



EMC'S WILWorks Graduate Program Frequently Asked Questions

What is EMC's WILWorks Graduate Program?

Excellence in Manufacturing (EMC)'s WILWorks Graduate Program is funded by the Government of Ontario's Skills Development Fund and focuses on expanding skills and paths to employment in manufacturing for new graduates and youth. This program provides a financial incentive to employers onboarding eligible new graduates or youth and supports participants with training to help them successfully attain and retain employment. EMC's WILWorks Graduate Program is helping to address the increasing demand for new employees to enter the manufacturing workforce by encouraging employers to hire new graduates and youth and by providing valuable foundational training to participants. The program will help manufacturing employers retain new long-term employees.

Why should a company hire a new graduate or younger worker?

New graduates and young employees are enthusiastic and ready to learn. They bring with them a set of digital and hands on skills and experience ideally suited for the manufacturing environment. EMC's WILWorks Graduate Program can help you develop talented young employees who will become more productive and committed to company success.

What incentive does EMC's WILWorks Graduate Program provide?

Excellence in Manufacturing Consortium (EMC)'s WILWorks Graduate Program offers a financial incentive to employers of up to \$5000 per eligible new hire. Eligible participants in the program are registered for industry leading EMC training at no cost.

What are the eligibility requirements for an employer to participate in EMC's WILWorks Graduate Program?

To be eligible for funding through EMC's WILWorks Graduate Program, an employer must be part of the manufacturing sector or an allied industry and:

- is licensed to operate its business in Ontario;
- provides training in Ontario which is related to a job that is located in Ontario;
- complies with the *Occupational Health and Safety Act* and the *Employment Standards Act*;
- maintains appropriate Workplace Safety and Insurance Board or private workplace safety insurance coverage;
- has adequate third-party general liability insurance as advised by my insurance broker;
- complies with all applicable federal and provincial human rights legislation, regulations, and any other relevant standards;
- is not a federal, provincial or municipal government and/or government agency;
- if in receipt of other funds (government or otherwise) related to the same skills training for the same individual, funds must not exceed the total cost of wages paid to the participant; and
- will not use training participants to displace existing staff or replace staff who are on lay-off.



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What are the eligibility requirements for participants in EMC's WILWorks Graduate program?

To be eligible, new employee participants must be:

- a resident of Ontario,
- eligible to work in Canada*,
- aged 15-29

**Note: International student graduates that have been issued a post-graduate work permit with an expiry date of after the end of training placement period may be eligible.*

Eligible participants will fall into one of the following categories:

- **Post-Secondary Graduate:** Recent graduate from a post-secondary institution.
- **High School Graduate:** Recent graduate from high school. Participants that were on co-op or working with their employer pre-graduation are eligible.
- **Individuals not connected to education:** Participants meeting the main eligibility criteria above that are not connected to education full time are eligible – not dependent on their graduation status.

Who selects the participant for hire?

The employer is responsible for recruitment and selection of the eligible participant.

How does an employer find qualified participants?

Employers are encouraged to use their usual recruitment channels to hire eligible new employees. Employers can also post employment opportunities on [EMC's WILWorks Graduate Community](#) (powered by Magnet) to target recent graduates and general job seekers.

What is the process for a manufacturing firm, or a firm in a related sector, to access EMC's WILWorks Graduate Program?

Employers interested in applying for EMC's WILWorks Graduate Program can access the application information on [EMC's WILWorks Graduate Community](#) (powered by Magnet).

What is the application deadline?

The anticipated application deadline is November 25, 2022, although the program may change to waitlist status or close to applications before this date. Funding is limited and EMC can support an allotted number of placements available to manufacturing employers in Ontario

Can an employer hire a student who has previously worked with the firm?

Yes, a student can be hired who has previously worked with the firm if all the eligibility requirements are met.



Are short term summer or seasonal positions eligible?

EMC's WILWorks Graduate Program is focused on expanding skills and paths to employment in manufacturing for new graduates and youth job seekers. The goal is for manufacturing employers to find long-term employees. The program is not designed to support summer or seasonal employment.

Does the graduate have to be hired into a manufacturing role to be eligible?

Eligible employers can apply for funding to support any position across all areas of the organization including but not limited to:

- Welder
- Millwright
- Supply Chain
- Finance
- Office Administration
- Sales and Marketing
- Human Resources
- General Labourer
- Production Worker

Can an employer apply before hiring?

It is possible to apply for funding before securing an employee but ideally, employers will have a candidate selected for hire before applying for the financial incentive offered through EMC's WILWorks Graduate Program. Employers are encouraged to use their usual recruitment channels to hire new employees. Employers can also post employment opportunities on [EMC's WILWorks Graduate Community](#) (powered by Magnet) to target recent graduates and general job seekers.

Can an employer apply after a new hire has started?

An employer can apply for the program if the eligible new hire is within approximately one (1) month of their start date. The participant training offered through EMC's WILWorks Graduate Program is designed to be taken in their first month of employment.

Is there a limit on how many positions an employer can receive funding for?

Yes, EMC has the right to limit the number of applications per company. Please connect with EMC before applying if you are interested in submitting a high number of applications.

What training does the participant take?

All participants are registered in and are required to complete EMC's Manufacturing Essentials Certification (MEC) – Manufacturing Foundations Micro-credential training. This training is offered in a self-directed online format and will take most participants approximately 6 hours to complete. As an optional training, participants are offered access to MEC - Lean Fundamentals Micro-credential training. This self-directed online credential is optional and can be completed in approximately 8 hours. The training offered complements existing onboarding procedures by training recent graduate new hires to be strong communicators and team players primed for success to increase productivity.



What topics does the MEC – Manufacturing Foundations Micro-credential training cover?

The MEC – Manufacturing Foundations Micro-credential training introduces participants to the manufacturing sector and includes topics such as Attitude, Accountability, Problem Solving, Giving and Receiving Feedback, Adaptability and Resilience, Difficult Interactions and Health and Safety. Learners earn badges by completing eLearning modules. The final badge in the Manufacturing Foundations Micro-credential training is an Employer Certified Work Placement badge awarded if applicable after the employer completes a survey, verifying the learner’s ability to apply the training in the workplace.

What is the Lean Fundamentals Micro-credential?

The optional Lean Fundamentals Micro-credential training provides a strong foundation and introduction to the core principles of Lean Thinking. Topics covered include an introduction to, the fundamentals of, and primary tools of Lean. Value Stream Mapping, Kaizen and Implementing Good Ideas are also included. Completing of the credential certifies that the learner has developed an understanding of the principles of Lean Thinking in a manufacturing environment. Workers with experience in lean thinking bring highly sought-after skills to the workplace.

How else does the program support the participant’s onboarding experience?

In addition to the no-cost training provided to the participant, the program encourages employers to match the new hire with a mentor onboarding buddy – most suitably a colleague in the same department or on the same shift. Mentorship training is offered to the mentors. This can be a great way to invest in both new and current employees.

Can an employer hire an immediate family member and be eligible for the incentive?

No, the employer can not hire their spouse, sibling, or child as an employee under the WILWorks Graduate program.

What documentation is required to support an application?

To receive the financial incentive, the following documentation will be required at the start and/or end of the work placement.

- Online Subsidy Application
- Employer Registration Form
- New Employee Participant Registration Form
- Copy of the Job Posting
- Training Placement Agreement
- Employer Feedback Survey
- Paystubs
- Invoice



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When will the employer receive the financial incentive?

The employer will receive the financial incentive within 45 days of receipt of the invoice and all required supporting documentation at the end of the work placement.

Who does an employer contact for more information?

If an employer has questions or requires further assistance, please contact:

Susan McLachlan, Project Coordinator smclachlan@emccanada.org



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