



Small Enterprise Co-operative Placement Assistance Program Application and Contract

Phone: 709-864-2419 | Fax: 709-864-8960 | Email: cesc@mun.ca

Thank you for expressing an interest in the **Small Enterprise Co-operative Placement Assistance Program (SECPAP)**. This initiative has been made possible by the Government of Newfoundland and Labrador's Department of Advanced Education and Skills (formerly called Human Resources Labour and Employment). Memorial's Department of Career Development & Experiential Learning and the Division of Co-operative Education work in partnership to administer this program throughout Newfoundland and Labrador (NL).

Objectives:

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

Funding:

SECPAP will fund 50% of the co-operative education student's overall hourly salary up to a maximum of \$6.00/hr. It is important to note that the SECPAP subsidy does not cover expenses related to mandatory employment contribution expenses (MERC) such as E.I., C.P.P., vacation pay, and workers' compensation.

Sample scenarios are as follows:

Total Hourly Salary	50%	SECPAP Subsidy Covers	Employer Covers
\$10	\$5.00	\$5.00	\$5.00 plus MERC
\$12	\$6.00	\$6.00	\$6.00 plus MERC
\$15	\$7.50	\$6.00 (max. contribution)	\$9.00 plus MERC

Once the organization has been successfully approved, they can submit reimbursement claim forms (minimum of monthly intervals) that will be provided ahead of time along with proof of payment (e.g. photocopied paycheck stubs, copy of signed journal entry, etc...).

Application Process:

Interested applicants must complete the attached application and attach any requested and/or supporting documentation. Upon successful approval of your SECPAP application, your organization will enter into 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 Memorial University co-operative education program. Placements are for 12-16 weeks in duration with the exception of computer science which can range from 8-16 months in duration. Students, in any given semester (Fall, Winter, and Spring), are available from the following co-operative education programs at Memorial:

- Applied Social Psychology (Master)
- Business
- Computer Science
- Computer Science (Master)
- Economics
- Engineering
- Environmental Science (Master)
- Folklore (Master)
- Kinesiology
- Physical Education
- Political Science
- Political Science (Master)
- Psychology
- Recreation

All completed applications (i.e. Pages 3 and 4), with supporting documentation, can be submitted via:

- Fax: 709-864-8960
- Email: cesc@mun.ca
- Mail: Co-operative Education Services Centre, Memorial University, Smallwood Bldg., UC 4000, St. John's, NL A1C 5S7

Job Competition Process:

Employers participate in the selection process, which starts about 3-4 months prior to the start of the work term. The procedure normally follows this sequence:

- Job descriptions are advertised to students;
- Co-operative education programs in question will forward applications to the employers for screening;
- Employers interview students (on campus; via phone, or through videoconferencing);
- Employers rank students in order of preference. Students not considered suitable are not ranked;
- Offers are extended by the University starting with the employers' highest rankings;
- Offers not accepted by students are normally advertised again in consultation with employers.

Roles of the Co-operative Education Co-ordinator and the Employer:

The co-ordinator communicates with employers about the hiring process, work-term requirements, and suitable work term positions. At all times, the co-ordinator is available to discuss the placement with the employer, to address any concerns and maximize benefits for both the student and the organization. It is important to note that co-operative education co-ordinators specialize in specific programs.

Approved organizations are expected to develop and maintain a work schedule for their work term student, inspect and evaluate student progress both in terms of work term objectives and the development of skills, etc. Approved applicants must return a completed employer's portion of an appropriate work term evaluation form (provided at the beginning of the work term) to the co-operative education institution, in the middle and at the end of the work term. The employer feedback on the student's performance is very important to the student and to the success of current and future co-operative education experiences for students and employers.

Eligibility Criteria:

Organizations must have:

- Fewer than fifty employees;
- Annual sales of less than \$5,000,000.00;
- Work term located in Newfoundland and Labrador;
- An individual (generally paid staff) capable of supervising and evaluating students;
- Adequate facilities/accommodations for the placement;
- A defined task with an appropriate academically relevant job description;
- A position that is related to the student's field of study;
- An understanding of the purpose and academic requirements of co-op work terms; and
- An appreciation of the role of the small business / entrepreneurial sector and its potential for future work opportunities for students.

Students:

- Must be enrolled in Memorial University of Newfoundland's co-operative education programs;
- Must be academically eligible to undertake a work term;
- Must be 16 years of age or older and must be eligible to work in Canada; and
- Who are immediate family members of applicants would normally be ineligible to be hired in that organization.
- Work term must be located in Newfoundland and Labrador

If you have further questions or concerns about SECPAP or the enclosed application form, please contact the Co-operative Education Services Centre, a unit of the Department of Career Development and Experiential Learning, at 709-864-2419 or via email at cesc@mun.ca.



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Applicant Information:

Organization Name: _____

Contact Name: _____ Position Title: _____

Mailing Address: _____

City: _____ Province: NL Postal Code: _____

Telephone: (709) _____ E-mail: _____

Fax: (709) _____ URL: _____

Funding Criteria:

Type of Organization: _____ Work term Location _____

Annual Revenues: \$0 - \$999,999 \$1,000,000 - \$4,999,999 \$5,000,000+

Number of Employees: 1-10 11-20 21-30 31-49 50+

YES NO Does an immediate family member 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 other sources?

YES NO Does this work term offer potential for post-graduate employment?

Work Term Information:

Funding for which semester: Fall Winter Spring 20____

Expected length of work term: 12 wks 13 wks 14 wks 15 wks 16 wks

Expected hours per week: 35 hrs/wk (min) 37.5 hrs/wk 40 hrs/wk (max)

Payroll: Weekly Bi-weekly Bi-monthly Monthly

Expected hourly wage: \$ _____ How many students: _____

Please identify the co-op program from which you propose to hire:

<input type="checkbox"/> Applied Social Psychology (Master)	<input type="checkbox"/> Engineering	<input type="checkbox"/> Political Science
<input type="checkbox"/> Business	<input type="checkbox"/> Environmental Science (Master)	<input type="checkbox"/> Political Science (Master)
<input type="checkbox"/> Computer Science	<input type="checkbox"/> Folklore (Master)	<input type="checkbox"/> Psychology
<input type="checkbox"/> Computer Science (Master)	<input type="checkbox"/> Kinesiology	<input type="checkbox"/> Recreation
<input type="checkbox"/> Economics	<input type="checkbox"/> Physical Education	

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, and may be verified. (All benefits including vacation pay, employment insurance, Workers Compensation costs and Canada Pension costs, are understood to be the responsibility of the employer.)

NOTE: 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):
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I agree that the attached work description represents a valuable/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:		Co-operative Education Co-ordinator's Signature:
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Application Status:

<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED	Hourly Subsidy: \$ _____	Total Subsidy: \$ _____
Date:	CESC Manager's Signature:		



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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: