

## Applicant Guide and Frequently Asked Questions The Canadian Mining Work Placement Program (CMWP)

### CMWP Overview

The Canadian Mining Work Placement Program (CMWP) is a critical component of the Canadian Mining Skills Development Strategy (CMSDS). The program supports wage subsidies up to 70% of a participant's wage to a maximum of \$10,000 (up to \$15,000 for equity-deserving groups\*) to organizations who offer meaningful work experience to workers in operation and production level positions.

### Eligibility Requirement for Hiring Organizations:

Hiring organizations must be Canadian-owned or a Canadian subsidiary and involved in the mining and mineral exploration sectors in one of the following categories:

- Small, medium or large companies

Please note, contractors who provide job opportunities to participants to practice newly acquired skills and competencies from recent and relevant occupational training must provide proof that they are contracted to conduct work at a mine or work site.

### Eligibility Requirements for Participants:

Participants must meet all the following eligibility requirements:

- Has completed recent and relevant classroom training and/or orientation prior to being hired for the job opportunity.
- Be a Canadian citizen, permanent resident or person with refugee protection 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 in an employer/employee relationship with the hiring organization.

### Eligible Job Opportunities:

To qualify for a wage subsidy, the job opportunity must meet the following eligibility requirements:

- Must be in an occupation in an operation or production level position at an operating mine or work site.
- New Workers: hiring organization that provides opportunities to newly trained talent to practice newly acquired skills and competencies from recent and relevant occupational training.
  - AND/OR
- Existing Workers: hiring organization that provides opportunities to existing workers to upskill and explore advancement in new careers to practice newly acquired skills and competencies from recent and relevant occupational training.

## **How does the application process work?**

The CMWP involves the following steps:

### Step 1 – Application (Phase 1)

The employer will be required to provide the following information:

- Title of the position..
- How many job opportunities will be provided.
- Where the job opportunity will take place.
- Identify the training the participant has taken prior to the job opportunity.
- The training organization, educational institution or hiring organization who is delivering the training.
- A description of the tasks and responsibilities of the job opportunity.
- The job opportunity start and end date.

### Step 2 – Preliminary Review

MiHR will review the initial application and communicate approval/denial.

### Step 3 – Application (Phase 2)

Upon acceptance of the Phase 1 Application, the hiring organization is invited to submit the following information via invitation to MiHR's online portal:

- Signed Hiring Organization Agreement including:
  - Appendix A: Participant Wage Detail Form
  - Appendix B: Reviewing the Tasks and Responsibilities submitted in the initial application
- Signed Participant Information Form (PIF)

### Step 4 – Training

MiHR offers three complimentary eLearning modules for participants and their immediate supervisors: Gender Equity in Mining Works (GEM Works), Intercultural Awareness Training and Indigenous Awareness Training. The eLearning is not compulsory but highly recommended.

### Step 5 – End of Job and Final Invoice

Within the last month of the job, the participant and their immediate supervisor will be asked to complete a brief exit survey to evaluate their program experience.

Once the participant has been paid their final invoice for the length of the subsidized work experience, and MiHR receives the earning statements and an invoice supporting the participant was paid the total compensation cost indicated in the Participant Wage Details Form, the hiring organization will receive the wage subsidy payment from MiHR.

### **When can a hiring organization apply?**

Hiring organizations are invited to submit applications on an ongoing basis but applications will only be accepted if participants are hired for their job opportunity after November 7, 2022.

### **How does the hiring organization submit the CMWP application?**

The application is available on the [MiHR website](#).

Hiring organizations that have multiple job opportunities in the same or different occupations and/or that have job opportunities at the same or different work sites can apply all in one application. Clearly identifying the number of job opportunities, locations, tasks and responsibilities for each occupation will be required.

The application process follows two phases. In phase one, the hiring organization submits a preliminary application online. MiHR will review this preliminary application information. If approved, the hiring organization will be invited to complete phase two of their application, providing wage and salary details for each participant before receiving confirmation of funding.

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

MiHR will review applications and email with a decision on eligibility within five (5) business days. If the application is incomplete or unclear, MiHR will request, via email, more information.

### **Is funding automatically approved with the Phase 1 application?**

Funding will be allocated and confirmed once MiHR has received the Participant Information Form and Participant Wage Details Form signed by the employer.

### **How much money will a hiring organization receive?**

The hiring organization is eligible to receive a maximum amount of \$15,000, representing 70% of a participant's total compensation for participants from equity deserving groups\* (women, persons with disabilities, Indigenous peoples, racialized communities, newcomers and 2SLGBTQIA communities).

A hiring organization is eligible to receive a maximum of \$10,000, representing 70% of a participant's total compensation for all other participants.

The wage subsidy amount is calculated using the following formula:

Total participant compensation cost (total gross salary + MERCS – Other Federal Funding) x 70% to a maximum of \$10,000 (\$15,000 for EDGs).

### **How long is the job opportunity required to be?**

Ideally, the participant would work a minimum of 1000 hours to gain meaningful work experience. However, shorter work terms are permissible.

### **What does the end evaluation consist of?**

The evaluations will include:

- Whether the training provided to the participant prior to the job opportunity led to a positive transition to workforce.
- Whether the participant is gaining/gained the work experience the hiring organization committed to.
- Satisfaction levels of the job opportunity.
- Feedback on the job opportunity.
- If the participant was offered continued employment at the end of the subsidized work term.

### **Does the participant need to become certified under MiHR's CMCP by the end of the subsidized work term?**

The goal is for the participant to work towards certification under MiHR's CMCP. However, certification upon completion of the subsidized work term is optional.

### **How would a participant become certified following the subsidized work term?**

Participants can get certified in two ways:

1. Trained Workplace Assessors (WPA) onsite assess workers' skills, knowledge and experience through competency-based assessment process.
2. Individuals document their own skills, knowledge and experience, and provide three professional references. This documentation is evaluated by an Examiner Panel of three subject matter experts who must come to a unanimous decision on certification.

Visit <https://mihr.ca/> or contact [wagesubsidies@mihr.ca](mailto:wagesubsidies@mihr.ca) to apply or learn more about the CMWP's wage subsidy.