



Small Enterprise Co-operative Placement Program (SECPAP) Application and Contract

Thank you for your interest in the Small Enterprise Co-operative Placement Assistance Program (SECPAP), which is funded by the Department of Advanced Education and Skills, Government of Newfoundland and Labrador, and delivered by the Co-operative Education Office at the College of the North Atlantic. The Small Enterprise Co-operative Placement Assistance Program brings together highly skilled students and employers to create relevant Co-op work term opportunities in Newfoundland and Labrador.

Program Objectives:

The objectives of *SECPAP* are as follows:

- to expose small businesses in Newfoundland and Labrador to the value of Co-operative education, thereby creating a long-term demand for Co-operative education students and graduates, and;
- to expose co-operative education students to the small business sector, and entrepreneurial activity in general, as viable and attractive career options.

Funding:

SECPAP funding is available for a maximum of 12 weeks and 35 hours per week. SECPAP will fund 50% of minimum wage, up to a maximum subsidy of \$8.00 per hour, for each Co-op student placement approved. The student must work a minimum of 35 hours per week for the employer to qualify for the assistance. The assistance will not be paid for hours worked in excess of the approved amount. Not-for-profit organizations may be eligible for 100% of the minimum wage rate.

It is the employer's responsibility to ensure that students are paid at least the legislative minimum wage, and that the employer contributes a minimum of 50 percent toward the student's wage. In addition, the employer is responsible for paying the following employee benefits: vacation pay, employment insurance and Canada Pension Plan premiums, and Workers' Compensation costs. No assistance to the employer is available through this program for materials, travel or other administrative costs associated with the placement.

Stacking with federal funding is allowed, but employers must disclose any received funding to other sources and the total combined funding cannot exceed 100%. While funding is not guaranteed, priority approvals may be set based on operational needs and employment barriers for students. College of the North Atlantic reserves the right to terminate any commitment if the original proposals and objectives are not met. The appropriate Co-operative education staff also reserves the right to inspect the work of the students and associated records.

Sample scenarios:

Total Hourly Salary	50%	SECPAP Subsidy Covers	Employer Covers
\$16.00	\$8.00	\$8.00	\$8.00 plus MERC
\$21.00	\$8.00	\$8.00 (max. contribution)	\$13.00 plus MERC

Program Eligibility:

Employers:

- Registered Canadian businesses.
- Not-for-profit organizations (funded at 100% of minimum wage).
- Must be operating in Newfoundland and Labrador with 100 or fewer employees.
- Federal, Provincial, Territorial Governments and their agencies do not qualify.
- Municipal Governments with 100 or fewer employees are eligible.
- Priority will be given to, but is not limited, to first time applicants.
- Positions funded must not be financed under any other sources of assistance from the Government of Newfoundland and Labrador.
- Project submissions are to be directed toward a particular field of study.
- Are committed to paying the student for the role.



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- Provide a work experience that meets the Co-op minimum requirements (12 weeks and/or 420 hours).
- Immediate family members are not eligible to be hired in firms owned or operated by relatives.
- Employers are eligible to hire both domestic and international students.

Students:

- Must be enrolled in College of the North Atlantic's accredited and accreditable co-operative education programs.
- Must be academically eligible for a work term.
- Must be 16 years of age or older and must be eligible to work in Canada.
- Who are immediate family members of applicants are not eligible to receive funding.
- Work term must be located in Newfoundland and Labrador

Application Process:

Interested applicants must complete the attached application and attach any requested and/or supporting documentation. Funding is limited and administered on a first-come, first-served basis. Upon successful approval of your SECPAP application, your organization will enter the co-operative education job competition process to find a student suitable for the position in hand unless you already have an eligible student identified who is currently enrolled in a College of the North Atlantic co-operative education program. Placements are for 12-16 weeks in duration, with the exception of Electrical Engineering Technology (Power and Controls) which can range from 11-16 weeks in duration.

You will receive written notification from the Co-op Office if your application is approved, and the total amount of wage subsidy that will be granted. Once the work term begins, organizations will submit reimbursement claim forms with proof of payment (e.g. photocopied paycheck stubs) to the Co-op Office. Final claims must be submitted no later than **2 weeks after the end** of the work term. Delays may result in claims not being processed. Instructions on how to submit claims will be included in the SECPAP information letter sent to you after your application is approved and processed.

All completed applications, with supporting documentation, can be submitted via email to coop@cna.nl.ca.

Job Competition Process:

Employers interested in participating in the Co-op selection process, which begins approximately 3-4 months before the start of the work term, typically follow this sequence:

1. Submit job description to the Co-op Office for approval;
2. Co-op Office advertises job description to students;
3. Student application packages will be forwarded to the employer for review and consideration;
4. Schedule and conduct interviews, and select a student for the work experience;
5. Inform the Co-op Coordinator of the selected candidate.

If you have further questions or concerns about SECPAP or the enclosed application form, please contact the Co-op Office via email at coop@cna.nl.ca.



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Applicant Information:

Organization Name: _____
 Contact Name: _____
 Position Title: _____
 Mailing Address: _____
 Telephone: _____ E-mail: _____ Fax: _____

Funding Criteria:

Type of Organization (Private/Non-Profit/Government/Public): _____
 Industry: _____ Work Term Location: _____
 Number of Employees: Total: _____ (full time and part time)
 Does an immediate family member of the student(s) own or operate the business? YES NO
 Is the student replacing regular employees or employees on lay-off? YES NO
 Is the position being funded through any other **provincial** government sources? YES NO
 Have you applied for or plan to apply for **federal** government funding for this position? YES NO
 Does this work term offer potential for post-graduate employment? YES NO
 If yes, which program are you applying for funding from? _____

Work Term Information:

Funding for which semester: Fall Winter Spring 20_____
 Expected length of work term (11-16 weeks): _____
 Approximate Start Date: _____ Approximate End Date: _____
 Expected hours per week: (NOTE: max. funding is for 35 hours per week) _____
 Payroll: Weekly Bi-weekly Bi-monthly Monthly
 Expected hourly wage: \$ _____ How many students: _____
 Please indicate which program(s) you will seek Co-op students from:
 Agriculture Technician Electrical (Power and Controls) Mechanical (Manufacturing)
 Architectural Electronic Systems Petroleum
 Chemical Process Environmental Software Development (CB)
 Civil (CB) Geomatics/Surveying Software Development (RR)
 Civil (RR) Health and Safety Management Welding Engineering
 Computing Systems Management Systems



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If you know the student(s) you wish to hire, please identify: _____

Contract Signatures:			
I certify that the information contained in this application is correct, may be verified and can be shared with The Government of Newfoundland and Labrador in compliance with this funding agreement. I acknowledge that all mandatory employment related costs including vacation pay, employment insurance, workers compensation and CPP costs are understood to be the responsibility of the employer. * Please note that no funds will be reimbursed if the student is academically ineligible or not registered for the work term.			
Date:		Applicant's Signature (i.e. Employer):	
I agree that the attached work description represents a valuable and rewarding work term and recommend that the application for wage subsidy be approved providing the student hired is academically eligible for the work term.			
Date:		SECPAP Administrator Signature:	
Application Status:			
<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED		Hourly Subsidy:	Total Subsidy:
Date:		SECPAP Administrator Signature:	

Privacy Notice: The personal information collected on this form is collected under the authority of the College Act, 1996 (SNL 1996, CHAPTER C-22.1) and will be used to verify program objectives, and to update your academic record. If you have any questions about this collection and use of personal information please contact Ashley Nguyen, Director, Work Integrated Learning Connections, by phone at 709-758-7093, or by email at ashley.nguyen@cna.nl.ca.



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1. Please provide a brief profile explaining the purpose of your organization:

2. Please provide a description for the assigned tasks, responsibilities, and expectations for the work term placement (may attach a separate job description if you like):

3. Please outline the orientation and training for the successful student under this placement:

4. Please describe the supervision and monitoring processes that will be put in place for this placement: