



**Work Experience
Opportunities
Grant**

PROGRAM GUIDE



Ministry of
Social Development
and Poverty Reduction

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Frequently Asked Questions – FAQs

Who is responsible for participant recruitment?

Businesses/organizations are responsible for recruiting their own participants. If you have potential individuals in mind, contact them to fill out the participant application form and the ministry will verify their eligibility. Businesses / organizations who need help with recruitment can contact their nearest [WorkBC Centre](#) to be connected with eligible participants.

Where can we find participants?

Organizations who need help with recruiting potential work experience participants can contact their nearest [WorkBC Centre](#) to be connected with eligible participants.

Is there a timeline for starting and completing the work experience placement?

Although there are no fixed start dates, organizations are encouraged to start their placements as soon as their work experience participants have been confirmed.

We understand certain situations may not permit a start that quickly. All participant application forms must be submitted to the ministry for verification by September 15, 2021, and all projects must be completed by December 31, 2021.

Can my businesses/organization host participants at different worksites or locations?

Yes, businesses/organizations can host participants across worksites or locations dependent on operational/participant needs.

Partnerships between an applicant business/organization and a host business/organization is also supported.

Example: A non-profit applicant may partner with a for-profit business to provide work experience opportunities at a location other than the non-profit's place of business.

What is the deadline for submitting my participant application form to the ministry for verification?

Businesses/organizations have until September 15, 2021 to submit their participant application forms to the Ministry for verification in order to meet the work experience placement deadline. The deadline for completing the work experience placement is December 31, 2021.

What happens if I'm unable to recruit as many participants as I received funding for?

Applications will be processed based on the number of participants included on your application form. If you are unable to recruit the number of participants listed on your form, contact your nearest [WorkBC Centre](#) for support with recruitment before the September 15 deadline.

If participants are found to be ineligible, businesses/organizations will have until September 15 to re-submit additional participants for verification. At this point, any vacant participant spots will be cancelled, and unused funds must be repaid to the ministry.

Funding

How much money should work experience participants receive?

The minimum amount a participant will receive is \$300 weekly as a stipend, or \$3,600 for the full 12- week work experience placement. Businesses/organizations can use the remaining grant funding of \$1,400 per participant for administration and participant supports costs, as required, or to provide an increased weekly stipend to work experience placements.

Can funding from other sources be used to enhance grant funds?

Yes. Businesses/organizations can use funding from other sources in conjunction with the Work Experience Opportunities Grant. However, participants cannot be in receipt of a WorkBC Wage Subsidy while participating in the work experience placement.

Can the work experience placement be hosted by another business/organization in the community while administered and supported by the applicant?

Yes, the work experience placement can be at another business/organization if there is a partnership in place. The applicant business/organization must hold and administer the grant funds and must ensure that the work experience placement complies with all requirements set out in the [application criteria](#).

If the work experience placement is meant to take place at a host business/organization that differs from the applicants business location, the applicant must include the name and location of the business/organization along with a description of the business activities on the application form.

Participants

Who is eligible as a work experience participant?

This funding opportunity is for:

- Anyone qualified to receive B.C. income or disability assistance is eligible. [What's this?](#)
- Indigenous individuals on reserve qualified to receive federal assistance

The following individuals are not eligible to participate:

- WorkBC Wage Subsidy recipients
- Current employees in their existing positions

Participants must meet the above criteria, but they do not need to be actively in receipt of income or disability assistance payments from the ministry or Government of Canada. If you have questions, please email workexperiencegrants@gov.bc.ca

Is the participant stipend exempt from income assistance?

The stipend is exempt from the calculation of income assistance ([earnings exemptions](#)).

Do I need to report the stipend for participants to the ministry?

Work experience participants who are provincial BCEA Clients must report income received through the grant program to the ministry. As a grant holder, you are required to inform provincial participants of this obligation and must provide the [Income Reporting Guidelines for BCEA Clients participating in the Work Experience Opportunity Grant project](#) to each participant. If participants receiving provincial assistance have questions about ministry income assistance and the stipend, please have them connect with their local income assistance office or call 1-866-866-0800 during regular business hours.

Will the stipend affect the earnings exemption?

The stipend paid for the Work Experience Opportunities Grant is exempt from income eligibility calculations and will not affect the eligibility of individuals participating. Individuals need to declare the stipend to the ministry for tracking purposes.

Is the participant stipend taxable? Should my organization make deductions from that income? What kind of tax documents should we provide to participants?

Participant stipends may be taxable as income. If, and to what extent, organizations should make deductions from a participant's stipend will depend on the participant's employment status with the organization providing the work experience placement. Participant employment status may vary based on the specific parameters of the placement. More information on determining employment status can be found on the [Canada Revenue Agency website](#). In cases where tax deductions need to be made, the \$300.00 minimum that participants receive can be considered the gross amount.

Grant holders are responsible for understanding their own provincial and federal tax requirements. Further information can be found on the [Canada Revenue Agency payroll deductions and contributions page](#).

How do I determine if a potential participant is eligible for the work experience opportunity?

To confirm participant eligibility, a review is required. Organizations must identify work experience participants to the ministry and have the participant application form completed for verification. If participants are not eligible, applicants will have the opportunity to submit other potential participants for review.

If you need assistance with participant recruitment, contact your nearest [WorkBC Centre](#).

Can a participant complete more than one work experience placement?

No, participants are only eligible to participate once in the Work Experience Opportunities Grant program.

Participants who started a work experience placement but were unable to complete it may be eligible to participate again, on a case-by-case basis with prior ministry approval.

Can I hire the participant(s) once the program has been completed?

Yes. Participants who are successful in their placements may be hired upon completion.

Work Experience Placements

What requirements will my business/organization need to host a participant?

As in any workplace, there are several requirements to provide a safe environment for work experience placements. These include:

- WorkSafeBC coverage for both your organization and participants
- WorkSafeBC requirements and guidelines
- COVID-19-related health and safety guidelines (appropriate physical distancing, personal protective equipment where required, etc.)

What are some eligible activities?

Eligible activities include things such as:

- assisting with food distribution and collection at a food bank
- packing boxes in a food bank
- operating the cash register at a shop
- feeding, grooming, cleaning animals and their facilities at a shelter
- trail maintenance at a local park
- invasive specie removal
- data entry
- stuffing envelopes for a mail out
- sorting items at a thrift store
- answering phones
- stocking shelves and sorting inventory
- providing customer service

Ineligible activities include:

- cleaning the supervisor's personal property or other activities that contribute a personal service to the employer
- stuffing flyers for a political campaign or other partisan political activities

What is expected from my business/organization when hosting a participant?

Your business/organization will be expected to provide appropriate monitoring, supervision and supports to each participant. Appropriate supports will vary between participants and placements, but could include:

- On-the-job training
- Coaching
- Entry level certifications
- Employment readiness training

In addition, a portion of the grant funds may be spent on participant supports to help remove barriers to participation in the program. This could include supports such as transportation or childcare.

Can the work placement be extended beyond 12 weeks?

Grant-funded work experience placements are limited to 12 weeks. If you wish to extend the length of the work experience placement beyond 12 weeks, you may do so using other sources of funding.

If my business/organization is successful in securing more than one work experience participant, can each participant start at staggered intervals?

Staggered start dates are allowed. It is up to the business/organisation to decide when to start each participant once participant confirmation to the program has been received. We encourage organizations to start placements without long delays after participant verification has been received.

What do I do if the participant is unable to complete the 12-week work experience placement?

If a participant is either unable to start their placement or is unable to complete the full 12 weeks, you may recruit a new participant to complete the remainder of the work experience opportunity. You must notify the ministry of the change, and the ministry must verify a new participant's eligibility prior to them starting the work experience.

The same participant payment requirements will apply to the new participant. Please see the response to "How much money should work experience participants receive?" on page 4 of this document.

Businesses/organizations hosting a substitute participant must do so using the original \$5,000 grant funds received.

What do I do if I am unable to find a substitute participant to complete the remainder of the work experience opportunity?

If you are unable to find a substitute participant and there are still more than three weeks remaining out of the 12-week placement, you will need to notify the ministry and the ministry will advise of any amount owing.

What are the reporting requirements?

Upon completion of the program, a summary of the work experience opportunity will be required. The ministry will provide details on the reporting requirements. Final reports must be submitted by January 14, 2022.

Contact us

You are welcome to email workexperiencegrants@gov.bc.ca if you have questions.