

## STUDENT EMPLOYMENT PLACEMENT (SEP)

	<ul style="list-style-type: none"> <li>• Minimum four (4) weeks</li> </ul>
<b>Eligible Participants</b>	<ul style="list-style-type: none"> <li>• Must be First Nations, status/non-status, reside on or off reserve, within SASET catchment area</li> <li>• Should be minimal 15 years of age and returning to school</li> <li>• Secondary and post-secondary students, must be registered full-time students during previous academic year and intend to return to full-time studies in the following academic year</li> <li>• Must have a valid Social Insurance Number at the start of the program.</li> <li>• All Service Canada Personal Information Forms (PIFS) and Client Consent Forms (CC's) must be submitted prior to commencement of program,</li> </ul>
<b>Objective</b>	<ul style="list-style-type: none"> <li>• To assist eligible students to prepare for future entry into labour market.</li> <li>• Program focuses on providing work experience and developmental learning for in-school youth through the provision of a wage subsidy to employers.</li> </ul>
<b>Eligible Employers</b>	<ul style="list-style-type: none"> <li>• Aboriginal Bands/Tribal Councils</li> <li>• Not-for-profit employers (less than 100 employees)</li> <li>• For-profit employers (less than 100 employees) <ul style="list-style-type: none"> <li>○ ALL FOR PROFIT BUSINESSES/ORGANIZATIONS MUST BE OPERATIONAL FOR A PERIOD OF 1 YEAR.</li> </ul> </li> </ul>
<b>Activities</b>	<ul style="list-style-type: none"> <li>• Work experience and developmental learning activities</li> </ul>
<b>Duration</b>	<ul style="list-style-type: none"> <li>• Negotiable</li> <li>• 8 weeks for secondary students</li> <li>• 13 weeks for post-secondary students</li> </ul>
<b>Eligible Costs</b>	<p>The following are eligible costs, subject to negotiations:</p> <ul style="list-style-type: none"> <li>• Minimum Wage for secondary students, (employers can top up wages at their discretion),</li> <li>• Minimum Wage plus \$2.00 for Post-Secondary Students</li> <li>• 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.</li> <li>• Safety gear if required for employment,</li> <li>• Safety Certificate training where required.</li> </ul>
<b>Approval Process</b>	<ul style="list-style-type: none"> <li>• SASET Program Officer reviews proposal content and poses assessment questions to sponsor</li> <li>• Projects under \$30,000 are reviewed and approved internally at SASET</li> <li>• Projects over \$30,000 are reviewed internally and then approved by SASET Advisory Committee at their next convened meeting</li> </ul>
<b>Application Process</b>	<ul style="list-style-type: none"> <li>• It takes a minimum of four (4) weeks to assess a proposal</li> <li>• The following documents are required: <ul style="list-style-type: none"> <li>☑ Cover letter</li> <li>☑ Completed and signed original SEP application</li> <li>☑ Band Council Resolution (BCR) or board motion decision sheet</li> <li>☑ Job title(s) and job description(s) for participant(s)</li> <li>☑ Name of supervisor(s)</li> <li>☑ Detailed training plan (include dates, time frames, number of hours, activities, and objectives)</li> </ul> </li> </ul>
<b>Sponsor/Partner Contribution</b>	<ul style="list-style-type: none"> <li>• Specify or outline Sponsor/Partner contributions</li> </ul>