

Co-op Employer Responsibilities

Conestoga College seeks employers who can:

- Provide a career-related work experience
- Acknowledge that the student is hired in an employee-employer relationship
- Provide duties and responsibilities related to the objectives of the program of study
- Pay wages as negotiated between the employer and the student
- Provide orientation, training and on-going supervision
- Employ the student for no less than the minimum number of hours required per work term
- Provide Co-op & Career Services with feedback at the mid-term point of each work term
- Inform the Co-op Office of any concerns with student performance or changes to the co-op work term
- Assign progressive responsibility and/or exposure to new challenges during multiple work terms
- At the conclusion of each work term provide the student with a completed written performance evaluation (document supplied by Co-op & Career Services)

Accessibility Philosophy

It is the policy of Conestoga College Institute of Technology and Advanced Learning to: deliver programs, courses and services to clients and students in a barrier-free environment that will enable qualified individuals with disabilities, who meet admission criteria, to acquire a college education in such a way that the dignity of the individual is respected; to encourage self-advocacy and independence in their academic pursuits; and to maximize the integration and promote full participation in the academic setting.

Details of the Conestoga Accessibility Plan can be found at: www.conestogac.on.ca/disabilitysvc/accessibilityplan.pdf.

Financial Incentives for Employers

Co-operative Education Tax Credit (CETC)

- Conestoga's co-operative education programs qualify for the Government of Ontario's Co-operative Education Tax Credit.
- The CETC is a refundable tax credit for employers equal to 25 per cent (30 per cent for businesses with payrolls under \$400,000) of the salaries and wages paid to eligible post-secondary students in a qualifying co-op work term of at least 10 consecutive weeks. A maximum tax credit of \$3,000 is available per student per four-month qualifying work term.
- Letters confirming eligible co-op student employment are mailed to employers within three weeks of the end of the co-op term (September, May or January)
- For additional details please visit the website: www.rev.gov.on.ca/en/credit/cetc/

Apprenticeship Incentives

Ontario Apprenticeship Training Tax Credit (OATTC)

- Employers that hire and train apprentices in specific skilled trades may qualify for up to a 45% refundable tax credit on specified expenditures incurred with respect to eligible apprentices
- Over the first 48 months of the apprenticeship employers are eligible for a tax credit of up to \$10,000 per year for each eligible apprentice to a maximum of \$40,000
- For additional details please visit the website: <http://www.rev.gov.on.ca/english/credit/attc/>

Additional Government Programs

Numerous Government of Ontario programs that may be of interest are listed on the Ontario Economic Development website: www.ontariocanada.com/ontcan/1medt/en/progserv_main_en.jsp

For a full list of Provincial Government Funding Resources visit: www.gov.on.ca

Human Resources and Skills Development Canada can help organizations find information on programs and services that assist in developing the Canadian workforce. Visit: www.hrsdc.gc.ca

For a full list of Federal Government Employment Resources for employers hiring young workers visit the website at: www.youth.gc.ca

Note: For a complete up-to-date list of financial incentives including any new incentives not available at the time of printing, please visit: www.conestogac.on.ca/employers/coop/incentives.jsp