

STUDENT EMPLOYMENT PLACEMENT (SEP)

	<ul style="list-style-type: none"> • Minimum four (4) weeks
Eligible Participants	<ul style="list-style-type: none"> • Must be Indigenous status/non-status, reside on or off reserve, within SASET catchment area • Should be minimal 15 years of age and returning to school • Secondary and post-secondary students, must be registered full-time students during previous academic year and/or intend to return to full-time studies in the following academic year • Must have a valid Social Insurance Number at the start of the program. • All Service Canada Personal Information Forms (PIFS) and Client Consent Forms (CC's) must be submitted prior to commencement of program,
Objective	<ul style="list-style-type: none"> • To assist eligible students to prepare for future entry into labour market. • Program focuses on providing work experience and developmental learning for in-school youth through the provision of a wage subsidy to employers.
Eligible Employers	<ul style="list-style-type: none"> • Indigenous Bands/Tribal Councils • Not-for-profit employers (less than 100 employees) • For-profit employers (less than 100 employees) • All for profit businesses/organizations must be operational for a period of 1 year.
Activities	<ul style="list-style-type: none"> • Work experience and developmental learning activities
Duration	<ul style="list-style-type: none"> • Negotiable • 8 weeks for secondary students • 13 weeks for post-secondary students
Eligible Costs	<p>The following are eligible costs, subject to negotiations:</p> <ul style="list-style-type: none"> • Minimum Wage for secondary students, (employers can top up wages at their discretion), • Minimum Wage plus \$2.00 for Post-Secondary Students • Mandatory employment related costs (MERCs): Canada Pension (CPP), Employment Insurance (EI), Workman's Compensation Board Rate (WCB), and 4% holiday pay – based on "actual" hours worked; SASET does not pay overtime or leaves such as sick leave and bereavement leave. • Safety gear if required for employment, • Safety Certificate training where required.
Approval Process	<ul style="list-style-type: none"> • SASET Program Officer reviews proposal content and poses assessment questions to sponsor • Projects under \$50,000 are reviewed and approved internally at SASET • Projects over \$50,000 are reviewed internally and then approved by SASET Advisory Committee at their next convened meeting
Application Process	<ul style="list-style-type: none"> • It takes a minimum of four (4) weeks to assess a proposal • The following documents are required: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Cover letter <input checked="" type="checkbox"/> Completed and signed original SEP application <input checked="" type="checkbox"/> Band Council Resolution (BCR) or board motion decision sheet <input checked="" type="checkbox"/> Job title(s) and job description(s) for participant(s) <input checked="" type="checkbox"/> Name of supervisor(s) <input checked="" type="checkbox"/> Detailed training plan (include dates, time frames, number of hours, activities, and objectives)
Sponsor/Partner Contribution	<ul style="list-style-type: none"> • Specify or outline Sponsor/Partner contributions