



Work Placement FAQ for Employers **Employment Ontario – Employment Service**

Thanks for your interest in hosting a work placement. We've put together this brief outline to help you understand some basic information about work placements. Please note that work placements can be very flexible and tailored to suit the employer and employee. We invite you to contact us for more information.

What is Employment Service (ES)?

ES is a range of services to help Ontarians find work. Delivered by community service providers and funded by the Ministry of Training, Colleges and Universities through Employment Ontario, ES provides personalized advice and services to help people assess their skills and experience, find work and start on the path to skills training. It also helps employers hire people with the skills they need.

What individuals qualify for ES placements?

While all Ontario residents may use ES resource and information services, not all participants are eligible for all services. Work placements and employer incentives are available in cases where participants have been unable to succeed in their job search because of barriers and obstacles to employment. For any potential placement, the suitability of the opportunity must be determined in relation to the participant's situation.

What employers qualify for ES placements?

Most types of organizations – private sector, public sector, not-for-profit – are potentially eligible to host a placement. In order to participate in placements, employers must:

- be licensed to operate in Ontario
- comply with all applicable legislation including federal/provincial human rights legislation, regulations, and any other relevant standards, occupational health and safety act, employment standards act, freedom of information and protection of privacy legislation
- provide employment in Ontario
- maintain appropriate WSIB or alternate workplace safety insurance coverage and have adequate third party general liability insurance as advised by its insurance broker
- **NOT** use placement services to replace existing or laid-off employees
- not be an EO Employment Service provider

As well, employers must commit to:

- developing a relevant training/work experience plan that will help the participant achieve his/her labour market/employment goal and the employer achieve business goals, in conjunction with the service provider and participant
- providing feedback and assessments of a participant's skills level, where required
- having potential for long-term employment/contract position for the participant

- demonstrating the ability to provide the participant with adequate supervision, and the training/work experience described in the Employment Service plan
- placing the participant on the company's payroll and provide the same employment terms, conditions and benefits as for all regular employees

MTCU can provide workplace safety coverage for the person who's in a work placement. Why do we have to confirm that we have our own workplace safety coverage?

Most employers are required to register with the Workplace Safety Insurance Board. (If you're not sure about your organization, check with your local WSIB office.) When registration is not mandatory, an employer may register voluntarily, or purchase coverage from a private insurance company.

MTCU requires that employers have coverage in place, as a prerequisite to ES Placement eligibility, because placements can happen only with employers that have made "a demonstrated commitment to a safe workplace." When insurance coverage is in place, employers are more likely to have properly constituted health & safety committees, training procedures and well-maintained equipment. Accidents can happen in any working environment, but they're much less likely to occur when everyone is up to speed on safety.

Is third party liability insurance coverage necessary?

MTCU also requires employers to have third party liability insurance in place, to cover the costs of any damage or harm caused to others. Third party liability insurance is "protection of the insured against liability for damage to or destruction of the bodies or property of others."

If we don't have BOTH workplace safety coverage AND third party liability insurance, can an ES placement still happen?

No. Unfortunately, there's no flexibility with this rule.

What safety training must be provided?

The Working Centre will provide an introduction to workplace safety concepts. The employer must provide specific on-site safety training at the beginning of the placement. The training need not be any different from what you provide to any new employee in that position.

Why do we have to provide our Federal Business Number?

A Federal Business Number (the first nine digits of your HST number), issued by the Canada Revenue Agency, is a unique identifier for each organization. MTCU uses the number to administer the ES program.

What is a training plan?

The training plan is an important component of an ES placement. The program is designed to help people develop their skills and get the training they need so that they can find work that matches their skills and interests.

When a placement is negotiated, the employer (placement provider), participant and service provider work out a plan that will help the participant. The plan sets out:

- Key job duties
- Training goals and expected training outcomes
- Training and support that will be provided to the trainee

The training plan is incorporated into the placement agreement, which must be signed before a placement can begin. We will provide assistance in writing the training plan and can provide samples of completed forms.

Is a training incentive available?

While not all employers will require or receive a placement incentive, in some cases ES can provide an on-the-job training incentive as part of a paid placement. In that situation, the employer hires the trainee, places the trainee on the company's payroll and provides the same employment terms, conditions, and benefits as for all regular employees.

The Placement Incentive for employers is intended to:

- encourage employers to provide on-the-job training placements, work experience opportunities and/or skill level assessments to support an individual's employment/labour market goals consistent with the needs of the labour market
- encourage employers to support participants in addressing gaps in their credibility, skills and experience
- offset some of the employers' costs for training participants
- encourage employers to register/hire and train as an apprentice

What amount of training incentive is available?

The amount of the incentive is negotiated, and is contingent on factors such as: length of the placement, the hourly wage, the skill level of the job, the type of training that can be provided, and the program budget. An hourly amount and a maximum amount (the total placement incentive available) are negotiated.

Are unpaid placements available?

In some cases, an unpaid (volunteer) placement may be appropriate. ES can provide workplace safety coverage for the participant during the placement, as long as the employer meets the eligibility requirements.

How long can a placement be?

Placements vary in length. They can be full-time or part-time. A typical length of an unsubsidized volunteer placement is two to three weeks. Most subsidized placements are less than three months in duration. In some cases they can last up to six months or more.

What if something goes wrong?

At The Working Centre we do our best to ensure participants are both capable and prepared to be successful in their placement. When we arrange a placement we commit ourselves to maintaining relations with the employer and participant and assist in working through any problems that may arise.

***If you have any other questions please feel free to contact Dave Thomas
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