



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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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 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 circle.

The screenshot shows the Propel portal login page. At the top, the Propel logo is displayed with the tagline 'Launching Careers in Tourism'. Below the logo are two input fields: 'Email' and 'Password'. A 'Remember Me' checkbox is checked. A blue 'Login' button is positioned below the password field. Underneath the login button are social media icons for Facebook, Google+, LinkedIn, and Twitter. At the bottom of the form, there is a 'Create an Account' link circled in red, with a red arrow pointing to it from the right side of the image.

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.

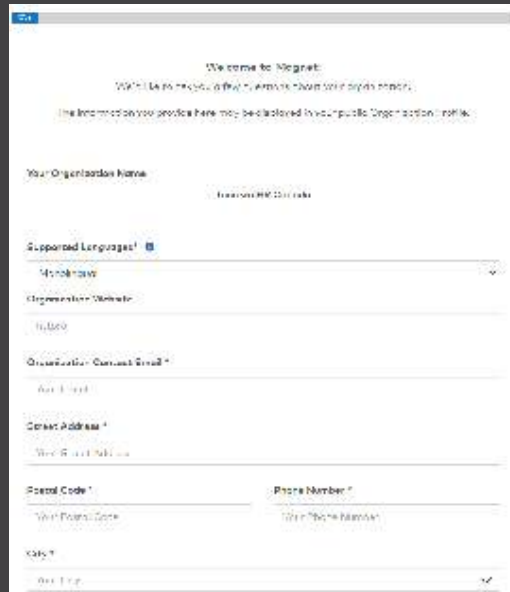
Please enter your Password

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.

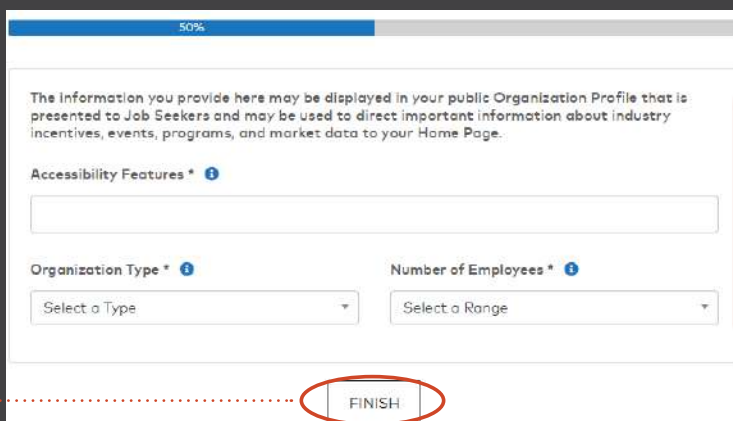


The screenshot shows a web form titled "Welcome to Magnet" with a sub-header "We'll be asking a few questions about your organization." A note states: "The information you provide here may be displayed in your public Organization Profile." The form includes several input fields, some marked with an asterisk to indicate they are mandatory:

- Your Organization Name:
- Supported Languages:
- Organization Website:
- Organization Contact Email:
- Contact Address:
- Postal Code:
- Phone Number:
- 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".



The screenshot shows the final step of the profile completion process. It includes a progress bar at the top showing "50%". A note states: "The information you provide here may be displayed in your public Organization Profile that is presented to Job Seekers and may be used to direct important information about industry incentives, events, programs, and market data to your Home Page." The form includes:

- Accessibility Features:
- Organization Type:
- Number of Employees:
- A "FINISH" button at the bottom right, which is circled in red.

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
3. Post a Work-Integrated Learning opportunity AND apply for the subsidy together. 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 point.

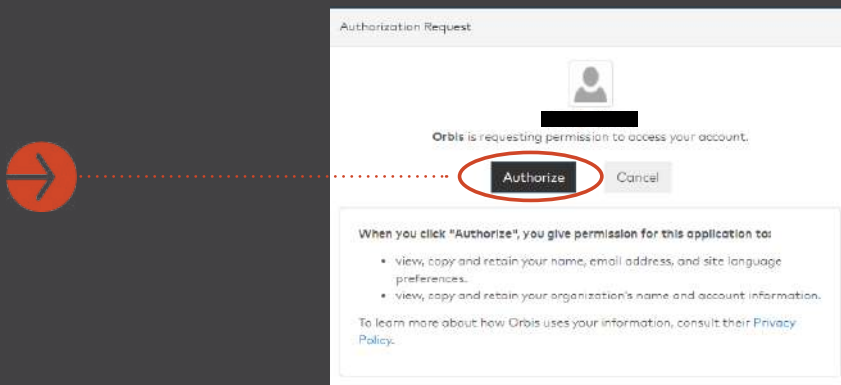
STEP 1

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).



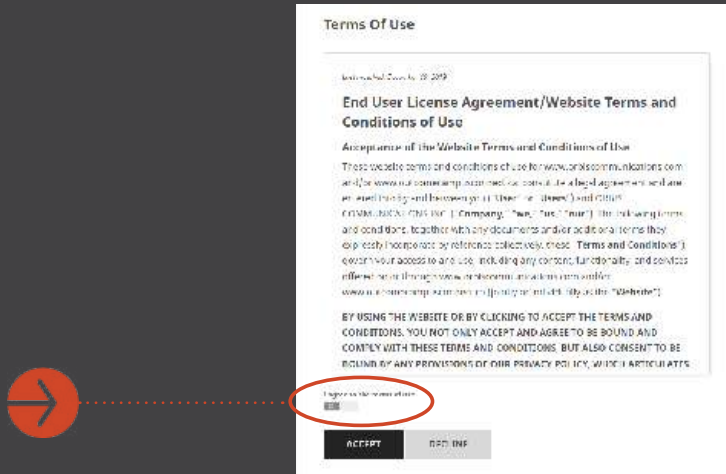
STEP 2

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

Back Home Dashboard Postings Funding Applications Stories Support

Progress

1. Create a new posting or continue

Do you want to create a posting first or apply for funding?

- Create a job posting and then apply for funding
- Continue with only applying for funding

Cancel Next

STEP 6

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'.

Back Home Dashboard Postings Funding Applications Stories Support

Progress

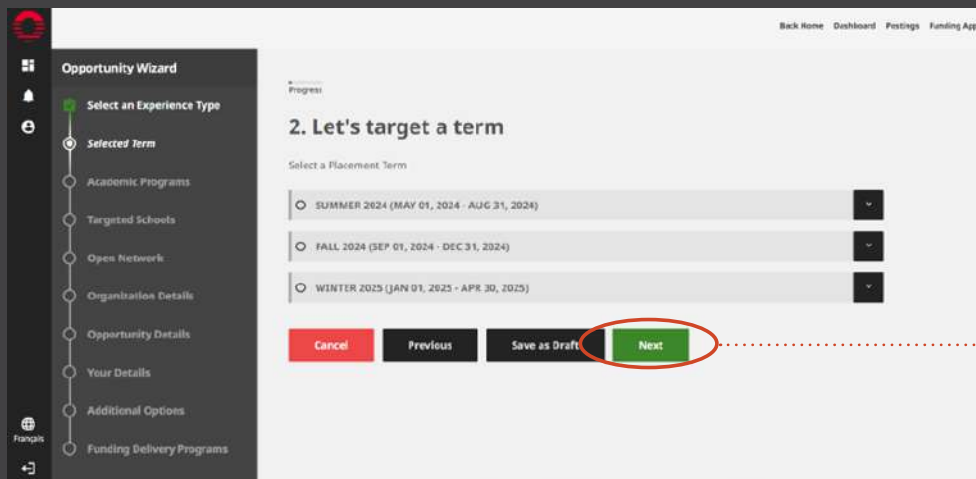
1. What type of opportunity are you recruiting for?

Schools organize opportunities into different experience types to align them with the academic program and course requirements they support. It can be a little bit 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.

- CO-OPERATIVE EDUCATION
- SUMMER JOB
- PART-TIME JOB
- VOLUNTEER
- INTERNSHIP

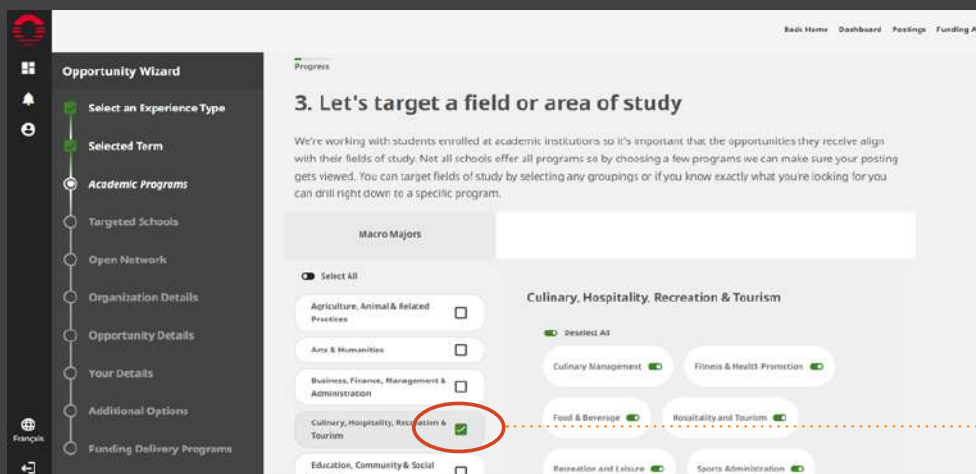
STEP 7

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 September 1 to December 31, select 'Fall 2024'.



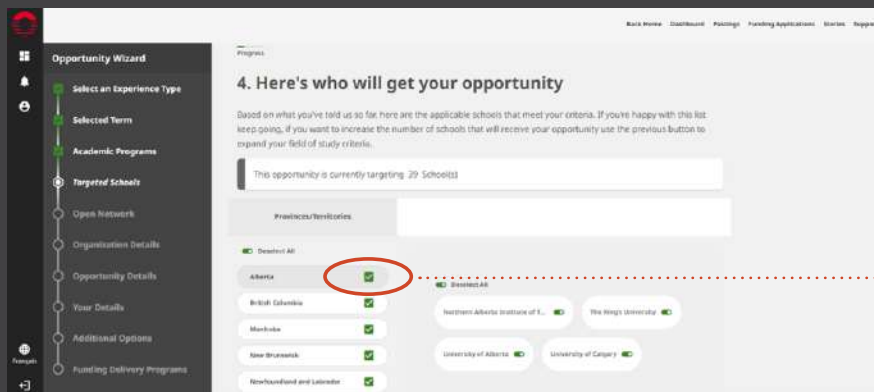
STEP 8

Select the field of study. By clicking on the Areas of Studies on the left, all the disciplines will appear on the right. Slide the toggle next to each to activate the ones that you are specifically looking for (optional). Click 'Next' to continue.



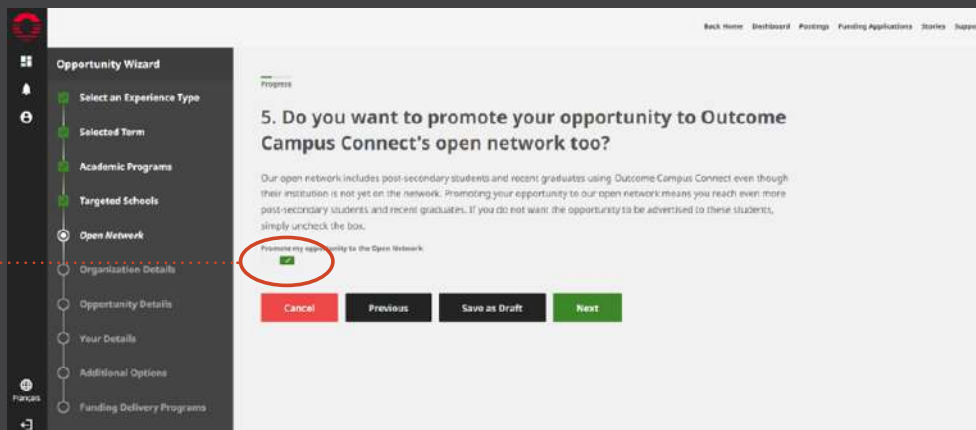
STEP 9

Select the schools you would like to target by selecting the box next to each name. When finished, click 'Next'.



STEP 10

Leave the box here in the 'unchecked' 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 boxed to 'checked'. Click 'Next'.



STEP 11

On this page, you can now add in all the information about your organization. The organization description, number of employees, social links, etc. All fields marked with an asterisk (*) are required. To continue, 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, Organization Details (highlighted), Opportunity Details, Your Details, Additional Options, and Funding Delivery Programs. The main content area is titled '6. Tell us about your organization'. It includes a progress bar, a 'Back Home' link, and a 'Progress' indicator. The form fields are: Organization ID (THRC), Division (text input), Organization Size (dropdown menu with 'select' text), Website(s) (text input), and Links (text input).

STEP 12

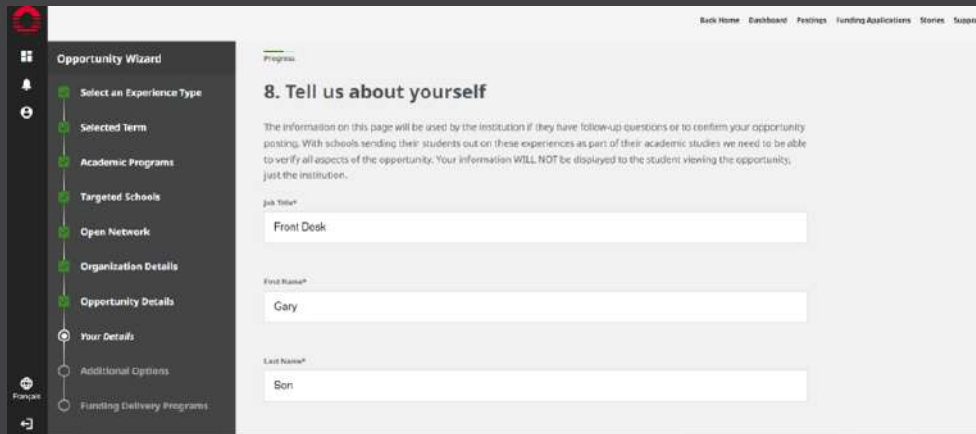
On this page, you can now add in all the information about this opportunity. The position, wages, length of placement, job description, etc. All fields marked with an asterisk (*) are required. To continue, click 'Next'.

The screenshot shows the 'Opportunity Wizard' interface for Step 12. The navigation menu is the same as in Step 11, with 'Opportunity Details' highlighted. The main content area is titled '7. Tell us about your opportunity'. It includes a progress bar, a 'Back Home' link, and a 'Progress' indicator. The form fields are: Opportunity Language* (English), Deadline Date* (08/03/2024 07:51 PM), and a 'Default to one month from today if empty' note. Below the form is a text box for the position description and a 'Your Internal Tracking Number' field.

If you prefer to direct a student to a position already advertised on your website, you can insert the position URL in the "position description" box.

STEP 13

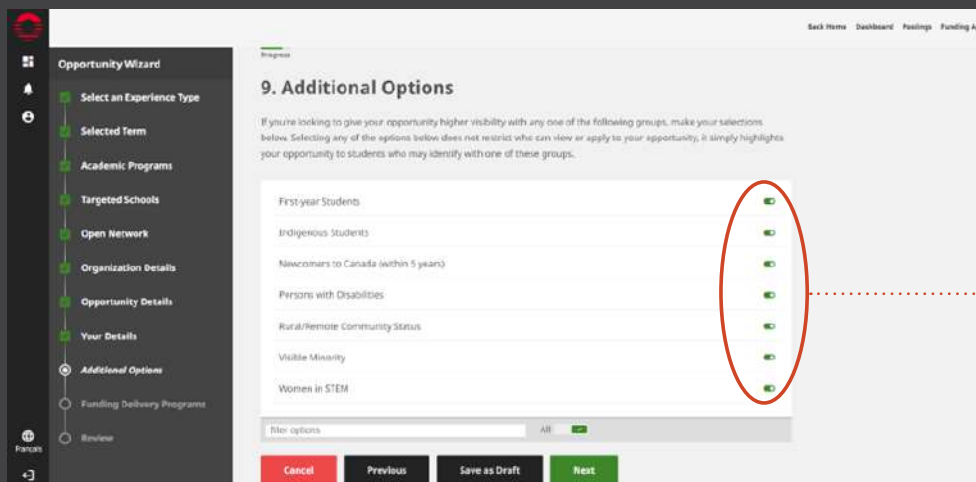
Now you can share basic information about you — the employer contact. When you're done, click 'Next'.



The screenshot shows the '8. Tell us about yourself' step of the Opportunity Wizard. The left sidebar lists the steps: Select an Experience Type, Selected Term, Academic Programs, Targeted Schools, Open Network, Organization Details, Opportunity Details, Your Details (highlighted), Additional Options, and Funding Delivery Programs. The main content area has a title '8. Tell us about yourself' and a disclaimer: 'The information on this page will be used by the institution if they have follow-up questions or to confirm your opportunity posting. With schools sending their students out on these experiences as part of their academic studies we need to be able to verify all aspects of the opportunity. Your information WILL NOT be displayed to the student viewing the opportunity, just the institution.' Below the disclaimer are three input fields: 'Job Title*' with the value 'Front Desk', 'First Name*' with the value 'Gary', and 'Last Name*' with the value 'Soni'. At the top right of the page, there are navigation links: 'Back Home', 'Dashboard', 'Postings', 'Funding Applications', 'Stories', and 'Support'.

STEP 14

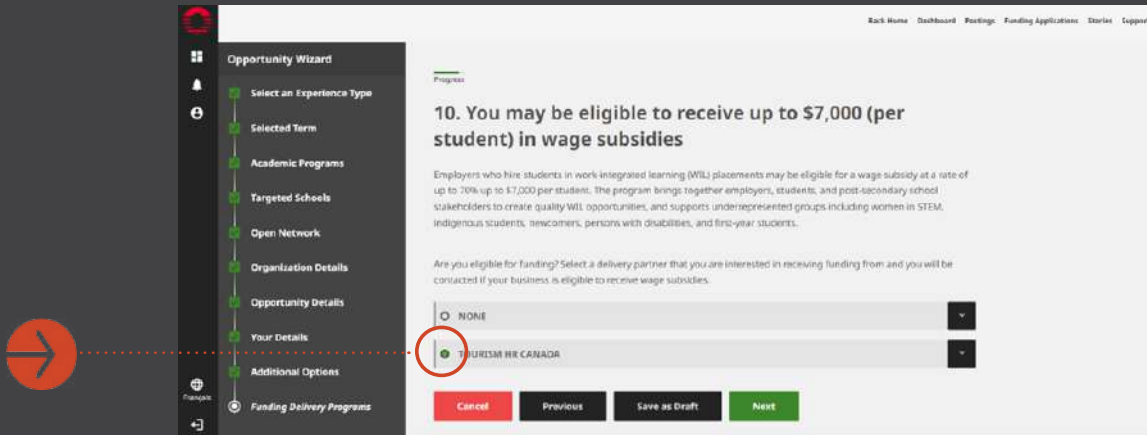
If you would like to highlight this opportunity for any of the listed under-represented groups (this will not exclude other groups from accessing the job post), slide the toggle(s) on the right. Then, click 'Next'.



The screenshot shows the '9. Additional Options' step of the Opportunity Wizard. The left sidebar lists the steps: Select an Experience Type, Selected Term, Academic Programs, Targeted Schools, Open Network, Organization Details, Opportunity Details, Your Details, Additional Options (highlighted), Funding Delivery Programs, and Review. The main content area has a title '9. Additional Options' and a disclaimer: 'If you're looking to give your opportunity higher visibility with any one of the following groups, make your selections below. Selecting any of the options below does not restrict who can view or apply to your opportunity, it simply highlights your opportunity to students who may identify with one of these groups.' Below the disclaimer is a list of groups with toggle switches: 'First-year Students', 'Indigenous Students', 'Newcomers to Canada (within 5 years)', 'Persons with Disabilities', 'Rural/Remote Community Status', 'Visible Minority', and 'Women in STEM'. A red oval highlights the toggle switches for 'Indigenous Students', 'Newcomers to Canada (within 5 years)', 'Persons with Disabilities', 'Rural/Remote Community Status', and 'Visible Minority'. Below the list is a 'Filter options' dropdown menu set to 'All'. At the bottom are four buttons: 'Cancel', 'Previous', 'Save as Draft', and 'Next'. A red arrow points from the right side of the page towards the 'Next' button.

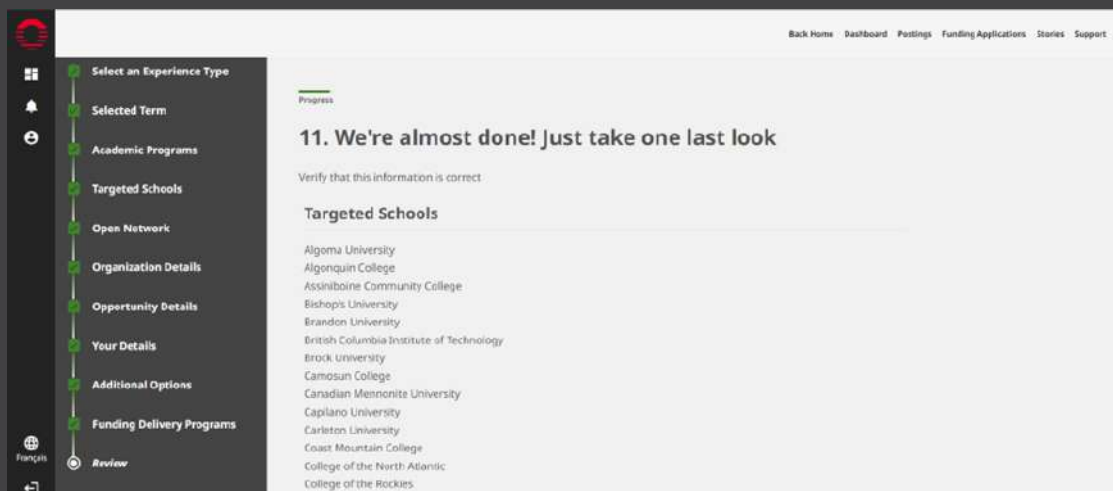
STEP 15

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



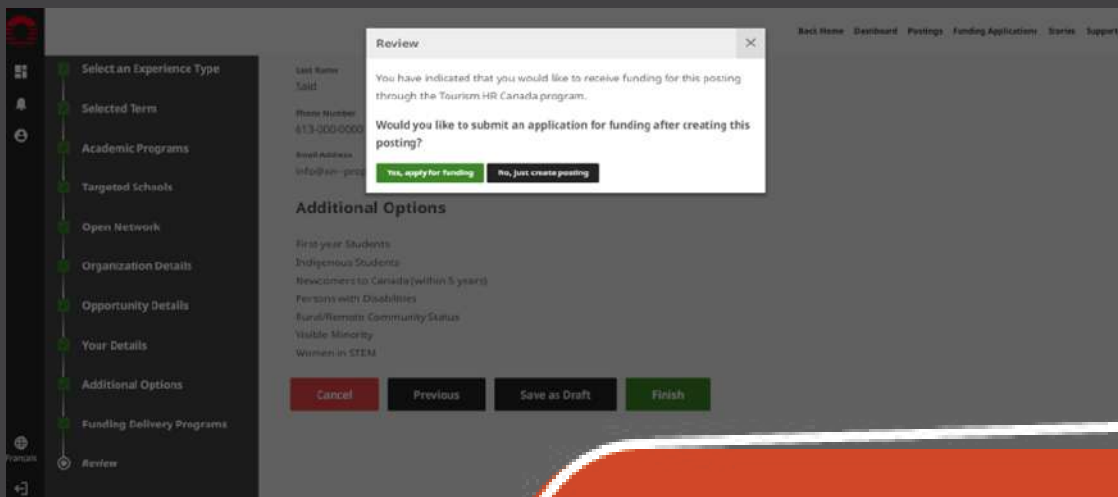
STEP 16

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



STEP 17

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'.



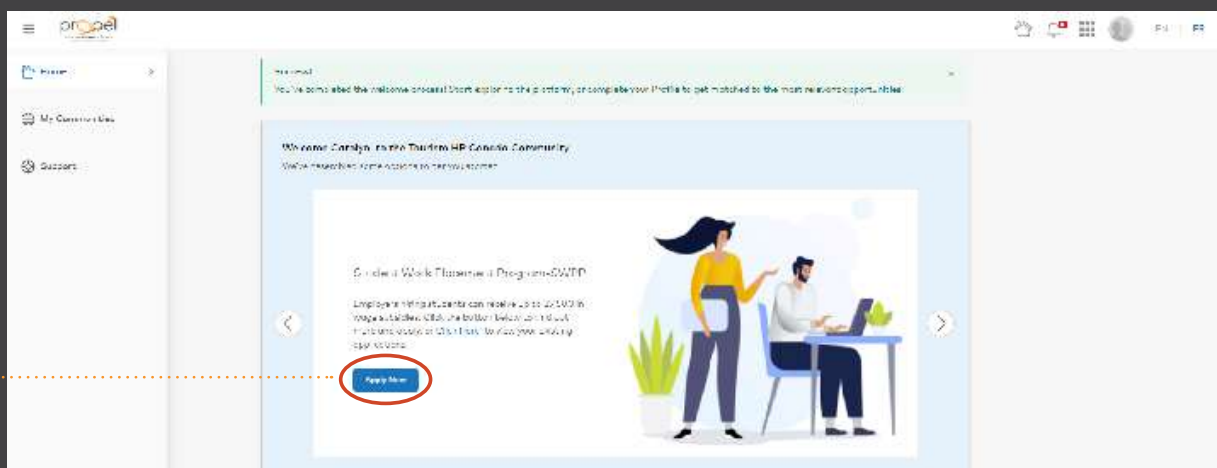
If you chose to apply for funding, skip to 'Submitting a subsidy application: Step 5' in this document (page 20).

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 26).

SUBMITTING A WAGE SUBSIDY FUNDING APPLICATION

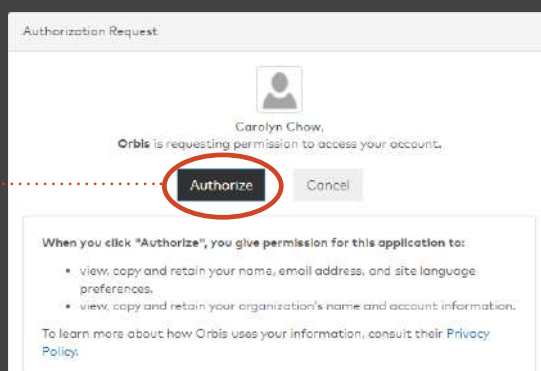
STEP 1

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

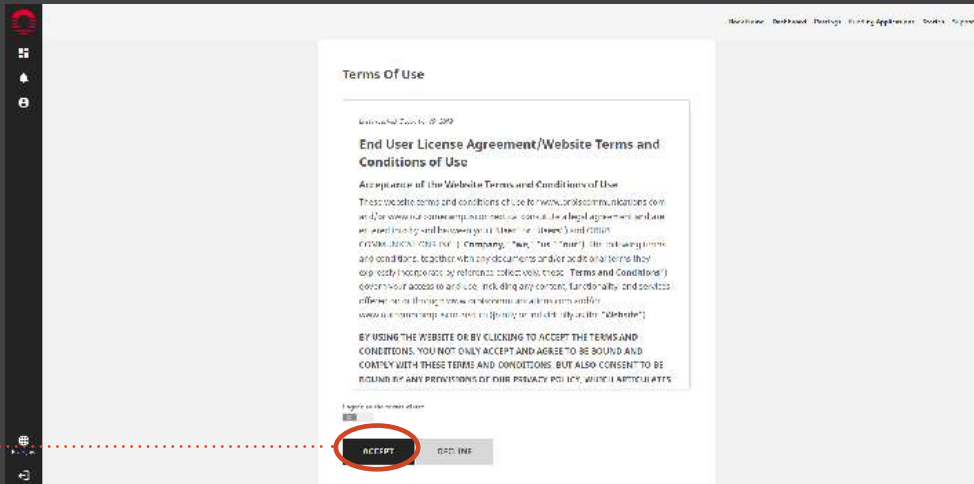
When prompted, authorize Orbis to access your account.



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.

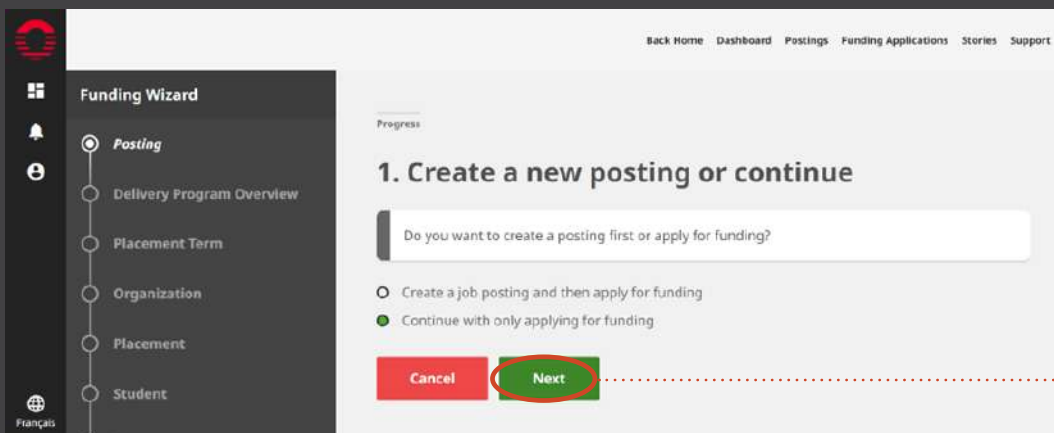
By clicking on the respective links at the top right, you can either 'Post an Opportunity' or 'Apply for Subsidy'. To apply through Tourism HR Canada's Propel program, click on 'Apply for Subsidy'. You can apply for a subsidy without having an existing or new opportunity posted on this portal.



STEP 5

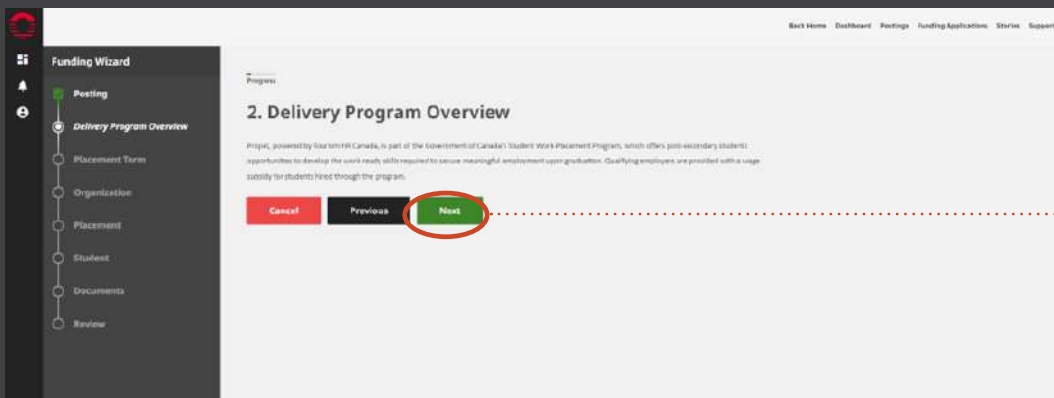
You are about to start your application for a subsidy.

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 page title is '3. Placement Term'. Below the title, there is a text box containing information about the standard wage subsidy percentage (20% for students from under-represented groups, 15% for others) and a note about the 'Net New' requirement. Below this, there are three radio button options for placement terms: 'SUMMER 2024 (MAY 01, 2024 - AUG 31, 2024)', 'FALL 2024 (SEP 01, 2024 - DEC 31, 2024)', and 'WINTER 2025 (JAN 01, 2025 - APR 30, 2025)'. At the bottom, there are four buttons: 'Cancel', 'Previous', 'Save as Draft', and 'Next'. The 'Next' button is highlighted with a red circle. A red arrow points from the 'Next' button to the right.

STEP 8

Answer the short series of questions under Eligibility Criteria to help us determine if your application meets the “Net New” requirement as set by ESDC. Please see our [webpage](#) for more details. Once you’re done, click 'Next'.

The screenshot shows the '4. Eligibility Criteria' step in the Funding Wizard. The page title is '4. Eligibility Criteria'. Below the title, there is a 'Question Form' with several questions and dropdown menus for answers. The questions are: 'Is your organization a not-for-profit organization?', 'When did you first participate in the GWP program?', 'How many students have you employed in the last 12 months?', and 'Do you have any other applications for funding?'. At the bottom, there are three buttons: 'Previous', 'Save as Draft', and 'Next'. The 'Next' button is highlighted with a red circle. A red arrow points from the 'Next' button to the right.

STEP 9

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

Back Home | Dashboard | Postings | Funding Applications | Stories | Support

Progress

5. Organization

Enter Organization Details

Organization Name*
THRC

Organization Size*
Small (10-99)

Select the Industry which best represents your business. If uncertain, select Other*
--select--

Is this the first time the organization has offered a WS opportunity through the S&P Program?

Do you have a business registration number?
 Yes
 No

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).



Check this to save your organization's information. Next time we will pre-populate these fields for you.

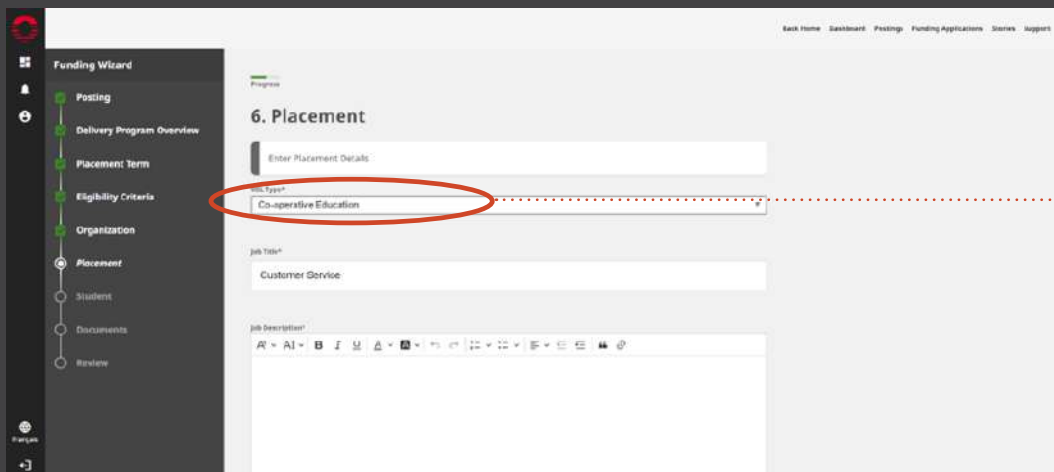
Previous Save as Draft Next

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 the [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.

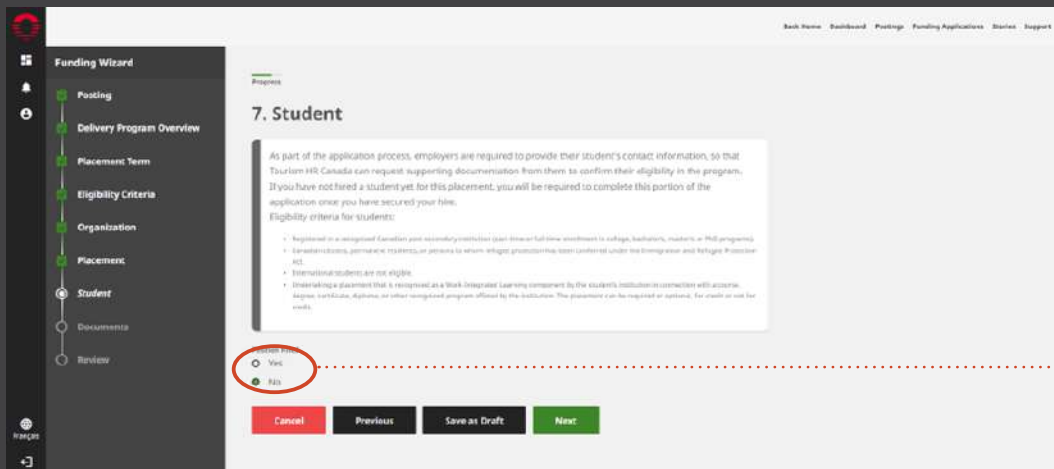


The screenshot shows the '6. Placement' step in the 'Funding Wizard'. The left sidebar lists the steps: Posting, Delivery Program Overview, Placement Term, Eligibility Criteria, Organization, Placement (current), Student, Documents, and Review. The main content area is titled '6. Placement' and contains a form with the following fields:

- Enter Placement Details**
- Job Type***: A dropdown menu with 'Co-operative Education' selected and circled in red. A red arrow points to this selection.
- Job Title***: A text input field containing 'Customer Service'.
- Job Description***: A rich text editor with a toolbar and a text area.

STEP 11

If you have already hired a student you will need to select 'Yes' 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, select 'No', click 'Next' and skip to Step 14 in this section.



The screenshot shows the '7. Student' step in the Funding Wizard. The left sidebar lists the steps: Posting, Delivery Program Overview, Placement Term, Eligibility Criteria, Organization, Placement, Student (selected), Documents, and Review. The main content area has a heading '7. Student' and a text box explaining that employers must provide student contact information. Below this, there are two radio buttons: 'Yes' (selected and circled in red) and 'No'. At the bottom, there are four buttons: 'Cancel' (red), 'Previous' (black), 'Save as Draft' (black), and 'Next' (green). A red arrow points from the 'Yes' option to the right.

STEP 12

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

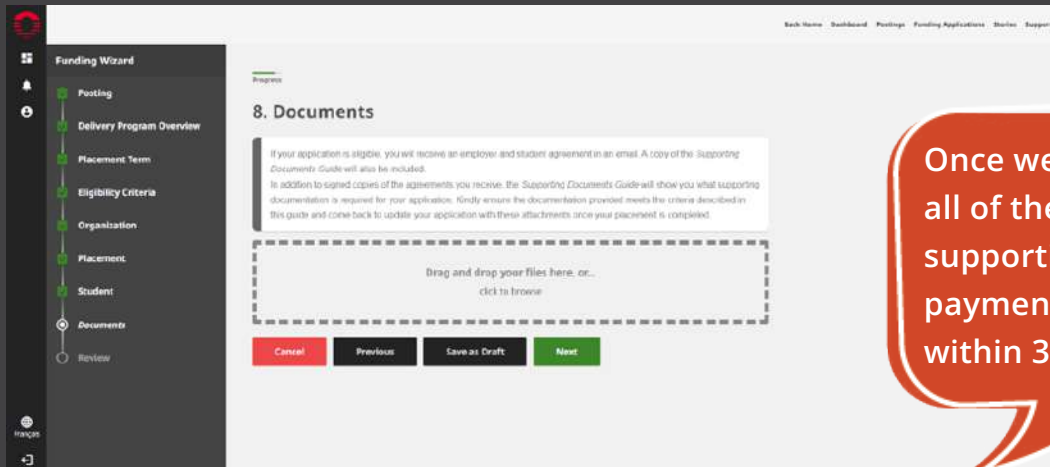


The screenshot shows the student details form in the Funding Wizard. The left sidebar is the same as in Step 11. The main content area has a heading 'New Student' and a green 'Add' button. Below this, there are several input fields: 'ID Number', 'Address', 'Date of Birth', 'Phone Number', and 'Year of Birth'. At the bottom, there is a dropdown menu for 'Gender' with 'Male' selected.

STEP 13

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

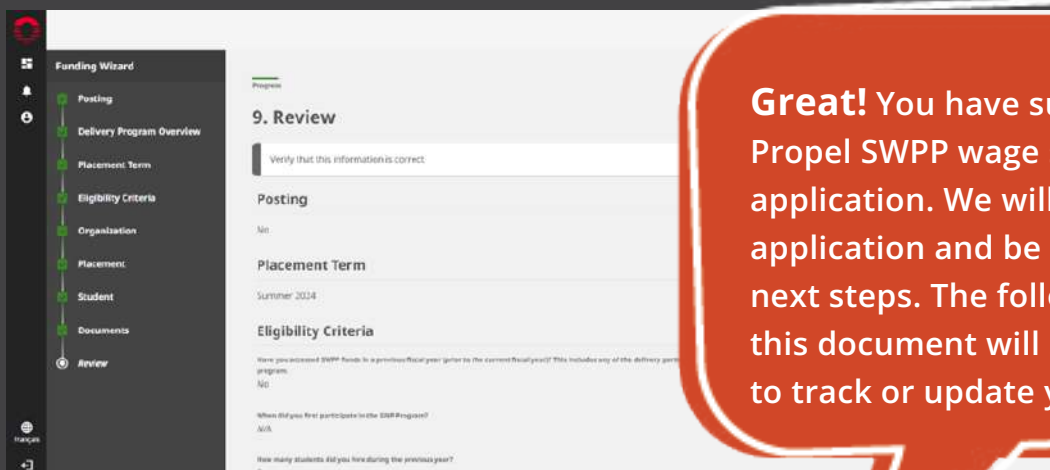
At this time, if you have no documents to upload, hit 'Next'. If eligible, a Guide with all required supporting documents will be shared with you once we have reviewed your application.



Once we have received all of the completed supporting documents, payment will be issued within 30 business days.

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.

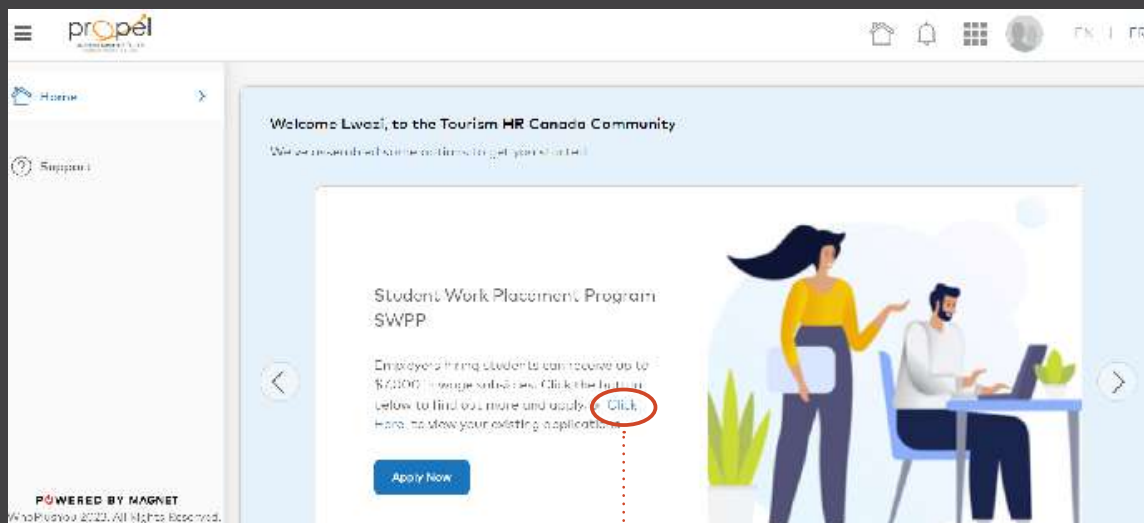


Great! You have submitted your Propel SWPP wage subsidy funding application. We will review the application and be in touch for the next steps. The following pages of this document will show you how to track or update your application.

TRACKING AND UPDATING YOUR APPLICATION

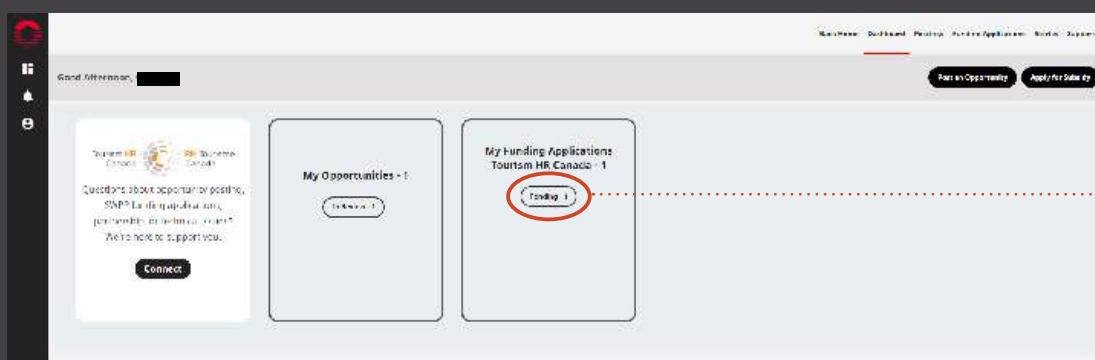
STEP 1

Log into your Magnet account. Once on the Home page, click on the highlighted text.



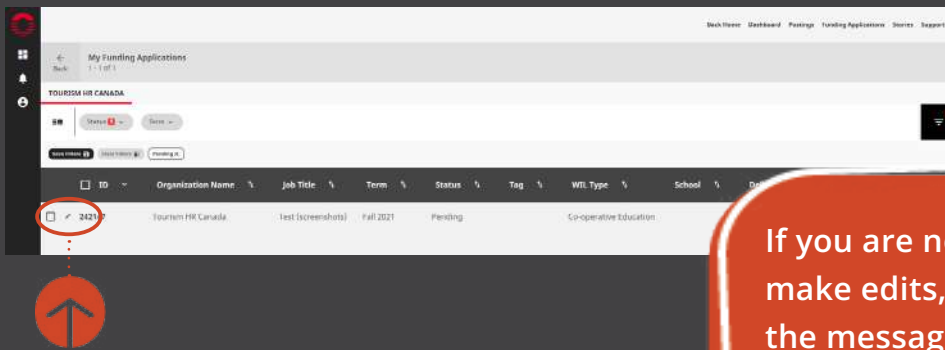
STEP 2

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 3

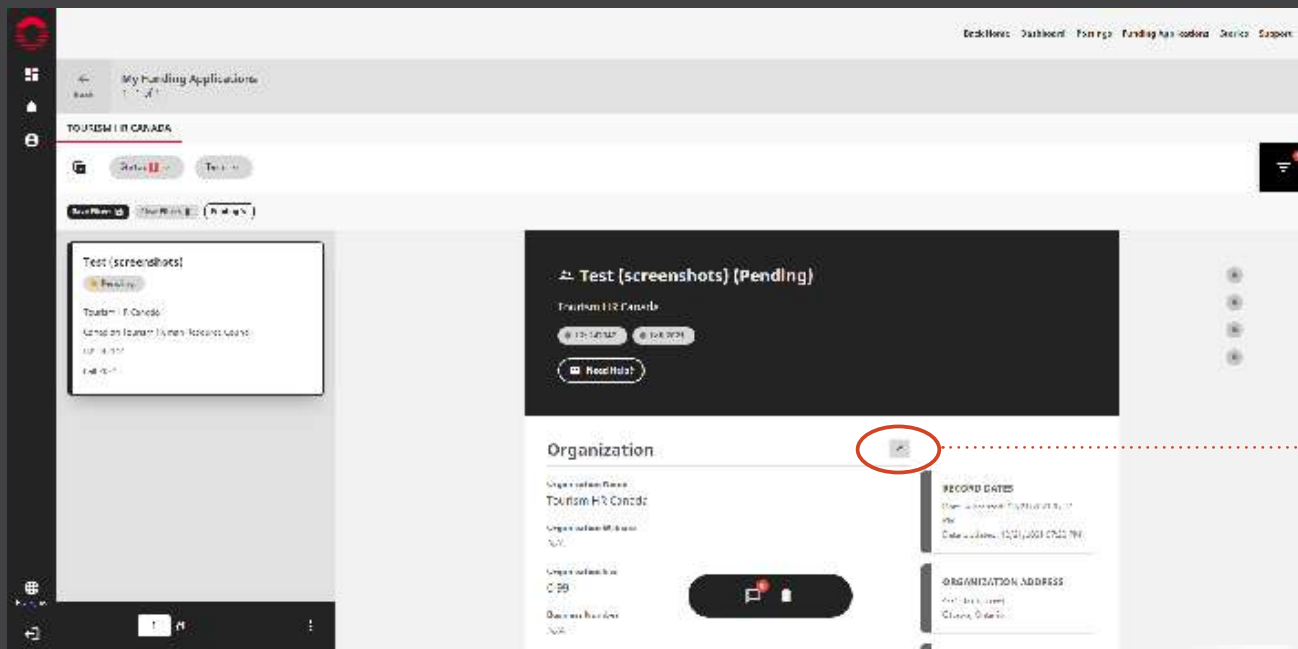
On this page, you can see the status of your application (in this example, it says 'Pending'). To update your application (submit documents, add student details, etc.), click on the pencil icon next to the ID number as shown with the orange arrow.



If you are not able to make edits, please contact us using the message function (shown in Step 5, page 29), as it is possible that the application is locked and no longer open for edits.

STEP 4

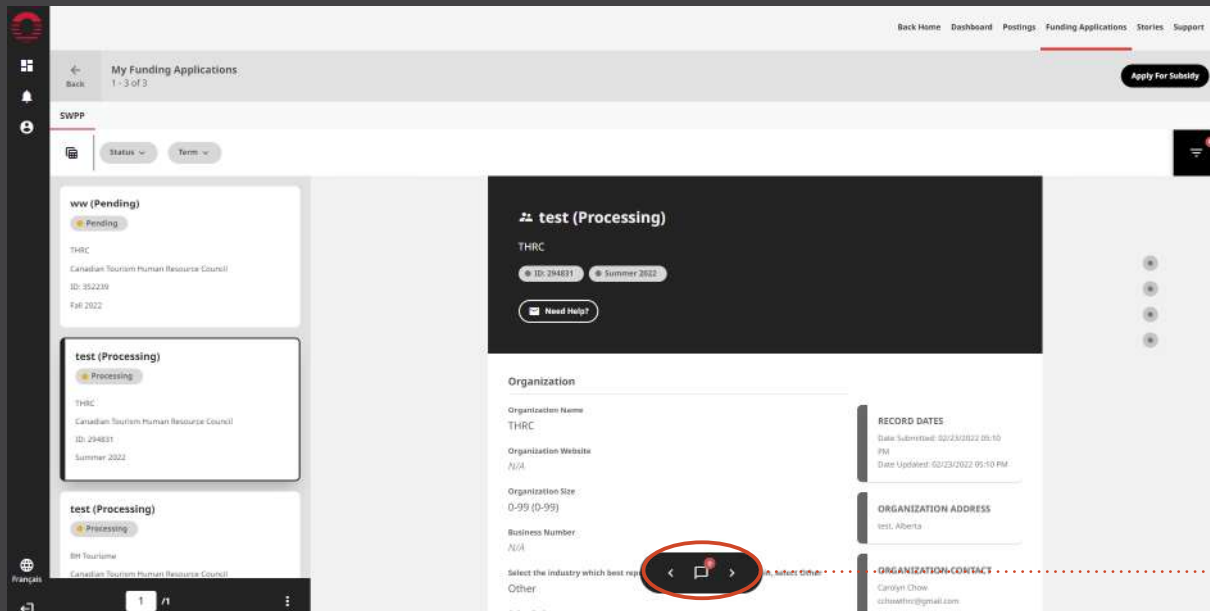
Your application will open and will appear like this. You can make edits to specific sections by clicking on the pencil icon for those respective sections.



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 '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 5

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 message 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.