



CANADA DIGITAL
ADOPTION PROGRAM

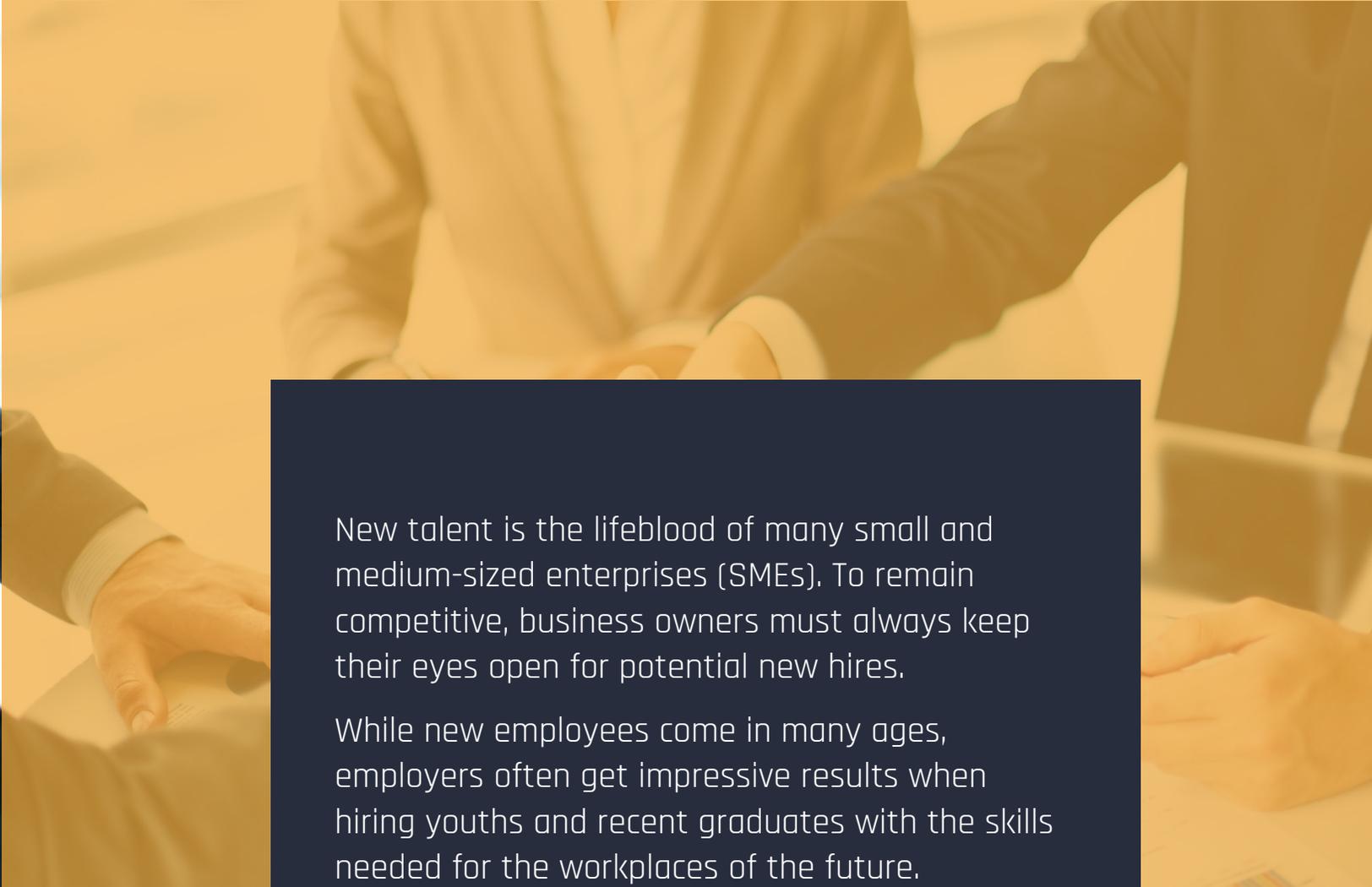
CDAP Boost Your Business Technology Wage Subsidy

POWERED BY MAGNET



Innovation, Science and
Economic Development Canada

Canada



New talent is the lifeblood of many small and medium-sized enterprises (SMEs). To remain competitive, business owners must always keep their eyes open for potential new hires.

While new employees come in many ages, employers often get impressive results when hiring youths and recent graduates with the skills needed for the workplaces of the future.

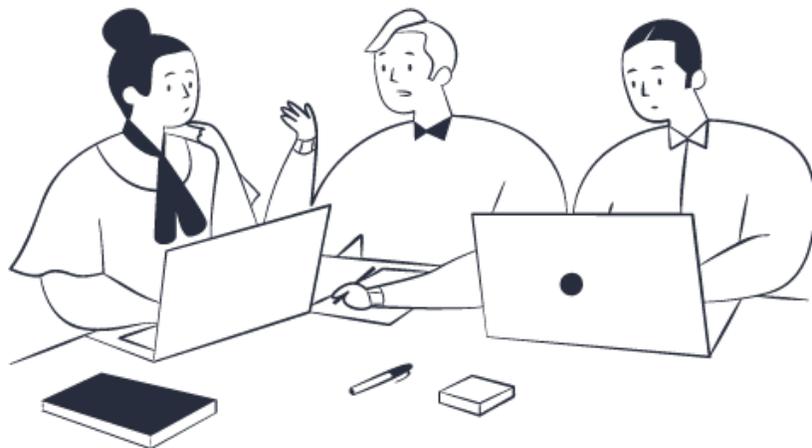
Businesses that are eligible for CDAP Boost your Business Technology and have received payment after the submission of their digital adoption plan can apply for a wage subsidy of up to \$7,300 to hire a youth or recent graduate to support your digital transformation.

Magnet is administering 16,800 work placements across Canada. The Magnet team is here to help your organization navigate the hiring and administrative process.

Reminder of Eligibility

Before completing your hire, please note the following eligibility criteria for youth hires:

- Be aged between 18-30.
- Canadian citizens, permanent residents, or refugees with the right to work in Canada.
- Currently enrolled in post-secondary program of study in college, university, CEGEP, Polytechnic institute or private training institution in relevant fields; or
- Recent graduates (within 2 years) from college, university, CEGEP, Polytechnic institute, or private training institution (digital skills programs).
- The youth must not have previously benefited from a completed CDAP Boost Your Business Work Placement. Youth having previously participated in Grow Your Business Online placements are eligible.



How it works

This section outlines the process and key milestones for your organization to hire an eligible youth or recent graduate and access the CDAP supported wage subsidy.

As your application progresses, the Magnet team will be in touch with you by email to provide details on the status of your application, missing details, notifications of approval, etc. A member of the team will be assigned to your application and will be available to address any questions or concerns you might have.

1. Employer connects to Magnet

Sign in to Magnet through your ISED account. Magnet will be in touch to assess your organization's needs in terms of youth hiring and provide instructions on completing your application.

2. Submit your application

You'll be directed to submit your application for a Boost Your Business - Funded Work Placement wage subsidy through the Outcome Campus Connect tool. You'll provide information on your organization, placement and your hire. If you haven't yet completed a hire, you can still complete the application to ensure your organization is pre-approved for your wage subsidy.

If you've already hired a participant, you'll need to confirm eligibility through Outcome Campus Connect (Step 3).

If you haven't already made a hire, Magnet will reach out to help you submit a job posting and connect with an eligible hire.

You'll also receive information on weekly office hours that Magnet will host to help employers navigate sharing their posting to the Boost Your Business job board and Outcome Campus Connect, where you can connect with youth across more than 122 post-secondary institutions.

3. Confirm your hire

Submit details of your youth hire through Outcome Campus Connect, so Magnet can confirm eligibility.

4. Complete supporting documents

Once your hire is confirmed, Magnet will provide a series of documents that you'll need to complete and send back to us:

- Terms and Conditions
- Youth Participant Attestation form

Magnet will then review these documents and alert you to any required changes. Magnet will notify you once your documents are approved and advise you on next steps.

5. Youth completes placement

Your youth hire will complete their required 450 hours for your business to receive the subsidy.

6. Complete invoice package

As your placement nears its end, Magnet will reach out with the required steps to close your placement and access your wage subsidy. You'll receive:

- Payment attestation form
- Invoice template
- Close out survey

Magnet will review these documents once you submit them and then pass them on to final review and processing.

7. Payment processing and long-term survey

Magnet will notify you that your payment has been processed. There will also be a long-term impact survey six months after the placement ends.

For more information or if you have any questions, please contact:

boostyourbusiness@magnet.today

About Magnet

Magnet is Canada's only Digital Community Workforce System. We bridge labour market supply and demand to support the vision of an effective and well-coordinated employment and training system in partnership with a community of government, employment, industry, and enterprise organizations.

Magnet brings together technologies, creating an ever-evolving digital solution that inclusively connects organizations and businesses with talent and opportunities. Collectively, we are driving positive workforce and economic development for Canada.

Learn more at [Magnet.today](https://magnet.today).

About ISED

Innovation, Science and Economic Development Canada (ISED) works with Canadians in all areas of the economy and in all parts of the country to improve conditions for investment, enhance Canada's innovation performance, increase Canada's share of global trade and build a fair, efficient and competitive marketplace. We are the federal institution that leads the Innovation, Science and Economic Development portfolio.