



# Employer Funding Guide

**OKANAGAN COLLEGE CAREERS HUB**  
**DECEMBER 2025**

**2025**

**EMPLOYER FUNDING GUIDE**

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# FUNDING OVERVIEW

As an employer partner with the Okanagan College Careers Hub, you have access to multiple funding sources that can significantly reduce the cost of hiring a student. This document outlines the main funding opportunities, application processes, and how our team will support you.

## Funding Opportunities at a Glance

Program	Standard Subsidy	Enhanced Subsidy	Application Period
<b>Student Work Placement Program</b>	50% of wages up to \$5,000	70% of wages up to \$7,000 for underrepresented groups	2-4 months before job start date
<b>Canada Summer Jobs</b>	Up to 50% of min. wage	Up to 100% for non-profits/public sector	Mid-December to late January
<b>WorkBC Wage Subsidy</b>	Up to 50% of wages		Year-round availability
<b>Science and Technology Internship Program - Green Jobs</b>	Up 75% of wages to a maximum of \$24,000-\$30,000 per intern		Year-round availability
<b>Innovator Skills Initiative</b>	Up to \$10,000 per candidate per company		Application deadline: November 20, 2025

**Example Cost Savings:** For a student earning \$25/hour for 35 hours/week over 23 weeks:

- **Total wage cost:** \$20,125
- **Your cost with standard subsidy (50%):** **\$15,125 (savings of 21%)**
- **Your cost with enhanced subsidy (70%):** **\$13,125 (savings of 29%)**

## CONTACT AND SUPPORT

Our Careers Hub Coordinator is available to provide support throughout the application process:

### **Izabela Krahelskaya**

Careers Hub Coordinator, Okanagan College Careers Hub  
Email: [ikrahelskaya@okanagan.bc.ca](mailto:ikrahelskaya@okanagan.bc.ca)  
Phone: 250-863-1183

### **Support includes:**

- Support with navigating funding options
  - Application review and feedback
  - Documentation assistance
  - Troubleshooting application issues
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# FEDERAL FUNDING SOURCES

## 1. Canada Summer Jobs Program

### Program Overview

The Canada Summer Jobs (CSJ) program provides wage subsidies to employers from not-for-profit organizations, public sector, and private sector organizations with 50 or fewer full-time employees to create quality summer work experiences for youth aged 15 to 30 years.

### Is this funding right for your organization?

Consider applying if you:

- Need additional staff during **summer** months (April-August)
- Can provide quality mentorship and skills development
- Have the capacity to manage the application and reporting requirements

### Funding Available

Employer Type	Reimbursement	Duration	Hours
Not-for-Profit & Public Sector	Up to 100% of minimum wage	6-16 weeks	30-40 per week
Private Sector	Up to 50% of minimum wage	6-16 weeks	30-40 per week

### Key Dates

- **Application Period:** November 19 - December 19, 2024 (11:59 p.m. PST)
- **Funding Decisions:** Starting April 2025 (continuing into summer months)
- **Eligible Employment Period:**
  - **Earliest Job Start Date:** April 21, 2025
  - **Latest Job Start Date:** July 21, 2025
  - **Latest Job End Date:** August 30, 2025

## Eligibility Requirements

- **Eligible Employers**

- ✓ **Not-for-Profit Organizations:** Registered charities and not-for-profit organizations
- ✓ **Public Sector:** Municipal governments, public libraries, public health institutions
- ✓ **Private Sector:** Businesses with 50 or fewer full-time employees

- **All Employers must:**

- Have a CRA Business Number and payroll account
- Provide safe, inclusive work environments
- Meet all 15 mandatory eligibility requirements

- **Eligible Youth Participants**

- Aged 15-30 at the start of employment
- Canadian citizens, permanent residents, or persons with refugee protection
- Valid SIN and legally entitled to work in Canada
- Note:** International students are not eligible participants.

## Assessment Criteria

Applications are assessed based on three objectives:

Objective	Points
Quality work experiences for youth	30
Youth skills development opportunities	45
Addressing barriers for underrepresented youth	25

## Application Process

1. Review the CSJ Applicant Guide and Articles of Agreement
  2. Prepare organization information
  3. Submit application through one of these methods:
    - **Recommended:** Grants and Contributions Online Services (GCOS)
    - Online fillable form
    - Mail or in-person
- **What Happens After Approval**
    - Service Canada will send funding confirmation and required forms
    - Job details will be posted on Job Bank
    - Employer must complete mandatory questionnaire
    - Youth participants will be asked to complete voluntary feedback
    - Payment claims must be submitted within 30 days of job completing

## 2. Student Work Placement Program (SWPP)

### Program Overview

The Student Work Placement Program is a federal initiative that provides wage subsidies to employers who offer quality work-integrated learning opportunities to post-secondary students.

### Is this funding right for your organization?

Consider applying if you:

- Want to offer paid employment – no independent contractors
- Have the capacity to pay full wage costs upfront and seek reimbursement
- Your student is a domestic student – international students aren't eligible for funding

### Funding Available

Employer Type	Reimbursement
Standard Subsidy	50% of wages up to \$5,000 per placement
Enhanced Subsidy	70% of wages up to \$7,000 per placement for underrepresented groups <ul style="list-style-type: none"><li>• <b>Eligible groups:</b> Women in STEM, Indigenous students, newcomers, persons with disabilities, visible minorities, first-year students</li></ul>

### Key Dates:

**Summer 2025:** Applications open approximately March-April

**Fall 2025:** Applications open approximately July-August

**Spring 2026:** Applications open approximately January-February

## Understanding "Net New" Internship Placements

**Example:** If you hired 3 students last year and plan to hire 5 this year,

$$5 - 3 = 2 \text{ eligible placements}$$

Your situation	Last Fiscal Year (Baseline)	Current Fiscal Year	Eligible for Funding?	Funding for
<b>First-time applicant</b>	0 students	2 students	✓	All 2 placements
<b>Previous participant</b>	3 students	3 students	✗	None (no increase)
<b>Previous participant</b>	3 students	5 students	✓	2 new placements

### Important notes:

- Only post-secondary students count (not recent graduates or high school students)
- If 2025 is your first time applying, 2024 is your baseline year
- Both part-time and full-time domestic/international student placements count toward your baseline

### Magnet (SWPP Delivery Partner)

#### Why Magnet?

MAGNET is our recommended SWPP delivery partner with a proven track record:

- Successfully managed over 40,000 work placements
- 60% of placements from underrepresented groups
- 90% from small and medium-sized businesses (Add SME size)

#### Eligibility Requirements

- Must be a registered Canadian business or not-for-profit
- Must provide a business registration number

- Must comply with all employment regulations
- Cannot access other federal funding simultaneously

### Contact Information

- Email: [swpp@magnetnetwork.ca](mailto:swpp@magnetnetwork.ca)
- Website: [MAGNET SWPP Portal](#)

### Magnet Application Workflow

Step	Stage	Description	Timeline
1	<b>Initial Submission</b>	Submit application through MAGNET portal	During application window (submit ASAP)
2	<b>Waitlist</b>	Application placed on waitlist	Varies by demand
3	<b>Review Selection</b>	Application removed from waitlist for processing	First come, first served basis
4	<b>Eligibility Verification</b>	MAGNET reviews employer eligibility, net new calculation, and student information	1-2 weeks
5	<b>Documentation</b>	Complete consent forms, WIL eligibility forms, and terms and conditions	Within 1 week of notification
6	<b>Midterm Check-in</b>	Vendor registration and ETF setup for payment	Halfway through placement
7	<b>Post-placement Forms</b>	Submit final forms, payment attestation, and invoice	Within 30 days of placement end

<b>8</b>	<b>Payment Processing</b>	MAGNET reviews all documents and processes payment	Up to 90 days after documentation
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## Other SWPP Delivery Partners

The Government of Canada’s **Student Work Placement Program (SWPP)** funds paid student placements through sector-specific delivery partners. Although the core requirements are similar across programs—Canadian business or non-profit, paid student role, and compliance with labour laws—each partner specializes in a different industry and may have unique eligibility rules.

Use this guide to determine which funding stream aligns best with your organization.

### How to Choose the Right Funding Partner

1. **Identify your sector.** Choose the partner aligned with your industry (e.g., biotech → BioTalent, environment → ECO Canada).
2. **Consider the student’s role.** Some programs are role-specific (e.g., tech-immersive roles → TECHNATION or ICTC).
3. **Confirm you meet the basics.** Canadian business/non-profit, paid employment relationship, compliant with labour laws.
4. **Use more than one if needed.** Employers can apply to multiple delivery partners, but **each student placement can only be funded once**

Delivery Partner (click on links)	Best For
<a href="#">Technation</a>	<b>Tech-immersive</b> (or technology-using) role: IT, Machine Learning, AI, Cybersecurity, software development, digital marketing, etc.
<a href="#">Information and Communications Technology Council</a>	<b>Digital/technology-immersive:</b> Cybersecurity, UX/UI, programming, digital communications.
<a href="#">Canadian Council for Aviation and Aerospace</a>	Aviation, aerospace, maintenance, and aerospace supply chain

<u>ECO Canada</u>	environmental/green sectors
<u>Biotalent Canada</u>	biotech / bio-economy
<u>Electricity Human Resources Canada</u>	electricity/energy employers (generation, transmission, distribution, renewables, related services/manufacturing)
<u>Mining Industry Human Resources Council</u>	mining/exploration/contractor sector
<u>Venture for Canada</u>	small and medium innovative businesses (SMBs) or startups
<u>Magnet Student Work Placement Program</u>	Any registered Canadian business or not-for-profit
<u>Excellence in Manufacturing Consortium</u>	manufacturing (NAICS 31-33) and related manufacturing supply chain (IT, business, engineering, trades).
<u>Ontario Chamber of Commerce</u>	Canadian businesses or non-profits (in Ontario)
<u>Tourism HR Canada</u>	tourism & hospitality: Guest services, culinary, event coordination, attractions, recreation
<u>Cultural Human Resources Council</u>	Cultural sector (film/TV, performing arts, music, visual arts, heritage, publishing, digital media, etc.)
<u>Trucking HR Canada</u>	Trucking, logistics, transportation
<u>Canadian Agricultural Human Resources Council</u>	Agriculture and related agri-business (growers, processors, greenhouse, ag-tech, retail, vets servicing farm animals, etc.
<u>Food Processing Skills Canada</u>	Food and beverage manufacturing, processing, packaging, logistics
<u>Canadian Media Producers Association</u>	media production: Production support, editing, post-production, coordination

# PROVINCIAL FUNDING SOURCES

## 1. WorkBC Wage Subsidy Program

### Program Overview

The WorkBC Wage Subsidy program provides financial support to employers who hire and train eligible job seekers who need work experience. The program matches WorkBC clients with employers who can offer coaching and on-the-job training, covering a portion of employee wages for up to 24 weeks (or longer for clients with complex barriers).

### Is this funding right for your organization?

Consider applying if you:

- Need to hire new employees who require on-the-job training
- Can provide coaching, supervision, and training to new hires
- Offer full-time positions (35-40 hours per week)
- Can offer the likelihood of long-term employment

**IMPORTANT:** The new candidate must NOT begin work until the Wage Subsidy agreement is signed.

### Funding Available

#### Standard WorkBC Clients (Up to 24 weeks)

Work Period	Subsidy Rate	Maximum Weekly Amount
First third	50% of wages	Up to \$500 weekly
Second third	25% of wages	Up to \$250 weekly
Final third	15% of wages	Up to \$150 weekly

## Priority Clients: Youth (16-30) & Individuals with Disabilities (Up to 24 weeks)

2

Work Period	Subsidy Rate	Maximum Weekly Amount
First third	75% of wages	Up to \$750 weekly
Second third	50% of wages	Up to \$500 weekly
Final third	25% of wages	Up to \$250 weekly

## Custom Category Clients with Complex Barriers

3

Duration	Subsidy Rate
Up to 78 weeks	Negotiated rate up to 85%

### Eligibility Requirements

- **Eligible Employers**

- ✓ Be a registered business in BC
- ✓ Have an active WorkSafeBC account in good standing
- ✓ Comply with all employment legislation
- ✓ Offer reasonable, competitive wages
- ✓ Provide work primarily based in BC
- ✓ Limit to 5 active agreements at one time (max 10 per fiscal year)

- **Ineligible Employers**

- ✗ Government of BC or Canada
- ✗ Public sector organizations
- ✗ Businesses offering 100% commission-based pay

✗ Active WorkBC clients in Self-Employment Services

✗ Employers receiving other wage subsidies for the same employee

- **Eligible Job Seekers**

- ✓ BC permanent residents or Canadian citizens

- ✓ Currently unemployed

- ✓ Identified through a WorkBC service provider

- ✓ In need of work experience

**Application Process**

1. Apply online through the WorkBC Wage Subsidy platform (requires BCeID)
2. WorkBC matches you with suitable candidates
3. Sign Agreement before the employee starts work
4. Provide training and supervision
5. Submit claims through the online platform
  - Include pay stubs and supporting documents
  - Summarize job activities
  - Claims can be submitted for each pay period

**Important Restrictions**

- Cannot lay off or terminate employees to access the subsidy
- Cannot fill a vacant position caused by a layoff
- The position must be full-time (exceptions possible for accommodations)
- Cannot receive other wage subsidies for the same employee

## 2. Innovator Skills Initiative

### Program Overview

The WorkBC Wage Subsidy program provides financial support to employers who hire and train eligible job seekers who need work experience. The program matches WorkBC clients with employers who can offer coaching and on-the-job training, covering a portion of employee wages for up to 24 weeks (or longer for clients with complex barriers).

### Is this funding right for your organization?

Consider applying if you:

- Need to hire new employees who require on-the-job training
- Can provide coaching, supervision, and training to new hires
- Offer full-time positions (35-40 hours per week)
- Can offer the likelihood of long-term employment

**IMPORTANT:** The new candidate must NOT begin work until the Wage Subsidy agreement is signed.

### Funding Available

#### Standard WorkBC Clients (Up to 24 weeks)

1

Work Period	Subsidy Rate	Maximum Weekly Amount
First third	50% of wages	Up to \$500 weekly
Second third	25% of wages	Up to \$250 weekly
Final third	15% of wages	Up to \$150 weekly

#### Priority Clients: Youth (16-30) & Individuals with Disabilities (Up to 24 weeks)

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Work Period	Subsidy Rate	Maximum Weekly Amount
First third	75% of wages	Up to \$750 weekly

<b>Second third</b>	<b>50% of wages</b>	<b>Up to \$500 weekly</b>
<b>Final third</b>	<b>25% of wages</b>	<b>Up to \$250 weekly</b>

### Custom Category Clients with Complex Barriers

3

<b>Duration</b>	<b>Subsidy Rate</b>
<b>Up to 78 weeks</b>	<b>Negotiated rate up to 85%</b>

### Eligibility Requirements

- **Eligible Employers**

- ✓ Be a registered business in BC
- ✓ Have an active WorkSafeBC account in good standing
- ✓ Comply with all employment legislation
- ✓ Offer reasonable, competitive wages
- ✓ Provide work primarily based in BC
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- **Eligible Job Seekers**

- ✓ BC permanent residents or Canadian citizens
- ✓ Currently unemployed

- ✓ Identified through a WorkBC service provider
- ✓ In need of work experience

### **Application Process**

6. Apply online through the WorkBC Wage Subsidy platform (requires BCeID)
7. WorkBC matches you with suitable candidates
8. Sign Agreement before the employee starts work
9. Provide training and supervision
10. Submit claims through the online platform
  - Include pay stubs and supporting documents
  - Summarize job activities
  - Claims can be submitted for each pay period

### **Important Restrictions**

- Cannot lay off or terminate employees to access the subsidy
- Cannot fill a vacant position caused by a layoff
- The position must be full-time (exceptions possible for accommodations)
- Cannot receive other wage subsidies for the same employee

# COMBINING FUNDING SOURCES

## **Allowed Combinations**

- SWPP + Partial provincial, territorial and municipal funding is permitted
- Provincial programs + Canada Summer Jobs (check each program for stacking rules)

## **Prohibited Combinations**

- SWPP + other federal programs
- Federal programs include:
  - Canada Summer Jobs
  - Awards/grants from federal funding programs
- SWPP through multiple delivery partners for the same placement

## **Tax Considerations**

- Employers are responsible for following provincial tax credit guidelines
- Consult your tax professional regarding potential impacts

## Sample Cost Calculations

### Scenario 3: SWPP + Provincial Funding

- Student working 35 hours/week at \$30/hour for 23 weeks
- Total wage cost: \$24,150
- Provincial funding: \$5,000
- Remaining employer cost: \$19,150
- SWPP subsidy (50% of employer portion): \$9,575
- **Net employer cost: \$9,575**



Cost Component	SWPP + Provincial Funding
<b>Total wage cost</b>	\$24,150
<b>Provincial funding</b>	\$5,000
<b>Remaining cost</b>	\$19,150
<b>SWPP subsidy rate</b>	50% of employer portion
<b>SWPP subsidy amount</b>	\$9,575
<b>YOUR FINAL COST</b>	<b>\$9,575</b>
<b>Total savings</b>	\$14,575
<b>Percentage saved</b>	60%

# FUNDING APPLICATION CHECKLIST

## Before Applying:

- Gather business information (registration number, incorporation details)
- Calculate students hired in previous fiscal year
- Create detailed job descriptions
- Identify supervisor and their qualifications
- Develop skills development and mentorship plan

## During Placement:

- Provide quality work-integrated learning experience
- Pay competitive student wages on schedule
- Complete required progress reports
- Maintain detailed records of hours and payments
- Prepare for midterm check-in

## After Placement:

- Submit all required final documentation
- Complete payment attestation form
- Submit invoice as required

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## APPENDICES - Coming Soon!

[Appendix A: Detailed Employer Eligibility Requirements](#)

[Appendix B: Comprehensive Guide to Funding Combinations](#)

[Appendix C: Application Process Flowcharts](#)