

Gearing Up Program Applicant Guide

About MiHR

The Mining Industry Human Resources Council (MiHR) is Canada's knowledge centre for mining labour market information. An independent, non-profit organization, MiHR leads collaboration among mining and exploration companies, organized labour, contractors, educational institutions, industry associations and Indigenous groups to identify opportunities and address the human resource and labour market challenges facing the Canadian minerals and metals sector.

About Gearing Up

Aimed at strengthening the mining industry's labour market, Gearing Up's objective is to change the way students perceive, pursue, and acquire the skills needed for in-demand mining careers by creating over 1250 work-integrated learning (WIL) opportunities in the Canadian mining sector.

Funded by the Government of Canada through Employment and Social Development Canada's Student Work-Integrated Learning Program, Gearing Up helps students develop skills and experience through WIL – aiding in their transition to long-term employment in the mining sector or the pursuit of advanced studies upon graduation. While Gearing Up is open to any eligible student, the program also encourages participation by underrepresented groups such as women in STEM, Indigenous peoples, persons with disabilities, recent immigrants, first year students, and visible minorities.

Work-Integrated Learning (WIL)

WIL refers to a continuum of learning opportunities ranging from structured work experience to instances where the Employer engages directly with the post-secondary education (PSE) institution to address a particular challenge. It can include applied research projects, apprenticeships, entrepreneurship, cooperative education, field placements, internships, mandatory professional practicum/clinical placements, service learning, work experience, and others.

Eligibility Requirements for Companies

Employers must be Canadian-owned or a Canadian subsidiary in one of the following categories:

- Small, medium, or large companies involved in the mining or mineral exploration sector.
- Post-secondary educational institution.
- Not-for-profit organization.

Eligibility Requirements for Participants

Participants must meet all of the following eligibility requirements:

- Be registered in a full-time or part-time post-secondary program.
- Be a Canadian citizen, permanent resident, or person with refugee protection given under the law.
- Be legally able to work in Canada according to the laws and regulations of the province or territory where they live.
- Be studying in fields related to science, technology, engineering, mathematics and/or business.

International students are not eligible for a Gearing Up wage subsidy.

Eligible WIL Opportunities

To qualify for a wage subsidy, the WIL position offered must meet all of the following eligibility requirements:

- Be a paid position that provides relevant and meaningful experience to students as part of a post-secondary program.
- Be “Net New” placements to the employer which is determined by subtracting the number of students hired by an employer in the fiscal year prior to first participating in the SWP Program, from the number of students the employer is intending to hire in the current fiscal year.
- Be a component of the graduation requirements for the program (both required and optional courses with a WIL component are eligible).
- Be within the science, technology, engineering, mathematics, or business fields.
- Not be combined with funding from any other federal program.
- Be completed within Canada.
- WIL student participants must be in an employer/employee relationship with the hiring organization.

Frequently Asked Questions about Gearing Up

How does the process work?

The Gearing Up program involves the following steps:

Step 1	Application	The employer submits a Gearing Up application via the MiHR website.
Step 2:	Documentation	Upon approval, MiHR sends the employer follow-up documentation and information regarding next steps.
Step 3:	Invoicing	Once the completed documentation is received and the student is in place, MiHR confirms invoicing preference and pays the wage subsidy accordingly.
Step 4:	Training	The student and their immediate supervisor complete online: Gender Equity in Mining Works training, Introduction to Intercultural Awareness training and Indigenous Awareness Training provided by MiHR, prior to the end of the placement.
Step 5:	Post-placement survey	Both the student and their supervisor are asked to complete a post-placement survey about their Gearing Up program experiences.

How does the employer submit the Gearing Up application?

An application is available on the [MiHR website](#). The employer is asked to provide details about the placement including an overview describing each position requested. Employers may apply for multiple positions through the program. An employer is required to submit a separate job description for each type of placement.

When does the employer submit the Gearing Up application?

Employers may apply for the Gearing Up wage subsidy prior to the start of the placement, prior to hiring their co-op student or once the student has been hired. The application process must be initiated and completed prior to the end of the placement. The number of placement subsidies available each year is contingent on federal program funding. Applications may not be submitted after the placement has ended.

How does an employer calculate “Net New”?

To determine the ‘net new’ value, employer participants must establish the **baseline** number of paid student placements offered the year before first participating in the Gearing Up and complete a basic calculation.

How do employer participants do this?

Steps	If your company is a prior Gearing Up participant.	If your company is not a prior Gearing Up participant...
Identify year of initial involvement in SWP program	A. Identify the first year of involvement, whether 2017, 2018, 2019 or 2020. For example, on reviewing past records you identify that your organisation first participated in the Gearing Up in 2018.	
Identify baseline number of placements	B. Identify the number of paid student placements you provided the year before your first year of involvement in the Gearing Up program. This is your baseline number of paid student placements. Continuing with our example, you identify that your organisation offered five paid student placements in 2017, the year prior to initially participating in Gearing Up.	B. Identify the lesser number of student work placements offered, whether in 2019 or 2020. This is your baseline number of paid student placements. For example, on reviewing past records you identify that your organisation first offered 10 placements in 2020 and five placements in 2019. As a result, 2019 is your baseline year with five placements offered.
Identify plans for future placements through to March 31/22	C. Identify the number of paid student placements you plan to offer through to March 31, 2022 as an employer participant of Gearing Up. In your company it is determined that 10 paid student placements will be offered through to March 31, 2022.	C. Identify the number of paid student placements you plan to offer through to March 31, 2022 as an employer participant of Gearing Up. Continuing our example, your company determines that it will offer eight paid student placements through to March 31, 2022.
Calculate 'net new' number of placements	D. For 'net new' subtract: Number of planned placements (c) from Baseline year placements (b). The answer is your net new. That is $D=C-B$ or future placements – baseline year placements. In our example, net new = $10 - 5$ or 5.	D. For 'net new' subtract: Number of planned placements (c) – Baseline year placements (b). The answer is your net new. That is $D=C-B$ or future placements – baseline year placements. In our example, net new = $8 - 5$ or 3.

Is funding automatically approved with the application?

The completed/approved application is not confirmation of funding. Funding will be allocated and confirmed once we have received the completed/signed agreements and participant information forms.

What criteria does MiHR apply to approve applications?

Should MiHR receive placement applications that exceed our funding allocation, we will look to apply the following **selection criteria**.

- New employers / hiring organizations who have not previously been involved in the Gearing Up program.
- WIL Placements with small (less than 100 employees) and medium sized employers (100-499 employees).
- WIL Placements in geographic areas to date with less participation in the GU program (i.e., WIL placements outside of British Columbia, Ontario and Quebec).
- Limiting employers (work sites) to a maximum of 10 Gearing Up placements during 2021-2022.

In conjunction with these priorities, MiHR will maintain a waitlist of employer participants interested in placements, should additional funding become available.

Once the application is approved, what follow-up documentation is required?

The employer will be provided with the following documents which must be completed and returned to MiHR:

- Gearing Up Agreement
- Participant Information Form
- Direct Deposit/Banking Information Form
- Student Payroll Information (*only at the end of the placement*)

To support successful implementation of the program, MiHR requests that the documentation be returned within 30 days of receiving them from MiHR.

How much money will my organization receive?

An Employer is eligible to receive a maximum amount of \$7,000.00, representing 70% of a participant's compensation for WIL participants from under-represented groups (women in STEM, Indigenous peoples, persons with disabilities, recent immigrants, first year students, and visible minorities). An Employer is eligible to receive a maximum amount of \$5,000.00 representing 50% of a participant's compensation for all other WIL participants.

When will subsidy disbursement take place?

There are two options for funding disbursement:

1. 75% of the total wage subsidy may be paid at the start of the placement and the remaining 25% of the wage subsidy will be paid at the salary threshold or at the end of the placement.
or
2. 100% of the wage subsidy can be paid at the end of the placement or once the wage subsidy threshold has been met (minimum \$10,000 of the salary has been paid).

The number of placement subsidies available each year is contingent on federal program funding.

Who recruits the student participant to the program?

The employer is responsible for the recruitment, interviewing and selection of WIL participants. To be eligible for the program, students must meet the following requirements:

- Be registered in a full-time or part-time post-secondary program.
- Be a Canadian citizen, permanent resident, or person with refugee protection given under the law.
- Be legally able to work in Canada according to the laws and regulations of the province or territory where you live.
- Be studying in fields related to science, technology, engineering, mathematics and/or business.

International students are not eligible for a Gearing Up wage subsidy.

Are students enrolled in apprenticeship or vocational studies eligible for subsidy?

No. This is based on the requirement that students be completing work that qualifies them to graduate from

a post-secondary institution and that WIL opportunities include co-op placements, internships, field placements or applied projects, not apprenticeships.

Are there exceptions to the eligibility requirements?

No.

Do the hiring organizations need to establish an employer/employee relationship with the WIL participant?

Yes. Since this is a wage subsidy program, the WIL participant must be employed by the organization.

Does a WIL placement need to be a graduation requirement for the student? What if it is an optional activity (class, field school, case study) that is part of the program but not required for graduation?

The WIL placement needs to count towards a graduation requirement. This includes optional (for credit) courses that have a WIL component administered by a hiring organization such as co-op placements, internships, field placements or applied projects.

What additional training is required by Gearing Up?

All participants and their immediate supervisors are asked to complete the following training:

Gender Equity in Mining Works (GEM Works) (Module 1 only): MiHR's GEM Works program provides mining organizations with industry-developed tools that help eliminate systemic barriers to gender inclusion in the workplace. (Approximately 20 minutes in duration)

Introduction to Intercultural Awareness Training (Modules 1 & 2): MiHR's Introduction to Intercultural Awareness Training promotes intercultural competencies, critical to our changing industry's needs, and strategies that help attract, integrate, and retain a more diverse workforce. (Approximately 20 minutes in duration)

Indigenous Awareness Training: MiHR's Indigenous Awareness Training aims to help individuals from different cultural backgrounds understand the history of Indigenous peoples in Canada and to develop respectful relationships across cultures.

A link to the training will be emailed to the student and their supervisor during the placement.

What documentation do I need to provide at the end of the work integrated learning opportunity program?

The employer and the student will both be asked to complete a post-placement evaluation survey.

**The Gearing Up team is available for support throughout the wage subsidy process.
Please contact us anytime for questions or concerns at: gearingup@mihr.ca**