this page, you can now add in all the information about this opportunity. The position, wages, length of placement, job description, etc. The fields marked with a * are required. To continue, click 'Next'.



The screenshot shows the 'Opportunity Wizard' interface at Step 6: 'Tell us about your opportunity'. The sidebar is identical to Step 5, with 'Opportunity Details' now highlighted. The main content area has a title '6. Tell us about your opportunity' and explanatory text. It contains several form fields: 'Opportunity Language*' (a dropdown menu showing 'English'), 'Deadline Date*' (a date field showing '09/11/2021 11:17 AM'), 'Go live*' (a date field showing '08/12/2021 11:17 AM'), 'Organization' (a dropdown menu showing 'Tourism HR Canada'), and 'Division' (a dropdown menu showing 'N/A'). At the bottom, there is a text box for a tracking ID with a note: 'If you have your own tracking system for jobs or opportunities and you want to add an ID or a unique identifier to help you keep track of this posting, toss it in here. If not, don't worry, it's not required and no one else but you will'.

STEP 11

Now you can share basic information about you - the employer contact. When you're done, click 'Next'.

The screenshot shows the '7. Tell us about yourself' step of the Opportunity Wizard. The left sidebar lists the steps: Select an Experience Type, Selected Term, Academic Programs, Targeted Schools, Open Network, Opportunity Details, Your Details (current), Additional Options, Funding Delivery Programs, and Review. The main content area has a progress bar and a note: 'This opportunity is currently targeting 41 School(s)'. Below this is a text box for 'Job Title'. Then are input fields for 'First Name*' (containing 'Rachel') and 'Last Name*' (containing 'George'). Below these is a 'Phone Number*' field and an 'Email Address*' field.

STEP 12

If you would like to **highlight** this opportunity for any of the listed under-represented groups (this will not exclude other groups from accessing the job post), slide the toggle(s) on the right. Then, click 'Next'.

The screenshot shows the '8. Additional Options' step of the Opportunity Wizard. The left sidebar is the same as in Step 11, with 'Additional Options' now highlighted. The main content area has a progress bar and the same note: 'This opportunity is currently targeting 41 School(s)'. Below this is a text box for 'Job Title'. Then are input fields for 'First Name*' (containing 'Rachel') and 'Last Name*' (containing 'George'). Below these is a 'Phone Number*' field and an 'Email Address*' field. At the bottom are 'Previous' and 'Next' buttons. On the right side, there is a list of under-represented groups with toggle switches: 'First-year Students' (checked), 'Indigenous Students' (checked), 'Newcomers to Canada (within 5 years)' (checked), 'Persons with Disabilities' (checked), 'Visible Minority' (checked), and 'Women in STEM' (unchecked). An orange circle highlights the toggle switches for the first five groups.

STEP 13

Select 'Tourism HR Canada' and click 'Next'.

Back To Magnet Dashboard Postings Funding Applications Stories Support

Progress This opportunity is currently targeting 41 School(s)

9. You may be eligible to receive up to \$7,500 (per student) in wage subsidies

Employers who hire students in work-integrated learning (WIL) placements may be eligible for a wage subsidy at a rate of 75% up to \$7,500 per student. The program brings together employers, students, and post-secondary school stakeholders to create quality WIL opportunities, and supports underrepresented groups including women in STEM, indigenous students, newcomers, persons with disabilities, and first-year students.

Are you eligible for funding? Select a delivery partner that you are interested in receiving funding from and you will be contacted if your business is eligible to receive wage subsidies.

☐ NONE

☒ TOURISM HR CANADA

Previous Next

STEP 14

Review the information and when you are satisfied that it is correct, click 'Finish'.

Back To Magnet Dashboard Postings Funding Applications Stories Support

Progress This opportunity is currently targeting 41 School(s)

10. We're almost done! Just take one last look

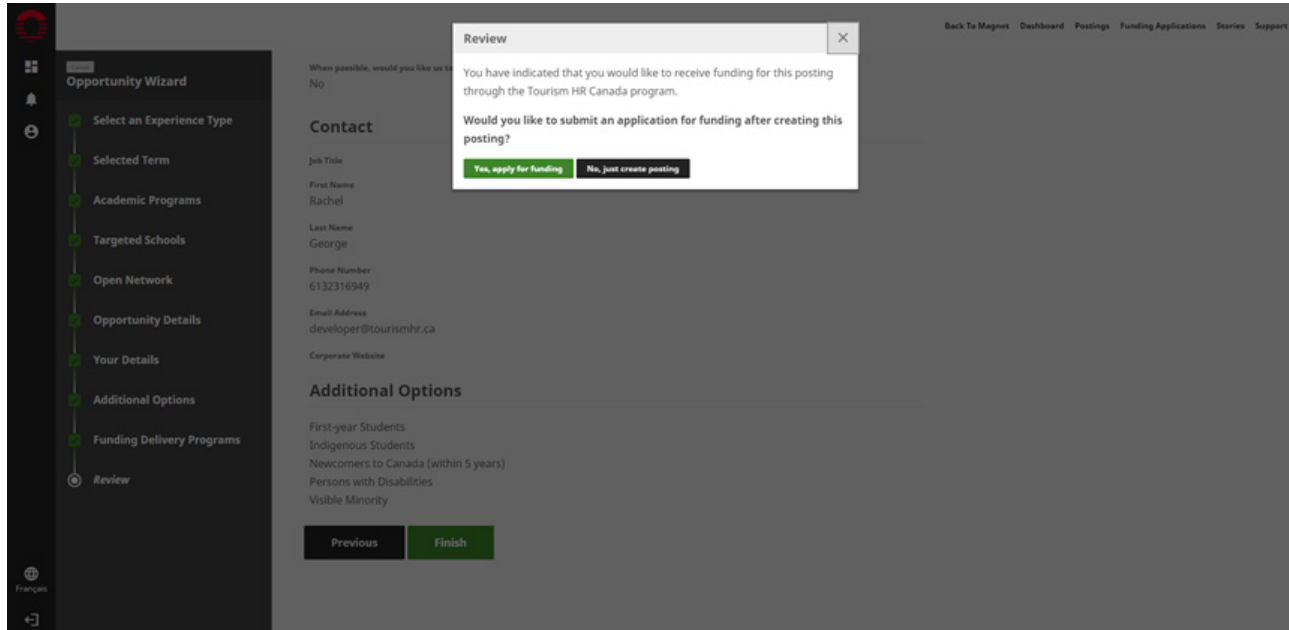
Verify that this information is correct

Targeted Schools

- Algonquin College
- Bishop's University
- Brock University
- Camosun College
- Canadian Mennonite University
- Capilano University
- Coast Mountain College
- College of the North Atlantic
- College of the Rockies
- Conestoga College of Applied Arts & Technology
- Douglas College
- Durham College of Applied Arts And Technology
- Fanshawe College of Applied Arts & Technology
- George Brown College
- Georgian College
- Laurentian University
- McMaster University
- Mount Saint Vincent University
- Nicola Valley Institute of Technology
- North Island College
- Northern Alberta Institute of Technology
- Nova Scotia Community College

STEP 15

You will see the following message pop up. If you would like to proceed with only this opportunity posting for now, click ‘no, just create posting’. Alternatively, if you would like to proceed with a subsidy application too, click ‘yes, apply for funding’.



The screenshot shows the 'Review' step of the 'Opportunity Wizard'. A modal window is open asking for funding application confirmation. The wizard steps on the left are: Select an Experience Type, Selected Term, Academic Programs, Targeted Schools, Open Network, Opportunity Details, Your Details, Additional Options, Funding Delivery Programs, and Review (current step). The main form contains sections for 'Contact' (Job Title, First Name: Rachel, Last Name: George, Phone Number: 6132316949, Email Address: developer@tourismhr.ca, Corporate Website) and 'Additional Options' (First-year Students, Indigenous Students, Newcomers to Canada (within 5 years), Persons with Disabilities, Visible Minority). Buttons for 'Previous' and 'Finish' are at the bottom. The modal window text reads: 'Review', 'When possible, would you like to receive funding for this posting through the Tourism HR Canada program.', 'Would you like to submit an application for funding after creating this posting?', and buttons 'Yes, apply for funding' and 'No, just create posting'.

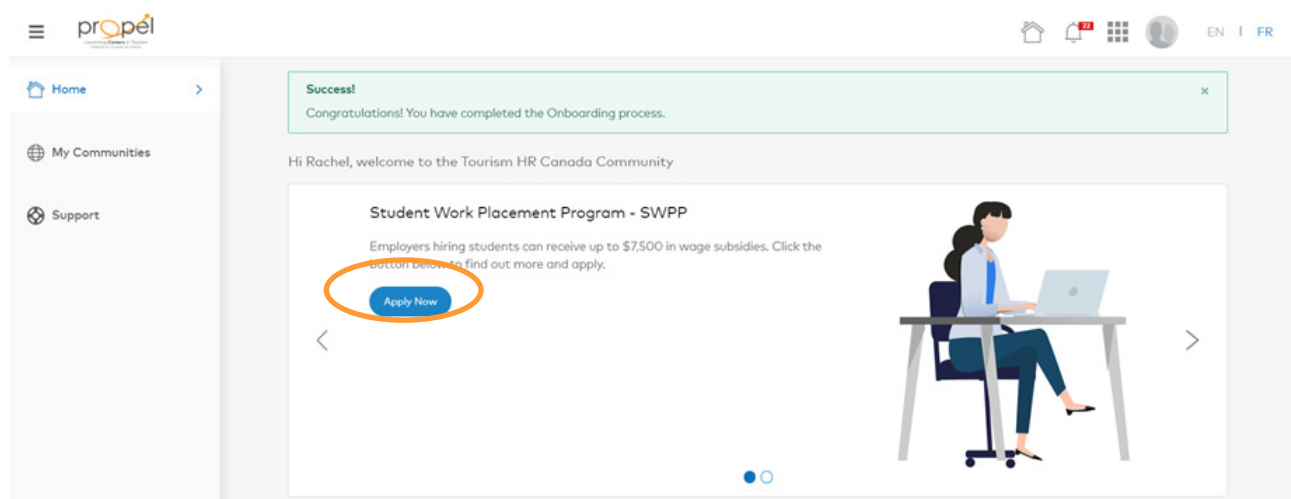
If you chose to apply for funding, skip to ‘Submitting a subsidy application: Step 6’ in this document (page 16).

If you only wished to post the Work-Integrated Learning opportunity, you’re all set! You can manage your postings by following the steps under ‘Tracking and updating your application’ in this document (page 23).

SUBMITTING A WAGE SUBSIDY FUNDING APPLICATION

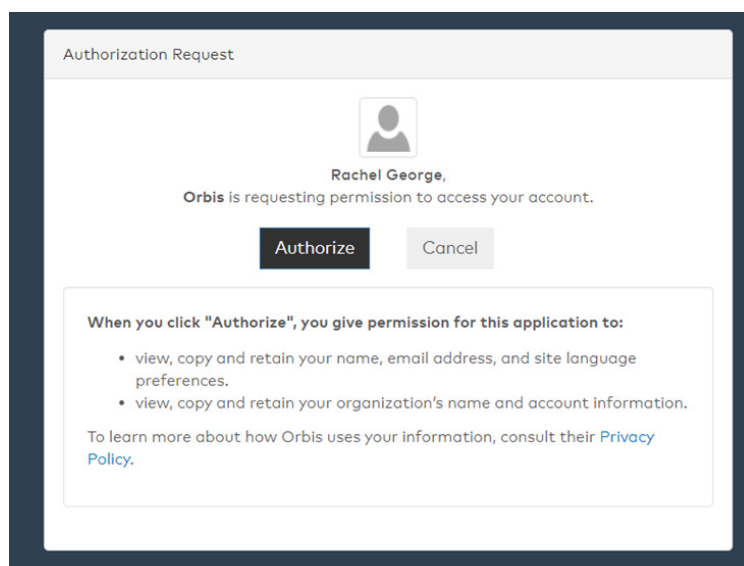
STEP 1

On your account homepage, you will see flashing boxes that alternate between ‘**Student Work Placement Program**’ or ‘**For Work Integrated Learning (WIL) job postings**’. To apply for a Student Work Placement Program wage subsidy, click on ‘Apply Now’.



STEP 2

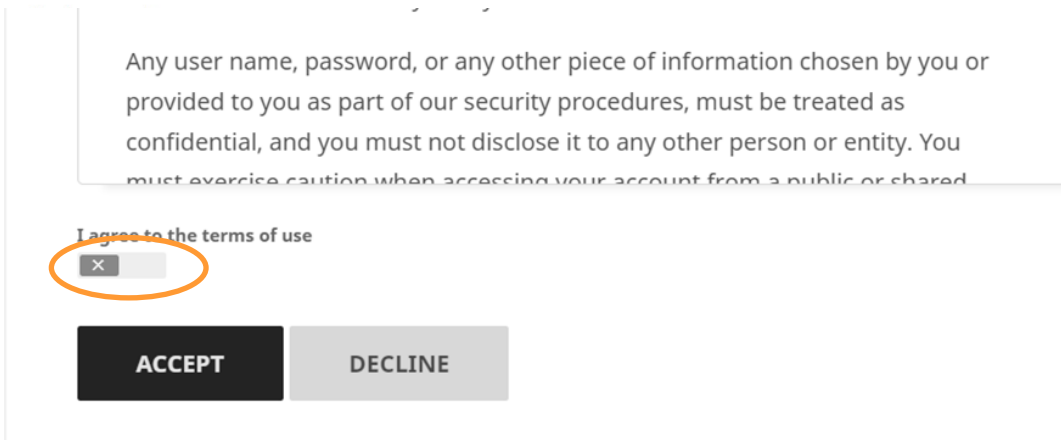
When prompted, authorize Orbis to access your account.



Note: If you already posted a job using the above instructions this step will not repeat. Skip to Step 4.

STEP 3

Review the Terms of Use. To accept them, click the toggle at the bottom of the page for 'I agree to the terms of use' and then click 'Accept'.



Any user name, password, or any other piece of information chosen by you or provided to you as part of our security procedures, must be treated as confidential, and you must not disclose it to any other person or entity. You must exercise caution when accessing your account from a public or shared

I agree to the terms of use

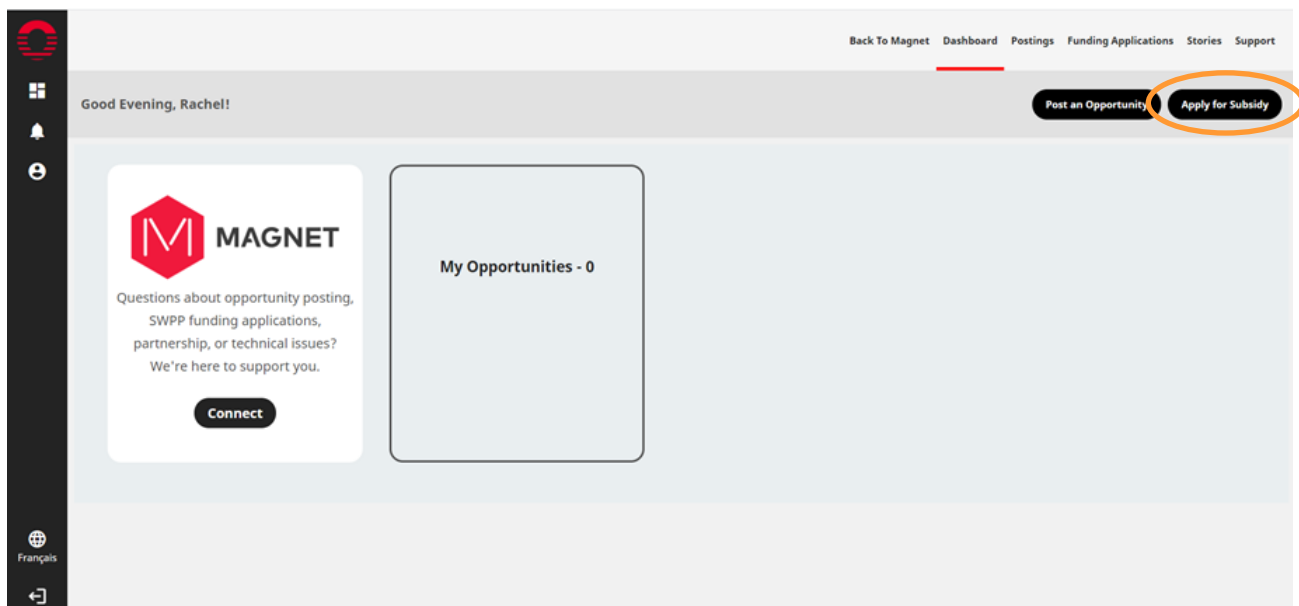
☒

ACCEPT **DECLINE**

STEP 4

You are now inside your Employer platform on Outcome Campus Connect, the portal used by the Propel program. You should see the following dashboard.

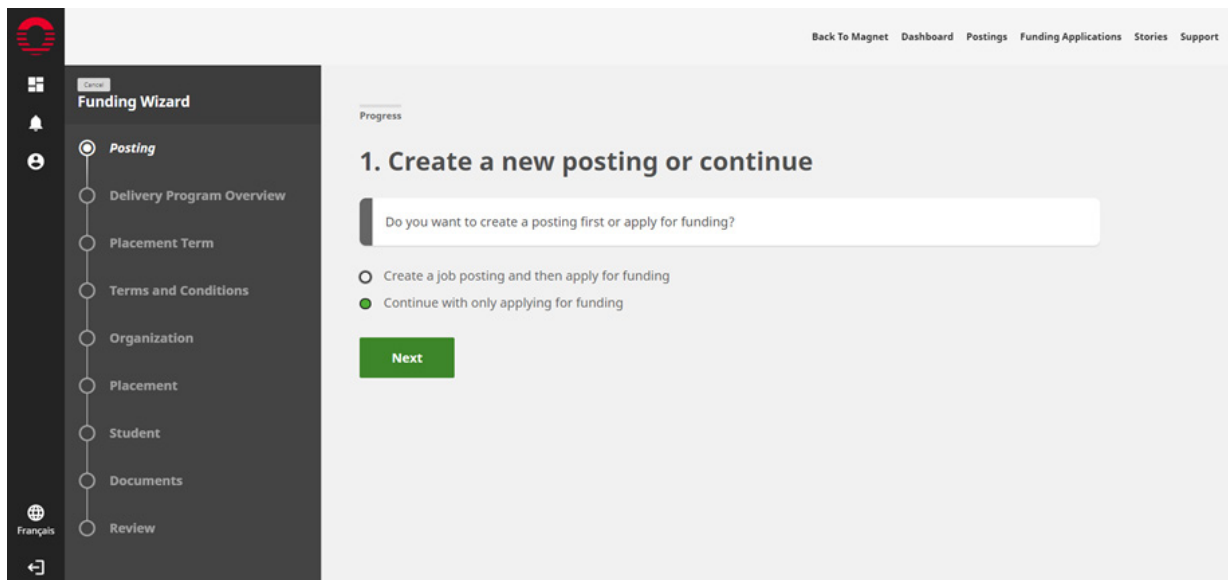
By clicking on the respective links at the top right, you can either 'Post an Opportunity' or 'Apply for Subsidy'. To apply through Tourism HR Canada's Propel program, click on 'Apply for Subsidy'. You can apply for a subsidy without having an existing or new opportunity posted on this portal.



STEP 5

You are about to start your application for a subsidy.

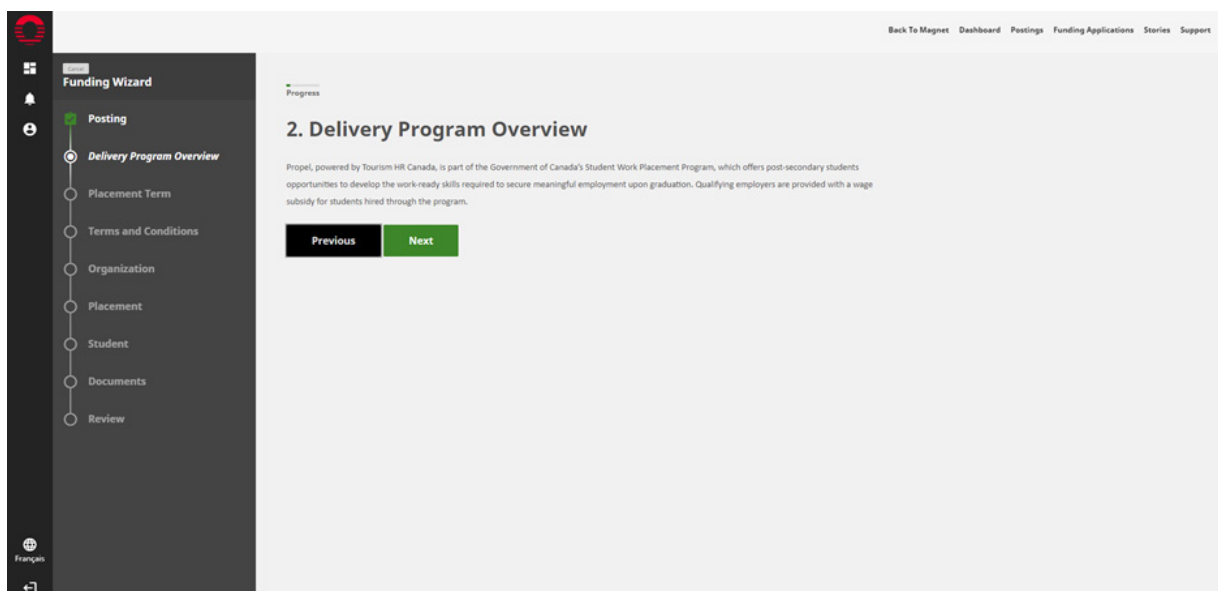
You will be prompted to choose whether you would like to post a Work-Integrated Learning Opportunity first or proceed directly to the subsidy application. You can select the option you prefer and click 'Next'. In this section, we will be selecting 'Continue with only applying for funding'.



The screenshot shows the 'Funding Wizard' interface. On the left is a vertical sidebar with a progress indicator and a list of steps: Posting, Delivery Program Overview, Placement Term, Terms and Conditions, Organization, Placement, Student, Documents, and Review. The 'Posting' step is currently selected. The main content area is titled '1. Create a new posting or continue'. It contains a question: 'Do you want to create a posting first or apply for funding?'. Below this are two radio button options: 'Create a job posting and then apply for funding' (which is unselected) and 'Continue with only applying for funding' (which is selected). A green 'Next' button is located at the bottom of the options.

STEP 6

Read Tourism HR Canada's SWPP Overview and click 'Next'.

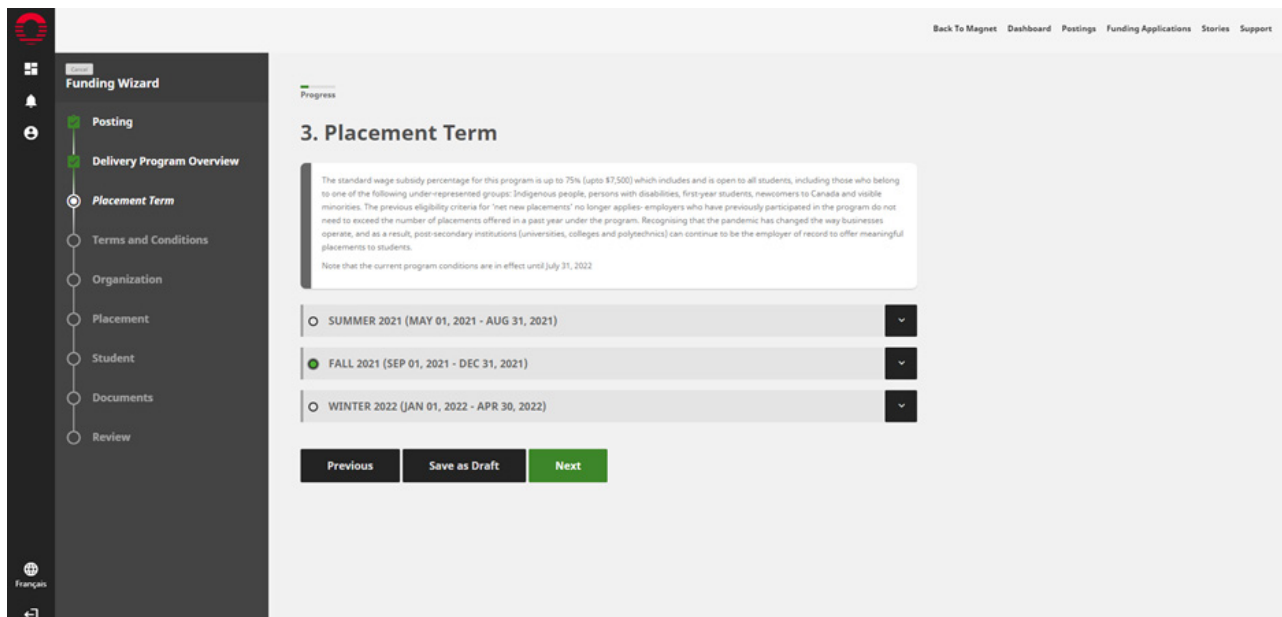


The screenshot shows the 'Funding Wizard' interface at Step 2. The sidebar on the left now has 'Delivery Program Overview' selected. The main content area is titled '2. Delivery Program Overview'. It contains a paragraph of text explaining the Propel program: 'Propel, powered by Tourism HR Canada, is part of the Government of Canada's Student Work Placement Program, which offers post-secondary students opportunities to develop the work-ready skills required to secure meaningful employment upon graduation. Qualifying employers are provided with a wage subsidy for students hired through the program.' At the bottom of the text are two buttons: 'Previous' and 'Next'.

STEP 7

Select the Placement Term you are applying for. Will you be hiring a student during the fall or winter term? Be sure to match the dates of the term to be in line with the dates that you plan to hire your student and click 'Next'.

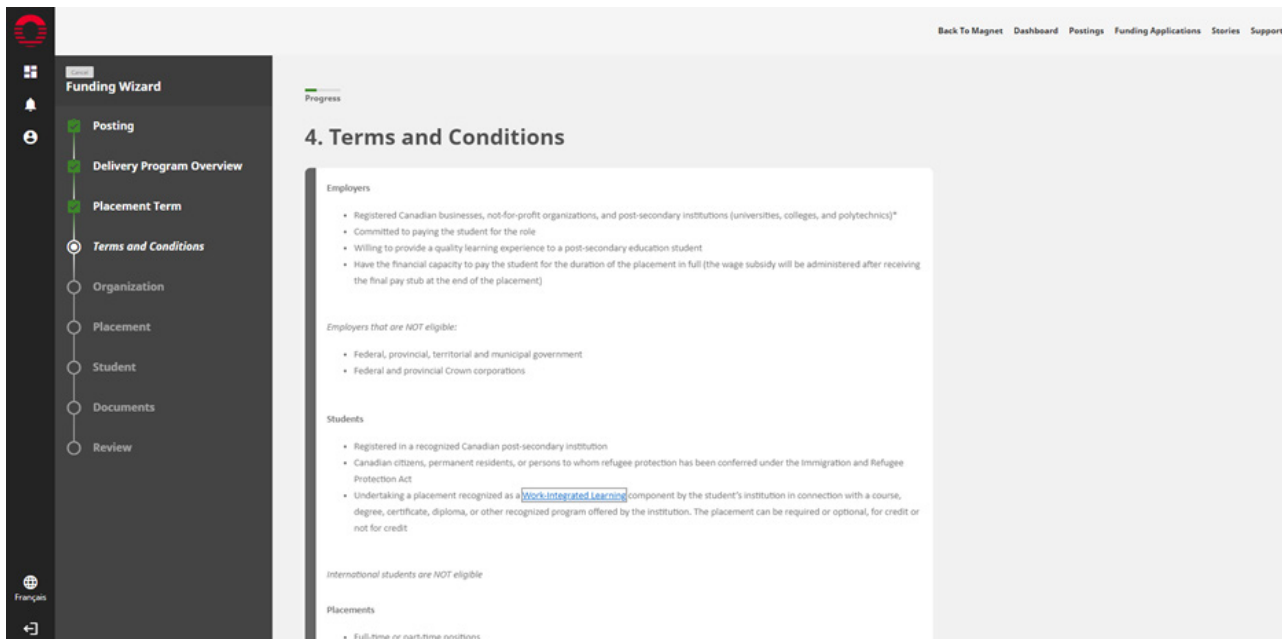
Note: At this time, due to funding contract limitations, wage subsidies are only payable for work completed between June 1, 2021, and March 31, 2022. Program eligibility requirements must be met.



The screenshot shows the 'Funding Wizard' interface. On the left is a sidebar with a navigation menu: Posting, Delivery Program Overview, Placement Term (selected), Terms and Conditions, Organization, Placement, Student, Documents, and Review. The main content area is titled '3. Placement Term' and includes a progress bar at the top. Below the title, there is a text box explaining the standard wage subsidy percentage (up to 75% up to \$7,500) and eligibility criteria. A note states that current program conditions are in effect until July 31, 2022. Below this, there are three radio button options for the placement term: SUMMER 2021 (MAY 01, 2021 - AUG 31, 2021), FALL 2021 (SEP 01, 2021 - DEC 31, 2021) (which is selected), and WINTER 2022 (JAN 01, 2022 - APR 30, 2022). At the bottom of the form are three buttons: Previous, Save as Draft, and Next.

STEP 8

Review Propel's Terms and Conditions and click 'Next' to proceed to the next



The screenshot shows the 'Funding Wizard' interface. The left sidebar lists the steps: Posting, Delivery Program Overview, Placement Term, **Terms and Conditions** (current step), Organization, Placement, Student, Documents, and Review. The main content area is titled '4. Terms and Conditions' and includes a 'Progress' bar. The text outlines the requirements for employers and students.

Employers

- Registered Canadian businesses, not-for-profit organizations, and post-secondary institutions (universities, colleges, and polytechnics)*
- Committed to paying the student for the role
- Willing to provide a quality learning experience to a post-secondary education student
- Have the financial capacity to pay the student for the duration of the placement in full (the wage subsidy will be administered after receiving the final pay stub at the end of the placement)

Employers that are NOT eligible:

- Federal, provincial, territorial and municipal government
- Federal and provincial Crown corporations

Students

- Registered in a recognized Canadian post-secondary institution
- Canadian citizens, permanent residents, or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Undertaking a placement recognized as a Work Integrated Learning component by the student's institution in connection with a course, degree, certificate, diploma, or other recognized program offered by the institution. The placement can be required or optional, for credit or not for credit

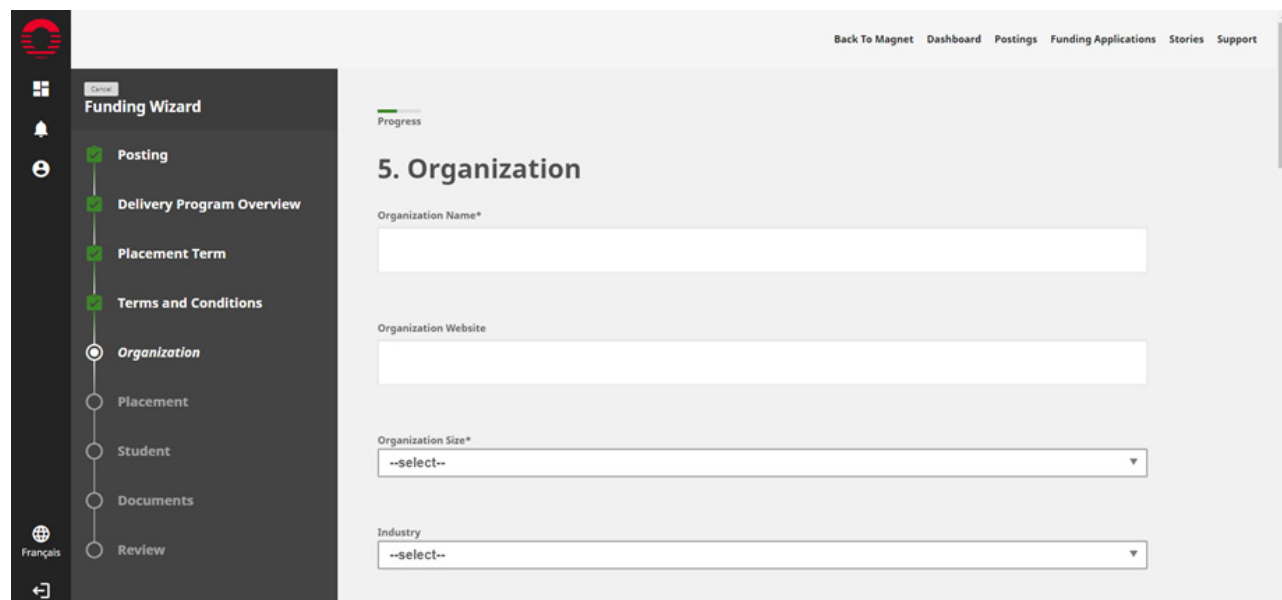
International students are NOT eligible

Placements

- Full-time or part-time positions

STEP 9

Tell us a little about your organization by answering a few questions. When you have completed the questions, click 'Next'.



The screenshot shows the 'Funding Wizard' interface. The left sidebar lists the steps: Posting, Delivery Program Overview, Placement Term, Terms and Conditions, **Organization** (current step), Placement, Student, Documents, and Review. The main content area is titled '5. Organization' and includes a 'Progress' bar. The form contains four fields: Organization Name*, Organization Website, Organization Size* (a dropdown menu), and Industry (a dropdown menu).

5. Organization

Organization Name*

Organization Website

Organization Size*

--select--

Industry

--select--

Note: If you need to submit multiple subsidy applications, you can slide the toggle to save the information on this page and those fields will be pre-populated for you in the next application. This can be found at the bottom of this page and the option only applies for this section of your subsidy application(s).

Check this to save your organization's information. Next time we will pre-populate these fields for you.

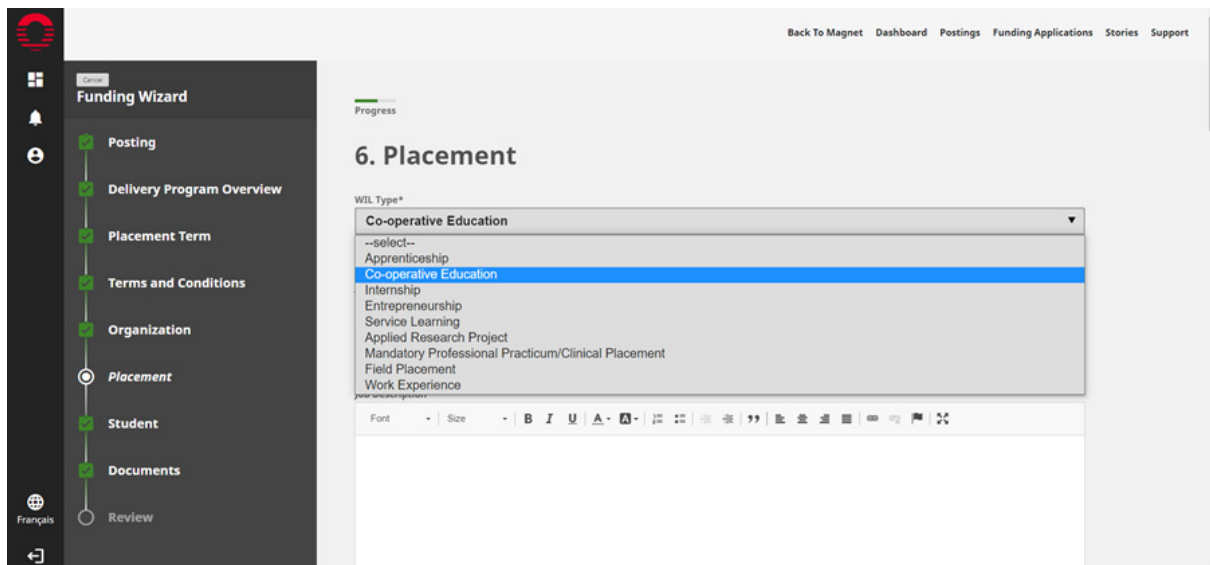
☒

Previous Save as Draft Next

STEP 10

Choose the type of Work-Integrated Learning (WIL) and provide information about the placement.

To find out more about the different types of work-integrated learning opportunities, visit this [CEWIL webpage](#), which explains these terms. If you are unsure what to choose, select 'Co-operative education'. Next, enter the placement details, including the start and end dates, hourly wage, full- or part-time, and whether the work can be done remotely. In addition, enter the details of the work that the student will be required to do during the placement.



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Progress

6. Placement

WIL Type*

Co-operative Education

--select--

Apprenticeship

Co-operative Education

Internship

Entrepreneurship

Service Learning

Applied Research Project

Mandatory Professional Practicum/Clinical Placement

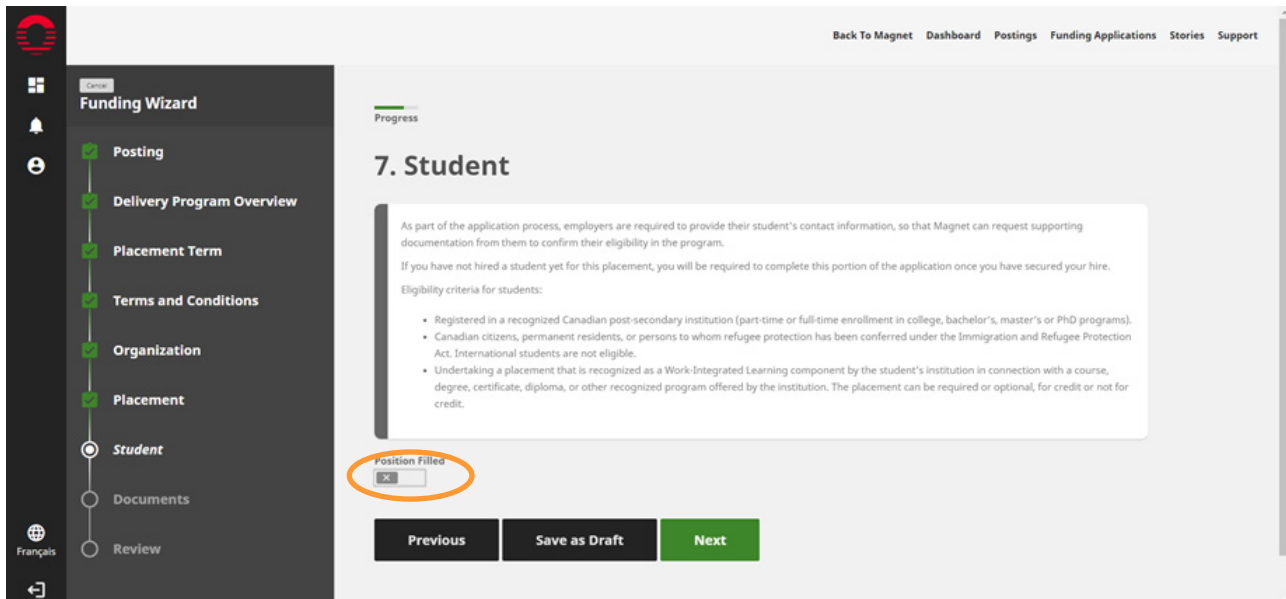
Field Placement

Work Experience

Font Size B I U A- A+ [Rich Text Editor Icons]

STEP 11

If you have already hired a student you will need to slide the toggle over to say that you have hired a student. You will then be prompted to enter the student's details. (See Step 12). If you do not have a student yet, click 'Next' and skip to Step 13 in this document.



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Organization

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Student

Documents

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Franglais

Progress

7. Student

As part of the application process, employers are required to provide their student's contact information, so that Magnet can request supporting documentation from them to confirm their eligibility in the program.

If you have not hired a student yet for this placement, you will be required to complete this portion of the application once you have secured your hire.

Eligibility criteria for students:

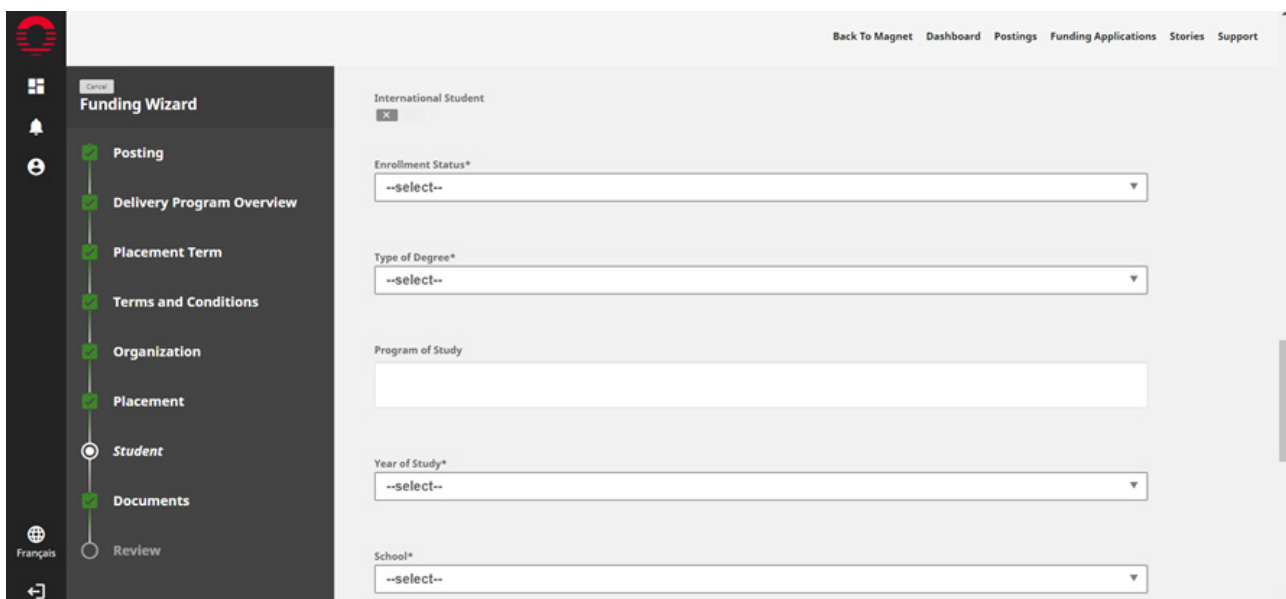
- Registered in a recognized Canadian post-secondary institution (part-time or full-time enrollment in college, bachelor's, master's or PhD programs).
- Canadian citizens, permanent residents, or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act. International students are not eligible.
- Undertaking a placement that is recognized as a Work-Integrated Learning component by the student's institution in connection with a course, degree, certificate, diploma, or other recognized program offered by the institution. The placement can be required or optional, for credit or not for credit.

Position Filled ☒

Previous Save as Draft Next

STEP 12

If you have a student who filled the position, you will be prompted to enter the student's details.



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Cancel

Funding Wizard

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Organization

Placement

Student

Documents

Review

Franglais

International Student

Enrollment Status*

--select--

Type of Degree*

--select--

Program of Study

Year of Study*

--select--

School*

--select--

STEP 13

You will be prompted to upload documents during the SWPP wage subsidy funding application.

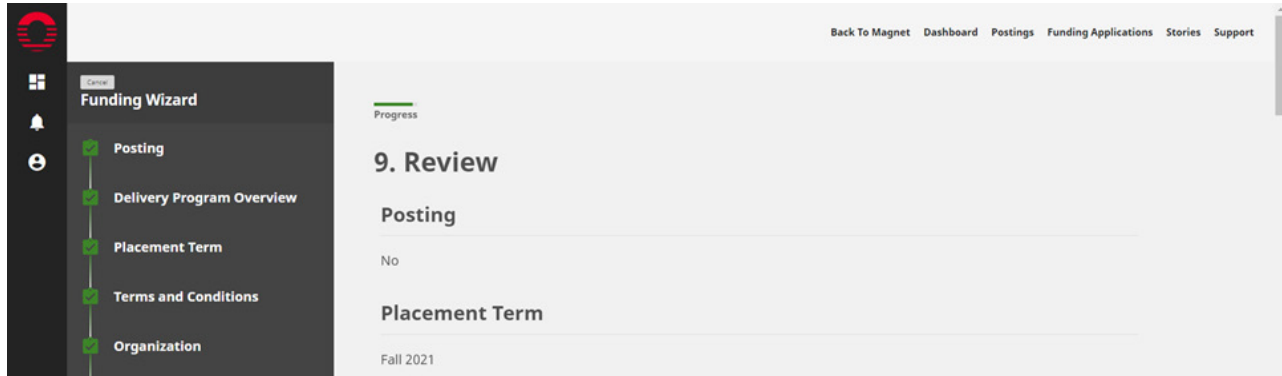
At this time, if you have no documents to upload, hit 'Next'. Documents required at this stage in your application include: Signed Employer Agreement.

Note: A signed Student Agreement, invoices, and timesheets/paystubs will be required upon completion of placements, prior to receiving payment.

The screenshot shows the '8. Documents' step of the 'Funding Wizard' application. On the left is a sidebar with a 'Funding Wizard' menu containing steps: Posting, Delivery Program Overview, Placement Term, Terms and Conditions, Organization, Placement, Student, and Documents (which is currently selected). The main content area has a 'Progress' bar at the top, followed by the title '8. Documents'. Below the title is a large dashed rectangular box with the text 'Drag and drop your files here, or...' and a link 'click to browse'. At the bottom of the main area are three buttons: 'Previous', 'Save as Draft', and 'Next'.

STEP 14

This will show a review of your application. Once you have checked that all the information is correct, select “Finish” to submit. You will receive an email confirming receipt of your application.



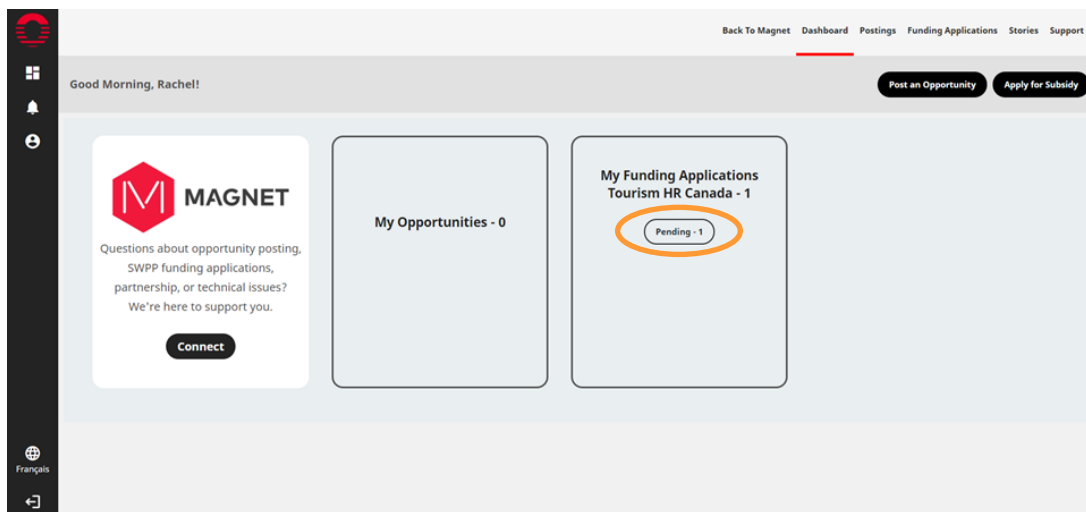
The screenshot shows the 'Funding Wizard' interface. On the left is a sidebar with a 'Cancel' button at the top, followed by a progress list: 'Posting' (checked), 'Delivery Program Overview', 'Placement Term', 'Terms and Conditions', and 'Organization' (checked). The main content area is titled '9. Review' and includes a 'Progress' indicator. Below this, there are two sections: 'Posting' with a 'No' selection, and 'Placement Term' with 'Fall 2021' selected. At the top right of the main area, there are navigation links: 'Back To Magnet', 'Dashboard', 'Postings', 'Funding Applications', 'Stories', and 'Support'.

Great! You have submitted your Propel SWPP wage subsidy funding application. We will review the application and be in touch for the next steps. The following pages of this document will show you how to track or update your application.

TRACKING AND UPDATING YOUR APPLICATION

STEP 1

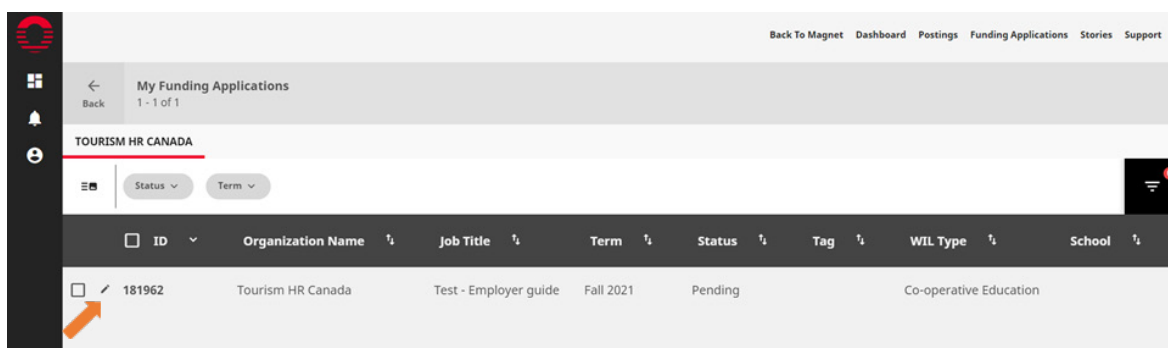
To track the progress of your application(s), click the 'Dashboard' link in the top right of the portal. In the 'My Funding Applications Tourism HR Canada' area, click 'Pending' to see your submitted application(s).



STEP 2

On this page, you can see the status of your application (in this example, it says 'Pending'). To update your application (submit documents, add student details, etc.), click on the pencil icon next to the ID number as shown with the orange arrow.

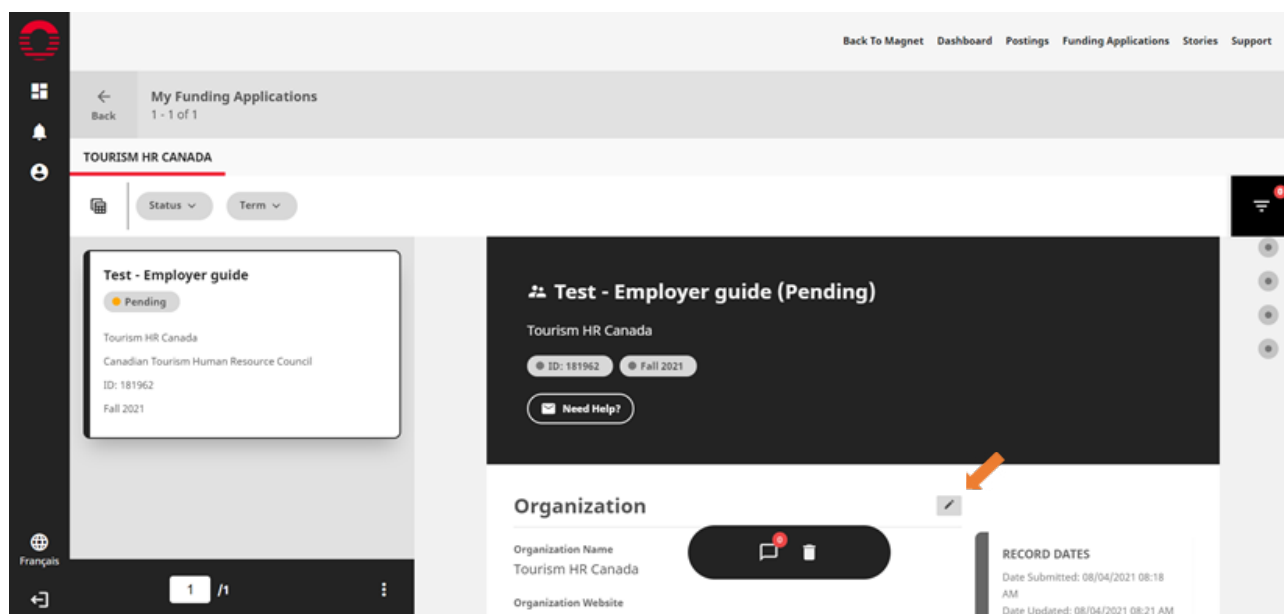
Note: If you are not able to make edits, please email propel@tourismhr.ca, as it is possible that the application is locked and no longer open for edits.



STEP 3

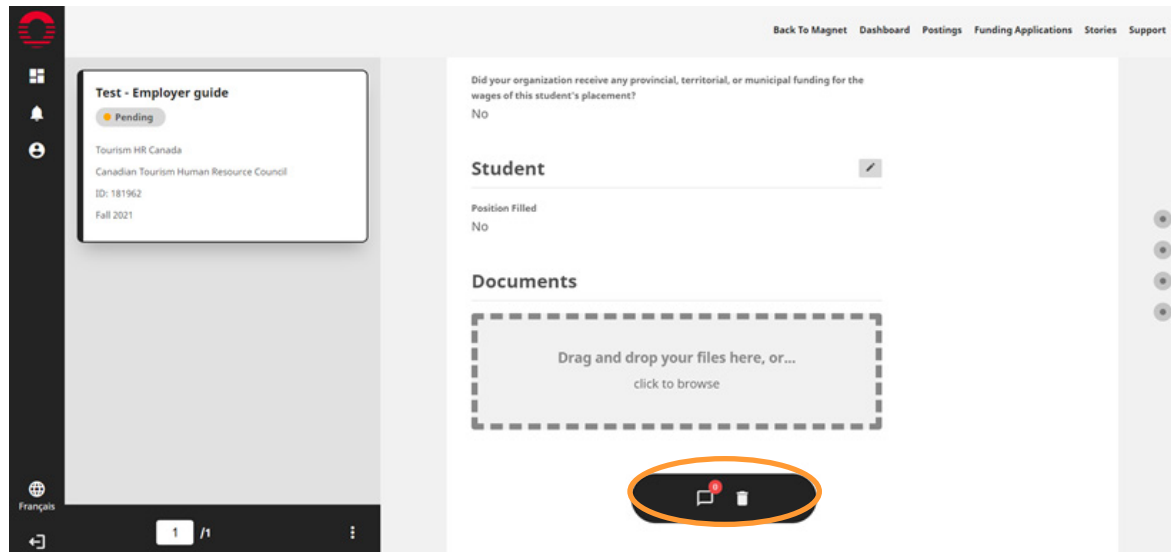
Your application will open and will appear like this. You can make edits to specific sections by clicking on the pencil icon for those respective sections.

Note: You can also track the progress of your application by checking the tags in the black banner at the top. Once the application is picked up by our team, the status will be updated to something like 'In Progress'. The tags will provide a little more information on what that means (for example, you might see tags like 'Reviewing application' or 'Pending more information' if we have contacted you for additional information).



STEP 4

If you scroll down to the end, you can see multiple options available: upload documents, delete your application (trash can icon) or send a direct email to Tourism HR Canada regarding this application (speech bubble icon).



For queries about this document or if you have trouble along the way, feel free to reach out to us anytime via the portal (using the speech bubble/messaging feature) or by contacting propel@tourismhr.ca.