



EMPLOYER FREQUENTLY ASKED QUESTIONS

What is EMC's WILWorks Skilled Trades in Advanced Manufacturing Program?

EMC's WILWorks Skilled Trades in Advanced Manufacturing Program offers hands-on training and mentorship, led by employers like you, complimented by EMC-developed, self-directed e-learning modules. Employers can benefit from wage subsidies of up to \$5,000 per placement while introducing youth, aged 15 to 29, to skilled trades essential to advanced manufacturing. This pre-apprenticeship program spans up to 20 weeks, fostering a skilled workforce for the future.

Learners explore foundational technical theories tailored to their workplace needs as employers can choose from a range of technical training covering essential electrical and mechanical foundations.

This opportunity exposes learners to skilled trades and advanced manufacturing career pathways. The program is open to new hires, incumbent workers, and cooperative education students, and helps to upskill your team and builds connections with the next generation of talent.

Register now for WILWorks Skilled Trades in Advanced Manufacturing and embrace training a future generation of the manufacturing skilled trades workforce.

When does the training period begin?

The program utilizes online self-directed e-learning, which means the training period can start at any date. There is a virtual orientation, and the training period commences one business day after the orientation.

Why should we participate?

WILWorks Skilled Trades in Advanced Manufacturing is designed to promote career pathways in skilled trades. The program will:

- Identify current employees with an interest in skilled trades and/or upgrade their manufacturing skills
- Introduce new hires to your work environment and assess their potential in skilled trades
- Create a talent pool pipeline to fill current and future skilled trades roles
- Introduce learners to the skilled trades required to support advanced manufacturing

How much time is required?

The customization of the training results in time variations, ranging from 25 to 32 hours. Time allocations are based upon the technical topics selected. Below is a break down of the required hours for successful completion:

- 2.25 hours of core foundational e-learning
- 11 to 15 hours of technical skills training
- 12 to 15 hours of hands-on training



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There are additional optional courses that may be added to the program:

- 5 hours of optional Manufacturing Foundations micro-credential training by learner
- 7 hours of optional Lean Fundamentals micro-credential training by the learner
- 3 hours of optional Mentorship in Manufacturing training by the trainer

In addition to the training hours, there will be virtual or over-the-phone mandatory check-ins throughout the program.

I would like to register for the optional training as well. How do I do that?

If you would like to register your learner in the optional training, please advise, Julie Smith, Project Coordinator, jsmith@emccanada.org at the start of the training program.

A member of our team will connect with you before the start to finalize your learning plan. At this time, you will also have the option to enroll your learner in the optional training. If you have any further questions or need assistance with the registration process, please feel free to contact jsmith@emccanada.org. Julie will provide the necessary support and guidance throughout the program, including program registration.

How are hands-on activities determined?

Hands-on activities are carefully determined through a collaborative process. Before the placement begins, all your selected program trainer(s) will meet with an advancement coach. Together, they will assess the technical e-learning content, considering the learner's background, experience, and knowledge levels. This information will guide the selection of hands-on activities, ensuring they align with the program's objectives and provide each learner with a tailored and impactful learning experience.

What value will EMC's WILWorks Skilled Trades in Advanced Manufacturing provide manufacturers?

WILWorks Skilled Trades in Advanced Manufacturing will support manufacturers through wage subsidies, 50% of placement cost (up to \$5,000), to employers who provide quality work placements. For companies interested in high school co-op placements, EMC can support by creating partnerships with high schools to help develop a pipeline of future employment-ready graduates while supporting students through co-ops.

What skilled trades will be covered?

The core of the program will focus on the development of technical skills to support these skilled trades:

- Industrial Mechanic Millwright
- Industrial Electrician

Youth learners will receive introductory training carefully selected by a team of industry professionals, including a licensed industrial mechanic millwright and industrial electrician specializing in automation. The training will be delivered through online self-directed e-learning.

Future technical skills may be added to the program based on industry research and program feedback to support the needs of Canadian Manufacturers.



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What areas of advanced manufacturing will be the focus?

The program will focus on introducing Automation, Robotics, Additive Manufacturing and Data Connectivity.

Future topics may be added to the program based on industry research and program feedback to support the needs of Canadian Manufacturers.

What are learner eligibility requirements?

- Current employees, new hires, and students aged 15-29,
- Legally entitled to work in Canada,
- Not enrolled in an apprenticeship program,
- Not currently working in their desired field,
- Interested in learning more about skilled trades and advanced manufacturing, and
- Does not hold a trades certificate.

I have a participant in mind, but they are not eligible. What alternatives do I have?

If you find yourself with a participant who does not fully meet the eligibility criteria, please reach out to Julie Smith, Project Coordinator jsmith@emccanada.org to discuss alternative options that may be available to support your workplace's training needs.

Are employees on work or study permits eligible?

It is the responsibility of the employer to verify learner eligibility. If a learner is on a work permit or study permit that permits them to work in Canada, and it is valid for the duration of the program, they are eligible. We collect the learner's issue date and expiry date for the work permit, and this is kept on file for our records and verification. If there are any concerns or issues with this, please reach out to jsmith@emccanada.org.

What if my learner is 29 at the start of their placement, but turns 30 during their placement period?

If a learner is 29 at the time of starting the program, and is eligible to work in Canada, they can participate. While it is up to the employer to verify the candidate's eligibility, we do collect and review the learner's birth date to confirm eligibility.

Can I hire a participant for the program?

Yes, employers may hire new full-time, part-time or contract employees to participate in the program if they are paid directly by the company. Part-time workers will still have the same program completion requirements, and programs may not extend beyond 20 weeks.

Is the program open to existing employees?

Yes, we encourage employers to consider existing employees interested in skilled trades and/or upgrading their manufacturing skills and have employees available to support the hands-on training requirements.



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Our company does not employ Industrial Mechanic Millwrights or Industrial Electricians. Can we still participate?

Although the program was designed to support the development of foundational trades skills for Industrial Mechanic Millwrights or Industrial Electricians, there may be other trades where the e-learning content covered is highly relevant. It is essential that the learner completes all assigned technical training and actively engages in hands-on training within their workplace. If you believe that your facility's needs are supported by the topics covered and have knowledgeable employees able to support you with the hands-on training, we invite you to participate in the program.

Will learners have to register for a skilled trade apprenticeship at the end of the program?

No.

How long does the program run?

The program runs for a minimum of eight (8) weeks and up to a maximum of 20 weeks.

How many days per week is the training?

To ensure a comprehensive learning experience, an equal commitment to hands-on training led by your internal workplace trainers is essential to complement the technical e-learning. For a detailed breakdown of time requirements, please consult the learning plan or contact jsmith@emccanada.org for further information. The remaining time will be spent on the job, allowing learners to apply their newly acquired skills and knowledge in a real-world setting. The program offers flexibility to accommodate the needs of both the learner and the employer, optimizing the learning experience for everyone involved.

How will training be delivered?

The training will be delivered using a blended learning approach, consisting of two components: e-learning and hands-on training.

E-learning: Learners will access EMC's online self-directed modules through a user-friendly learning platform. These modules are carefully curated to provide valuable knowledge and technical skills related to the program. Employers will pre-select a minimum number of modules from a range of technical topics, creating a customized workplace training plan to suit their specific needs.

Hands-on Training: Company-assigned workplace trainers will collaborate with an EMC advancement coach to create a list of hands-on training activities. These activities will be conducted in the workplace to provide practical experience and support the learner's development.

By combining e-learning and hands-on training, we ensure a comprehensive and effective learning experience that prepares learners for success in the skilled trades of advanced manufacturing.

Who should conduct the hands-on training?

Hands-on training should be conducted by someone who has shown skills or competencies in the individual topic areas. In some companies, this may be multiple individuals skilled in each topic respectively. This best practice reduces the workload on employees assigned to training, while providing the learner with quality training from a skilled individual.



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Being a trainer for the learner provides a valuable development opportunity that enhances leadership skills and fosters personal growth. All trainers are provided with access to EMC's "Mentorship in Manufacturing", which is a three-hour online self-directed training program supporting them in navigating the mentor-mentee relationship. All individuals who complete the "Mentorship in Manufacturing" training are awarded an EMC certificate.

How will I know if my learner has completed a topic?

EMC will track the learner's progress in the program. Employers will receive weekly updates. These updates will notify the employer and trainer about the completed topics, remaining e-learning hours, and the e-learning topics completed to date. This information will help you manage the program timing effectively and allow for the implementation of hands-on training once the relevant e-learning has been completed. This transparent tracking system keeps you informed and engaged in your learner's journey.

What is the process for a manufacturing firm, on a related sector, to access the WILWorks Skilled Trades in Advanced Manufacturing Program?

Employers can apply online through the [Magnet Platform](#).

Do you have a waitlist?

There are limited program spaces available. If program seats are accounted for, we encourage employers to secure a place on a waitlist for future phases of funding or in the event of a cancellation.

How long will the program be available?

WILWorks Skilled Trades in Advanced Manufacturing will be offered until March 2026.

Can employers stack different funding and still be eligible for the WILWorks Skilled Trades in Advanced Manufacturing funding?

Yes, partial government funds from provincial, territorial, or municipal sources may be permitted. Placements can be partially government-funded, but only funds from non-governmental sources can be subsidized under this program. Employers should consult the provincial, territorial or municipal program to confirm stacking eligibility.

How much should a new hire be paid?

While an employer determines a new hire's salary, EMC asks that it is fair and reasonable based on industry standards. The salary offered may not be less than the minimum wage. Individuals who are not directly on the employer's payroll, including students, are not eligible for the wage subsidy. However, they are still welcome to participate in the program and earn a micro-credential.

Can employers receive funding for more than one placement?

Yes, employers can receive funding for multiple placements. EMC retains the right to limit the number of subsidies provided to an employer.



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What does a pilot program mean?

A pilot program refers to our initial phase of testing and refining a new program. We seek feedback from learners and stakeholders, such as employers like you. The goal is to assess and develop the program's content based on real-world experiences and input from those involved. By continuously reviewing and improving the program, EMC aims to create a robust and effective initiative that supports the development of skilled trades in advanced manufacturing. Your feedback and input play a crucial role in shaping and fine-tuning the program to make it truly exceptional. We will be collecting feedback throughout the program, and through exit surveys and final interviews at completion of the program.

Training Period Timelines

The training period commences one day after the completion of a virtual orientation. Learners have one week to enroll in the online e-learning platform and must initiate progress within the first three (3) weeks of the program to maintain their funding and placement in the program. There is mandatory virtual or phone check-ins for the trainer and learner throughout the program to discuss the learner's progress and placement activities. Funding spots for placements extending beyond the 20 weeks due to unforeseen circumstances will be assessed on a case-by-case basis. By adhering to these timelines and maintaining regular check-ins, we ensure a seamless and successful learning journey for all learners. Our goal is to support learners in achieving their objectives and maximizing the benefits of the program.

How do I receive the payment?

The wage subsidy will be paid within 45 days upon completing all items listed below.

Training

- Completion of e-learning by the learner
- Completion of hands-on training by the learner and their trainer

Feedback

- Submission of Employer Exit Survey
- Submission of Participant Exit Survey
- Completion of all Program Wrap-Up Interviews

Documentation

- Submission of the learner's first week and final-week paystubs
- Submission of the invoice to EMC for the placement
- Submission of the Attestation

Upon successful fulfillment of all these requirements, the wage subsidy payment will be processed and delivered to you within the specified timeframe.

Who can I contact for more information?

If an employer has questions or requires further assistance, please contact: Julie Smith, Project Coordinator, jsmith@emccanada.org.