

**STUDENT EMPLOYMENT CO-OPERATIVE PLACEMENT ASSISTANCE PROGRAM
(SECPAP)
WAGE SUBSIDY PROGRAM GUIDELINES and APPLICATION (revised May 2016)**

A program funded by
Department of Advanced Education & Skills
Government of Newfoundland and Labrador
and delivered by Co-operative Education Services
College of the North Atlantic

Introduction

Co-operative education formally integrates the student's academic study with alternating paid work terms in co-operating employer organizations. College of the North Atlantic is currently accepting applications from our industry partners to provide challenging employment and educational opportunities to post secondary co-operative education students in Newfoundland and Labrador. Applications will be reviewed by the Manager of Student Services to ensure eligibility and by the appropriate Student Development Officer (Co-op) to ensure that the proposed placement represents an appropriate work experience. *SECPAP* offers wage assistance to successful applicants.

Program Objectives

The objectives of the *SECPAP* are as follows:

- X to expose small businesses in Newfoundland and Labrador to the value of co-operative education, thereby creating a long-term demand for co-operative education students and graduates, and:
- X to expose co-operative education students to the small business sector, and entrepreneurial activity in general, as viable and attractive career options.

Eligible Activities

- X Co-operative work terms with worthwhile and relevant employment experience related to their field of study.
- X Work terms may be in small private firms (less than 50 employees and no more than \$5 million in yearly sales) or with entrepreneurs actively pursuing the creation of a new small firm.
- X All provincial, federal and municipal governments and their agencies will normally be ineligible, including health and educational institutions, school boards, crown corporations and like organizations.
- X Employment of students in retail, wholesale, food service, finance and real estate operations is excluded, unless it can be shown that the position is clearly conducive to learning and acquiring entrepreneurial or small business management skills.
- X Local offices of national organizations and public companies will normally be excluded.
- X Priority will be given to first-time applicants.
- X Positions funded must not be financed under any other sources of government assistance.
- X Project submissions are to be directed toward a particular field of study.
- X Immediate family members are normally not eligible to be hired in firms owned or operated by relatives.

Employee Eligibility

- X Participation will be limited to students enrolled in College of the North Atlantic's Co-operative Education Programs.
- X Students are not eligible to work in placements not related to their field of study.
- X Students must be 16 years of age or older and must be eligible to work in Canada.
- X Immediate family members of applicants would normally be ineligible to be hired in that particular firm.

Available Funding

College of the North Atlantic will pay directly to the employer wage assistance of 50 percent of the actual wage paid, to a maximum subsidy of \$6.00 per hour, for each co-op student placement approved. The student must work a minimum of 35 hours per week for the employer to qualify for the assistance. The assistance will not be paid for hours worked in excess of the approved amount.

It is the employer's responsibility to ensure that students are paid at least the legislated minimum wage, and that the employer is paying at least 50 percent of the student's wage. In addition, the employer is responsible for paying the following employee benefits: vacation pay, unemployment insurance and Canada Pension Plan premiums, and Workers' Compensation costs. No assistance to the employer is available through this program for materials, travel or other administrative costs associated with the placement.

Eligibility

- X Participation will be limited to students enrolled in College of the North Atlantic's accredited and creditable co-operative education programs.
- X Students are not eligible to work in placements not related to their field of study.
- X Students must be 16 years of age or older and must be eligible to work in Canada.
- X Immediate family members of applicants would be ineligible to be hired in that particular firm.
- X Companies must have an established location within the province of Newfoundland and Labrador.

Terms and Conditions, Application Procedures

Approved applicants are expected to develop and maintain a work schedule for all co-op students, inspect and evaluate student progress both in terms of work term objectives and the development of skills, etc. Approved applicants must return a completed employer's portion of an appropriate work term evaluation to the co-operative education institution at the end of the workterm. The signed SECPAP reimbursement claim form will be returned to Cooperative Education Office, College of the North Atlantic, Prince Philip Drive Campus, P.O. Box 1693, St. John's, NL, A1C 5P7, on a monthly basis.

College of the North Atlantic reserves the right to terminate any commitment made if the original proposals and objectives are not being met. The appropriate co-operative education staff also reserves the right to inspect the work of the students and associated records.

Enterprises interested in the Program may apply through College of the North Atlantic's Co-op office, Prince Philip Drive Campus or through any of the co-op education staff. Contact information is included below:

Co-operative Education Office
College of the North Atlantic
Prince Philip Drive Campus
P.O. Box 1693
St. John's, NL
A1C 5P7

Phone: (709) 758-7003
Fax: (709) 758-7059
www.cna.nl.ca



Small Enterprise Co-operative Placement Assistance Program Application and Contract

Applicant Information:				
Name of business:				
Contact:		Title:		
Mailing Address:				
City:	Newfoundland & Labrador	Postal Code:		
Email:				
Telephone:		Fax:		
Funding criteria:				
Type of business:	Annual revenues:	Number of employees:		
	\$0 - \$999,999	1-49		
	\$1,000,000 - \$4,999,999	50+		
	\$5,000,000+			
Is the student being hired an immediate family member?		yes	no	
Is the work term student replacing regular employees or employees on lay-off?		yes	no	
Is the position being funded through other sources?		yes	no	
Does this work term offer potential for post-graduate employment?		yes	no	
Work term information:				
The funding will be used during the following semester:		fall	winter	spring
201				
Expected length of work term:	12 weeks	13 weeks	14 weeks	15 weeks
16 weeks				
Expected hourly wage:				
Expected hours per week:	35 hours	37.5 hours	40 hours	
Please identify the co-op program from which you propose to hire:				
<input type="checkbox"/> Programmer/Analyst		<input type="checkbox"/> Industrial Engineering Technology		
<input type="checkbox"/> Geomatics Engineering Technology		<input type="checkbox"/> Civil Engineering Technology		
<input type="checkbox"/> Electrical Engineering Technology		<input type="checkbox"/> Mechanical Engineering Technology		
<input type="checkbox"/> Safety Engineering Technology		(Manufacturing)		
<input type="checkbox"/> Chemical Process Engineering Technology		<input type="checkbox"/> Computing Systems Engineering Technology		
<input type="checkbox"/> Petroleum Engineering Technology				
If you know the student you wish to hire, please identify:				
Contract Signatures				
I certify that the information contained in this application is correct, and may be verified. (All benefits including vacation pay, employment insurance, Workers Compensation costs and Canada Pension costs, are understood to be the responsibility of the employer.) *Please note no funds will be reimbursed if the student hired is academically ineligible or not registered for the work term.				
Date:	Signature of Applicant:			
I agree that the work described above represents a valuable and rewarding work term and recommend that the application for wage subsidy be approved providing the student hired is academically eligible for the work term.				
Date:	Signature of Co-op Education Co-ordinator:			
Based on the guidelines for this program, Wage subsidy is approved at the rate of _____ per hour.				
Date:	Signature of Campus Administrator:			

1. Provide brief corporate profile showing small business/entrepreneurial focus.	
2. Description of proposed work term placement (including tasks, responsibilities and expectations).	
3. Explain how this position will expose the student to small business operation and entrepreneurial activity.	
4. Explain how this position will complement the student's academic goals.	
5. Explain in what way it is appropriate for the student's program and academic level.	
6. In case of student entrepreneurs, please provide contacts with one or more prospective clients.	
Name:	Phone:
Company:	

I certify that the information on this application is true and complete in every respect. I have read and agree to abide by the terms and conditions of the program. I consent to the exchange and use of information contained in this application between College of the North Atlantic, the Relocation Grant Program and the Provincial Department of Advanced Education & Skills for administrative and evaluative purposes.

Student Signature: _____ Date: _____



SECPAP INFORMATION AND CONSENT FORM

Student Name: _____ SIN: _____

Date of Birth: _____ mm _____ dd _____ yy Gender: _____

Telephone Number: _____ Status: _____
(i.e. married, single parent, etc.)

Academic Program: _____

Campus: _____

Business Status: _____

Company Name: _____

Company Contact: _____ Telephone: _____

Address of Placement: _____

Electoral District: _____

Funding Type: _____

Total Amount of Funding Awarded: \$ _____

Indicate if you are receiving any other funding: _____ Student Loan _____ AES _____ EI

I, the undersigned, do give my permission to College of the North Atlantic to share the above-noted information with the Department of Advanced Education and Skills for the purpose of meeting the reporting requirements of the Small Enterprise Co-operative Assistance Program (SECPAP).

College of the North Atlantic is an educational body of the Government of Newfoundland and Labrador, and is therefore subject to the Access to Information and Protection of Privacy (ATIPP) Act, 2015. This personal information is collected under the authority of the College Act 1996 (SNL1995, Chapter C-22.1). Collected personal information will be used to meet the reporting requirements of the Small Enterprise Co-operative Assistance Program (SECPAP) and will be disclosed to the Department of Advanced Education, Skills and Labour (Employment and Training Programs Division). Under ATIPP ACT, 2015, your personal information is protected in accordance with section 64.(1); you have the right to access your personal information in accordance with section 8.(1); and, you have the right to request the correction of your personal information in accordance with section 10.(1) if there has been an error or omission. For further information about the collection of this information please contact the Associate Vice-President, Student Services at 709-643-7835. For more information about the ATIPP Act, 2015, please visit www.cna.nl.ca/about/your-privacy.aspx

I acknowledge that I have read and understand the above information regarding the collection, use and disclosure of my personal information.

Signature of Applicant

Date

LS-MRE-COOP-020-16-09-27