

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, Indigenous peoples, persons with disabilities, and recent immigrants.

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 co-op placements, internships, field placements or applied/capstone projects or case competitions to solve particular challenges for employers.

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 a new opportunity not previously offered by the employer.
- 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.
- Be a position directly employed by the employer.

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 within 60 days of the start 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.

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.

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

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?

Eligible employers will receive up to 75% of a student's salary (up to \$7,500) for WIL placements. The employer must contribute at least 25% towards the participant's wage during the course of the placement. This funding may not be combined with funding from any other federal programs.

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**