



Citizenship and
Immigration Canada

Citoyenneté et
Immigration Canada

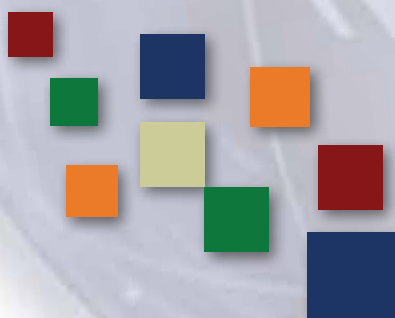


Planning to work in British Columbia, Canada?

An essential workbook for newcomers

Citizenship and Immigration Canada

Foreign Credentials
Referral Office



Canada 



Planning to work in British Columbia, Canada? An essential workbook for newcomers was created in partnership with the British Columbia Ministry of Jobs, Tourism and Innovation.

Building a stronger Canada: Citizenship and Immigration Canada (CIC) strengthens Canada's economic, social and cultural prosperity, helping ensure Canadian safety and security while managing one of the largest and most generous immigration programs in the world.

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Planning to work in British Columbia, Canada?

An essential workbook for newcomers

1. Section A: Living in British Columbia (B.C.), Canada
2. Section B: Learning English
3. Section C: Finding a Job in British Columbia (B.C.), Canada
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Before You Begin

Please be aware that this document is updated regularly. For the most recent version, please go to [WorkBC](#) and [WelcomeBC.ca](#), the Government of British Columbia's official source of information on immigration and settlement, or visit the [Foreign Credentials Referral Office](#). The Workbook also is available in French.

This workbook was created for internationally trained individuals who are thinking about moving to the Canadian province of British Columbia as well as those who have recently come to B.C. Please note that being accepted to come to Canada does not guarantee you employment in Canada in your preferred job or any other job. This workbook is not tied to any immigration or visa application process for coming to Canada. However, using this workbook can help you and your family prepare to live and work in B.C.



Use [Working in British Columbia, Canada](#) to produce a free report on job opportunities, wages, qualifications and skill requirements tailored to your occupation and a location in B.C.

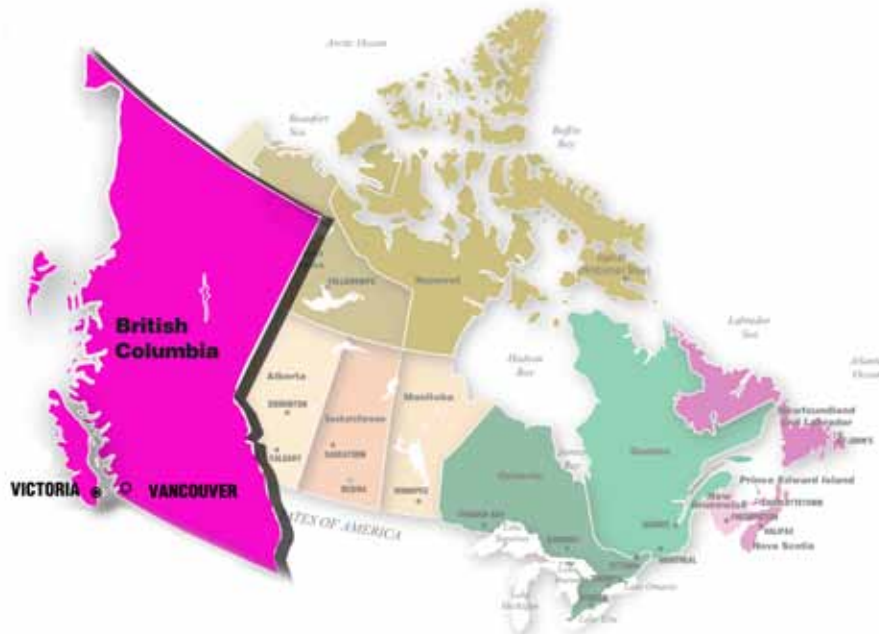
By researching different occupations and different locations, you can make settlement decisions that are right for you and your family. You need to refer to your report when filling in Section C of this workbook.

After you create your report, save it by emailing it to yourself or by printing it.





Section A | Living in British Columbia (B.C.), Canada



INTRODUCTION

Moving from one country to another isn't easy. This section is designed to help you and your family find the information and services you need to settle confidently in the Canadian province of British Columbia. We encourage you to explore the [WelcomeBC](#) website and ask questions to learn more about living and working in B.C.

The B.C. [Newcomers' Guide](#) has useful settlement information for you and your family. Read or watch the Guide in 11 languages.

Find programs and services that can help you settle in B.C. by using WelcomeBC's [Settlement Services Map](#).

If you cannot find the information you are looking for on WelcomeBC.ca, WelcomeBC [Ask the Expert](#) could help you find the answers you need.

You can find detailed information about most aspects of living in Canada in Citizenship and Immigration Canada's [Welcome to Canada](#) guide.

Learn more about immigrating to Canada on the [Citizenship and Immigration](#) website.

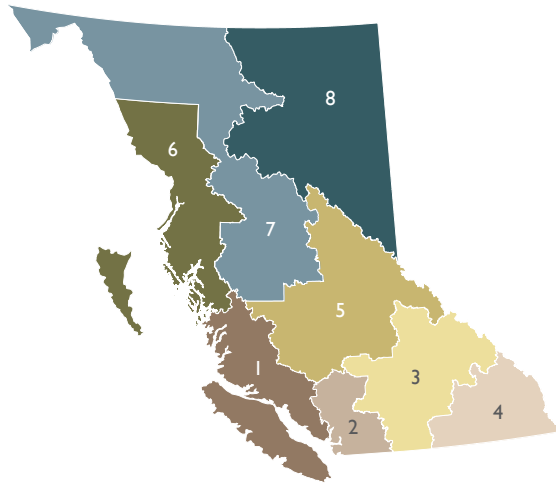
Section A | Living in British Columbia (B.C.), Canada

STEP 1: LEARN ABOUT THE REGIONS OF B.C.

British Columbia is divided into eight distinct regions. Learn about the region where you want to live and work by visiting the Regions in B.C. and Facts and Trends sections of the WelcomeBC website or HelloBC.ca, the Government of British Columbia's official tourism website. The WorkBC website has regional labour market information that may interest you as well.

The Regions of B.C. are:

- 1 [Vancouver Island and Coast/Victoria](#)
- 2 [Vancouver and Metropolitan Area](#)
- 3 [Thompson-Okanagan](#)
- 4 [Kootenay](#)
- 5 [Cariboo](#)
- 6 [North Coast](#)
- 7 [Nechako](#)
- 8 [Northeast](#)



Make notes about factors that are important to you. For example:

- climate
- geography
- population
- industry
- local economy
- people
- history



Notes:



Section A | Living in British Columbia (B.C.), Canada

STEP 2: LEARN ABOUT COMMUNITIES AND CITIES IN B.C.

Learn more about the different communities or cities in B.C. by:

- ☐ Reading through the official website of each city. Some cities even have websites specifically for newcomers.
- ☐ Reviewing the [community profiles](#) in the [Facts and Trends](#) section of the WelcomeBC website.

If you are already in B.C, you can:

- ☐ Visit a Settlement Services Agency that can help you and your family to get involved in your community and find the information and support you need to settle, live and work in B.C. Use the [Settlement Services Map](#) on the WelcomeBC website to find services near you.
- ☐ Visit a local [public library](#) to see what type of information and services they offer.
- ☐ Find out what types of activities and programs are available through a local community centre or [neighbourhood house](#).

Transportation

Learn how to get from one place to another in your new city or town.

Watch videos on [using local transportation](#) and [getting a driver's licence in B.C.](#)



Once you've learned about different communities and cities in B.C., make notes about factors that are important to you. For example:

- weather
- communities
- public transportation
- population
- community services and organizations
- recreation
- types of schools for children
(public, private, English, French or French immersion)
- housing
- economy
- health care



Notes :

Section A | Living in British Columbia (B.C.), Canada

STEP 3: NEED HELP WHEN YOU GET HERE? FIND SETTLEMENT SERVICES IN B.C.

Settling in is much easier if you contact a [settlement services agency](#) as soon as you arrive in British Columbia. The people who work for these organizations can help you settle in your community, learn English, find employment and understand life in Canada.

Settlement service agencies can help you:

- find a place to live;
- get your Social Insurance Number and Medical Services Plan (MSP) card;
- enroll your children in school;
- get language training;
- access public transportation;
- find a family doctor;
- find out about government and community services for newcomers;
- look for a job;
- develop a budget; and
- get emergency food aid, if it is needed.

Find services near you by exploring the [Settlement Services Map](#) on the WelcomeBC website or by visiting Citizenship and Immigration Canada's [Finding newcomer services in your area](#).

You can also find detailed information about most aspects of living in Canada in Citizenship and Immigration Canada's [Welcome to Canada guide](#).

Name

Contact Information

Name

Contact Information



Section A | Living in British Columbia (B.C.), Canada

STEP 3: CONTINUED

Name

Contact Information

Name

Contact Information

Name

Contact Information

Name

Contact Information

Name

Contact Information

Name

Contact Information

Section A | Living in British Columbia (B.C.), Canada

STEP 3: CONTINUED

List the questions you will ask a settlement services agency about how to adapt to working and living in B.C. For example:

- What government benefits am I entitled to?
- How do I get help with my career plan and finding a job?
- Who do I contact about getting my credentials assessed?
- How do I heat my home? How much does it cost?
- What are the seasons like? What type of clothing will I need?
- What type of taxes do I have to pay in Canada?
- How can I get help for my family?



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Section A | Living in British Columbia (B.C.), Canada

STEP 4: FINDING A PLACE TO LIVE



Housing: What you should know

What you'll find in this step:

- *Temporary housing*
- *General housing and budget information*
- *Rental laws*
- *Finding a place to live*

Temporary Housing

Make sure you arrange for a place to stay **before you leave for B.C., Canada**. If you do not have family or friends you can stay with, search online for hotels, motels or hostels in the city where you will be living. You can often get cheaper rates if you book several weeks before you leave.



When I first arrive in Canada, I will be staying at:

General Housing and Budget Information

For information about housing in B.C., visit the [Housing](#) section of the WelcomeBC website as well as the [Housing for Newcomers](#) website, produced by the Canada Mortgage and Housing Corporation (CMHC). These websites describe the types of housing available in Canada and contain information about all aspects of renting or buying your first home here.

- Look at your financial situation to see what type of housing you can afford in B.C.
- Compare the cost of housing with your expected wages.
- Think about whether you will buy a house, rent a house or an apartment, or stay with friends or relatives.
- Then, make an action plan for finding your new home. If you need help, call or visit a local [settlement services agency](#).



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Section A | Living in British Columbia (B.C.), Canada

Rental Laws

British Columbia has rental laws that define the rights and obligations of both landlords and tenants. B.C. also has laws on various aspects of buying and selling a home. Read about these laws on the [WelcomeBC](#) and [CMHC websites](#) so that you understand what is expected of you and what you can expect of others when you are renting or buying a home.



Housing laws I need to know about:

Finding a Place to Live

Once you come to Canada, you can identify the neighbourhood you think you would like to live in and can afford to live in by:

- searching the Internet for housing;
- visiting in person the houses and apartments you have seen advertised;
- comparing your family's needs to the amenities available in a neighbourhood -
- the location of schools, shopping, buses, recreational and community services, safety;
- asking a [settlement services agency](#) for information about housing in your community; and
- searching the [Canadian Real Estate Association's](#) database of property information from realtors across Canada.

Housing Opportunity

Neighbourhood Details

Price

Contact Information





Section A | Living in British Columbia (B.C.), Canada

Housing Opportunity

Neighbourhood Details

Price

Contact Information

Housing Opportunity

Neighbourhood Details

Price

Contact Information

Housing Opportunity

Neighbourhood Details

Price

Contact Information

Housing Opportunity

Neighbourhood Details

Price

Contact Information

Section A | Living in British Columbia (B.C.), Canada

STEP 5: FINDING A SCHOOL



Elementary and Secondary Education

Elementary education (grades Kindergarten to grade 7) and secondary education (grades 8 to 12) are the two basic levels of schooling for children and youth in British Columbia. Students who successfully complete secondary school receive a certificate of graduation (also known as a Dogwood Diploma).

The school year usually begins the first week of September and finishes toward the end of June. In most school districts, children attend school from Monday to Friday during the school year (except during holidays).

In British Columbia, all children and youth between the ages of 5 and 16 must participate in an education program. Most students in B.C. attend public schools. Public schools offer access to elementary and secondary education, and are free to children of school age who (along with their parent or legal guardian) are ordinarily residents in B.C. If you are unsure if your child qualifies for free schooling through one of B.C.'s public schools, please contact your [local board of education](#).

The majority of education in B.C. is delivered in a traditional classroom setting in public schools, but other options are available including:

- independent schools (known as private schools in other jurisdictions),
- distributed learning and home schooling.

Find out more about [distributed learning and home schooling](#) on the Ministry of Education web site.

While most education in British Columbia is delivered in English, Canada is a bilingual country. French language classes and immersion programs are offered by boards of education in many parts of B.C. Some children are eligible for a Francophone education. If your first language is French, and if you would like your child to study in French, please contact the [Conseil Scolaire Francophone de la Colombie-Britannique](#).

You can find more information on the [B.C. Ministry of Education](#) website.



Section A | Living in British Columbia (B.C.), Canada

STEP 5: CONTINUED

Enrolling Your Child in Elementary or Secondary School

In British Columbia, boards of education are responsible for managing schools in a particular area (known as a school district).

If you are enrolling your child in a public school in B.C. for the first time, the school will assess them to determine the level they should be placed at and whether they need free additional support (such as English language classes).

When you register your child at school, you will need to show official documents with your child's date of birth and your resident status in British Columbia. You may also need to show your child's immunization record. This is a paper that lists the vaccinations that your child has received.

To enrol your child in elementary or secondary school, contact your local board of education. You can find a list of [school and district contacts](#) on the B.C. Ministry of Education website. Choose your city then select a school directly below that city for contact information.

Contact information for local school board

Contact information for local schools

Steps to take to register my children in school

Documents I will need to register my children



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Section A | Living in British Columbia (B.C.), Canada

STEP 5: CONTINUED

Post-Secondary Education

In B.C., there are different types of post secondary institutions that offer a variety of programs of study. Some institutions are publicly funded by government, other institutions are privately funded or businesses. Listings of post secondary institutions are available on the [Ministry of Advanced Education website](#).

Although many post secondary institutions receive some financial support from the government, all students must still pay tuition fees for post secondary studies. Tuition fees vary depending on the institution and program, but they are usually between \$2,500 and \$8,000 a year. Information on the cost of post secondary education and financial assistance programs is available on the [CanLearn](#) and [StudentAidBC](#) websites.

At most post secondary institutions, there are two main terms of study every year: September to December and January to April, with a short break between the two terms. From May to August, many students take a break from studying to work. However, most institutions still offer courses during the summer for those who want to continue their studies during this period.

Types of post secondary institutions in British Columbia, Canada

Universities offer programs of study that lead to different types of degrees—bachelor's, master's and doctoral degrees—in many disciplines.

Colleges offer programs of study that lead to diplomas and certificates that qualify graduates to work in specific professions and trades. An increasing number of colleges also offer degree programs. Colleges also offer the in-classroom or technical training portion of a formal apprenticeship program that can lead to certification in a trade occupation.



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Section A | Living in British Columbia (B.C.), Canada

STEP 5: CONTINUED

Enrolling in a Post-Secondary Education Program

To learn about the programs of study available at post secondary institutions in B.C., you can visit the websites of universities and colleges directly or search the [EducationPlanner](#) website.

To apply for entry into a program of study, consult the website of the institution you are interested in attending to find out about the application process. Most institutions have firm application deadlines, so you may have to apply as long as six months before the program begins.

Institution:

Program of Study:

Documents Required:

Application Deadline:

Contact Information:

Sources of Financial Assistance:

Institution:

Program of Study:

Documents Required:

Application Deadline:

Contact Information:

Sources of Financial Assistance:

Institution:

Program of Study:

Documents Required:

Application Deadline:

Contact Information:

Sources of Financial Assistance:

Institution:

Program of Study:

Documents Required:

Application Deadline:

Contact Information:

Sources of Financial Assistance:

Section A | Living in British Columbia (B.C.), Canada

STEP 6: IMPORTANT DOCUMENTS

If you are a new permanent resident of Canada, apply for the following essential documents soon after you arrive:

- *Social Insurance Number card*
- *Permanent Resident Card*
- *Health card (Medical Services Plan - MSP)*

Social Insurance Number (SIN) Card

A Social Insurance Number (SIN) card is a card with a nine-digit number on it that you need in order to work in Canada, to apply for government programs and benefits, and to file an income tax return.

Your SIN is confidential and can only be requested by certain federal government departments and programs that are specifically authorized to do so.

For more information and for instructions on how to apply for a SIN card, watch the [Social Insurance Number](#) video on the WelcomeBC YouTube Channel. Then consult the [Service Canada](#) website, or visit a Service Canada Centre in person. Visit the [Service Canada](#) website to find the address of a centre near you.



Protecting your Social Insurance Number

Your SIN is confidential. You only need to give it to certain organizations in certain situations.

To find out more about how to protect your SIN and who can ask for it, visit the [Service Canada](#) website.

Permanent Resident Card

The Permanent Resident Card is the official proof of your status as a permanent resident in Canada. If you leave the country, you must show this card in order to be allowed back in.

You can use your Permanent Resident Card as an identification document in various circumstances (for example, to request other government documents [a health card or a Social Insurance Number], to access government services or to open a bank account).

If you are a new permanent resident, you will receive your card by mail at your home in Canada. You must inform Citizenship and Immigration Canada (CIC) of your Canadian mailing address as soon as you know where you will be living.

For more information on the Permanent Resident Card, and to give CIC your mailing address in Canada, go to the [Citizenship and Immigration Canada](#) website or call CIC at 1-888-242-2100.



Section A | Living in British Columbia (B.C.), Canada

STEP 6: CONTINUED

Health Card

To access the Medical Services Plan (MSP) in British Columbia you must have a health card issued by the government. You must present your card each time you need medical services. For more information and for instructions on how to apply for the MSP in B.C., go to the [B.C. Ministry of Health](#) website.

You should apply for a health card as soon as possible after you arrive in B.C. You should also purchase private health insurance to pay for your health care needs until your application for a health card is accepted. Permanent residents in British Columbia must wait up to three months before they are covered under MSP.

Watch the [Medical Services Plan video](#) to learn more about the Medical Services Plan (MSP) in B.C.



Canadian Health Care

In Canada, the government pays for many aspects of health care with money collected from taxes. This means that you do not pay for most services when you go to a doctor, clinic or hospital.

Many people in Canada have a family doctor they go to for their basic health care needs. People who do not have a family doctor generally go to “walk in” medical clinics or community health centres to see a doctor for non urgent medical attention. You can find listings for family doctors, medical clinics and community health centres in your area through B.C.’s HealthLinkbc.ca website or from the new B.C. Health Services Locator app, which is also available on the Healthlinkbc website. You can obtain referrals from a local settlement services agency.

If you need emergency medical help, go immediately to the emergency department of the nearest hospital or telephone the national emergency number (911) for an ambulance. Most emergency medical services offered in hospitals are free across Canada.

Watch the [Emergencies video](#) on the WelcomeBC YouTube Channel to learn how and when to call 9-1-1.



To find out more about B.C.’s health care system, visit the [B.C. Ministry of Health](#) website or download a PDF version of the [Health Link BC file](#) in English, French, Chinese or Punjabi.

Eligibility:

Medical Services:

Contact Information:

Section A | Living in British Columbia (B.C.), Canada

Supplementary Health Insurance

Many people in Canada have supplementary health insurance to pay for healthcare that is not fully covered by their free government health insurance plan (such as prescription medications, dental care, physiotherapy and prescription eyeglasses).

If you work, you and your family may receive supplementary health insurance through your employer. You can also purchase supplementary insurance directly from private insurance companies.

Individuals and families with low incomes may be eligible for supplementary health insurance through programs offered by their provincial or territorial government. For details, visit the [B.C. Ministry of Health](#) website.

Eligibility:

Medical Services:

Contact Information:

STEP 7: DRIVER'S LICENCE



If you are a new B.C. resident and have a valid driver's licence from your country of origin or from another province in Canada, you can use this licence for up to 90 days. You must apply for a B.C. licence within 90 days. You can drive anywhere in Canada with a licence issued by the Government of B.C.

If you plan to use a foreign driver's licence in Canada, you should get an International Driving Permit (IDP) in your country of origin. An IDP provides a translation of your licence into several languages, including French and English.

To find out more about the procedure and requirements for obtaining a licence, visit the [Driver's Licence](#) section of the WelcomeBC website.

Watch the [Driver Licensing video](#) to learn more about driving requirements in B.C. and the steps involved in obtaining your B.C. driver's licence.





Section A | Living in British Columbia (B.C.), Canada

STEP 8: MONEY AND FINANCES



Banking

- *Banking*
 - *Credit history*
- *Taxes*
 - *Income tax*
 - *Sales tax*
 - *Property tax*
 - *Property transfer tax*

Watch these videos on money and banking for more information:

- [Canadian Money](#)



- [Banking Basics](#)



- [Your Bank Card](#)



The Financial Consumer Agency of Canada (FCAC) provides information on many aspects of banking in Canada. Visit the [FCAC website](#) to learn about the following:

- The different types of bank accounts available
- The documents you need to open a bank account
- Savings and investment options
- Credit cards, loans, mortgages and other forms of credit
- Insurance
- Financial planning

You also can find information in the Life in B.C. section of the WelcomeBC website and in the B.C. [Newcomers' Guide](#).

After you have learned the basics about banking in Canada, visit different banks to find out about the financial products and services they offer before you decide which bank is best for you. Choose a bank that meets your needs and open an account.



Name and location of the bank you will go to:

Section A | Living in British Columbia (B.C.), Canada

Credit History

In Canada, whenever you take out a loan or use a credit card, a credit reporting agency collects information on whether you make your payments on time and how long it takes you to pay back the money you borrowed. This information becomes your “credit history” and is used to give you a “credit score”.

Your credit history and credit score are important because banks and other financial institutions usually look at that information when deciding whether to give you a loan, credit or mortgage. Also, landlords can check your credit score before they decide whether they will rent to you.

For information on how to build a good credit history in Canada, visit the [FCAC website](#).



Notes:



Section A | Living in British Columbia (B.C.), Canada

Taxes

Income Tax

As a resident of Canada, you must pay income tax to the government on money you earn throughout the year. In Canada, you have to pay tax to both the federal and the provincial or territorial government. If you are paid a salary by an employer, your income tax is usually deducted automatically from your pay. If you are self-employed, you may have to pay your taxes in a single payment or in several payments.

Each year, you must submit an Income Tax and Benefit Return to tell the government how much money you earned and how much tax you paid during the year. The deadline for completing the return is April 30 of each year. The information you give will determine whether you get a refund or whether you will have to pay additional taxes.

Income tax rates will differ depending on how much money you make. They can also change from year to year. For information on submitting an Income Tax and Benefit Return, visit the [Canada Revenue Agency](#) website or call 1 800 959 8281.

In Canada, certain government programs can help you build savings by reducing the amount of income tax you pay. For more information, read about, for example, [Tax Free Savings Accounts](#) and [Registered Retirement Savings Plans](#).

If you need help filling out the tax forms, contact a settlement services agency.



How much income tax will I have to pay?

Sales Tax

Whenever you buy something in Canada, you have to pay sales taxes. The prices listed for products and services generally do not include sales taxes. Sales taxes are added when you actually pay for what you are buying.

For more information about [taxes](#) in British Columbia, visit the Government of British Columbia [Ministry of Finance](#) website.



How much sales tax will I have to pay in the province where I'll be living?

Section A | Living in British Columbia (B.C.), Canada

Property Tax

Everyone who owns a house, land or buildings must pay property tax. Your city or town will send you a bill once (or twice) a year. If your property is outside a city, the B.C. government will send you a bill. You can also pay your property tax as part of your mortgage.

Property Transfer Tax

When you buy property in B.C. you must pay Property Transfer Tax. The rate of tax is 1 percent on the first \$200,000 of the property's value and 2 percent on the rest.

If you are buying your first home, you may not have to pay this tax.



How much property tax will I have to pay?

Consumer Matters

The [Office of Consumer Affairs](#) provides online information from the federal government to help consumers make well-informed decisions about the products and services they purchase.

The [Canadian Consumer Handbook](#) contains reliable information on a number of consumer topics such as online shopping, contracts, housing and home renovations, identity theft and collection agencies.



Notes:



Section A | Living in British Columbia (B.C.), Canada

STEP 9: GOVERNMENT BENEFITS

Find out about government benefits or allowances you may be entitled to by visiting the [Canada Benefits website](#) and the [Canada Revenue Agency's](#) website or by contacting a settlement services agency. The Government of British Columbia's [Ministry of Finance](#) website also has information on benefits.

You might want to find out about:

- [Child and family benefits](#)
- [Tax credit for public transit passes](#)
- [Tax deduction for tools](#)
- [Registered education savings plan](#) (RESP)



Note the benefits to which you or your family members may be entitled below.

Section B | Improving your English

INTRODUCTION

Canada has two official languages: English and French. However, English is the official language of British Columbia. Even if you speak French at a high level, you will need to speak, read and write in English in order to find a good job and perform day-to-day tasks like banking and shopping in B.C.

Strong skills in English are extremely important for your future in B.C. This section will tell you about the importance of learning English, the language requirements for jobs in B.C., how to assess your language skills, and where you can find language training.

STEP 1: UNDERSTAND THE IMPORTANCE OF LANGUAGE SKILLS

Many people who have immigrated to B.C. discover that they need to improve their language skills.

Even if you can speak English well, you may have difficulty understanding people and making yourself understood in Canada because of the different accents, the fast rates of speech, expressions used and communication conventions in Canadian workplaces.

Strong English skills are important for many reasons, such as:

- Getting a job that matches your skills and experience
- Obtaining post-secondary education or training
- Helping your children with their school work
- Meeting and interacting with people
- Meeting the language requirements for citizenship

Take steps to improve your English before or as soon as you arrive in B.C.

If you already speak English at a high level, consider learning French. It takes time, energy and commitment to improve your language skills, but in many parts of Canada, being able to speak both English and French is a major asset when looking for a good job or to participate fully in Canadian society.



Section B | Improving Your English

STEP 2: WHAT LANGUAGE SKILLS DO YOU NEED FOR YOUR JOB?

Find out what language skills you need for the job you hope to have in Canada by creating a [Working in B.C. - Canada Report](#) and then reviewing the Education & Job Requirements section. The Essential Skills section—reading, document use, writing and oral communication—will clearly identify the requirements for your job.

If you do not know the language requirements for the job you hope to have, contact the regulatory body or apprenticeship authority listed in Section C: Step 3 or visit their website.



Language skills required for the job I hope to have:

STEP 3: ASSESS YOUR LANGUAGE SKILLS

Before you come to B.C., assess your English skills by taking an online self-assessment test on the [Canadian Language Benchmarks website](#).



My language level:

Help

All family members coming to Canada with you should take their own language assessment test.



What I need to improve:

Section B | Improving Your English

STEP 4: OBTAIN PROOF OF YOUR LANGUAGE SKILLS

You may need to provide proof of your level of proficiency in either English or French when you apply for:

- A job
- A licence with a regulatory body or an apprenticeship authority
- Entry into a university or college

Always check to see whether a particular type of proof is required.

Some certificates of language proficiency are widely recognized and can be used in a variety of situations. These certificates are based on standardized language tests offered by independent organizations, not the Government of Canada. You can take these tests at locations across Canada, and in many cases, in other countries.

Proof of my language skills is required for these organizations:

Type of proof required:

Where I can get tested:

Some of the most widely recognized English language tests and certificates:

- [International English Language Testing System](#) (IELTS)
- [Canadian English Language Proficiency Index Program](#) (CELPIP)
- [Test of English as a Foreign Language](#) (TOEFL; often required by universities and colleges)

English is the language of business in British Columbia. However, you may be asked to demonstrate proficiency in French if you choose to work for employers that require it, the Government of Canada or in other provinces and territories.

Some of the most widely recognized French language tests and certificates:

- [Test d'évaluation de français](#) (TEF)
- [Diplôme d'études en langue française](#) (DELF)

For more information and a list of test centres, use the links provided above. You can also get information on these certificates from some government language assessment centres or from private language schools.



Section B | Improving Your English

STEP 5: FIND LANGUAGE TRAINING

If the results of your language assessment indicate that you or members of your family need to improve your English or French language skills, make a plan to improve those skills.

Before you come to B.C.

- ☐ Register at a local language school or take lessons from a tutor.
- ☐ Purchase and use language skills workbooks or software.

After you arrive in Canada

English Language Services for Adults (ELSA) classes are free English classes for adult immigrants. Visit the [Learn English](#) section of the [WelcomeBC](#) website to find out if you are eligible for ELSA classes.

If you live in one of B.C.'s rural communities, the ESL Settlement Assistance Program (ESL SAP) offers free English as a Second Language (ESL) tutoring and small group activities in 45 communities across British Columbia. Visit the [ESL SAP](#) section of the [WelcomeBC](#) website to find a tutor.

If you are not eligible for ELSA or ESL SAP, there are other options:

- ☐ Contact your [local school district](#) to find English as a Second Language (ESL) classes at schools near you.
- ☐ Check the directory of [ESL courses and employment programs](#) for B.C. immigrants on the ELSANet website.
- ☐ Pay for language classes offered by a private language school. For a list of accredited ESL programs, refer to the [Languages Canada](#) website. You also can find information about ESL programs in B.C. on the [Education Planner](#) website.



Notes:

Section B | Improving Your English

Free Government Funded Language Classes

To take ELSA classes, you must first have your current language skills formally assessed. To get an assessment, find an [ELSA centre](#) near you on the [WelcomeBC](#) website.

In B.C., most newcomers who are permanent residents are eligible for free government-funded language classes. These language programs have many advantages:

- Classes are taught by qualified instructors.
- They are often available in a classroom with a small group of other adults or through distance education (on the Internet or through printed materials mailed to you at home).
- Classes can be full-time or part-time, during the day, in the evening or on weekends.
- They provide language training and information to help you adapt to life in B.C.
- Some programs may offer funding to cover the cost of child care while you are studying and the cost of transportation to and from your classes. Child-care services are also available on site.

A number of different types of language classes are available:

- General language classes at many levels
- Classes that teach advanced and workplace-specific language skills
- Classes that teach literacy and language (for people who have difficulty reading and writing in any language)

The primary and secondary school systems provide English classes for children and youth (see Section A, Step 5) who need additional language support. French language programs are available throughout B.C. for francophone students and others who would like to study in French. These programs may offer additional support to help students improve their French-language skills.



Notes:



Section C | Finding a Job in British Columbia, Canada

INTRODUCTION

This section will help you understand what you need to do to find work in British Columbia. It provides you with essential steps to help you learn how to find and get the job you want in B.C. This process will take time, but completing each task below as thoroughly as possible will give you and your family members the best chance to achieve your career plans.

You may need Canadian work experience.

Canadian employers, who often do not know how to assess education and work experience from other countries, may require or prefer you to have experience working in Canada. Getting that experience is one of the biggest challenges for newcomers.

Meeting people, getting advice, networking and volunteering are good ways to overcome this challenge, but it still may take time to get your first job in Canada.

To complete this section first create your Working in B.C. - Canada Report using [Working in B.C. - Canada](#).

NOTE: The fact that you have been accepted to come to Canada does not guarantee you employment in Canada in your preferred occupation or any other profession. This workbook is not tied to any immigration or visa application process for coming to Canada. However, using this workbook will allow you to obtain the greatest benefit from your experience and education to find a job in B.C.

To learn more about employment standards, minimum wage, holidays, health and safety in the workplace, workplace equality, racism-free workplaces and Canada's laws against discrimination consult the [WorkBC](#) website and the [Employment Standards](#) section of the Labour website.

STEP 1: OCCUPATION

Knowing the proper Canadian name for the job (occupation) you want can help you avoid confusion with employers. To help you, [Working in B.C. - Canada](#) and the [WelcomeBC](#) and [WorkBC](#) websites provide occupational profiles to help you learn about job descriptions, other names for jobs, and other titles within your occupational group.

1. _____
2. _____
3. _____
4. _____

Section C | Finding a Job in British Columbia, Canada

STEP 2: IS THIS A REGULATED OCCUPATION?

There are two types of occupations in Canada:

- regulated (including trades) and
- non-regulated.

Review the Education & Job Requirements section of your Working in B.C. - Canada Report and the relevant occupational profiles on the [WelcomeBC](#) and [WorkBC](#) websites (if available). Choose one of the following:

- A) ☐ My job is REGULATED in B.C. I need a licence or a certificate before I can start working in British Columbia.
- B) ☐ My job is NON-REGULATED in B.C.

NOTE: If you answered B, then skip Steps 3 to 5 and proceed directly to Step 6.

STEP 3: WHO REGULATES?

Review the Education & Job Requirements section of your Working in B.C. - Canada Report and take note of the name and contact information for the regulatory body or apprenticeship authority for the job in B.C. This organization has information about the licensing, certification or registration that you need in order to work in B.C. Write the name of the organization (or organizations) that regulates your occupation, and the contact information for each, including the website address.

Name: _____

Address: _____

Website: _____

Help

If you want to work in a regulated occupation and use a regulated title, you must have a licence or a certificate or be registered with the regulatory body for your occupation in the province or territory where you plan to work.

About 20 percent of Canadian jobs are in regulated occupations. Each regulated occupation sets its own requirements for obtaining a licence or a certificate, usually through the provincial or territorial regulatory body or professional association. These jobs are regulated to protect public health and safety and to ensure that professionals meet the required standards of practice and competence.

If your occupation is non-regulated, employers will be interested in learning about your skills, education and work experience in order to decide if you are suitable for a job. This information can be summarized in a resume or Curriculum Vitae (C.V.) Employers may also be interested in the Canadian equivalency to your international educational credentials or qualifications. [The International Credential Evaluations Service](#) (ICES) can assess your credentials for a fee.

Help

Regulatory bodies are not labour unions or technical societies for members of a particular profession. They are also not employment agencies. They exist primarily to protect the public from the unsafe practice of a profession.

Regulated occupations are also called professions, skilled trades or apprenticeable trades.

Licensing requirements can differ in each province and territory. If you plan to move to B.C. and you have been licensed in a different province or territory in Canada, compare the licensing requirements.

In some regulated occupations you can work in that field but cannot use the regulated title unless you meet certain criteria. For example, you can work in accounting or finance but to use a regulated title you must be a member of one of the organizations that regulates accountants in Canada.





Section C | Finding a Job in British Columbia, Canada

STEP 4: WILL I NEED TO BE CERTIFIED OR LICENSED OR REGISTERED?

Consult the Education & Job Requirements section of your Working in B.C. - Canada Report and review the licensing, certification or registration requirements for that occupation. (If the licensing process steps are not listed in your report, consult the regulatory body's website).

The [WelcomeBC](#) and [WorkBC](#) websites also have information on licensing requirements and contact information for some occupations in B.C.

List the requirements for registration, licensing or certification to work in that job in B.C. and note whether you are qualified or not qualified, or whether you will need more information.

	I am qualified	I am not qualified	I need more information
1. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: If you cannot find the steps in the licensing or certification process for your regulated occupation in your Working in B.C. - Canada Report, or on the websites for [WelcomeBC](#), [WorkBC](#) or your regulatory body, contact the organization directly.

STEP 5: GETTING CERTIFIED OR LICENSED OR REGISTERED

Compare your qualifications to the requirements for licensing, certification or registration to work in that job in that province or territory.

Find out whether there are [Occupation Facts for your profession](#). These will tell you what you can do while you are waiting to come to Canada, guide you through the process of foreign credential recognition and outline the general requirements you must meet to work in your profession in British Columbia. The [WelcomeBC](#), [WorkBC](#) and [Foreign Credentials Referral Office](#) websites also have occupational guides for internationally trained professionals.



Information about examinations that I will have to pass:

Section C | Finding a Job in British Columbia, Canada

STEP 5: CONTINUED

Plan what you need to do to meet the requirements for licensing, certification or registration to work in that job in B.C. For each examination you must pass, make a list of the following:

Help

You may need to go back to school to take more courses in order to be licensed to work in your occupation.



What I have to have (or do) to be eligible to write the examination:



How to prepare for the examination:

The dates and locations for the examination:

Location	Dates

For each requirement that you currently do not meet:



Steps I need to take to meet the requirement:



When and how I will meet the requirement:



Section C | Finding a Job in British Columbia, Canada

STEP 5: CONTINUED

Estimate the cost and how long it will take you to meet each requirement:

	Cost	How long
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Make a schedule that shows the sequence of actions you will take:

Action	Time Frame
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

STEP 6: MAIN DUTIES

Review the main duties in your Working in B.C. - Canada Report and the occupational profiles on the [WelcomeBC](#) and [WorkBC](#) websites and list the main duties for that job in any city you might want to live in.

Main Duties:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

Section C | Finding a Job in British Columbia, Canada

STEP 7: EDUCATION & JOB REQUIREMENTS

Review the Education & Job Requirements section of your Working in B.C. - Canada Report and the occupational profiles on the [WelcomeBC](#) and [WorkBC](#) websites and list the requirements for that job. List the key requirements below and note whether you are qualified or not qualified, or whether you will need more information.

	I am qualified	I am not qualified	I need more information
Employment Requirements			
1. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local Employment Requirements			
1. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skills Requirements			
1. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Information			
1. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: Information on employment requirements for a specific occupation may change or not always be available. Please check [Working in B.C. - Canada](#) regularly for updates.



Section C | Finding a Job in British Columbia, Canada

STEP 8: WAGES

Review the Wages section of your Working in B.C. - Canada Report and note the typical hourly wage for that job in any city you might want to live in B.C. Information on average [wages and salaries](#) can be found on the WorkBC website.

You may also wish to find out about employment standards and labour laws in Canada by visiting the [WorkBC](#) and [Government of Canada Labour](#) websites.

City or Region	Hourly Wage

NOTE: Information on wages in a specific area may change or not always be available. Please check [Working in B.C.](#) - Canada and [WorkBC](#) website regularly for updates.

STEP 9: OUTLOOK

Review the Outlook section of your Working in B.C. - Canada Report to see what your chances of getting different jobs are in a specific location or across B.C.

The WorkBC website has extensive [labour market information](#), including regional snapshots and labour market projections for all regions in B.C. [The Job Trend Tracker](#) can help you understand the BC labour market, where the career opportunities are and where there will be potential labour shortages in the future.



Notes:

Section C | Finding a Job in British Columbia, Canada

STEP 10: JOB OPPORTUNITIES

Make a list of potential employers by:

- reviewing the Jobs section of your Working in B.C. - Canada Report where you will see current job opportunities related to the occupation you have chosen and listed in Canada's National Job Bank for the city you chose to live in;
- exploring the [Career Exploration](#) section of the WorkBC website and Service Canada's [Finding a Job](#) page to help you find a job in B.C., create a résumé, choose a career, assess your skills and more;
- searching the Help Wanted sections of national or local newspapers;
- searching the Internet for "Jobs" and the name of the city and province or territory you wish to live in;
- social networking; networking is the way to search for jobs in Canada's hidden job market. It is an effective way to tell a lot of people that you are looking for work. Learn how at the Service Canada web page [Access the Hidden Job Market](#);
- searching for [potential employers](#);
- learning about Canada's [Top 100 employers](#) and [B.C.'s Top Employers](#);
- visiting other online job search resources at the [Service Canada webpage Job Sites](#).

Help

[Skills Connect for Immigrants](#) is a practical bridging program that could help you find work that matches your skills, education and experience. To find Skills Connect in your community, consult the [Find Services Near Me](#) map on the WelcomeBC website.

Watch the Skills Connect Success Story videos on the [WelcomeBC YouTube channel](#) to learn more.

You also may want to contact the professional association or regulatory body for your profession, or a local settlement services agency, to find out about other programs available in the area where you plan to live.

The [Education and Training](#) section of the WorkBC website has information on volunteering, internship and cooperative education options which could help you gain valuable Canadian work experience.

You may also find a potential employer by asking a settlement services agency about a "Job Search" training session or workshop. Names and contact information for settlement services agencies can be found on the [Find Services Near Me](#) map on the WelcomeBC website.



Section C | Finding a Job in British Columbia, Canada

STEP 10: CONTINUED

NOTE: You will find more job opportunities when you consider broader occupations. Your skills are transferable to other occupations and sectors that you may not have considered. See Step 13 for more information.

Track the job opportunities below.

Potential employer

Job title

Salary

Location

Skill requirements

Languages Required
French <input type="checkbox"/> English <input type="checkbox"/> Bilingual <input type="checkbox"/>
Contact Information

Potential employer

Job title

Salary

Location

Skill requirements

Languages Required
French <input type="checkbox"/> English <input type="checkbox"/> Bilingual <input type="checkbox"/>
Contact Information

Section C | Finding a Job in British Columbia, Canada

STEP 10: CONTINUED

Potential employer

Job title

Salary

Location

Skill requirements

Languages Required

French ☐ English ☐ Bilingual ☐

Contact Information

Potential employer

Job title

Salary

Location

Skill requirements

Languages Required

French ☐ English ☐ Bilingual ☐

Contact Information



Section C | Finding a Job in British Columbia, Canada

STEP 10: CONTINUED

Potential employer

Job title

Salary

Location

Skill requirements

Languages Required

French ☐ English ☐ Bilingual ☐

Contact Information

Potential employer

Job title

Salary

Location

Skill requirements

Languages Required

French ☐ English ☐ Bilingual ☐

Contact Information

Section C | Finding a Job in British Columbia, Canada

STEP 11: CONTINUING EDUCATION AND TRAINING INFORMATION

Formal training in the field you are interested in might help you find work. Consider going back to school to obtain a diploma or certificate, upgrade your education or complete a training program. You may also wish to know about opportunities to continue your education in a field other than the one you intend to work in when you arrive in British Columbia.

There are several ways that you can research the continuing education and training opportunities available to you in Canada to qualify to work in the job you want in any city in B.C.

- Review the Education & Job Requirements of your Working in B.C. - Canada Report.
- For regulated occupations, the Education & Job Requirements section of your Working in B.C. - Canada report has information on the required education as well as links to the websites of professional regulatory bodies and apprenticeship agencies, where you may find more information.
- Read relevant occupational profiles (if available) on the [WelcomeBC](#), [WorkBC](#) and [Foreign Credentials Referral Office](#) websites.
- Visit the Government of Canada website [Training and Careers](#).
- Visit the [Industry Training Authority](#) website to find out about the over 100 trades training programs in British Columbia, including “Red Seal” programs (for example: welder, bricklayer, hairstylist, tile setter).
- Visit the [EducationPlanner](#) website for Information on colleges and universities in B.C.
- Visit the [Education and Training](#) section of the WorkBC website to learn how to develop your skills.

Note the programs that interest you below.

Program Name
Organization
Contact Information
Cost



Section C | Finding a Job in British Columbia, Canada

STEP 11: CONTINUED

Program Name

Organization

Contact Information

Cost

Program Name

Organization

Contact Information

Cost

NOTE: Information on continuing education, training or study programs in a specific area may change or not always be available. Check the [EducationPlanner](#) website and Working in B.C. - Canada regularly for updates.

Section C | Finding a Job in British Columbia, Canada

STEP 12: OTHER JOBS

If you plan to work in a regulated occupation, it may take some time to complete all the actions in the plan you outlined in Steps 4-5. In the meantime, you may want to find out about other types of jobs so that you have more options for working in Canada. These alternative jobs may or may not be related to your current job or your skills and education.

Since it takes time to get licensed in your profession, you may need to work in a job related to, but not in, your profession while you wait for your licence. Working in a related job will give you an opportunity to:

- Earn money while your credentials are being assessed
- Use your knowledge and skills
- Learn English words and phrases related to your occupation
- Get Canadian work experience and employment references
- Connect and network with other professionals

You may decide to stay in an alternative job or use this experience to help you get licensed in your original occupation.

How?

- Review the information in the Jobs section of your Working in B.C. - Canada Report as well as the occupational profiles on the [WelcomeBC](#), [WorkBC](#) and [Foreign Credentials Referral Office](#) websites.
- If you plan to work in a regulated occupation, you may wish to contact the organizations listed in Step 3 and ask their advice.

- List other jobs for which you may be qualified, or which you would like to perform. Then complete additional online Working in B.C. - Canada reports and review relevant occupational profiles to find out if these other jobs are regulated or non-regulated.
- If you are already in B.C., contact a settlement services agency to learn more about [Skills Connect for Immigrants](#), an employment bridging program that could help you find a job that builds on your skills, training, knowledge and experience.
- You can also get help at a [Service BC](#) or Service Canada Centre. Find a Service Canada centre near you in your Working in B.C. - Canada Report or by visiting [Service Canada](#).
- Join work-related associations so that you can meet people who might have good advice for you.



Other job possibilities:



Section C | Finding a Job in British Columbia, Canada

Help

As a new immigrant, you have access to free services at settlement services agencies across B.C. At a settlement agency, you can get help to:

- Learn English
- Find housing
- Enrol your children in school
- Learn about life in B.C.
- Apply for government services
- Make new friends

Use the WelcomeBC [Settlement Services Map](#) to find services near you.

You also can get help at one of the many Service BC and Service Canada centres located across British Columbia. Each centre offers a range of different services for federal departments and agencies, provincial government and community service providers. At a Service BC centre, you can apply for the Medical Services Plan (MSP), register a new business or search for a job. Examples of services offered by Service Canada include applying for employment insurance, a passport and a Social Insurance Number.

STEP 13: OTHER JOBS NOT IN MY FIELD

You may want to consider working in a job that is not related to your profession if:

- You are interested in changing careers
- Job opportunities in your profession are not available
- You need to find any kind of job immediately
- Your credentials are not equivalent to Canadian or B.C. standards or it would take too much time, effort and money for you to meet the standards



List other jobs:

How?

- List other jobs NOT in your field for which you may be qualified; then complete additional Working in B.C. - Canada reports to find out if these other jobs are regulated or non-regulated
- If you are in B.C., you may also contact a Service BC or Service Canada Centre in B.C. to make further inquiries. Learn more about [Service BC](#) or find a [Service Canada Centre](#) near you.
- You can find other contact information in your Working in B.C. - Canada Report.

Help

If yours is a regulated occupation, it can take a long time to get licensed, registered or certified if you were trained and educated outside of Canada. You might want to work in a non-regulated occupation in your field first. This can be a good way to use your skills and get Canadian work experience.

Section C | Finding a Job in British Columbia, Canada

STEP 14: ACTION

Plan what you need to do to meet the requirements to work in your intended job in the city or region you have chosen.

How?

- Use the information in Step 7 for each requirement that you do not meet or that you need to improve.

Estimate the cost and how long it will take you to meet each requirement.

Requirement	Cost	How long
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

Make a schedule that shows the sequence of actions you will take.

Action	Time Frame
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____



Section C | Finding a Job in British Columbia, Canada

STEP 15: PREPARE A RÉSUMÉ AND COVER LETTER

In Canada, a résumé or curriculum vitae (CV) is an important tool in the job-search process. Along with a cover letter, it tells an employer who you are, what you have done, what your qualifications are and why you want the job.

The style used for résumés in Canada might be different from what you are used to. For example, you should not include personal information such as age, marital status, gender, religion, Social Insurance Number (SIN), political affiliation or immigration status. You can prepare a great résumé while you are still in your home country. To learn more about writing a résumé and preparing a cover letter, visit the following websites:

- [WorkBC](#)
- [Working in Canada](#)
- [Job Bank](#)

Help

You may also ask a settlement services agency about a “résumé writing” training session, workshop or service. Names and contact information for more settlement services agencies can be found on the [Settlement Services Map](#) on the [WelcomeBC](#) website.

NOTE: You will need to create a free account with a user name and password to access the Résumé Builder section of the Job Bank website.

STEP 16: PREPARE FOR A JOB INTERVIEW IN CANADA

An interview is a meeting between you and your potential employer, often with set questions. An employer will often interview several qualified applicants for a job.

You can learn more about how to prepare for a job interview by:

- visiting the [Jobs](#) section of the WorkBC website;
- visiting [“How do I prepare for an interview?”](#) on the Working in B.C. - Canada website;
- visiting the Government of Canada [Job Bank](#) website; and
- visiting the Government of Canada (Public Service Commission of Canada) [Jobs](#) website.

Help

Some interviews may include a multiple choice test. To learn how to prepare for this type of test, search the Internet for “multiple choice test tips”.

Section C | Finding a Job in British Columbia, Canada

STEP 17: VOLUNTEERING

The term “volunteering” means performing a service willingly and without pay. Working as a volunteer can help you:

- get Canadian work experience;
- practise English;
- build your network of contacts;
- make friends and meet Canadians;
- find someone who will be a reference for you; and
- show potential employers that you are a hard worker.

Learn more about how volunteering in British Columbia can help you to find a job by:

- searching the Internet for “Volunteer” and the name of the city where you live;
- asking for more information from a settlement services agency. The names and contact information of more settlement services agencies can be found on the [Settlement Services Map](#) on the [WelcomeBC](#) website.
- visiting the [Volunteer B.C.](#) website for an overview of volunteering in British Columbia.



List the volunteer opportunities in B.C. that are of interest to you:



Section C | Finding a Job in British Columbia, Canada

STEP 18: START YOUR OWN BUSINESS

If you are thinking of starting your own business in British Columbia, you can learn more by:

- visiting the Government of British Columbia website, which has resources for people who are [thinking of starting a business](#) in B.C.;
- visiting the [Trade and Invest B.C.](#) website;
- finding out more about coming to B.C. as an entrepreneur by visiting the [British Columbia Provincial Nominee Program - Business Immigration](#) (B.C. PNP) website;
- visiting the multilingual website [Invest in Canada](#);
- visiting the Government of Canada, [Canada Business](#) website, which has information about starting a business in Canada;
- searching the Internet for “Small Business” and the name of the city; and
- asking for more information from a settlement services agency or Service BC centre. The names and contact information of more settlement services agencies can be found on the [Settlement Services Map](#) on the [WelcomeBC](#) website.



Notes:

Section C | Finding a Job in British Columbia, Canada

Before you continue:

- Do you want to learn more about other jobs?
- Do you want to learn about jobs in other locations in B.C. or Canada?

If so, complete another Working in Canada Report by changing the occupation, the location, or both, and then fill in another copy of this workbook. You can then use different reports and workbooks to compare options. For example:

- Is there a location where your occupation is not regulated and you do not need a licence before starting to work?
- Is there a city or a region with a greater demand for the types of jobs that match your qualifications?

If not, continue and complete the other sections of the workbook:

Section D: Work-Related Documents

Section E: Education and Academic Credentials



Section D | Work-Related Documents

INTRODUCTION

There are many documents related to your education and your experience that help regulatory bodies, assessment agencies or employers understand your international qualifications. Before you come to B.C., you can identify and gather documents that you may need after you arrive.

Any documents you can produce that prove your educational record, professional training and work experience will help you in your search for a job in B.C. They will help you and potential employers understand your qualifications. When applying for licensing, certification or registration in a regulated occupation, such documents are required.

International experience and education is not always directly transferable to B.C. However, work-related documents help licensing bodies and potential employers assess qualifications and understand how they compare to Canadian standards.

The Work in B.C. section of the [WelcomeBC](#) website has occupational profiles for immigrants to B.C. These guides include information on what you can do before and after you arrive in British Columbia, including detailed lists of the work-related documents that you may need to provide in order to work in your intended occupation in B.C.

STEP 1: MY CREDENTIALS

Using the form below, list all the documents related to your education and work experience that might help organizations in British Columbia (regulatory bodies, assessment agencies, employers or educational institutions) understand your international qualifications. For regulated occupations, check the document requirements listed in the Licence and Certification section of your Working in B.C. - Canada Report and, if available, the occupational profiles in the Work in B.C. section of the [WelcomeBC](#) website.

Documents you may require in British Columbia include:

- degrees, diplomas or certificates from universities, colleges, secondary schools or trade schools
- program descriptions or syllabi related to your studies; transcripts of grades
- letters from professional and other regulatory bodies
- apprenticeship or professional certificates
- letters from employers, performance reviews
- work descriptions for jobs you have done
- letters of reference from former employers

Section D | Work-Related Documents

STEP 1: CONTINUED

List which original documents you will bring with you. Check if you have the original of each document in your possession or whether you need to obtain it.

	I have it	I need to get it
1. _____	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	<input type="checkbox"/>
4. _____	<input type="checkbox"/>	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	<input type="checkbox"/>
6. _____	<input type="checkbox"/>	<input type="checkbox"/>
7. _____	<input type="checkbox"/>	<input type="checkbox"/>
8. _____	<input type="checkbox"/>	<input type="checkbox"/>

Help

Make sure your documents are in the format requested by the organization. You may need originals, or notarized copies. They may require certified translations. Find out if the organization requires documents to be sent to them directly by education institutions and other organizations outside Canada.

List the documents that need to be sent directly from an educational institution you attended to an organization in British Columbia.

- _____
- _____
- _____
- _____
- _____



Section D | Work-Related Documents

STEP 2: GATHERING MY DOCUMENTS

If you do not possess the originals of the documents you need, contact the schools or other organizations where you studied or worked and ask them to send your documents directly to you. Keep track of this process below.

Note: Do this while still in your home country.

Document	Confirmed Sent	Received
<hr/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<hr/>		
Requested from		
<hr/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<hr/>		

Document	Confirmed Sent	Received
<hr/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<hr/>		
Requested from		
<hr/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<hr/>		

Document	Confirmed Sent	Received
<hr/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<hr/>		
Requested from		
<hr/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<hr/>		

Section D | Work-Related Documents

STEP 3: SENDING DOCUMENTS DIRECTLY TO CANADA

Each school, regulatory body and other organizations in British Columbia sets its own rules for document submission. Some require that the documents be sent directly to them. If so, contact your schools, regulatory bodies and other applicable organizations before you leave for British Columbia and ask them to send your documents directly to the organization in B.C. Keep track of the process below.

Help

In some cases, the regulatory body, employer, credential assessment agency or educational institution may require that official documents be sent directly from schools or other organizations to British Columbia. Before you leave for B.C., check with the appropriate organization to find out what its requirements are.

Document	Confirmed Sent	Received
<hr/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<hr/>		
Requested from		
<hr/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<hr/>		
Sent to		
<hr/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<hr/>		

Document	Confirmed Sent	Received
<hr/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<hr/>		
Requested from		
<hr/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<hr/>		
Sent to		
<hr/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<hr/>		

Section D | Work-Related Documents

STEP 4: GETTING DOCUMENTS TRANSLATED

You may need to have your documents translated into English. Some regulatory bodies also require you to translate documents into French. Check the website or contact the regulatory body or apprenticeship authority to find out about the translation requirements, including the following:

- whether you need to use an approved translation service (if so, you will have to pay for the translation)
- whether original documents are required
- whether you will need a lawyer to notarize copies
- whether certified translations are required

Help

Make sure that your documents are translated by a qualified translation service. To find a qualified translation service, contact the [International Credentials Evaluation Service](#) (ICES), the provincially approved credential assessment service in B.C.

Most of the documents you bring will have to be submitted in English or French. You will have to pay for translation if it is needed.

NOTE: Many regulatory bodies and schools require you to use a certified translation service in B.C. Translations done in your home country may not be accepted in British Columbia.

Keep track of this process using the chart below.

Documents that need to be translated into English

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

[illegible]

Section D | Work-Related Documents



The translation service you will use:

STEP 5: MISSING DOCUMENTS

If you cannot get the documents that show your education, skills and experience, contact the organizations in Section C: Step 3 and ask them how you should proceed.



Section E | Education and Academic Credentials

INTRODUCTION

Education is an asset when searching for work in British Columbia, but your education may not automatically be recognized here. You will improve your chances of finding a job in B.C. if you can demonstrate how your education and academic credentials compare to Canadian standards. This section also will help you to understand the kind of work that you are qualified to perform in B.C.

STEP 1: BRITISH COLUMBIAN EQUIVALENTS FOR INTERNATIONAL EDUCATION

If you want to continue your studies in Canada, there are more than 200 accredited post-secondary institutions that assess educational credentials for academic placement at their schools.

You may need to have your academic credentials assessed to determine how your education compares to B.C. standards. You can begin this process before you leave your home country.

The [International Credential Evaluation Service](#) (ICES) can assess your academic credentials on a fee-for-service basis. However, this may not be necessary. Before paying to have your credentials assessed by ICES, find out if this is required.

Help

Assessments done by assessment agencies like the International Credential Evaluation Service (ICES) help employers, post-secondary institutions, and professional bodies understand your academic background. They do not guarantee recognition of your qualifications for employment or certification/licensing purposes in British Columbia or further study in a B.C. post-secondary institution. These agencies charge a fee for their services.

Refer to the WelcomeBC website to learn more about [Foreign Qualifications Recognition](#) in B.C.

Section E | Education and Academic Credentials

What you can do:

For academic information:

- Contact the post-secondary institution you want to attend in B.C. to find out what kind of assessment they require and accept.
- Contact the assessment agency recommended by the school you want to attend, if required.

For work purposes:

- If you want to work in a regulated occupation or trade, contact the appropriate regulatory body to see if you need to have this kind of assessment done and which assessment agency you should use. The Licence and Certification section of your report has links to the websites of professional regulatory bodies.
- If you do not need to have your credentials assessed as part of the licensing process, consider having an assessment done by ICES. This assessment can be useful for employers to help them understand your qualifications.

Contact Information: _____

Note the type of assessment required: _____

Note the approximate cost of the assessment: _____

Note the length of time it takes to receive an assessment: _____

For additional information, go to the [International Credentials Evaluation Service \(ICES\)](#). It assists professionals, employers and organizations with foreign credential recognition and the assessment of diplomas and qualifications in Canada.



Section E | Education and Academic Credentials

STEP 2: MY CREDENTIALS ASSESSMENT

If you are having your academic credentials assessed, keep track of the process below.

Document Required _____

Sent to _____

Confirmed Sent

Assessment

Yes ☐ No ☐

Yes ☐ No ☐

Received _____

Assessment Cost _____

Payment Submitted?

Yes ☐ No ☐

Document Required _____

Sent to _____

Confirmed Sent

Assessment

Yes ☐ No ☐

Yes ☐ No ☐

Received _____

Assessment Cost _____

Payment Submitted?

Yes ☐ No ☐

Document Required _____

Sent to _____

Confirmed Sent

Assessment

Yes ☐ No ☐

Yes ☐ No ☐

Received _____

Assessment Cost _____

Payment Submitted?

Yes ☐ No ☐

Section E | Education and Academic Credentials

Document Required _____

Sent to _____

Confirmed Sent

Assessment

Yes ☐ No ☐

Yes ☐ No ☐

Received _____

Assessment Cost _____

Payment Submitted?

Yes ☐ No ☐

Document Required _____

Sent to _____

Confirmed Sent

Assessment

Yes ☐ No ☐

Yes ☐ No ☐

Received _____

Assessment Cost _____

Payment Submitted?

Yes ☐ No ☐

STEP 3: CONTINUING EDUCATION OR TRAINING OPPORTUNITIES IN MY FIELD

Once you have received your assessment, you will be able to determine if you need to upgrade your skills or your education for your intended occupation. If so, you will need to find a course of study at an educational institution near where you plan to live where you can obtain the required training. Review the continuing education and training opportunities you listed in Section C: Step 11.



Notes:





Section E | Education and Academic Credentials

STEP 4: OTHER EDUCATIONAL OR TRAINING OPPORTUNITIES

Formal training in the field you are interested in might help you find work. Consider going back to school to get a diploma or certificate, upgrade your education or complete a training program. You may also want to learn about opportunities to continue your education in a field other than the one you intend to work in when you arrive in British Columbia.

Here are some ways you can find out about the continuing education and training opportunities available to you in B.C. to help you qualify to work in the job you want:

- Look up your occupation in [Working in B.C. - Canada](#). The Education & Job Requirements section of the report lists the schools you can attend to get the education you need for that occupation and provides links to educational and career planning resources.
- Read the Education & Job Requirements section of your report. It contains information about the required education, as well as links to the websites of professional regulatory bodies and apprenticeship agencies, where you can find more information.
- Visit the [Career Exploration](#) section of the WorkBC website to learn about tools and resources that could help you to upgrade your skills.
- Visit the Government of Canada [Training and Careers](#) website.
- Visit the [Industry Training Authority](#) website to find out about the over 100 trades training programs in British Columbia, including “Red Seal” program (for example, welder, bricklayer, hairstylist, tile setter).

You can learn more about universities and colleges in British Columbia by visiting the following websites:

- [British Columbia Ministry of Advanced Education](#)
- [Education Planner](#)
- [Association of Canadian Community Colleges](#)
- [Association of Universities and Colleges of Canada](#)
- [Canadian Information Centre for International Credentials](#)

Canadian citizens and permanent residents may be eligible to apply for a federal [student loan or grant](#) as well as financial assistance from [StudentAidBC](#). Eligibility depends on the type of course you want to take.

Section E | Education and Academic Credentials

Keep track of the schools and programs you are interested in below.

School
Location
Program
Contact Information
Cost

School
Location
Program
Contact Information
Cost

School
Location
Program
Contact Information
Cost

School
Location
Program
Contact Information
Cost



My Important Links

Resources in British Columbia

1. [B.C. Industry Training Authority \(ITA\)](#)
2. [B.C. Ministry of Advanced Education: Find an Institution](#)
3. [B.C. Ministry of Education: Programs and Services](#)
4. [B.C. Ministry of Finance: Revenue Programs \(Taxes\)](#)
5. [B.C. Ministry of Health: Medical Services Plan of B.C.](#)
6. [B.C. Provincial Nominee Program \(B.C. PNP\)](#)
7. [EducationPlanner](#)
8. [English Language Services for Adults \(ELSA\)](#)
9. [ESL Courses and Employment Programs for Immigrants in B.C.](#)
10. [ESL Settlement Assistance Program \(ESL SAP\)](#)
11. [Government of British Columbia](#)
12. [HelloBC](#)
13. [Immigrant Employment Council of B.C. \(IEC-BC\)](#)
14. [International Centre for Credentials Evaluation \(ICES\)](#)
15. [Job Trend Tracker](#)
16. [Languages Canada](#)
17. [Occupational Guides for Immigrants](#)
18. [Service BC](#)
19. [Skilled Immigrant Info Centre: Vancouver Public Library](#)
20. [Skills Connect for Immigrants](#)
21. [Small Business B.C.](#)
22. [StudentAidBC](#)
23. [Union of British Columbia Municipalities](#)
24. [Volunteer B.C.](#)
25. [WelcomeBC](#)
26. [WelcomeBC: Ask the Expert](#)
27. [WelcomeBC: B.C. Newcomers' Guide](#)
28. [WelcomeBC: Settlement Services Map](#)
29. [WelcomeBC: YouTube channel](#)
30. [WorkBC](#)
31. [Working in British Columbia, Canada](#)



Notes:

My Important Links

Other Resources

1. [Alliance of Credential Evaluation Services of Canada](#)
2. [Association of Canadian Community Colleges](#)
3. [Association of Universities and Colleges of Canada](#)
4. [Canada Business](#)
5. [Canada Mortgage and Housing Corporation](#)
6. [Canada Revenue Agency](#)
7. [Canadian Bankers Association](#)
8. [Canadian Heritage Official Languages Support Programs](#)
9. [Canadian Information Centre for International Credentials](#)
10. [Canadian Real Estate Association](#)
11. [Careers in the Federal Public Service](#)
12. [Centre for Canadian Language Benchmarks](#)
13. [Citizenship and Immigration Canada](#)
14. [Federation of Canadian Municipalities](#)
15. [Financial Consumer Agency of Canada](#)
16. [Canada Benefits](#)
17. [Health Canada](#)
18. [Human Resources and Skills Development Canada](#)
19. [Invest in Canada](#)
20. [Job Bank](#)
21. [Labour](#)
22. [Language Instruction for Newcomers to Canada](#)
23. [Networking](#)
24. [Red Seal Program](#)
25. [Service Canada](#)
26. [Service Canada: Finding a Job](#)
27. [Social Insurance Number](#)
28. [Specialty Job Sites](#)
29. [Training, Career and Worker Information](#)
30. [Volunteer Canada](#)
31. [Working in Canada](#)
32. [World English](#)



Notes:





Glossary

Apprenticeship Authority: The organization that has information on trades training, and the licensing, certification or registration that you may need before you can work in Canada.

Certification: A formal document that recognizes that a person has a certain set of skills, knowledge and abilities. Certification often requires a person to complete his or her education or training.

Credential Assessment Agencies (“Provincial Credential Assessment Agencies”): In Canada, provincial and territorial governments are responsible for assessing and recognizing credentials. Provincial credential assessment agencies evaluate foreign educational credentials.

Educational Institutions (“Post-Secondary Educational Institutions”): For a newcomer arriving in Canada and looking for a job, post-secondary educational institutions are places where you can go to upgrade your skills. Post-secondary educational institutions such as universities, colleges or vocational training centres complete foreign credential assessment and recognition when a newcomer applies for admission.

Employer: A person, partnership or company that is directly or indirectly responsible for hiring an employee. In non-regulated occupations, employers assess and recognize foreign credentials. Tip: It is a good idea to have your foreign credentials assessed by a credential assessment agency. This will help potential employers understand your qualifications better.

Health Card: The provinces and territories, rather than the federal government, are primarily responsible for the administration and delivery of health-care services. The health card is issued by the provincial or territorial government and allows access to insured health-care services.

Hidden Job Market: Many job openings are not advertised anywhere, creating what seems like a “hidden” job market. Information on available work is often circulated through managers, employees and business associates, as well as through family, friends and acquaintances.

Immigrant-Serving Organization: There are hundreds of organizations that serve immigrants in Canada. Many of these organizations are supported financially by Citizenship and Immigration Canada. They hire staff who were once newcomers to Canada and who understand the challenges that immigrants may face. They may have people available who speak your language and who can accompany you as interpreters, and they are located in major cities.

Intended Occupation: In Canada, similar jobs or occupations often have different titles. You will need to read the first page of the Working in Canada Report and confirm that the job title you have chosen correctly describes the work you plan to do in Canada.

Newcomers: This term refers to people who have recently landed as immigrants in Canada.

Non-Regulated Occupation: A non-regulated occupation is a profession or a trade for which you don’t need a licence, certificate or registration to work in. Most occupations in Canada are non-regulated. If you are applying for a non-regulated occupation, you must show your potential employer that you have the education and experience to do the job. Even if an occupation is not regulated, an employer can still ask that an applicant be registered, licensed or certified with a professional association.

Glossary

Red Seal Trades (Skilled Trades): The Interprovincial Standards Red Seal Program was established to provide greater mobility for skilled workers across Canada. The Red Seal program allows qualified trades people to practise their trade anywhere in Canada where the trade is designated without having to write further examinations. To date, 49 trades are included in the national Red Seal Program, accounting for over 88 percent of all apprentices and more than 80 percent of the total trades work force in Canada. To learn more about Red Seal trades available in your province or territory, contact your provincial or territorial apprenticeship authority.

References: A list of people who are in a position to recommend you or to vouch for your ability to do a job.

Regulated Occupation: Many professions set their own standards of practice. These are called regulated occupations. In Canada, about 20 percent of jobs are regulated by the government to protect public health and safety. For example, nurses, doctors, engineers, teachers and electricians all work in regulated occupations. If you want to work in a regulated occupation and use a regulated title, you must have a licence or a certificate or be registered with the regulatory body for your occupation. Some occupations are regulated in some provinces or territories but not regulated in others.

Regulatory Body: A regulatory body is an organization that sets the standards and practices of a profession. For example, the College of Nurses of Ontario makes sure that its members are qualified to do a nurse's job. It also makes sure that members keep up their qualifications.

Résumé: Résumés, also known as CVs (for curriculum vitae), are a summary of an individual candidate's skills and experience. They should also be viewed as marketing materials. The crucial consideration is to match the résumé with the target audience, ideally a hiring manager.

Service Canada Centre: Service Canada centres provide in-person services for individuals seeking information about where to go to get their credentials assessed in Canada. Service Canada agents help individuals identify more quickly their occupation's appropriate regulatory and assessment body as well as provide important job-related information about specific occupations. To find the nearest Service Canada Centre offering in-person information, path-finding and referral services, call 1-888-854-1805 or TTY 1-800-926-9105 (in Canada only).

Social Insurance Number: The Social Insurance Number (SIN) is a nine-digit number that you need to work in Canada or to have access to government programs and benefits.

Volunteer: A person who performs a service willingly and without pay.

Working in Canada Report: This report is produced through [Working in Canada](#). It will help you identify the name of your occupation in Canada and provide you with a detailed labour market information report (containing job duties, skill requirements, wage rates, etc.) for a chosen location in Canada.



Notes: