

2022 Summer Experience Program (SEP)

Program Guidelines

APPLICATION DEADLINE:

Applications must be submitted online through Transfer Payment Ontario no later than 5:00 PM Eastern Standard Time (EST) on Tuesday, February 15, 2022.

All applicants are encouraged to read these guidelines before completing an application form.

First time applicants please contact your relevant Ministry contact before completing an application. Ministry contacts are listed on Page 10 of these guidelines.



Table of Contents	
Program Objectives	3
Ministry Priorities for SEP Positions	3 - 4
Tourism	3
Heritage and Culture	4
Sport and Recreation	4
Application Submission and Deadline	5
Submission Checklist – What to Attach	5
Eligibility Requirements	5 - 6
Eligible Applicants	5
Eligible Employment Opportunities	5
Eligible Students.....	5
Student Recruitment	6
Funding Criteria	6
Assessment Process and Criteria	6 - 7
Process	6 - 7
Criteria.....	7
Next Steps for Successful Applicants	7
Recipient Obligations	7 - 8
Reporting Requirements.....	7
Final Report.....	7
Refund Calculation	8
Reimbursement to the Province	8
Employer Responsibilities	8
Applying to the Summer Experience Program through Transfer Payment Ontario	9
Getting Started	9
Tips for Completing the Application	9
Technical Support.....	9
Ministry Contacts	10
Appendix A - 2022 Summer Experience Program Application Sections	11 - 13
Appendix B – Terms of Employment	14 – 15
Training.....	14
Recruitment and Assessment of Potential SEP Employee Applicants	14
Supervision	14
Student Safety	15
Liability Insurance	15
Workers’ Compensation coverage for employees.....	15

Program Objectives

The Summer Experience Program (SEP) provides funding to eligible not-for-profit organizations, municipalities, Indigenous organizations, and First Nation communities to create meaningful summer employment opportunities for students.

The summer employment positions must focus on activities supporting key sectors within the Ministry of Heritage, Sport, Tourism and Culture Industries.

The objectives of SEP are:

1. To provide quality, supervised work experience for students in summer positions that develop skills that are career-related and transferable to the general labour market.
2. To make positions available in communities throughout the province, particularly in areas of high unemployment (i.e. Northern Ontario).
3. To enable greater access to summer employment for students through an accessible and transparent recruitment process.
4. To provide transfer payments to eligible organizations within the key sectors noted above to support their capacity to deliver summer service and specific projects that align with the Ministry priorities outlined below.

Ministry Priorities for SEP Positions

Tourism

The Ministry of Heritage, Sport, Tourism and Culture Industries works closely with the tourism sector to help stimulate economic growth and investment and create an environment that allows Ontario to compete successfully in the rapidly changing world of travel and leisure. Among our activities to strengthen Ontario as an internationally recognized tourist destination, the Ministry:

- Undertakes vital market research in the areas of marketing, product development, and investment to aid business decisions by both governments and industry.
- Encourages private sector investment and new product development to expand Ontario's tourism sector and promote regional tourism economic development.
- Supports and facilitates the development of new experiences and destinations.
- Markets Ontario as a best-in-class tourist destination.
- Invests in Ontario's tourism agencies.
- Reduces regulatory burdens, enhances digital offerings, and leverages and integrates heritage, sport, tourism, and culture policies.
- Works with industry and organizations to support the maintenance and growth of tourism's economic contribution.

Tourism priorities for SEP positions:

- Work in the tourism sector to attract new tourism investment and provide support to tourism regions, sector associations and Indigenous tourism organizations.
- Support product development, marketing, workforce development and investment attraction programs and services.
- Provide tourists with educational, cultural, recreational, and entertainment experiences and opportunities.
- Support the tourism industry through COVID-19 recovery by establishing policies and programs that support tourism development.

Heritage and Culture

The Ministry of Heritage, Sport, Tourism and Culture Industries is responsible for policies and programs that optimize the contribution of the entertainment and creative cluster, arts, heritage, archaeology, libraries, museums, and cultural agencies and contribute to Ontario's economic vitality and quality of life. It collaborates with Ontario Creates and other organizations to strengthen Ontario's entertainment and creative cluster. The ministry invests in cultural agencies to support innovative programming and collections; administers the Public Libraries Act and Ontario Heritage Act; licenses archaeologists; and provides funding and outreach to municipalities, libraries, museums, and heritage organizations.

Heritage and Culture priorities for SEP positions:

- Work for arts, heritage and culture agencies and organizations to support them in building and sustaining the sector.
- Support services or program development and delivery in the heritage and culture sectors that enable stakeholders to protect and provide access to heritage and archaeological resources, the arts, and libraries.

Sport and Recreation

The Ministry of Heritage, Sport, Tourism and Culture Industries supports sport development, participation, excellence and safety in the amateur sport and recreation sectors. It provides financial assistance to amateur athletes, enhanced coaching, training, and competitive opportunities. Amateur sport, recreation and physical activity investments also support broader social objective, such as increasing youth participation in physical activity and sport and increasing the wellbeing of Ontarians. Hosting international sporting events strengthens Ontario's high-performance sport system, enhances sport infrastructure, contributes to economic development, and raises the profile of the province. The Ministry also supports programs that give working families with children an affordable, safe, supervised after school option; supports provincial interests in trails; and delivers programming to target diverse populations such as people with disabilities, and Indigenous communities.

Sport and Recreation priorities for SEP positions:

- Contribute to delivery and sustainability of high-quality policies and programs that strengthen the sport and recreation sectors, encourage physical activity, and benefit all Ontarians.
- Contribute towards enhancement of the province's high-performance sport system enabling athletes to achieve success.
- Support community-based organizations so they can deliver effective programming to diverse and vulnerable populations.

Application Submission and Deadline

It is your responsibility to ensure that your application has been successfully submitted.

Applications must be submitted online through [Transfer Payment Ontario](https://www.app.grants.gov.on.ca/gr/tpcr/#/externalLogin) (<https://www.app.grants.gov.on.ca/gr/tpcr/#/externalLogin>) **no later than 5:00 p.m. Eastern Standard Time (EST) on Tuesday, February 15, 2022.**

- If you do not receive email confirmation of your grant submission within 24 hours, please contact Transfer Payment Ontario (TPON) Client Care by email at TPONCC@ontario.ca or by telephone at (416) 325-6691 or toll free 1-855-216-3090.

Submission Checklist – What to Attach

Attach a copy of your incorporation documents to Transfer Payment Ontario if you have not already done so through a previous application.

Not-for-profit applicants must provide letters patent as proof of incorporation which must be attached to the case in Transfer Payment Ontario.

Eligibility Requirements

Eligible Applicants

Organizations eligible for Summer Experience Program funding include not-for-profit organizations who have been incorporated for at least one year, municipalities, Indigenous organizations, and First Nations communities. Eligible organizations must be legally incorporated or be band councils established under the *Indian Act, Canada*.

Eligible Employment Opportunities

SEP employment opportunities must offer training, work experience and skills transferable to the general workforce and to future careers. The positions must focus on activities that support the key sectors of tourism, heritage, culture, sport, and recreation.

Position placements are expected to provide employment for a minimum employment contract length of 232 hours or 32 days at 7.25 hours per day.

Eligible Students

Students hired by recipient organizations must meet the eligibility criteria of the program:

- All students must be currently enrolled in a secondary, or post-secondary institution or within six months of graduation and have reached the age of 15 and not yet reached the age of 25 upon commencement of employment or up to 29 years of age for persons with a disability, within the meaning of s.10 of the Ontario *Human Rights Code*, R.S.O. 1990, c. H.19, as amended from time to time.
- Students must be employed full time for a minimum employment contract length of 232 hours or 32 days at 7.25 hours per day.
- Proof of student enrolment must be provided to the employer.
- Students must be residents of Ontario during the period of employment.
- Students must be eligible to work in Canada and have a Social Insurance Number (SIN).
- Students should be living in Ontario at the time they start work.

The intention of the program is to provide career-related experience to eligible students that are also eligible to work in Ontario.

Student Recruitment

- Students must go through a competitive process each year (e.g. students must apply for the position and be screened in). Rehiring a student without going through a competitive process is not allowed.
- The student's interests and career goals should relate to the job for which they have applied.
- Wherever possible, consideration should be given to hiring students from the local area. Funding received from the SEP cannot be used for relocation expenses.

Funding Criteria

As of January 1, 2022, the provincial minimum wage rate, according to the *Employment Standards Act, 2000*, S.O. 2000, c. 41 is \$15.00 per hour. The applicant employer must pay the SEP employee at least the applicable Ontario minimum wage.

- The maximum funding per position is \$3,689.
- To be eligible for the full grant amount, organizations must employ the student for the minimum employment contract length of 232 hours or 32 days at 7.25 hours per day.
- If the minimum employment contract is **not** 232 hours or 32 days at 7.25 hours per day the organization will be required to submit a refund to the Ministry.

Wage calculation for a SEP position:

Hourly Rate	x	Hours per day	=	Salary	+	Vac/Stat Holiday/ Benefits @ 6%	=	Total (Salary + Vac/Stat Holiday/ Benefits)	x	Number of Days Worked	=	Total Salary (Rounded)
\$15.00		7.25		\$108.75		\$6.53		\$115.28		32		\$3,689.00

Please Note:

- Organizations can pay the student employee more than minimum wage at their own expense, provided the wage rate is relative to other summer contract positions, and follows human resources policies or collective agreements in place within the organization.
- SEP student employees may be extended after the SEP contract expires; however, the SEP will not cover any additional costs for the period beyond that for which the funding was originally awarded.

For example, an organization could continue employing the student past the minimum contract requirement however, funding would be only up to a maximum of \$3,689. Any costs for the contract length beyond that amount will be the responsibility of the organization.

Assessment Process and Criteria

Process

Once submitted, applications are verified for completeness and eligibility. Organizations submitting applications that are incomplete will be contacted by ministry staff for missing mandatory information. Organizations that do not meet eligibility requirements will not be processed further.

Ministry staff will review all eligible and completed applications using a standardized assessment template to determine how well the application meets the program criteria.

Funding under the Summer Experience Program is highly competitive and there is no guarantee of support. Due to the volume of applications received and the limited funds that are available, the total number of

positions awarded to successful applicants may be lower than the number requested. Priority may be given to applicant organizations that have not previously received SEP funding.

Criteria

All eligible applications will be assessed based on the degree to which they meet the following criteria:

1. Application addresses ministry priorities outlined in the guidelines for the selected target sector.
2. Orientation best practices are used by organizations to prepare students for the summer positions.
3. Application identifies student's key duties.
4. Application describes the student's training plan and identifies the trainer and their qualifications.
5. Application describes appropriate and adequate supervision that will be provided for the student.
6. Application demonstrates the business need for a summer student position and employment opportunity supports the work and mandate of the organization (i.e. revenue generating operations in tourism attractions, promotion of seasonal museum activities, summer sport and recreation programming).
7. Employment opportunity is in an identified area of high unemployment (i.e. Northern Ontario).

Next Steps for Successful Applicants

- Please complete an [Application for Direct Deposit/Electronic Funds Transfer](#) for the grant payment to be transferred directly into your organization's account. Moving to direct deposit payments eliminates potential delays from mail delivery and the risk of lost or stolen cheques.
- If a grant is approved, grant recipient organizations will receive a letter from the Ministry confirming the grant, and payment will follow within 14 business days through a cheque or electronic funds transfer from the Province of Ontario to the grant recipient organization.
- The grant payment to successful applicants will be made in one instalment in the amount of \$3,689.
- Successful grant recipient organizations should ensure the chief financial officer, treasurer or finance department is aware of the application and if successful, the pending financial transaction.

Recipient Obligations

Reporting Requirements

- Recipient organizations must keep Ministry staff informed of any changes that affect the SEP position.
- Organizations that are not able to use their SEP grant to hire a student must inform their ministry contact as soon as possible so that the funds can be reallocated elsewhere.

Please see page 10 of these guidelines for list of Ministry contacts.

Final Report

The Final Report template will be available on Transfer Payment Ontario. Grant recipients will be required to submit a Final Report by **September 16, 2022** that includes:

- Actual number of hours worked
- Performance measures results
- A project evaluation indicating the results that were met by the end of the work term
- Any other details requested by the Ministry

Refund Calculation

To determine the refund amount owing, calculate the actual expenditures as follows:

- Total # of hours worked X \$15.00 per hour X 6% (vacation/statutory holiday/benefits).
- Subtract that amount from \$3,689. If the amount is greater than \$10, you must refund the full amount to the ministry. If it is less than \$10, a refund is not required.

Example calculation below if the student worked 20 days at 7.25 hours per day, which equals to 145 hours.

Total # of Hours worked	x	Hourly rate	=	Salary	+	Vac/Stat Holiday/benefits @ 6%	=	Total (Wages + Vac/Stat Holiday/Benefits)	-	SEP Grant	=	Refund
145		\$15.00		\$2,175.00		\$130.50		\$2,305.50		\$3,689.00		\$1,383.50

To be eligible for the full grant amount of \$3,689, organizations must employ the student for the minimum employment contract length of 232 hours or 32 days of fulltime employment (7.25 hours per day).

If the minimum employment contract is **not** met a refund will be required.

Reimbursement to the Province

If a refund is owing to the Ministry, the refund cheque must be payable to the “Minister of Finance, Ontario” and submitted by **October 7, 2022** to:

Ministry of Heritage, Sport, Tourism and Culture Industries
 Regional and Corporate Services Division
 400 University Avenue, 2nd Floor
 Toronto, ON M7A 2R9
 ATTN: Summer Experience Program

Employer Responsibilities

- The employer is responsible for ensuring CPP, EI and other mandatory contributions are made to the appropriate level of government.
- Student statutory holiday compensation must be in accordance with the Employment Standards Act (ESA).
- Provisions for student’s sick time should adhere to the employing organization’s sick time policy for students.
- The Summer Experience Program application form includes Terms and Conditions that must be adhered to by all applicants that receive a SEP grant.
- When an employee turns 18, employers must start deducting and submitting Canada Pension Plan (CPP) contributions. Please follow the Canada Revenue Agency link for information on CPP deductions. [Canada Revenue Agency website.](#)

Applying to the Summer Experience Program through Transfer Payment Ontario

[Transfer Payment Ontario](#) provides you with one-window access to information about funding opportunities that are available to you, how to apply for funding and how to check the status of your submission.

[Transfer Payment Ontario](#) makes applying for funding opportunities easy. Enter your organization's information once, and it will remain safe and secure, ready for you to access any time you want to apply for funding – regardless of whether you're applying for one or multiple funding opportunities.

The first step is to create, or access, your ONE-key account and ID. ONE-key is used for secure access to the Government of Ontario system. If you do not already have a ONE-key account, creating an account may take up to five days, so begin the process early.

To get started, read more about [How to Submit for Funding](#).

NOTE: A computer with internet access is required to apply. It is strongly advised that organizations new to [Transfer Payment Ontario](#) this year complete the registration process no later than **February 1, 2022** to avoid potential delays in submitting an application.

Tips for Completing the Application

- The SEP application has general instructions beside each heading, and by positioning the mouse cursor over a key word, additional information will appear.
- Since organizations must be enrolled with Transfer Payment Ontario to access the online SEP application, most of the information requested in the first few sections of the application form (e.g., address, contact information, etc.) will be pre-populated using data from the enrolment process.
- It is recommended that applicants print a copy of Appendix A in this guide or use a split computer screen to make sure they follow all specific application instructions for the SEP grant.
- Once a SEP application is started online, it may be saved at any point and returned to later to add additional information prior to submitting it in Transfer Payment Ontario. Applicants may also choose to download the application form and work on it offline, then upload the application form to submit.

Technical Support

Technical support related to the Transfer Payment Ontario including assistance with enrolment and accessing an application please contact [Transfer Payment Ontario \(TPON\) Client Care](#):

- Monday to Friday 8:30 a.m. to 5:00 p.m. Eastern Standard Time (EST).
- Toronto: (416) 325-6691
- Toll Free: 1-855-216-3090
- TTY/Teletypewriter (for the hearing impaired): 416-325-3408 / Toll free: 1-800-268-7095
- Email: TPONCC@ontario.ca

Ministry Contacts

Not-for-profit organizations, municipalities, Indigenous organizations, and First Nation communities please contact your [Regional Development Advisor](#).

You can also direct inquiries to CommunitySEP@ontario.ca.

Application Deadline:

Applications must be submitted online through Transfer Payment Ontario no later than 5:00 PM Eastern Standard Time (EST) on Tuesday, February 15, 2022

Appendix A - 2022 Summer Experience Program Application Sections

The 2022 Summer Experience Program application comprises of the following sections:

Application Sections

- A. Organization Information
- B. Organization Address Information
- C. Application Contact Information
- D. Grant Payment Information
- E. Additional Questions
- F. Performance Measures
- G. Program Estimates (SEP)
- H. Terms and Conditions
- I. Declaration / Signing

Section A to C – Organization Information, Organization Address Information, Application Contact Information

Sections A and B are pre-populated after the organization's enrolment with Transfer Payment Ontario. If this information has changed, please contact [Transfer Payment Ontario Client Care \(TPONCC@ontario.ca\)](mailto:TPONCC@ontario.ca) or update your information in the Transfer Payment Ontario.

Section C collects information about key people in the organization, including whether they have signing authority. Contacts should include the most senior unelected official in the organization (i.e. Executive Director, CAO, CEO) and the person in your organization (i.e. Manager, Director, Supervisor) responsible for this application. **Minimum of two different contacts to be provided.**

Section D – Grant Payment Information

If your application is successful, this information will be used to make payments. It is very important that this section is completed accurately.

- Please select your organization's payment address from the drop-down list. Once selected, the payment address fields will be populated with the information related to the selected address. If your organization's payment address does not appear in the drop-down list, please select "Other" and complete the name and address fields accurately.
- Please indicate the method of payment (Electronic Fund Transfer or Cheque). It is preferred that organizations select "Electronic Fund Transfer" and complete an [Application for Direct Deposit/Electronic Funds Transfer](#) for the grant payment to be deposited directly into your organization's account. Moving to direct deposit payments eliminates potential delays from mail delivery and the risk of lost or stolen cheques.

Section E – Additional Questions

In this section, please complete the following questions:

1. **Duties:** List the specific duties to be performed by the SEP employee. Identify how the employee will interact with the public or industry/sectoral partners. (maximum 4,900 characters)
2. **Skills gained:** Indicate what skills the employee will gain through their employment with the 2022 Summer Experience Program. Identify how these skills will be transferrable to longer term employment and/or the student's current field of study. (maximum 4,900 characters).
3. **Training and orientation:** Referencing the skills mentioned in question 2, please provide a **training and orientation plan** outlining the training the employee will receive and your plan to orient the employee into your organization. For your training plan, indicate who the trainer will be and their qualifications.

(maximum 4,900 characters)

4. **Supervision:** Provide the **position** name of the individual within your organization who will be responsible for supervising the SEP employee (i.e. Camp Coordinator). Please also indicate frequency and format of employee supervision and performance evaluation that will be provided. For example: *On-site daily supervision throughout student's employment with performance evaluation at completion of employment.* (maximum 4,900 characters)
5. **Business need:** Outline the business need for the organization hiring a summer student. Identify how the business need was determined and how the applicant organization will benefit. Provide any additional information which you feel is relevant to your proposal. (maximum 4,900 characters)

Section F – Performance Measures

In this section applicants are required to enter the following information:

1. The total number of positions requested. For example, if your organization is requesting 2 positions and 1 of the 2 positions is bilingual, you will indicate 1 for the number of **bilingual** positions and 2 for the **total** number of positions requested.
2. The total number of bilingual positions (if applicable).
3. The number of training opportunities offered.
4. The number of students rehired from previous year (if applicable).
5. Indicate whether an orientation is planned for the student(s): 0 for no orientation, 1 for orientation will be provided.
6. The number of health and safety specific training sessions planned.

Client Provided Performance Metrics

Complete this section of the Application form **only** if you have additional specific performance measures which you hope to achieve by the end of the work term. For example:

Metric:	Number of children supervised
Description:	Total number of children supervised at sports camp
Goal:	(the number of children supervised will be identified as a measurable outcome in the Final Report)

Section G – Program Estimates

Please provide the number of positions you're requesting in the box beside Number of Positions Requested. An automatic calculation will be generated in the box beside the Grant Amount Requested once the number of positions requested is entered.

The projected position expenditure is \$3,689 based on a minimum employment contract of 232 hours or 32 days at 7.25 hours per day.

1. **Position Title:** Enter the title of the position (i.e. Camp Counsellor).
 2. **Start Date:** Enter the employment start date. <Earliest start is May 1, 2022>
 3. **End Date:** Enter the employment end date. <Latest end date is Labour Day, September 5, 2022>
 4. Indicate if SEP funding has been received within the past 2 years.
 5. **Location of Position:** Enter the position location (city/town/village).
 6. **Target Sector:** Select sector using drop down menu (tourism, heritage and culture or sport/recreation).
- **Note:** Only one application is required if one or more positions are requested under the same sector. If the application is for two or more positions under different sectors, a separate application is required for each sector, i.e. one position for culture and one position for tourism will require two separate

applications.

- Please select the target sector that most aligns with the purpose/mandate of your organization. For example, if you are a cultural organization, library, or museum, select *culture/heritage*, even if some of the duties could be considered tourism promotion.
- For municipalities and Indigenous communities or other organizations that serve multiple sectors, choose the target sector that aligns with the duties and responsibilities of the position. For example, if you are a municipality offering a summer sport program, select *sport* as the target sector.

7. Summer Experience Program Summary (1000 characters maximum)

Please provide a brief description of your proposal. For example:

“The Summer Experience Program will enable (organization’s name) to hire a camp counsellor, who will plan and coordinate age and content appropriate community recreational activities for children and youth camps.”

8. Summer Experience Program Description (4800 characters maximum)

Please describe how the application aligns to Ministry priorities and how the position will support one of the Ministry’s key sectors of tourism, heritage and culture, sport, and recreation. Please see pages 3 to 4 of these guidelines for Ministry priorities.

9. Commercial General Liability Insurance and Workers’ Compensation coverage

To be eligible for a SEP grant, organizations must have commercial general liability insurance coverage of \$2,000,000 per occurrence on property damage, bodily injury and personal injury and valid Workplace Safety and Insurance Board (WSIB) coverage or equivalent coverage under their commercial general liability insurance.

It is **mandatory** that both boxes are checked to certify that your organization has commercial general liability insurance and WSIB coverage.

Section H – Terms & Conditions

All grants awarded by the Ministry are governed by terms and conditions. The general terms and conditions governing grants awarded under the 2022 Summer Experience Program are contained in this section. By clicking on the “I Agree” button in Section Z, Declaration / Signing, applicants are also agreeing to abide by these Terms and Conditions.

Section I – Declaration / Signing

Please click “Sign Document”. Once the “I Agree” button is clicked, the signing authority’s name and date will appear. By clicking the “I Agree” button, the applicant is agreeing with the Ministry to be bound by the general terms and conditions if a grant is awarded.

Appendix B – Terms of Employment

The period of employment for SEP funding falls between May 1 to Labour Day (September 5, 2022). This period of employment may begin and end at any time during these months as agreed to by the supervisor and the student.

A position may not be split between two students, (i.e. each working part time), unless the employee has a disability. In the case of employees with a disability, if both the employer and the employee agree that the full work term would be too strenuous, the position may be split between two employees.

If a student does not complete the term, a replacement may be hired to do so.

Students may be hired on separate employment contracts once their SEP work period ends. This cost is not funded by the Ministry.

To develop skills for future work opportunities, employers are encouraged to extend the student's work term to between 10 and 16 weeks, at their own expense.

Training

A training plan outlining student employee's training and including the trainer and their qualifications **must** be provided, as part of the SEP Application.

Training must focus on career-related transferrable skills the employee will gain through their employment with the 2022 SEP in preparation for a longer term of employment and/or the student's current field of study.

Recruitment and Assessment of Potential SEP Employee Applicants

Successful grant recipient organizations are responsible for all aspects of recruiting suitable candidates. Recipient organizations must ensure fair hiring practices and compliance with the *Ontario Human Rights Code*.

Recruitment for suitable candidates should be made through public notice which could include job posting boards at Canada Employment Centres; advertisements in newspapers; information sent to high schools, colleges, universities; postings with local disability employment services; job ads in local newsletters, etc.

Recipient organizations must not use the grant to displace regular employees or contract employees normally hired by the Recipient organization during the summer.

All publicity materials or job advertisements related to the position must acknowledge the Government of Ontario and indicate that the position is part of the Government of Ontario's Summer Employment Opportunities Program known as the 2022 Summer Experience Program.

Advertisements or job notices for any SEP position must include eligibility criteria. (See Eligible Employment Opportunities and Eligible Students, page 5 in these guidelines).

SEP participants may not be hired or supervised by a person associated with the project who is a member of his or her family and is able to benefit financially from his or her involvement in the project.

Recipients should also advise employee applicants that under the SEP guidelines, they must be a student and at least 15 years of age and not yet reached the age of 25, or 29 for persons with a disability, to be eligible for employment. Employers are entitled to request proof of age and proof of student enrolment **only upon a conditional offer of employment**.

Supervision

Every student participant must be adequately supervised to ensure that the student's assigned duties are consistent with the approved job description and that job safety requirements are met.

Student Safety

Workplace health and safety is important for student employees. The first stage of safety orientation should include familiarization with workplace emergency procedures, first aid procedures and workplace health and safety policies and procedures. As well, student employees should become familiar with the rights and responsibilities of workers, employer's duties, workplace hazards and procedures for reporting hazards and concerns.

Employers must ensure that the location at which the student performs the work adheres to any applicable provincial laws and municipal by-laws related to the performance of that work (for example, the maximum number of employees allowed at the location).

In the current context of COVID-19, employers are responsible for becoming and remaining informed of municipal, provincial, and federal public health information. Employers of Summer Experience Program students must abide by any orders, including provincial and municipal orders, applicable to them and relevant public health recommendations (e.g. physical distancing).

Liability Insurance – All applicants must certify that they have Commercial General Liability insurance coverage to an inclusive limit of not less than **\$2,000,000** (two million dollars) per occurrence on property damage, bodily injury and personal injury and will provide copies upon request (See Grant Application Form, Section G – Program Estimates).

Workers' Compensation coverage for employees – All applicants must certify that they have valid Workplace Safety and Insurance Board coverage or equivalent coverage under their commercial general liability insurance and will provide copies upon request (See Grant Application Form, Section G – Program Estimates).

If your organization is excluded from coverage under the Workplace Safety and Insurance Act, 1997, then your Insurance must include a policy endorsement for Employers Liability and Voluntary Compensation.

Potential applicants are advised to contact the WSIB to discuss potential coverage and/or their insurance carrier to determine the necessary coverage.

In addition to the student safety measures outlined in these guidelines, SEP employers may wish to provide an opportunity for their SEP student(s) to take the online safety awareness training available through the Ministry of Labour. [Worker Health and Safety Awareness website](#)