



THE ARCHAEOLOGICAL SOCIETY OF ALBERTA

Looking to Hire New Talent?

Work-Integrated Learning Industry Voucher Expansion Program Overview Fall 2025

The Archaeological Society of Alberta—Work-Integrated Learning (WIL) Industry Voucher Expansion Program provides a wage subsidy to employers who offer employment opportunities to students. This enables students to apply their learning in real-world settings and develop their skill sets, while employers can benefit from accessing a pool of talented and skilled students.

The Archaeological Society of Alberta has received funding from the Alberta Government to support Work-Integrated Learning placements in the culture and tourism industries **from now to December 2025**. Wage subsidies of 50% (with a maximum subsidy of \$5,000) are available to hire current post-secondary students and recent graduates (up to 12 months) for **temporary** work experience placements. This funding cycle is from **November 1, 2025, to December 30, 2025**. The ASA WIL Voucher program is obliged to fill **5 placements**. This is the last funding cycle for this program.

Employer Financial Obligation

This program is designed to provide funds for student wages only. Employers can contribute up to \$ 5,000, and ASA will reimburse up to \$ 5,000 only to match it. **It's important to note that the employer is responsible for covering the total cost of the student's wages until the end of their placement term.** At the end of the term, ASA will reimburse the employer **up to \$5000** upon completing and returning the student and employer exit forms, the student's 300-word write-up and the final wage payroll summary. It is important to note that the **ASA WIL Program will only cover half of the final actual wage costs for the student (up to \$5000).**

Students must meet the minimum of 200 hours, as **mandated by Alberta Advanced Education**. ASA encourages up to 400 hours. Organizations with fewer than 50 employees can contribute in-kind (e.g., extra mentoring) and are encouraged to apply for other funding to match the ASA WIL funding. The employer may extend the student's period of employment at their own expense.

Employer-to-Student Responsibilities

As part of the ASA WIL program, the employer must provide meaningful work experiences within the hired student's field of study, ensure they pay at least the minimum wage, and follow Alberta's Employment Standards.

Application and Reimbursement Process

We are required to fill five positions for the November-December 2025 funding cycle. Employers must be Alberta-based businesses/organizations or publicly funded post-secondary institutions.

Step 1: Provide the ASA with a **Job Description** for each placement;

- The employer is responsible for finding and hiring their post-secondary students or recent grads. The ASA can assist by posting the positions where possible, such as on our website and Facebook.
- They must be registered post-secondary students or recent graduates (within 12 months of graduation) from an Alberta public post-secondary institution who are eligible to work in Alberta.

- An employer can apply for unlimited positions, provided that a different new WIL Voucher student fills each placement.
- **Students who have not received an ASA WIL voucher placement are preferred. Please check with the students to see if they have had an ASA WIL Voucher. If there is no other student to fill the position, except for a previous WIL student, permission must be granted from Alberta Advanced Education for that placement.**

Once the job description is approved and aligns with the **ASA guidelines** (see below), the employer will have a placement spot if their company/organization can hire for that position and meet their financial obligations.

By participating in the WIL program, employers' names (i.e., organization names) and the number of placements used will be public information.

Employers must retain an ASA membership through one of the [ASA Centres](#) to be eligible for this funding.

Step 2: When the student is hired, please inform the ASA Provincial Coordinator so that **Intake Forms** can be sent to **both the student and employer**.

Step 3: The ASA Provincial Coordinator will communicate with the Employer at least once during the placement term. **If the placement end date changes, please inform the Provincial Coordinator immediately.** Placement term end dates are important as they prompt the release of exit forms and then the payout form. **Note - All placements must end by December 31, 2025.**

Step 4: After completing the placement term, inform the ASA again. This will enable the ASA to send an **Employer Exit Form** and a **Student Exit Form (with a 300-word write-up)**. Both the student and the employer must complete their respective Exit Forms. Once both forms and the write-up are submitted, a payout form will be forwarded for completion.

Job description guidelines

The placement being hired for should be in one of the following fields: archaeology, anthropology, cultural resource management, heritage, heritage tourism, and historical positions. Employers may include archaeological societies, post-secondary institutions, private archaeological consulting firms, historical/heritage organizations, museums, and other similar entities. Placements include **meaningful workplace experiences** through potential cooperative education opportunities, internships, and service-learning partnerships with organizations to identify and solve specific challenges, as well as applied research projects and/or field placements.

We can provide an example of a job description if needed.

Student Responsibilities

Students must be enrolled in or have recently graduated (within 12 months of graduation) from a **public Alberta post-secondary institution** and be able to work in Alberta legally. The employer should inform the potential student of these responsibilities. Steps for students include;

Step 1: Once hired, the student will receive a **Student Intake Form** to fill out.

Step 2: As part of the Intake Form, the student must submit **proof of enrollment or graduation**.

Step 3: ASA asks the student to submit a **300-word writeup** about their work-integrated learning experience for inclusion in the ASA provincial newsletter or Alberta Archaeological Review. The write-up must be submitted sometime during the last half of their placement before the last day of their term.

Step 4: Once the placement term is completed, the student will be forwarded an **Exit Form (and a 300-word write-up)**. The student and employer will each fill out an Exit Form. Once both forms and the write-up are completed and returned to

the ASA, a payout form will be sent for the release of funds.

Step 5: After the placement, the student may be asked if they have procured employment in their field after graduation.

Information about the Archaeological Society of Alberta

Vision Statement: The Archaeological Society of Alberta enhances the public's understanding of Alberta's archaeological resources and instills an appreciation of our collective past. The Archaeological Society of Alberta advocates for the safeguarding of our non-renewable cultural heritage.

Values Statement: The Archaeological Society of Alberta values education, collaboration, accessibility, diversity, and the preservation of our cultural resources. The Archaeological Society of Alberta is committed to creating ways to educate and share knowledge about our past that is inclusive and accessible to all Albertans.

The Archaeological Society of Alberta (ASA) recognizes the Indigenous Peoples of all the lands that we are on today. The ASA acknowledges the importance of the lands we share and call home. We do this to reaffirm our commitment and responsibility in improving relationships between nations and to **improve our** own understanding of local Indigenous peoples and their cultures. The lands of Alberta are the ancestral and unceded territories of the people of Treaty 4, 6, 7, 8, and 10, namely the Assiniboine, Beaver, Blackfoot Confederacy: Kainai, Piikani, and Siksika; Chipewyan, Cree, Dene, Nakota Sioux, Saulteaux, Stoney Nakoda, and the Tsuu T'ina Nations as well as the Métis Nation of Alberta within the historical Northwest Métis homeland. Their histories, languages, and cultures have and continue to enrich our province and our organization. We acknowledge the harms and mistakes of the past and consider how we can move forward in a spirit of truth, reconciliation, and collaboration.

Contact Information

Colleen Hughes
Provincial Coordinator
Archaeological Society of Alberta
825-360-0373
arkysocietyalberta@gmail.com

Leila Grobel
Board Member
Archaeological Society of Alberta
780-753-4136
leilajanegrobel@gmail.com

