



Employer Guide to the Propel Student Work Placement Program

How to post a Work-Integrated
Learning opportunity and/or
apply for a subsidy

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Government
of Canada

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Tourism HR
Canada



RH Tourisme
Canada

propel

Launching Careers in Tourism
POWERED BY TOURISM HR CANADA

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INTRODUCTION.

Welcome to Propel, Tourism HR Canada's Student Work Placement Program (SWPP), funded by the Government of Canada.

Propel offers post-secondary students opportunities to develop the work-ready skills required to secure meaningful employment upon graduation. Qualifying employers are provided with a wage subsidy of up to \$7,500 for each student hired through the program.

This Employer Guide will assist you with setting up an account in the Propel portal, then posting a job and applying for a wage subsidy.

For further details on the Propel program, including eligibility criteria, click [here](#).

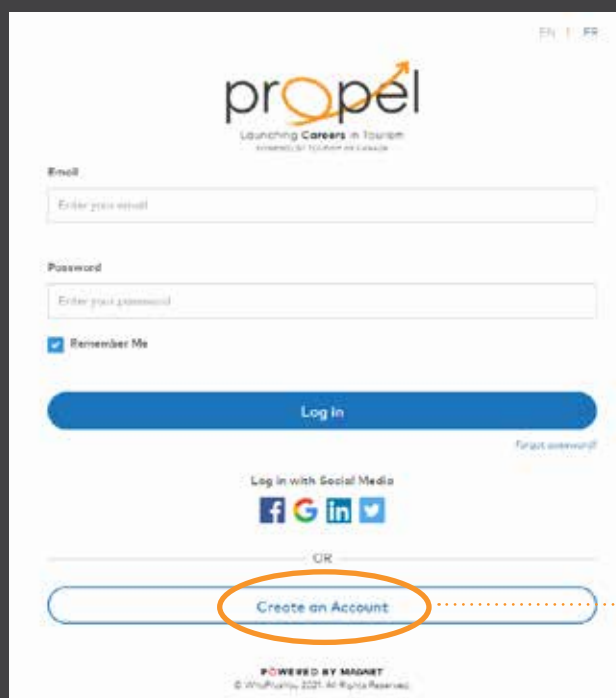
CREATING AN ACCOUNT AND COMPLETING YOUR PROFILE.

STEP 1

Click [here](#) to access the Propel portal and begin the process.

STEP 2

You will see a page that looks like this. If you already have an account, please login. If not, you can 'Create an account' by clicking on the link provided below the text fields as indicated by the orange circle.



The image shows a screenshot of the Propel portal's login page. At the top, the Propel logo is displayed with the tagline "Launching Careers in Tourism" and "Member of Tourism Australia". Below the logo are two input fields for "Email" and "Password", each with a placeholder "Enter your email" and "Enter your password" respectively. A "Remember Me" checkbox is checked. A blue "Log In" button is positioned below the password field. Below the "Log In" button, there is a section for "Log in with Social Media" with icons for Facebook, Google, LinkedIn, and Twitter. Below this, the word "OR" is centered. A "Create an Account" link is highlighted with an orange circle. A dotted line extends from the right side of this circle to an orange circle containing a white left-pointing arrow. At the bottom of the page, it says "POWERED BY MADNET" and "© WU/Purple 2021. All Rights Reserved".

STEP 3

Select 'Employer' from the drop-down options.



Create an Account as

Select an Option ^

Employer

Job Seeker

Recruiting Agency

STEP 4

Enter your details and the email you would like associated to this account. Once you have entered a password, click 'Sign Up'. You will receive an email in the inbox of the email address provided. Please open this email to access the link to activate your account.

Organization Name *

Please enter your Organization Name

First Name *

Please enter your First Name

Last Name *

Please enter your Last Name

Email *

Please enter your Email

Confirm Email *

Please confirm your Email

Password *

Passwords must be at least 8 characters long, include at least 1 number and both upper and lower case letters.

Please enter your Password

Create an Account

If you don't see the email shortly after signing up, please check your junk/spam folder.

STEP 5

Click the link sent to your email to activate your account. You will be directed to the following page to complete your profile.

A screenshot of a web form titled "Welcome to Magneti!". The form asks for organization details. The "Your Organization Name" field is filled with "Tourism HR Centre". Other fields include "Supported Languages" (set to "Mandarin"), "Organization Website", "Organization Contact Email", "Street Address", "Postal Code", "Phone Number", and "City".

STEP 6

Fill out the information (fields marked with an asterisk are mandatory) and click "Continue" to complete the last few questions as shown in the screenshot below. Then, click "Finish".

A screenshot of a web form titled "50%". The form asks for accessibility and organization information. The "Accessibility Features" field is empty. The "Organization Type" dropdown is set to "Select a Type" and the "Number of Employees" dropdown is set to "Select a Range". A "FINISH" button is circled in orange, with a dotted line and an arrow pointing to it from the left.

Congratulations!

You have now completed onboarding and are ready to submit a Work-Integrated Learning opportunity and/or apply for SWPP wage subsidy funding.



WHAT'S NEXT?

There are three options you can choose from to proceed:

1. Post a Work-Integrated Learning opportunity; **OR**
2. Apply for a subsidy (subsidy eligibility timeframe is for wages incurred/hours completed between June 1, 2021 – March 31, 2022); **OR**
3. Post a Work-Integrated Learning opportunity AND apply for the subsidy together (only for placements June 1, 2021 – March 31, 2022). The system will have both questionnaires lined up for convenience.

Would you like to post a Work-Integrated Learning opportunity on the platform?

Instructions can be found on next page, under 'Posting a Work-Integrated Learning Opportunity'.

POSTING A WORK-INTEGRATED LEARNING OPPORTUNITY.

Employers do not 'have to' post a Work-Integrated Learning opportunity on this platform. Opportunities can continue to be posted via other avenues. Employers need only come to the Propel portal to submit a wage subsidy funding application once a qualifying position is filled (separate instructions later in this document). If those positions get filled, employers need only come to this platform to submit a subsidy application (separate instructions later in this document) for that placement.

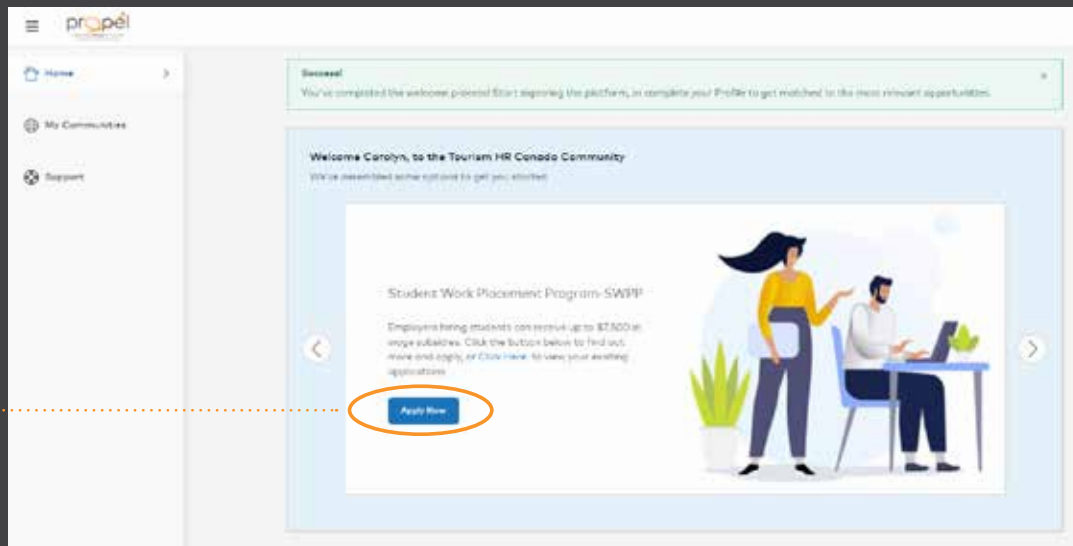
If you do choose to post a Work-Integrated Learning Opportunity here, there are two ways you could go about it. Both options work the same; it's simply a matter of choosing which is most convenient for you. You will see these options when you begin:

1. Post a Work-Integrated Learning Opportunity and come back later to submit a subsidy application.
2. Post a Work-Integrated Learning Opportunity AND submit a subsidy application in one sitting. This option is recommended, as you won't need to remember to come back and complete the subsidy application later. It may save you time to complete these steps in one go.

To demonstrate here, we will walk through option 1 (post a Work-Integrated Learning Opportunity only) as the steps to submitting a subsidy application are outlined separately in the next section. The steps for the application will be the same if you were to choose option 2 at this.

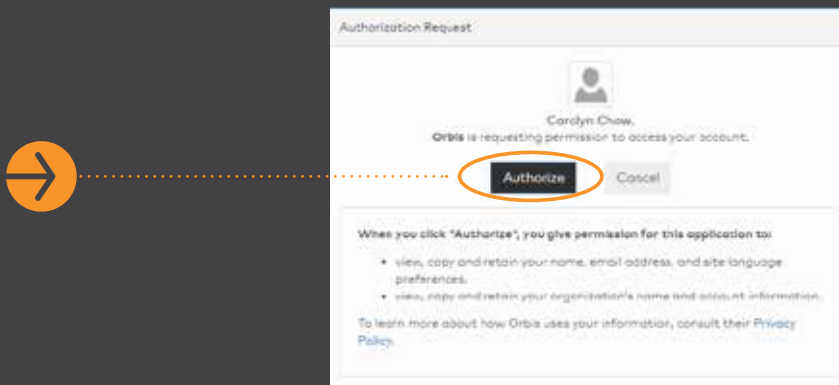
STEP 1

On your account homepage, you will see flashing boxes that alternate between **'Student Work Placement Program'** or **'For Work Integrated Learning (WIL) job postings'**. Click on 'Apply Now' for the Student Work Placement Program (don't worry, you will first be prompted with the option to post the Work-Integrated Learning Opportunity and/or apply for the subsidy).



STEP 2

When prompted, authorize Orbis to access your account.



STEP 3

Review the Terms of Use. To accept them, click the toggle at the bottom of the page for 'I agree to the terms of use' and then click 'Accept'.



STEP 4

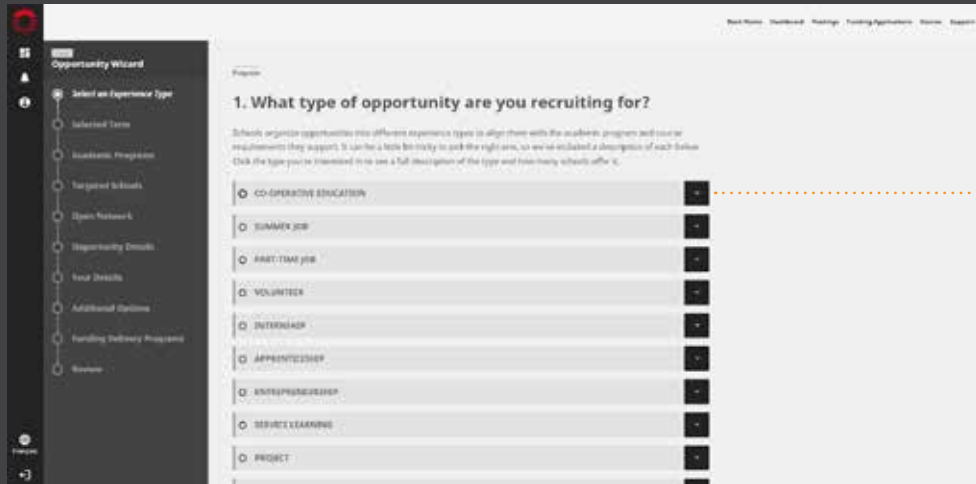
You are now inside your Employer platform on Outcome Campus Connect, the portal used by the Propel program. You should see the following dashboard.

By clicking on the respective links at the top right, you can either 'Post an Opportunity' or 'Apply for Subsidy'. To post a Work-Integrated Learning Opportunity, click 'Post an Opportunity'.



STEP 5

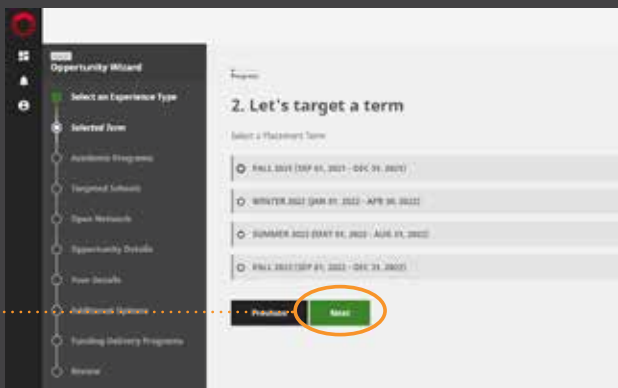
From the options provided, select the type of opportunity you would like to post. To find out more about these different types of Work-Integrated Learning (WIL) opportunities, visit this [CEWIL webpage](#), which explains the terms. If you are unsure what to choose, select 'co-operative education' and click 'Next'.



The screenshot shows the 'Opportunity Wizard' interface. On the left is a navigation menu with steps: Select an Experience Type, Selected Term, Academic Program, Targeted Schools, Open Networks, Opportunity Details, Your Details, Additional Options, Funding Delivery Program, and Review. The main content area is titled '1. What type of opportunity are you recruiting for?' and includes a sub-header '1. What type of opportunity are you recruiting for?' and a paragraph: 'Schools organize opportunities into different experience types to align them with the academic program and course requirements they support. It can be a little tricky to pick the right one, so we've included a description of each below. Click the type you're interested in to see a full description of the type and how many schools offer it.' Below this is a list of radio button options: CO-OPERATIVE EDUCATION, SUMMER JOB, PART-TIME JOB, VOLUNTEER, INTERNSHIP, APPRENTICESHIP, ENTREPRENEURSHIP, SERVICE LEARNING, and PROJECT. A red arrow points to the 'CO-OPERATIVE EDUCATION' option.

STEP 6

Select the term and click 'Next'. Positions do not need to run the full duration of the term selected. For example, if you would like to post an opportunity that will run from November 1 to December 31, select 'Fall 2021'.

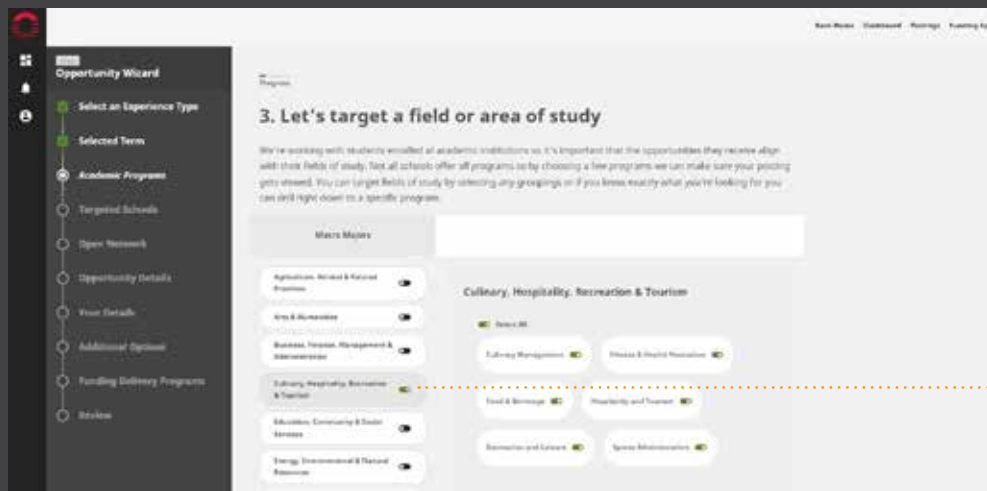


The screenshot shows the 'Opportunity Wizard' interface at step 2. The navigation menu is the same as in Step 5, with 'Selected Term' highlighted. The main content area is titled '2. Let's target a term' and includes a sub-header '2. Let's target a term' and a paragraph: 'Select a Placement Term'. Below this is a list of radio button options: FALL 2021 (SEP 01, 2021 - DEC 31, 2021), WINTER 2022 (JAN 01, 2022 - APR 30, 2022), SUMMER 2022 (MAY 01, 2022 - AUG 31, 2022), and FALL 2022 (SEP 01, 2022 - DEC 31, 2022). A red arrow points to the 'Next' button at the bottom right.

Due to current available funding, Propel can only provide wage subsidies between June 1, 2021, and March 31, 2022. You may select 'Winter 2022' as a term, but a subsidy can only be provided up to March 31. Propel will advise if this funding is extended.

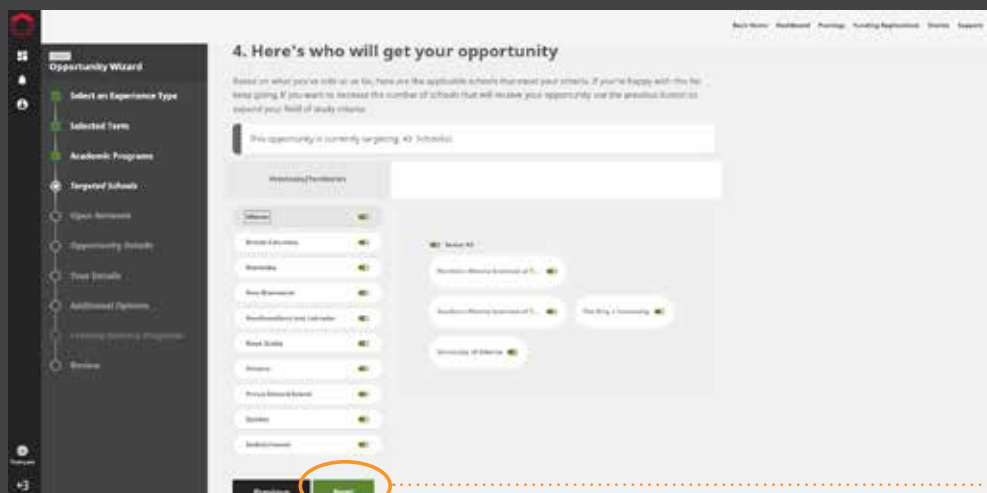
STEP 7

Select the field of study. By clicking on the drop-down arrow on the right, you can expand the area of study to see all the disciplines. Slide the toggle next to each to activate the ones that you are specifically looking for (optional). Click 'Next' to continue.



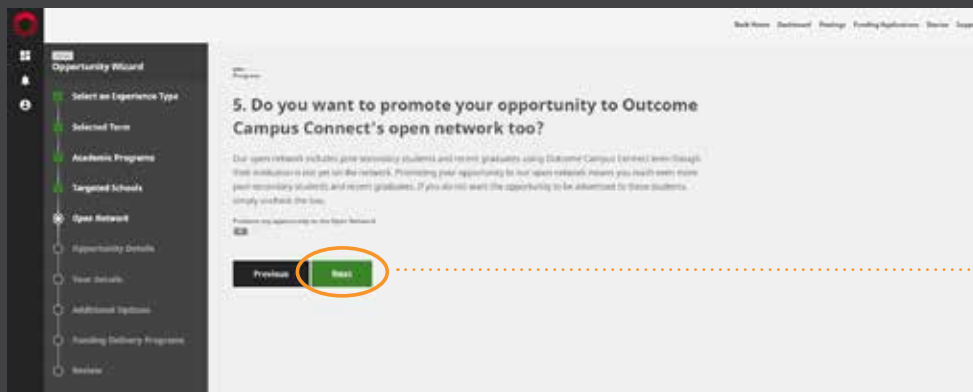
STEP 8

You can now select which schools you would like to target by sliding the toggle next to each name. When finished, click 'Next'.



STEP 9

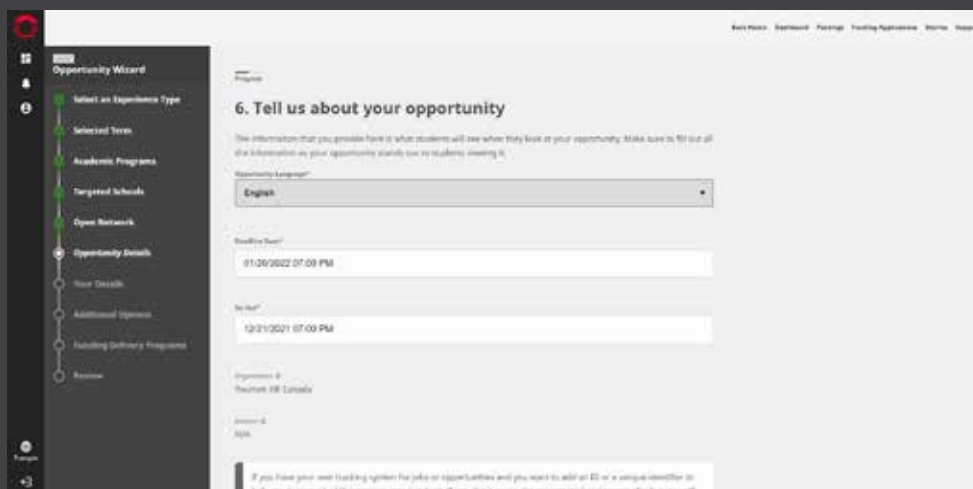
Leave the toggle here in the 'off' position to only target students eligible for SWPP wage subsidies. If you are using this portal to post other opportunities that are not eligible for the wage subsidy, you can slide this toggle to 'on'. Click 'Next'.



The screenshot shows the 'Opportunity Wizard' interface. On the left is a vertical navigation menu with steps: Select an Experience Type, Selected Term, Academic Programs, Targeted Schools, Open Network, Opportunity Details, Your Details, Additional Options, Funding Delivery Program, and Review. The 'Open Network' step is currently active. The main content area is titled '5. Do you want to promote your opportunity to Outcome Campus Connect's open network too?'. Below the title is a paragraph of text explaining the open network and a toggle switch. At the bottom of the form, there are two buttons: 'Previous' and 'Next'. The 'Next' button is highlighted with an orange circle, and a dashed orange line extends from it to the right, ending at a large orange arrow icon pointing left.

STEP 10

On this page, you can now add in all the information about this opportunity. The position, wages, length of placement, job description, etc. The fields marked with a * are required. To continue, click 'Next'.



The screenshot shows the 'Opportunity Wizard' interface at Step 6, 'Tell us about your opportunity'. The left navigation menu is the same as in Step 9, with 'Opportunity Details' now active. The main content area contains a paragraph of text and several form fields: 'Opportunity Language*' (a dropdown menu with 'English' selected), 'Start Date*' (a text input field with '01/09/2022 07:00 PM'), 'End Date*' (a text input field with '12/31/2021 07:00 PM'), and 'Organization #' (a text input field with 'Teacher 18 (Lafayette)'). Below these fields is a note: 'If you have your own tracking system for jobs or opportunities and you need to add an ID or a unique identifier to the opportunity, you can add it here.' At the bottom of the form, there is a 'Next' button.

STEP 11

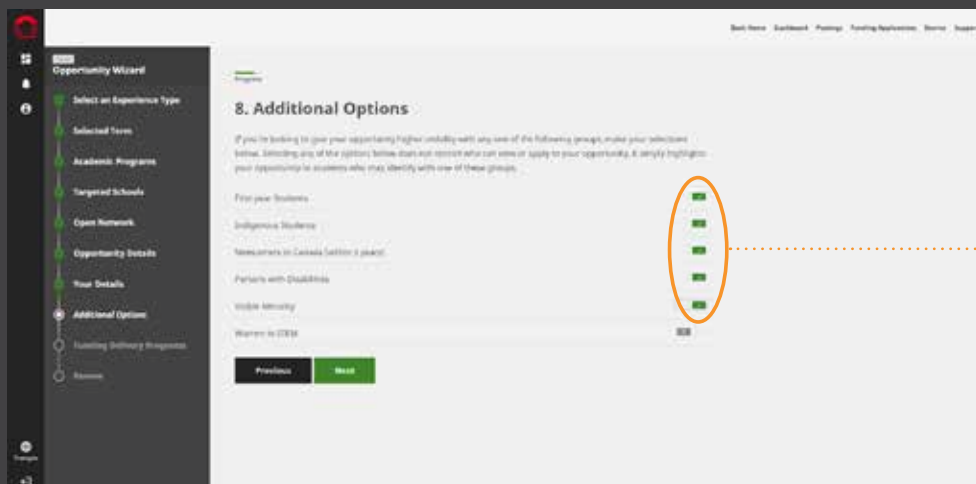
Now you can share basic information about you – the employer contact. When you're done, click 'Next'.



The screenshot shows the '7. Tell us about yourself' step of the Opportunity Wizard. The left sidebar contains a navigation menu with the following items: Opportunity Wizard, Select an Experience Type, Selected Term, Academic Programs, Targeted Schools, Open Network, Opportunity Details, Your Details (highlighted), Additional Options, Funding Delivery Program, and Review. The main content area has a title '7. Tell us about yourself' and a sub-header 'Tell us about yourself'. Below this is a text input field for 'Institution', followed by three text input fields for 'Your Name', 'Your Email', and 'Your Phone'. At the bottom, there is a 'Next' button.

STEP 12

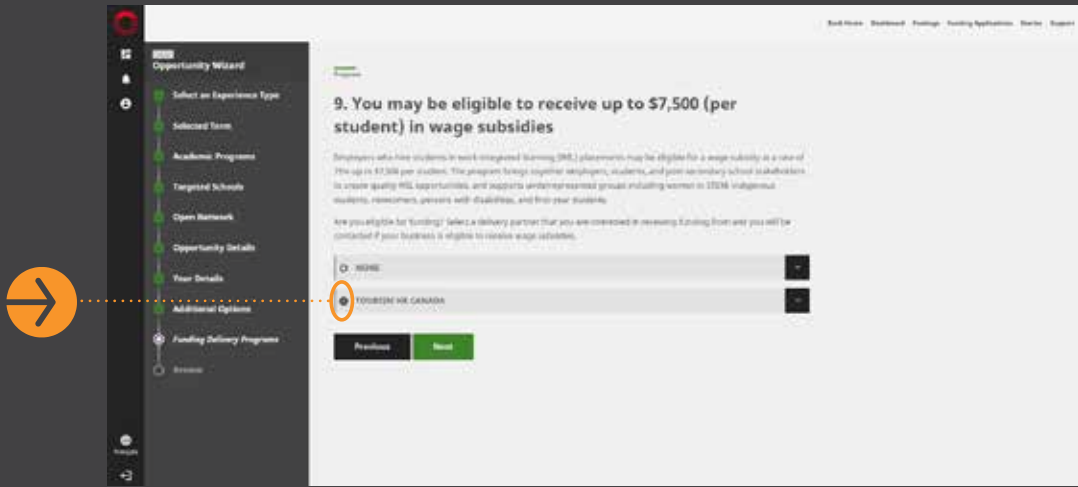
If you would like to **highlight** this opportunity for any of the listed under-represented groups (this will not exclude other groups from accessing the job post), slide the toggle(s) on the right. Then, click 'Next'.



The screenshot shows the '8. Additional Options' step of the Opportunity Wizard. The left sidebar is the same as in Step 11, with 'Additional Options' highlighted. The main content area has a title '8. Additional Options' and a sub-header 'Additional Options'. Below this is a list of five options, each with a green toggle switch: 'For your Students', 'Indigenous Students', 'Newcomers in Canada (within 3 years)', 'Persons with Disabilities', and 'Visible Minority'. A dashed orange line points from the 'Persons with Disabilities' toggle to a circular arrow icon on the right. At the bottom, there are 'Previous' and 'Next' buttons.

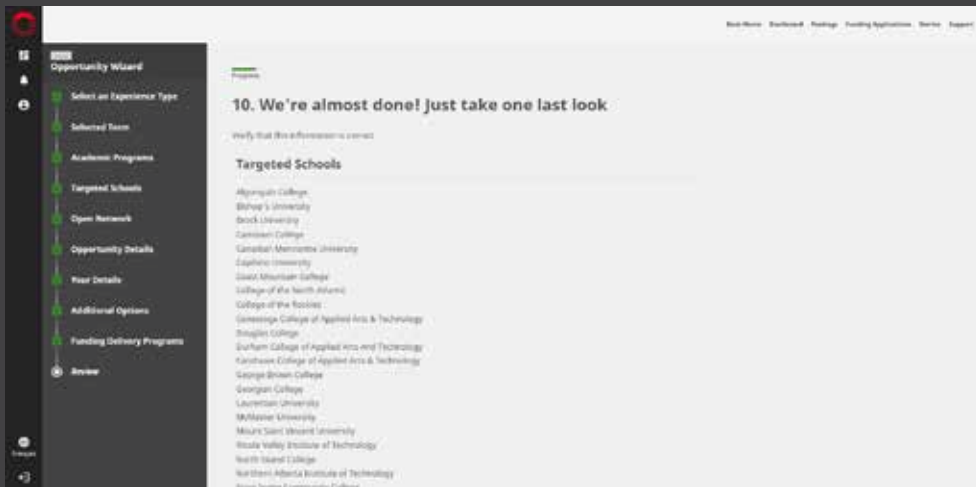
STEP 13

Select 'Tourism HR Canada' and click 'Next'.



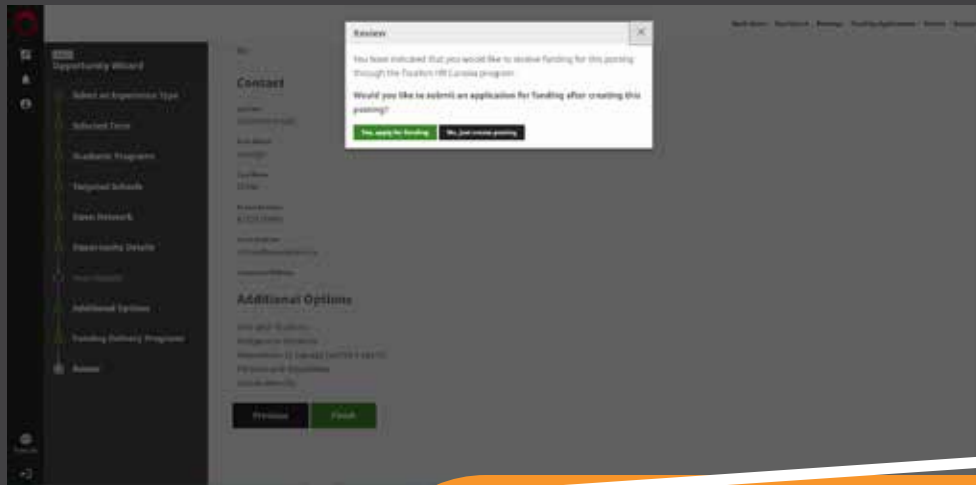
STEP 14

Review the information and when you are satisfied that it is correct, click 'Finish'.



STEP 15

You will see the following message pop up. If you would like to proceed with only this opportunity posting for now, click 'no, just create posting'. Alternatively, if you would like to proceed with a subsidy application too, click 'yes, apply for funding'.



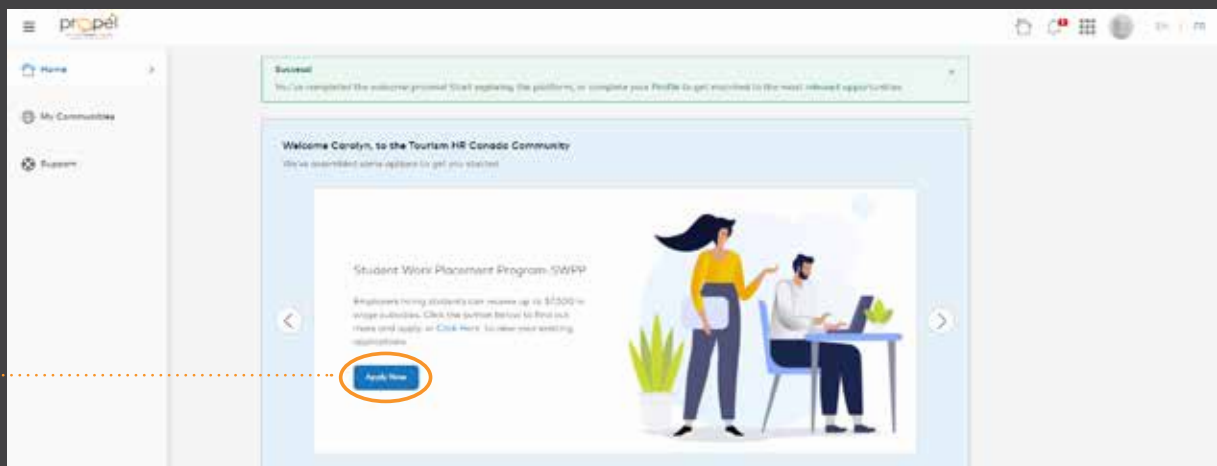
If you chose to apply for funding, skip to 'Submitting a subsidy application: Step 6' in this document (page 11).

If you only wished to post the Work-Integrated Learning opportunity, you're all set! You can manage your postings by following the steps under 'Tracking and updating your application' in this document (page 19).

SUBMITTING A WAGE SUBSIDY FUNDING APPLICATION.

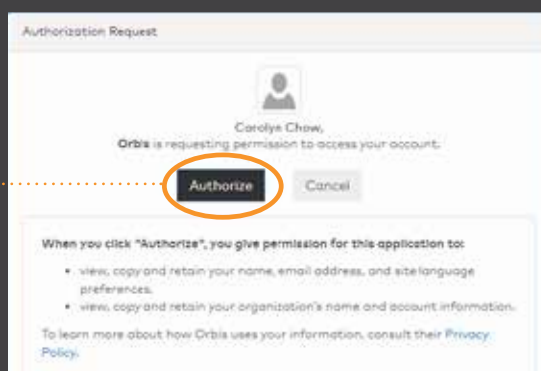
STEP 1

On your account homepage, you will see flashing boxes that alternate between **'Student Work Placement Program'** or **'For Work Integrated Learning (WIL) job postings'**. To apply for a Student Work Placement Program wage subsidy, click on 'Apply Now'.



STEP 2

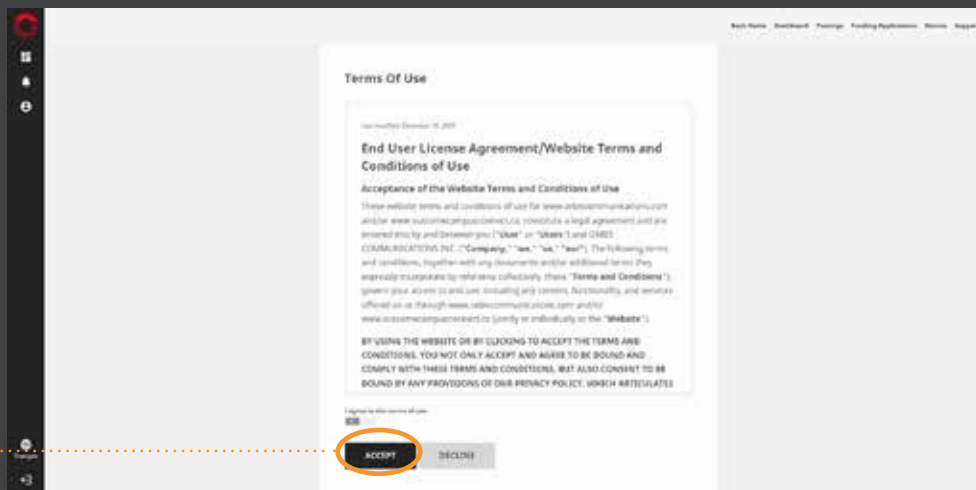
When prompted, authorize Orbis to access your account.



If you already posted a job using the above instructions this step will not repeat. Skip to Step 4.

STEP 3

Review the Terms of Use. To accept them, click the toggle at the bottom of the page for 'I agree to the terms of use' and then click 'Accept'.



STEP 4

You are now inside your Employer platform on Outcome Campus Connect, the portal used by the Propel program. You should see the following dashboard.

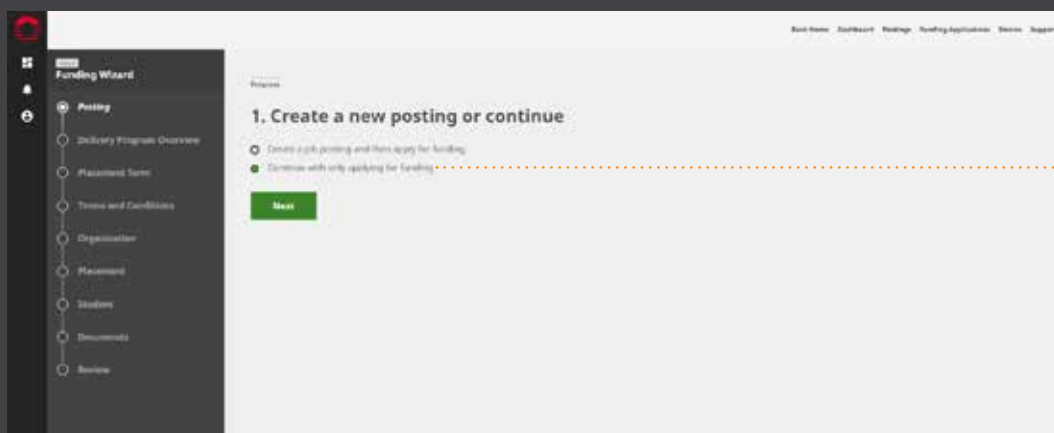
By clicking on the respective links at the top right, you can either 'Post an Opportunity' or 'Apply for Subsidy'. To apply through Tourism HR Canada's Propel program, click on 'Apply for Subsidy'. You can apply for a subsidy without having an existing or new opportunity posted on this portal.



STEP 5

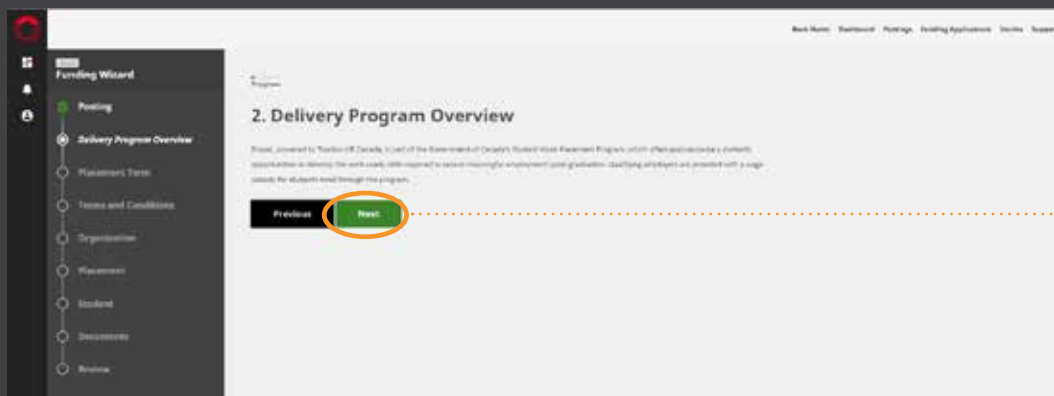
You are about to start your application for a subsidy.

You will be prompted to choose whether you would like to post a Work-Integrated Learning Opportunity first or proceed directly to the subsidy application. You can select the option you prefer and click 'Next'. In this section, we will be selecting 'Continue with only applying for funding'.



STEP 6

Read Tourism HR Canada's SWPP Overview and click 'Next'.



STEP 7

Select the Placement Term you are applying for. Will you be hiring a student during the fall or winter term? Be sure to match the dates of the term to be in line with the dates that you plan to hire your student and click 'Next'.

The screenshot shows the '3. Placement Term' step in the 'Funding Wizard'. The left sidebar contains a navigation menu with 'Placement Term' selected. The main content area displays a list of placement terms with radio buttons. The 'FALL 2021 (SEP 01, 2021 - DEC 31, 2021)' option is selected. Below the list are buttons for 'Previous', 'Save as Draft', and 'Next'.

At this time, due to funding contract limitations, wage subsidies are only payable for work completed between June 1, 2021, and March 31, 2022. Program eligibility requirements must be met.

STEP 8

Review Propel's Terms and Conditions and click 'Next' to proceed to the next.

The screenshot shows the '4. Terms and Conditions' step in the 'Funding Wizard'. The left sidebar contains a navigation menu with 'Terms and Conditions' selected. The main content area displays the text of the terms and conditions, organized into sections: 'Employer', 'Students', and 'Placement'. The 'Next' button is highlighted in green.

STEP 9

Tell us a little about your organization by answering a few questions. When you have completed the questions, click 'Next'.

The screenshot shows the '5. Organization' step of the 'Funding Wizard' application. The left sidebar contains a navigation menu with steps: Funding Wizard, Posting, Delivery Program Overview, Placement Terms, Terms and Conditions, Organization (highlighted), Placement, Postcard, Detachments, and Review. The main content area has the title '5. Organization' and several input fields: 'Organization Name', 'Organization Website', 'Registration Year' (with a dropdown arrow), 'Select the industry which best describes your business (if you have more than one)', 'Business Number', and 'Number of students hired in the past fiscal year (April 1, 2019 - March 31, 2020)'. At the top right of the page, there are links for 'Back Home', 'Dashboard', 'Postings', 'Funding Applications', 'Terms', and 'Support'.

If you need to submit multiple subsidy applications, you can slide the toggle to save the information on this page and those fields will be pre-populated for you in the next application. This can be found at the bottom of this page and the option only applies for this section of your subsidy application(s).

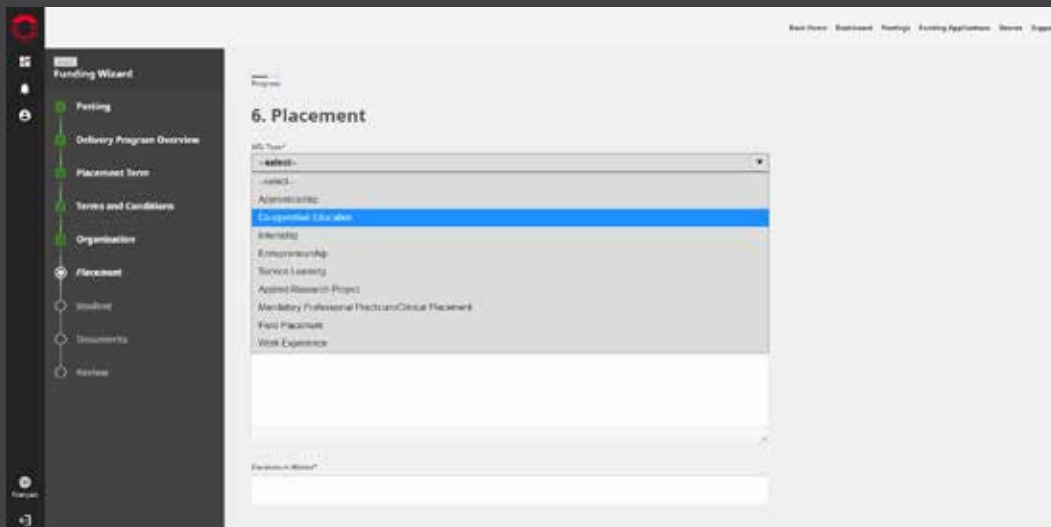


This close-up shows the bottom of the '5. Organization' form. It features a checkbox with the text 'Check this to save your organization's information. Next time we will pre-populate these fields for you.' The checkbox is currently unchecked and is circled in orange. Below the checkbox are three buttons: 'Previous' (black), 'Save as Draft' (black), and 'Next' (green).

STEP 10

Choose the type of Work-Integrated Learning (WIL) and provide information about the placement.

To find out more about the different types of work-integrated learning opportunities, visit this [CEWIL webpage](#), which explains these terms. If you are unsure what to choose, select 'Co-operative education'. Next, enter the placement details, including the start and end dates, hourly wage, full- or part-time, and whether the work can be done remotely. In addition, enter the details of the work that the student will be required to do during the placement.



The screenshot shows a web-based application form titled 'Funding Wizard'. On the left is a vertical navigation menu with steps: 'Funding Wizard', 'Posting', 'Delivery Program Overview', 'Placement Term', 'Terms and Conditions', 'Organization', 'Placement', 'Student', 'Documents', and 'Review'. The 'Placement' step is currently active. The main content area is titled '6. Placement' and features a dropdown menu for 'WIL Type'. The dropdown is open, showing a list of options: 'Co-operative Education' (highlighted in blue), 'Internship', 'Entrepreneurship', 'Service Learning', 'Applied Research Project', 'Mandatory Professional Practicum/Clinical Placement', 'Field Placement', and 'Work Experience'. Below the dropdown is a text input field labeled 'Placement Details'.

STEP 11

If you have already hired a student you will need to slide the toggle over to say that you have hired a student. You will then be prompted to enter the student's details. (See Step 12). If you do not have a student yet, click 'Next' and skip to Step 13 in this document.

The screenshot shows the '7. Student' step in the 'Funding Wizard'. The left sidebar lists the steps: Funding Wizard, Posting, Delivery Program Overview, Placement Term, Terms and Conditions, Organization, Placement, Student (selected), Documents, and Review. The main content area is titled '7. Student' and contains a text box with instructions. Below the text box is a toggle switch labeled 'Hired Student' which is currently turned off. A dashed orange line points from this toggle to a left-pointing arrow icon on the right. At the bottom of the form are three buttons: 'Previous', 'Save as Draft', and 'Next'.

STEP 12

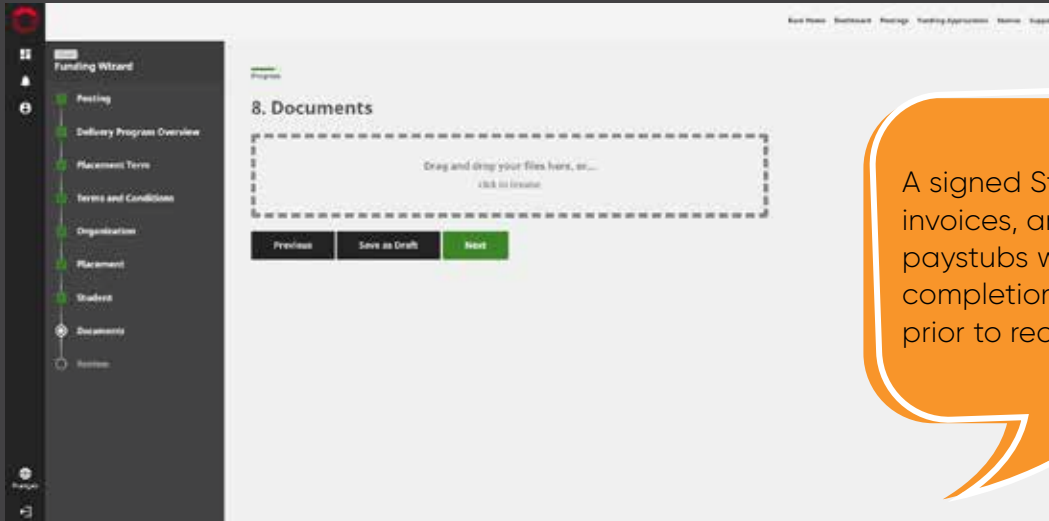
If you have a student who filled the position, you will be prompted to enter the student's details.

The screenshot shows the '7. Student' step in the 'Funding Wizard' with the 'Hired Student' toggle turned on. The form prompts for the following information: International Student (checkbox), Institutional Sector (dropdown menu), Type of Program (dropdown menu), Program of Study (text input), Area of Study (dropdown menu), School (dropdown menu), Is the placement in the same program/term as the student's studies? (checkbox), and Institution Contact Email (text input).

STEP 13

You will be prompted to upload documents during the SWPP wage subsidy funding application.

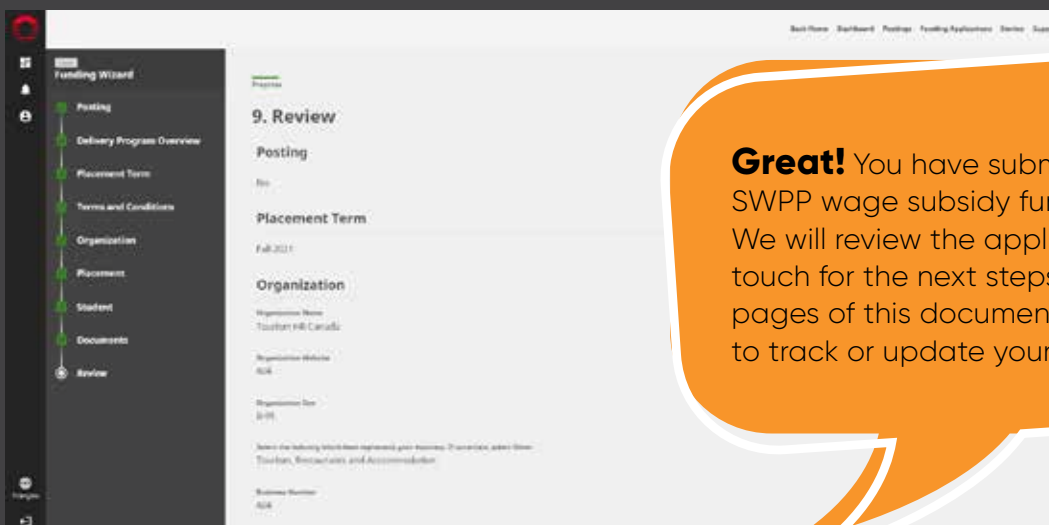
At this time, if you have no documents to upload, hit 'Next'. Documents required at this stage in your application include: Signed Employer Agreement.



A signed Student Agreement, invoices, and timesheets/ paystubs will be required upon completion of placements, prior to receiving payment.

STEP 14

This will show a review of your application. Once you have checked that all the information is correct, select "Finish" to submit. You will receive an email confirming receipt of your application.

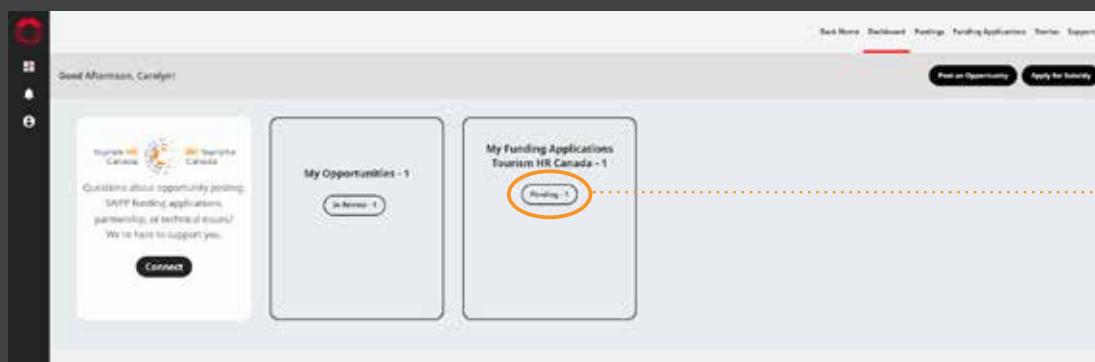


Great! You have submitted your Propel SWPP wage subsidy funding application. We will review the application and be in touch for the next steps. The following pages of this document will show you how to track or update your application.

TRACKING AND UPDATING YOUR APPLICATION.

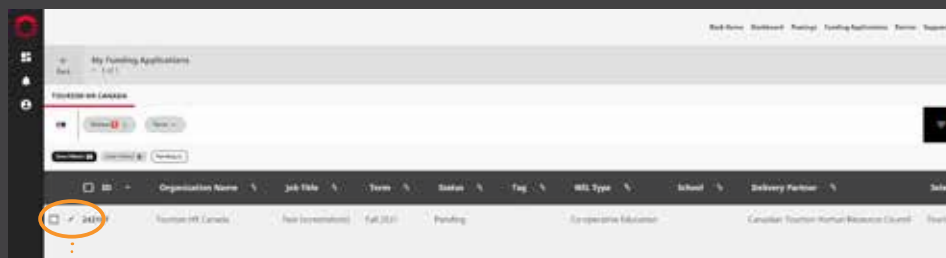
STEP 1

To track the progress of your application(s), click the 'Dashboard' link in the top right of the portal. In the 'My Funding Applications Tourism HR Canada' area, click 'Pending' to see your submitted application(s).



STEP 2

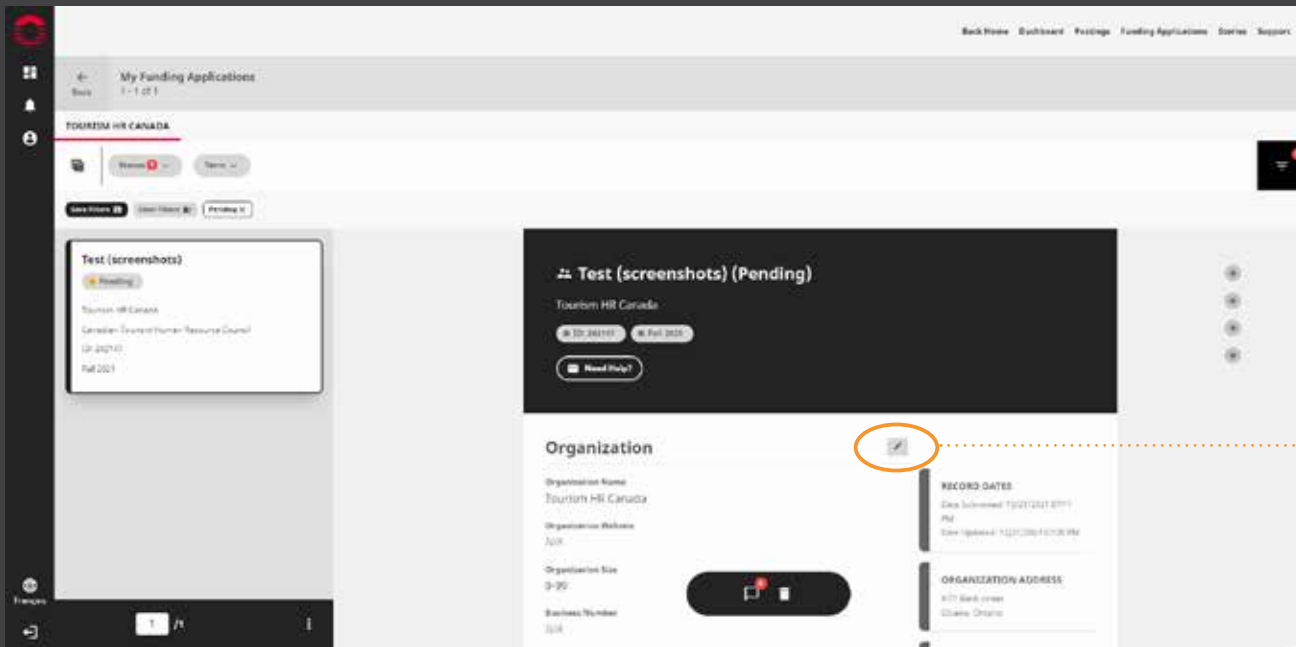
On this page, you can see the status of your application (in this example, it says 'Pending'). To update your application (submit documents, add student details, etc.), click on the pencil icon next to the ID number as shown with the orange arrow.



If you are not able to make edits, please email propel@tourismhr.ca, as it is possible that the application is locked and no longer open for edits.

STEP 3

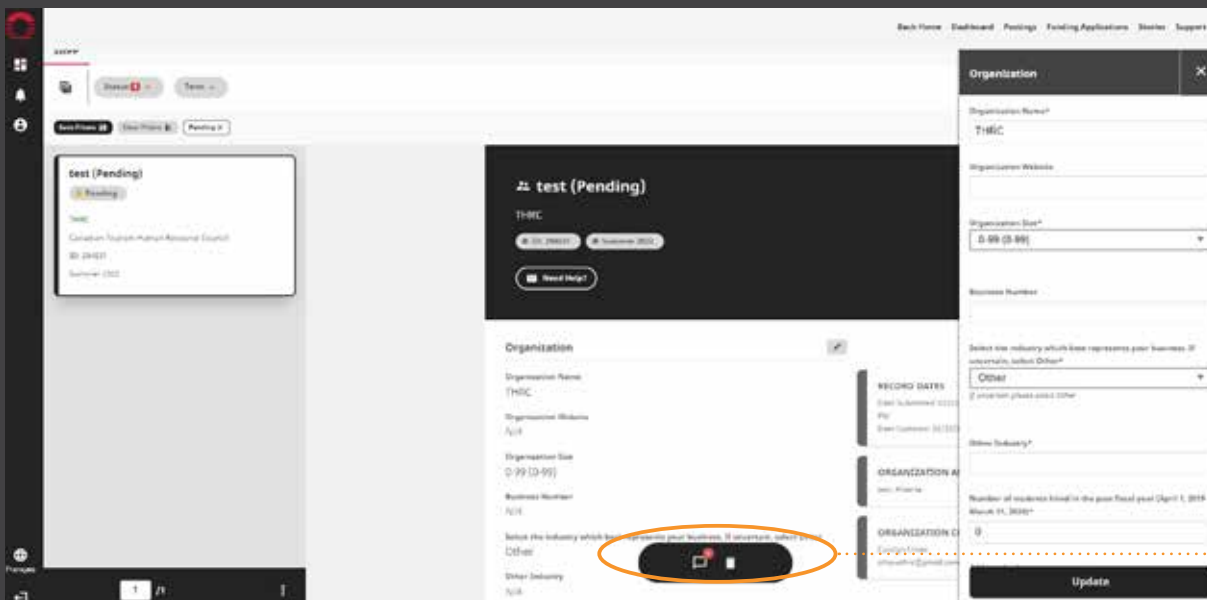
Your application will open and will appear like this. You can make edits to specific sections by clicking on the pencil icon for those respective sections.



You can also track the progress of your application by checking the tags in the black banner at the top. Once the application is picked up by our team, the status will be updated to something like 'In Progress'. The tags will provide a little more information on what that means (for example, you might see tags like 'Reviewing application' or 'Pending more information' if we have contacted you for additional information).

STEP 4

If you scroll down to the end, you can see multiple options available: upload documents, delete your application (trash can icon) or send a direct email to Tourism HR Canada regarding this application (speech bubble icon).



For queries about this document or if you have trouble along the way, feel free to reach out to us anytime via the portal (using the speech bubble/messaging feature) or by contacting propel@tourismhr.ca.