



SKILLS DEVELOPMENT PLACEMENT PROGRAM



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705-494-5550

Participant Application Form

Download the application. Once completed, email it to miranda@iion.ca

The Skills Development Placement Program (SDPP) is a placement program that involves experiential learning for participants interested in innovation. If selected, you will be required to complete the following mandatory components:

-A paid 16-week work placement. The innovative company and participant must be located within one of IION's districts: Nipissing, Timiskaming, Parry Sound or Muskoka.

-Four **mandatory** virtual workshops (live on Zoom). **Monday May 6- 8:30am-12:30pm, Thursday June 6- 8:30-11am, Thursday June 13- 8:30-11am, Friday August 23- 8:30-11am.**

Three-day **mandatory** in-person innovation retreat (accommodations and meals provided by IION) **Monday-Wednesday, July 8, 9 and 10 at Nipissing University in North Bay.**

While completing this application please note:

- The deadline for applications is April 12, 2024. Both Companies and Participants must apply to the program.
- Participants must have a company match by April 12, 2024, to move on to the selection committee.
- This is a competitive program. All matches are subject to a competitive review process.

Participant Information

Name:

Email:

Phone:

Address:

Street

City

Postal Code

D'UWYa Ybh-bZfa Ujcb

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In detail, what is motivating you to apply for this program? Please be sure to speak to the professional development as well as the job experience.

Please choose ONE of the following questions and answer in detail, in any format you wish. (written, PowerPoint, video, Canva etc). Get as creative as you wish but make sure to answer all aspects of the one question you choose. Your answer must accompany your application.

What qualities and or skills do you believe make a good leader and team member? Which of these qualities or skills do you wish to personally expand on?

What do innovation and collaboration mean to you? How would you encourage innovation and collaboration in the workplace?

Why do you believe innovation is important to the economic development of Northern Ontario? What barriers to innovation do you believe companies in the North face?

Matching with a Company

- If you have **ALREADY** been approached by a company for this program, please note them on your application. IION will consider this a match once both applications are received.
- If you **DO NOT** have a company match, the DEADLINE is still April 12 2024, to be matched with a company. Once IION receives your application, it will be put into the SDPP database and forwarded to companies that may be looking for a candidate with your skillsets. If a company is interested in interviewing you for a position, they will contact you directly. It is not guaranteed that a company match will be found.

Do you have a local innovative company that you would like to be placed with?

Yes Name of Company:

No

If you DO NOT have a company match, please answer the following question:
The IION region covers the districts of Nipissing, Timiskaming, Parry Sound & Muskoka. Do you have a specific city or town within these regions you would like to be placed?

Terms & Conditions

Checking the boxes below will indicate that you understand and agree to the statement:

I understand that the level of completeness and effort put forth in this application will be considered during the competitive review process. This is a competitive program; I understand incomplete applications will not be accepted.

I understand that it is mandatory for me to participate in 4 virtual personal/professional development workshops which will be delivered on Zoom as well as a 3 day in-person retreat at Nipissing University in North Bay (accommodations and meals provided). I understand that these will be considered paid time by my employer.

-Monday May 6 - 8:30am-12:30pm (Zoom)

-Thursday June 6 - 8:30-11 (Zoom)

-Thursday June 13 - 8:30-11 (Zoom)

-Monday-Wednesday July 8th, 9th, 10th – Nipissing University in North Bay

-Friday August 23- 8:30am-11:00am (Zoom)

I understand that I must complete a full-time placement with a company (37.5 hours/week for 16-weeks).

I agree to complete the final SDPP survey and any other correspondence throughout the 16-weeks.

I understand that I must get myself to Nipissing University in North Bay for the Innovation Retreat.

I understand that I must stay onsite at Nipissing University in North Bay for the full 3-days of the Innovation Retreat in June.

I understand that no drugs or alcohol are permitted at any time during the 3-day retreat.

I understand that as an adult I am responsible for my own safety and behaviour. I will be respectful of the facility, its other guests, and IION's facilitators and conduct myself in a professional manner.

Participants' signature acknowledges the understanding that they are applying to an experiential placement that has a series of mandatory activities and that successful completion of the placement is conditional upon the submission of requested surveys/reports and participation in the personal/professional development activities.

The Participant acknowledges that they will be an employee of the SME and act in a professional manner during the contract. Any issues or concerns that come up related to their work experience must be directed to their company employer. Any issues, technical support or concerns related to the personal/professional development activities must be directed to IION. The Participant agrees that the IION-SDPP placement shall commence on May 6, 2024, and is to be completed on August 23, 2024.

The amount of \$7,800 that is being provided to the employer as a wage subsidy, was calculated based on a \$13/hour rate, the employer will be contributing the additional \$3.55/hour (at minimum) to meet the provincial minimum wage of \$16.55/hour, plus the Mandatory Employment Related Costs (MERCs). IION will disburse the funds to the Company and the Participant will be receiving a wage from the SME. The amount of \$16.55/hour (\$9,930 in regular hourly wages) is the minimum the Participant can be paid during the 16-week period. This is a gross amount before source deductions of income tax, CPP and EI. The Company may choose to compensate the Participant at a higher rate but acknowledges that IION will not be responsible for any contract changes negotiated between the Company and the Participant, further costs or MERCs resulting from these changes.

The Participant further acknowledges that IION accepts no responsibility for the Company expectations of performance provided under this agreement. It is the Company's responsibility to ensure that the work is done to the quality and standards it expects and to coach the Participant to reach these goals. The responsibility of IION is to issue the approved wage supplement payments to the Company as previously described and provide professional development training to the Participant.

The Participant agrees that IION may use photos of them, quotes, or their testimonials in the context of the IION-SDPP promotion purposes.

The Participant agrees to comply with all federal, provincial, territorial, municipal and other applicable laws governing the Participant or the Participant's activity, or both, including but not limited to, statutes, regulations, by-laws, rules, ordinances, and decrees. This includes legal requirements and regulations relating to environmental protection.

If this application leads to approval, I understand that false or misleading information in my application may result in removal from the program.

WHEN SUBMITTING YOUR APPLICATION, PLEASE ALSO ATTACH YOUR ANSWER TO THE CHOSEN QUESTION.

Signature

Date:

IION Use Only

**Innovation Centre
Approval:**

Signature

Date