



# Work-Integrated Learning in the Electricity Industry

A step-by-step guide for employers



[electricityhr.ca/empowering-futures](http://electricityhr.ca/empowering-futures)



# Empowering the next-generation electricity workforce

**Canada’s electricity sector will require 20,000 new workers by 2022. Those workers will need not only the skills and qualifications to handle rapidly evolving technologies but also the professional skills to function effectively in dynamic, team-based environments.**

Electricity employers aren’t alone in needing this kind of talent—which means they will be competing with a whole range of other industries for people.

Electricity Human Resources Canada (EHRC) created **Empowering Futures** to strengthen the sector’s talent pipeline. A simple, streamlined wage subsidy program, **Empowering Futures** makes it easier for employers to provide work-integrated learning experiences so students can develop the skills to be job-ready when they graduate.

Through the program, EHRC will cover up to 50% of a student’s salary to a maximum of \$5,000. Subsidies of up to 70% (maximum of \$7,000) are available for students in under-represented groups including women in STEM (science, technology, engineering, math), Indigenous students, persons with disabilities, newcomers to Canada (within the last five years) and first-year students.

This guide walks through the steps employers need to follow to apply for and host work-integrated learning placements through **Empowering Futures**.

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## About EHRC

EHRC is a national, not-for-profit organization founded in 2005 to conduct research and develop programs to support the HR challenges and opportunities in the electricity and renewables sectors. Our mission is to strengthen the ability of Canada’s electricity industry to meet current and future needs for a highly skilled, safety-focused, diverse and productive workforce. We achieve our mission by promoting awareness of career opportunities in the industry and by creating partnerships between business, labour, education and government.

## Who's eligible?

**Any employer or student who meets the following criteria can take advantage of the Empowering Futures wage subsidy program.**

### Employers

Must be a Canadian-owned organization or a Canadian subsidiary that:

- Generates, transmits and/or distributes electrical power as the primary business activity

OR

- Is engaged in manufacturing equipment and providing services necessary to the generation, transmission and distribution of electrical power

OR

- Is engaged in supporting the sector in areas such as:

Renewables

R&D

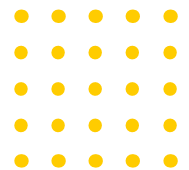
Business development

Energy efficiency

Energy storage

Electrical vehicle integration

Smart energy communities



### Students

Must:

- Be current, full-time students registered in a post-secondary STEM or business program in Canada
- Be Canadian citizens, permanent residents or have been granted refugee status in Canada
- Be legally entitled to work according to the relevant federal and provincial/territorial legislation and regulations
- Not have the balance of their salary funded by another government program
- Be hired for a full-time work placement
- Consent to the periodic release of placement information to EHRC and the Government of Canada during and at the end of the placement

### Restrictions

Students registered in trades or apprenticeship programs and students in Canada on work or student visas are **not** eligible for **Empowering Futures** subsidy support.

## Who's responsible for what?

**Empowering Futures** requires the involvement of a few key functions within the employer organization. These include:

#### Human Resources

**Empowering Futures** role:

- Submit forms
- Oversee the hiring process
- Provide required information during the placement

#### Finance

**Empowering Futures** role:

- Provide required financial information
- Submit claim forms and pay stubs during the placement

#### Student supervisor

**Empowering Futures** role:

- Develop a learning plan
- Supervise the student's work
- Provide additional information as required

# How to empower the future

The following pages break down the steps involved in the Empowering Futures process from initial application through administering a placement to post-placement activities. Click on any of the links provided to access the forms needed at a given stage. Students also have some important tasks to carry out during the process: employers can use the cues below to guide them through the required steps.

## Applying to Empowering Futures

### For employers

**Complete and submit the Employer Eligibility Assessment** <https://forms.electricityhr.ca/Employer-Eligibility-Assessment>

This form needs to be completed once per year. For any subsequent applications within the same year, select “Yes” when asked if the company has previously submitted this form.

#### Information required

- Brief company description
- Student participant’s job title
- Participant’s job description
- Participant’s salary, hours and start/end dates

### For students

**Complete and submit the Participant Information Form** <https://forms.electricityhr.ca/Participant-Information-Form>

This form must be filled out for students to participate in the program.

#### Information required

- A copy of the student’s resume
- Proof of enrollment in a post-secondary institution or unofficial transcript.
- Consent to release placement information to EHRC and the Government of Canada



### For employers

**Sign and submit the Empowering Futures contract**  
Once you receive the form from the student, sign it as well and submit it to EHRC.

**Complete and submit the Application for Direct Deposit** <https://forms.electricityhr.ca/Application-for-direct-deposit-banking>

This form needs to be completed only once, unless your financial information changes.

#### Information required

- Organization name
- Name of financial institution
- Branch address
- Attached image of blank void cheque or equivalent information

### For students

**Sign and submit the Empowering Futures contract**

The student must:

- Read through the contract
- Print page 7 and sign the Participant Consent box
- Scan and email the signed document to the employer’s HR officer



### For employers

Once received from the student, submit the completed **Empowering Futures Work Agreement**.

### For students

**Complete, sign and submit the Empowering Futures Work Agreement**

The student must:

- Read through the agreement
- Print the document and fill in the required participant information
- Contact a school representative (e.g., co-op program coordinator, student advisor, etc.) to confirm the student’s enrollment in the program
- Scan and email the completed and signed document to the employer’s HR officer

## During the placement

### Employer and student together

#### Establish and submit a Learning Plan

The student and his or her supervisor need to work together and agree on a Learning Plan as close to the start of the work placement as possible. Access the form here: <https://forms.electricityhr.ca/Learning-Plan>.

The Learning Plan should address the following questions:

- Where is the student now and what does the student want to learn from the placement?
- What skills and competencies does the student need to succeed?
- What learning activities will help the student acquire those skills?
- How can the supervisor and organization support the student?



#### Employer

#### Complete and submit the Claim Submission Form

The Claim Submission must be completed and submitted **each month** during the student's placement. Access the form here: <https://forms.electricityhr.ca/Claim-Form>

#### Information required

- Employer name
- Contact name
- Participant name
- Total **gross salary** for reporting period
- Pay stub attachments for reporting period (minimum 1, maximum 5)

#### Skills to think about when developing a Learning Plan

**Empowering Futures** is focused on helping students develop the professional skills they and their employers will need for them to succeed in a real-world workplace. Building these into the Learning Plan is a great way to make sure they're covered:

Active learning

Coordination

Decision-making

Reading comprehension

Speaking

Active listening

Critical thinking

Monitoring

Social perceptiveness

Time management

For more on these, visit the **Empowering Futures** website at [electricityhr.ca/empowering-futures](https://electricityhr.ca/empowering-futures)

## After the placement

#### Employer

#### Complete and submit Reflection on Work Placement forms

Employer (HR): <https://forms.electricityhr.ca/Work-Placement-Reflection-Employer>

This form must be completed once per semester per cohort.

Supervisor: <https://forms.electricityhr.ca/Supervisor-Reflection>

This form must be completed once per semester per student.

Students will not see these forms. Anonymized information from these forms will be used in aggregate to help EHRC improve the program.

#### Student

#### Complete and submit Reflection on Learning During the Work Experience

<https://forms.electricityhr.ca/Work-Placement-Reflection>

This form must be completed at the end of the student's placement and will not be seen by the employer. Anonymized information from this form will be used in aggregate to help EHRC improve the program.

## Start powering the future now

**A WIL placement through Empowering Futures offers a great opportunity not just for the student, but for you as well.** Bringing in a student gives you access to enthusiastic new talent with the latest training in the newest technologies. Their perspectives can be incredibly valuable to your company's evolution, and the relationship you develop during a placement can move your company to the top of a student's list of potential employers after graduation.

**Start powering your future now.**  
Visit [electricityhr.ca/empowering-futures](https://forms.electricityhr.ca/empowering-futures) to get started.



### Quick links: Empowering Futures forms

#### For employers

##### Employer Eligibility Assessment

<https://forms.electricityhr.ca/Employer-Eligibility-Assessment>

##### Application for Direct Deposit

<https://forms.electricityhr.ca/Application-for-direct-deposit-banking>

##### Learning Plan

<https://forms.electricityhr.ca/Learning-Plan>

##### Claim Submission Form

<https://forms.electricityhr.ca/Claim-Form>

##### Reflection on Work Placement – Employer (HR)

<https://forms.electricityhr.ca/Work-Placement-Reflection-Employer>

##### Reflection on Work Placement – Supervisor

<https://forms.electricityhr.ca/Supervisor-Reflection>

#### For students

##### Participant Information Form

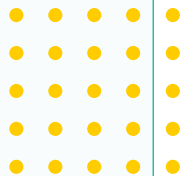
<https://forms.electricityhr.ca/Participant-Information-Form>

##### Learning Plan

<https://forms.electricityhr.ca/Learning-Plan>

##### Reflection on Learning During the Work Experience

<https://forms.electricityhr.ca/Work-Placement-Reflection>



For more information, visit our website at  
[electricityhr.ca/empowering-futures](https://electricityhr.ca/empowering-futures)