

## Gearing Up Program Applicant Guide

### About MiHR

The Mining Industry Human Resources Council (MiHR) is a national, non-profit organization that identifies opportunities and addresses the human resource and labour market challenges within the Canadian minerals and metals sector. MiHR is engaged in several initiatives to improve the quality and availability of mining labour market information to industry stakeholders. This information allows MiHR to create national solutions through collaboration, partnerships and synergy.

### About Gearing Up

MiHR's Gearing Up Program is one of the initiatives used to help strengthen the labour market for the mining industry. Its objective is to change the way students perceive, pursue and acquire the skills needed for in-demand careers in the mining sector by creating over 1000 work-integrated learning (WIL) opportunities in the Canadian mining sector over four years.

Funding for this initiative is provided by the Government of Canada through Employment and Social Development Canada's Student Work-Integrated Learning Program. MiHR was selected as a delivery organization through a competitive process.

Gearing Up is designed to help students develop skills and experience through WIL, aiding them in their transition to long-term employment or the pursuit of advanced studies upon graduation.

### 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 institution to address a particular challenge. It can include co-op placements, internships, field placements or applied projects to solve particular problems for employers.

### Eligibility Requirements for Companies

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

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

## Eligibility Requirements for Participants

- Students in a post-secondary program;
- Canadian citizens, permanent residents, or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act;
- Legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.; and
- Be studying in fields related to science, technology, engineering, mathematics and/or business.

## Eligible WIL Opportunities

Eligible position criteria that qualify for a wage subsidy are:

- Paid internships that provide relevant and meaningful WIL experience to students as part of a post-secondary program;
- Contributes to the graduation requirements for the program (both required and optional courses with a WIL component can count); and
- In the science, technology, engineering, mathematics or business fields.

## Frequently Asked Questions about Gearing Up

### How does the process work?

Organizations meeting the criteria must submit an application for wage subsidy funding. MiHR will review all applications received and inform all applicants within 10 business days if their organization has been approved.

Once an approved organization has found a WIL participant, MiHR will email the following documents:

- Gearing Up contract;
- WIL participant contract;
- Participation Information Form to start the internship; and
- Specific wage subsidy payment details.

### What information do I need to provide on the application?

A detailed job description, proof that this opportunity is offered in collaboration with a post-secondary institution, and salary costs are required. Salary costs include monthly corporate contributions (e.g. EI, CPP, vacation pay).

### **How much money will my organization receive?**

Eligible employers will receive up to 75% of an intern's salary (up to \$7,500) for new WIL placements. Your wage subsidy will be calculated as follows:

$$\text{Monthly salary} * \text{length of internship} * (\text{up to } 0.75)$$

### **How long will it take to process my application?**

MiHR will review your application and email you within 10 business days to inform you whether you are approved. You will be asked to provide more information if your application is incomplete or unclear.

### **Can my organization apply for more than one WIL placement?**

Yes.

### **Who chooses the intern to work at my company?**

The recruitment, interviewing and selection of WIL participants to fill eligible Gearing Up positions are to be done by approved employers and must meet the following minimum eligibility requirements for WIL participants:

- Students in a post-secondary program;
- Canadian citizens, permanent residents, or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act;
- Legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.; and
- Be studying in fields related to science, technology, engineering, mathematics and/or business.

### **Are there exceptions to the eligibility requirements?**

No. The eligibility requirements are set out by Employment and Social Development Canada and not by MiHR. No exceptions will be made.

### **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 will need to be part of the company's payroll system so that they can receive their payments.

### **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.

### **What documentation do I need to provide at the end of the internship program?**

At the end of the internship you and the intern will both need to complete a post-internship questionnaire.

### **What is Gender Equity in Mining training and how long does it take?**

Our GEM training program was designed to expedite the institutional change necessary to improve gender equity in the Canadian mining industry through the application and adoption of gender inclusive tools, training and strategic change management initiatives. All WIL recipients and their direct supervisors are required to take the first module of training as part of the Gearing Up Program. It takes approximately 20 minutes to complete the training.