



JVS Toronto - BUILD Program

Terms and Conditions

All members of the BUILD Program must read and abide by the Riipen terms and conditions listed below. Both learner participants and employers must agree to these conditions in order to join the BUILD Program on the Riipen platform.

Employer/Company Requirements

Eligibility

- I attest that I am either a not-for-profit employer, public sector employer (post-secondary institution), or private sector employer.
- I attest that I am located in Canada.
- I attest that I am a registered Canadian business with a valid business number.
- I attest that I am not a member of the House of Commons or the Senate, an organization that engages in partisan political activities, and/or federal, provincial, territorial, and municipal government.
- I understand and attest that neither the company nor I can charge participants any form of payment to participate in the project and cannot directly profit from their participation.
- I understand that as an employer, neither the company nor I am entitled to claim any payment from participants.

Project Requirements

- I understand that I must define the project scope up front to the best of my abilities, limiting scope changes once participants are approved for the project.
- I understand that I must be available for a discussion with the BUILD Program team to initiate the relationship and confirm that the project scope is an appropriate fit for the placement.
- I understand that the project timelines must align with the BUILD program schedule. If the project end date must change, the participants must notify the BUILD team a minimum of 5 business days prior to the end date currently recorded in the platform.
- Upon completion of the project, I will confirm with the BUILD Program team that each participant has completed 30-40 hours of work within 3 weeks, by providing comprehensive feedback on the platform. Participants will be able to share this feedback and showcase the collaboration as a project on their resume.

- I understand that I must provide a project that requires no more than 40 hours of work per participant. If more than 40 hours of work is required, the participants will not be able to complete the project under this program.
- I understand that as the employer, I must make a good-faith effort to ensure that the project allows each of the 5 participants 30–40 hours of experience.
- I understand that I must complete the BUILD Program program exit survey and approve project deliverables submitted by the participants at the conclusion of the project. I acknowledge that participation in this program requires a commitment to completing this survey and failure to do so may result in my inability to post new projects.
- I understand that I must provide ongoing mentorship and guidance to the participants who are working on my project(s). I must be responsive to any questions, and check in on progress to help ensure a good result. Participants should receive at least 5 hours of mentorship throughout the project.
- I understand that all participants must come through the Riipen platform under the BUILD Program program, and cannot be invited directly by the employer.
- Participants of the BUILD Program projects are engaged via Riipen Networks Inc. and as such Riipen meets all Work Safe requirements legislated by their respective province/territory.
- I acknowledge I must provide participants with all relevant information concerning health and safety standards and regulations with regard to their work environment to include any and all required safety equipment to complete their work. This must be completed within the first week of the project.

Participant Requirements

Eligibility

- I confirm that I am a participant of the BUILD Program and have completed all BUILD requirements set out to me by the program leads prior to this work placement.

Project Requirements

- I understand that I must complete 30–40 hours of work within 3 weeks on a schedule agreed by my participant team and the employer. Those 30–40 hours must be spent in a good faith effort to complete the project as defined by the employer. Working above 30–40 hours is not recommended or required.



- I understand that I must not exceed 8 hours of project work every day.
- I understand that I must communicate with the employer before and during the project to fully understand the project scope and ensure work is on track. (Recommendation: respond to all communication within 72 hours.)
- I acknowledge that I am required to upload my final project deliverables to the employer via the Riipen platform at project submission.
- I understand that I must provide my final submission on the Riipen platform prior to the project end date. If the employer and myself collectively agree to change the end date, I will notify the BUILD Team (build@riipen.com) a minimum of 7 business days prior to the end date currently recorded on the platform.
- I understand that after the completion of the employer project, I will be invited to complete an exit survey about my experiences with BUILD and my employment journey. I acknowledge that participation in this program requires a commitment to completing this survey.

Still have questions? Reach out to us via live-chat in the avocado found in the bottom right-hand corner of your screen or via email at build@riipen.com.
