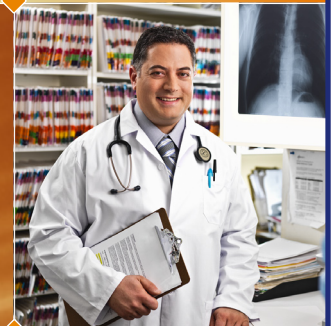




Citizenship and
Immigration Canada

Citoyenneté et
Immigration Canada

Planning to work in Canada? An essential workbook for newcomers



Planning to work in Canada?

An essential workbook for newcomers

1. Section A - Living in Canada
2. Section B - Canada's Official Languages
3. Section C - Finding a Job in Canada
4. Section D - Work-Related Documents
5. Section E - Education and Academic Credentials
6. My Important Links
7. Glossary
8. Notes

Before You Begin

Note: Please be aware that this document is updated regularly. For the most recent version, please go to www.credentials.gc.ca.

This workbook was created for internationally trained individuals who are considering moving to Canada or who have recently arrived. Please note that the fact that you have been accepted to come to Canada does not guarantee you employment in Canada in your preferred profession 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 use this document, you need to create a Working in Canada Report based on the job you want in Canada and where you plan to live.

If you do not have a Working in Canada Report go to <http://workingincanada.gc.ca> and create one.

You can create this report online and then download or print it out. You will need to refer to it when filling in this workbook.

Section A Living in Canada



Section A Living in Canada

INTRODUCTION

The more you learn about Canada, the faster you will be able to adapt to the Canadian work environment. Taking the time to ask questions, to read and research, to watch videos on the Web or elsewhere, can all greatly help your transition from new immigrant to an established and comfortable member of Canadian society. This section is designed to help you learn more about life in Canada, and to guide you in taking a few essential steps as an immigrant.

- ◆ Learn more about Canadian government, culture, rights and responsibilities, weather, education and much more on the Canada website at <http://www.canada.gc.ca> and on the Going to Canada website at <http://www.goingtocanada.gc.ca>.

STEP 1 – LEARN ABOUT YOUR CITY OR REGION

Learn more about the city or region that you wish to live in by:

- ◆ searching the Internet for regional and municipal websites, and
- ◆ visiting the Going to Canada website at <http://www.goingtocanada.gc.ca/CIC/display-afficher.do?id=000000000010&lang=eng>.

Find out more about public transportation in Canada at <http://www.goingtocanada.gc.ca/CIC/display-afficher.do?id=0000000000091&lang=eng>.

Most large cities in Canada will also have information about public transportation available on their websites.

Once you've done this, make notes about factors that are important to you. For example:

- ◆ the weather
- ◆ types of public transportation
- ◆ population
- ◆ community services and organizations
- ◆ recreation
- ◆ types of schools for children (public, private, English, French or French immersion)
- ◆ housing
- ◆ city map
- ◆ hospitals or medical centres

Notes:

Section A Living in Canada

STEP 2 – LEARN ABOUT YOUR PROVINCE OR TERRITORY

Canada is divided into 13 political regions called provinces or territories. There are 10 provinces and three territories. Learn about the province or territory where you want to live and work in Canada by:

- ◆ Visiting these provincial and territorial government websites:

British Columbia: <http://www.welcomebc.ca/>

Alberta: <http://www.albertacanada.com/immigration/>

Saskatchewan: <http://www.immigration.gov.sk.ca/>

Manitoba: <http://www.immigratemanitoba.com>

Ontario: <http://www.ontarioimmigration.ca/index.asp>

Quebec: <http://www.immigration-quebec.gouv.qc.ca/en/index.asp>

New Brunswick: <http://www.gnb.ca/immigration/index-e.asp>

Nova Scotia: <http://www.novascotiainmigration.com/>

Prince Edward Island: <http://www.gov.pe.ca/immigration/>

Newfoundland and Labrador: <http://www.nlimmigration.ca>

Yukon: <http://www.immigration.gov.yk.ca/>

Northwest Territories: <http://www.gov.nt.ca/>

Nunavut: <http://www.gov.nu.ca/>

- ◆ Searching the Internet for “Government” followed by the name of the province or territory.

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

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

Notes:

Help

The 10 provinces and three territories in Canada are:

Provinces

British Columbia
Alberta
Saskatchewan
Manitoba
Ontario
Quebec
New Brunswick
Nova Scotia
Prince Edward Island
Newfoundland and Labrador

Territories

Yukon
Northwest Territories
Nunavut



STEP 3 – NEED HELP WHEN YOU GET HERE? FIND IMMIGRANT-SERVING ORGANIZATIONS

Settling in will be much easier if you contact an immigrant-serving organization as soon as you arrive. The people who work for these organizations can help you find a place to live and can answer your questions about education for your children, transportation, language training, shopping and other important matters.

Immigrant-serving organizations can help you:

- ◆ find a place to live;
- ◆ get your Social Insurance Number and health-care card;
- ◆ enrol your children in school;
- ◆ get language training;
- ◆ find a family doctor;
- ◆ find out about government and community services for newcomers;
- ◆ look for a job;
- ◆ develop a realistic budget; and
- ◆ get emergency food aid, if it is needed.

Learn more at <http://www.cic.gc.ca/english/resources/publications/guide/section-04.asp>.

Identify immigrant-serving organizations in the city or region where you intend to live:

- ◆ visit the Government of Canada Welcome to Canada: What you should know website at <http://www.cic.gc.ca/english/resources/publications/welcome/wel-20e.asp>.
- ◆ The names and contact information of more immigrant-serving organizations can also be found through an Internet search for “Canadian immigrant-serving organizations.”

Find newcomer services in your area by visiting Citizenship and Immigration Canada’s Finding newcomer services in your area at <http://www.servicesfornewcomers.cic.gc.ca>.

Note: In Quebec, the *Ministère de l’Immigration et des Communautés culturelles* is organized into different regions. Each region has a local office, called a *Carrefour d’intégration*, that works with the immigrant-serving organizations to help newcomers adapt to life in Quebec. Find out more at <http://www.micc.gouv.qc.ca/fr/index.asp> (only available in French).

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 Canada

STEP 3 – CONTINUED

List the questions you will ask an immigrant-serving organization about how to adapt to working and living in Canada. For example:

- ◆ What benefits am I entitled to?
- ◆ Who do I call 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?

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

Section A Living in Canada

STEP 5 – 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:

- ◆ asking the immigrant-serving organization whether your choice makes sense for you;
- ◆ searching the Internet for housing; and
- ◆ searching the Canadian Real Estate Association’s database of property information from realtors across Canada at <http://www.realtor.ca/index.aspx>.

Make sure you arrange temporary housing **before arriving in Canada** so that you will have a place to live when you get here.

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

STEP 5 – CONTINUED

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

Notes:

Section A Living in Canada

STEP 6 – SOCIAL INSURANCE NUMBER

All working Canadians must have a Social Insurance Number, also called a SIN card. Apply for a Social Insurance Number card (for you and for each of your family members) by visiting the Service Canada website for information on Social Insurance Numbers at <http://www.servicecanada.gc.ca/eng/sc/sin/index.shtml>.

Help

Everyone who works in Canada needs a Social Insurance Number. Banks often ask for a Social Insurance Number when you open a bank account. You need a Social Insurance Number to file an income tax return and to receive government benefits or allowances.

Your SIN is a confidential number that is restricted to income reporting purposes. There are a *select and limited number* of federal government departments and programs specifically authorized to collect the SIN.

Find out more about how to protect your privacy and about who can ask for your Social Insurance Number on the **Office of the Privacy Commissioner of Canada website**.

STEP 7 – HEALTH CARD

All Canadians must have a health card to receive public health care. Health cards are a provincial responsibility. For information on how to apply for a health card, click on your province or territory of residence in the list at <http://www.hc-sc.gc.ca/hcs-sss/delivery-prestation/ptrole/index-eng.php#card>. Apply for a health card for you and for each of your family members. Note the eligibility requirements and medical services that are covered.

Find out more about Canada's health-care system on the Health Canada website at <http://www.hc-sc.gc.ca/hcs-sss/index-eng.php>.

Help

It is important to get a provincial or territorial health card as soon as possible **after arriving in Canada** and carry it with you so that you can access medical and hospital services. If the province where you live has a wait period before you can get a health card, you should make arrangements for private health insurance to protect you and your family **before leaving for Canada** until you qualify for public health care.

Eligibility:

Medical Services:

Contact Information:

Section A Living in Canada

STEP 10 – GOVERNMENT BENEFITS

Find out about the government benefits or allowances to which you are entitled by completing the questionnaire on the Service Canada website at <http://www.jobsetc.ca/benefitsFinder.do?lang=en>. You may be entitled to:

- ◆ Health insurance and programs
- ◆ New housing rebates
- ◆ Immigration loans program
- ◆ Resettlement Assistance Program

You may also wish to find out more about:

- ◆ Child and family benefits (<http://www.cra-arc.gc.ca/bnfts/menu-eng.html>)
- ◆ Universal Child Care Benefit (<http://www.cra-arc.gc.ca/bnfts/uccb-puge/menu-eng.html>)
- ◆ Children’s fitness tax credit (<http://www.cra-arc.gc.ca/whtsnw/fitness-eng.html>)
- ◆ Tax credit for public transit passes (<http://www.cra-arc.gc.ca/transitpass/>)
- ◆ Tax deduction for tools (<http://www.cra-arc.gc.ca/tx/ndvdl/tpcs/ncm-tx/rtrn/cmpltng/ddctns/Ins206-236/229/trds/menu-eng.html>)

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

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

STEP 4 – DO YOU NEED PROOF OF LANGUAGE SKILLS?

Review the Language Skills section of the Working in Canada Report and assess the English- or French-language requirements to work in your chosen job in the city and province or territory in which you wish to live. Note any requirements for official proof of your English- or French-language skills. If you are unsure of the language requirements, you may also contact an organization listed in **SECTION C: STEP 3** or visit their website.

Official proof of my English- or French-language skills is:

required not required

STEP 5 – GET PROOF OF YOUR LANGUAGE SKILLS

Arrange to get official proof of your English- or French-language skills (proficiency) if this is required. Many organizations, such as educational institutions, regulatory bodies and employers, will ask you for proof of your language skills. Getting proof, such as language test results, will cost you money. Some organizations only accept certain types of tests. Check with the organization before you take a language assessment to ask:

Are there special language requirements?

What language test results are needed?

Where can I get tested?

Section C Finding a Job in Canada

INTRODUCTION

This section is designed to help you understand all you need to do to obtain work in Canada. It provides you with a series of essential steps that will help you learn how to find and get a job in your preferred profession. This process will take time, but completing each task below as thoroughly as possible will give you and your family members the best possible chance to succeed professionally in Canada.

NOTE: Please note that the fact that you have been accepted to come to Canada does not guarantee you employment in Canada in your preferred profession 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.

Learn more about employment standards, health and safety in the workplace, workplace equality, racism-free workplaces and Canada's laws against discrimination at http://www.workingincanada.gc.ca/content_pieces-eng.do?cid=228&lang=eng.

STEP 1 – OCCUPATION

Knowing the proper Canadian name for the job (occupation) you want can help you avoid confusion with employers. Check the Working in Canada Report to find a definition of your job as well as other titles within your occupational group.

This occupational group contains the following job names that apply to me:

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

STEP 2 – IS THIS A REGULATED OCCUPATION?

Review the **Licence and Certification** section of the Working in Canada Report and choose **one** of the following:

- A) My job is **REGULATED** in the province or territory where I plan to live. I need a licence or a certificate before I can start working in Canada.
- B) My job is **NON-REGULATED** in the province or territory where I plan to live.

NOTE: If you answered B, then please skip **STEPS 3-5** and proceed directly to **STEP 6**.

STEP 3 – WHO REGULATES?

Review the **Licence and Certification** section of the Working in Canada Report and take note of the name and contact information for the regulatory body or apprenticeship authority for the job and the province or territory you have chosen. This organization has information about the licensing, certification or registration that you need in order to work in that province or territory in that job. Write the name of the organization (or organizations) and contact information for each here: **(Please be careful not to make any spelling mistakes when writing your own important Web URLs.)**

Name: _____

Address: _____

Website: _____

Name: _____

Address: _____

Website: _____

Help

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.

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.

Help

Licensing requirements can differ in each province and territory. To find out if there is an advantage to choosing one destination instead of another, compare the licensing requirements for different provinces and territories.

Help

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

Section C Finding a Job in Canada

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

Consult the organization’s website and review the licensing, certification or registration requirements that apply to you.

List the requirements for registration, licensing or certification to work in that job in that province or territory 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 the requirements are not available on the website, or if the organization has no website, you will need to contact the organization directly in order to obtain this essential information.

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.

List information about examinations that you will have to pass:

STEP 5 – CONTINUED

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

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

Help

Learn about multiple choice tests and how to prepare for this type of test by visiting the Internet and entering a search for "Multiple Choice Test Tips."

How to prepare for the examination:

The dates and locations for the examination:

Location	Dates
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

For each requirement that you currently do not meet:

List the steps you need to take to meet the requirement:

Details of when and how you will meet the requirement:

Section C Finding a Job in 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” section of the Working in Canada Report and list the main duties for the job in the city and province or territory you have chosen.

Main Duties:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

STEP 7 – JOBS AND SKILLS REQUIREMENTS

Review the “Jobs and Skills Requirements” section of the Working in Canada Report and list the employment requirements for this 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 the Working in Canada Tool regularly for updates.

Section C Finding a Job in Canada

STEP 8 – WAGES

Review the “Wages” section of the Working in Canada Report and note the typical hourly wage for this job in the city and province or territory you have chosen.

- ◆ You may also wish to find out about employment standards and labour laws in Canada by visiting the Government of Canada Labour website at <http://www.labour.gc.ca>.

City or Region	Hourly Wage
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

NOTE: Information on wages in a specific area may change or not always be available. Please check the Working in Canada Tool regularly for updates.

STEP 9 – OUTLOOKS AND PROSPECTS

Review the “Outlooks and Prospects” section of the Working in Canada Report to see what your chances of getting different jobs are in a specific location or across Canada.

STEP 10 – JOB OPPORTUNITIES

Make a list of potential employers by:

- ◆ reviewing the “Job Opportunities” section of the Working in 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;
- ◆ visiting the Government of Canada Job Bank website at <http://www.jobbank.gc.ca>;
- ◆ visiting the Government of Canada Working in Canada website at <http://www.workingincanada.gc.ca>;
- ◆ visiting Service Canada’s Finding a Job page to help you find a job in Canada, create a resume, choose a career, assess your skills and more at <http://www.servicecanada.gc.ca/eng/lifeevents/job.shtml>;
- ◆ 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: http://www.jobsetc.ca/content_pieces.jsp?category_id=298&lang=e; and

Help

You may also find a potential employer by asking an immigrant-serving organization (<http://www.servicesfornewcomers.cic.gc.ca>) about a “Job Search” training session or workshop or by asking for information from the Service Canada Centre in your community. Names and contact information for more immigrant-serving organizations can be found through an Internet search for “**Canadian immigrant-serving organizations.**”

STEP 10 – CONTINUED

- ◆ visiting other online job search resources at http://www.jobsetc.ca/category_drilldown.jsp?category_id=113&crumb=1&crumb=16.

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 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

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 Canada

STEP 11 – CONTINUING EDUCATION AND TRAINING INFORMATION

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 the city and province or territory you have chosen.

- ◆ Review the “Education and Training” section of the Working in Canada Report.
- ◆ If you plan to work in a regulated occupation, visit the website for the regulatory body or contact it or the apprenticeship agency listed in SECTION C: STEP 3.
- ◆ Visit the Government of Canada website Training and Careers at <http://www.Jobsetc.ca>.
- ◆ Visit the Red Seal Program website at <http://www.red-seal.ca> to find out about the 49 skilled trades in Canada (for example: welder, bricklayer, hairstylist, tile setter).

Note the programs that interest you below.

Program Name	Program Name
_____	_____
_____	_____
Organization	Organization
_____	_____
_____	_____
Contact Information	Contact Information
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Cost	Cost
_____	_____
_____	_____

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. Please check the Working in Canada Tool regularly for updates.

Section C Finding a Job in 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 should learn about other jobs that are related to your field or your skills, education and abilities so that you can work while you wait to be licensed for your intended (regulated) occupation in Canada.

Regardless of whether you plan to work in a regulated or non-regulated occupation, you may wish to learn about other types of jobs so that you have more options for working in Canada. These jobs may be related to your field or your skills, education and abilities or they may be unrelated because you are seeking a career change.

How?

- ◆ Review the “**Job Opportunities**” section of the Working in Canada Report.
- ◆ **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 Canada reports to find out if these other jobs are regulated or non-regulated.
- ◆ If you are in Canada, you may also contact a Service Canada Centre in the city or province or territory in which you live to make further inquiries. Find a Service Canada Centre near you at http://www1.servicecanada.gc.ca/eng/gateways/where_you_live/menu.shtml.
- ◆ You can also find contact information in the “**Further Information**” section of the Working in Canada Report.

Help

There are many Service Canada centres located across Canada. Each centre offers a range of services for federal departments and agencies, other levels of government and community service providers. Examples of services offered include applying for employment insurance, a passport and a Social Insurance Number.

Other job possibilities:

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

STEP 13 – OTHER JOBS NOT IN MY FIELD

Learn about other jobs that are NOT related to your field so that you can work while you wait to be licensed for your intended (regulated) occupation in Canada or if job opportunities in your current non-regulated occupation are not available.

How?

- ◆ List other jobs **NOT** in your field for which you may be qualified; then complete additional online Working in Canada reports to find out if these other jobs are regulated or non-regulated.
- ◆ If you are in Canada, you may also contact a Service Canada Centre in the city or province or territory in which you live to make further inquiries. Find a Service Canada Centre near you at http://www1.servicecanada.gc.ca/eng/gateways/where_you_live/menu.shtml.
- ◆ You can find other contact information in the **Further Assistance** section of the Working in Canada Report.

Help

There are many Service Canada centres located across Canada. Each centre offers a range of services for federal departments and agencies, other levels of government and community service providers. Examples of services offered include applying for employment insurance, a passport and a Social Insurance Number.

List other jobs:

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

Section C Finding a Job in Canada

STEP 14 – ACTION

Plan what you need to do to meet the requirements to work in this job in the city and province or territory 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.	_____	_____

STEP 15 – PREPARE A RÉSUMÉ AND COVER LETTER

In Canada, a résumé is an important tool in the job search process. A résumé and a cover letter tell an employer who you are, what you have done in the past, what your qualifications are, and why you want the job. Understanding Canadian-style résumés can help you prepare a great résumé. You can learn more about writing a résumé by:

- ◆ visiting “How to Apply for Jobs in Canada” on the Working in Canada website at http://workingincanada.gc.ca/content_pieces-eng.do?cid=204; and
- ◆ visiting the Government of Canada Job Bank website at <http://www.jobbank.gc.ca>.

Help

You may also ask an immigrant-serving organization (<http://www.servicesfornewcomers.cic.gc.ca>) about a “résumé writing” training session, workshop or service. Names and contact information for more immigrant-serving organizations can be found through an Internet search for “**Canadian immigrant-serving organizations.**”

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 and answers. 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 “Interviews” on the Working in Canada website at http://workingincanada.gc.ca/content_pieces-eng.do?cid=208;
- ◆ visiting the Government of Canada Job Bank website at <http://www.jobbank.gc.ca>; and
- ◆ visiting the Government of Canada (Public Service Commission of Canada) Jobs website at <http://www.jobs.gc.ca>.

Help

Some interviews may include a multiple choice test. To learn how to prepare for this type of test, visit the Internet and entering a search for “**Multiple Choice Test Tips.**”

Section C Finding a Job in 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 or French;
- ◆ build your network;
- ◆ make friends and meet Canadians;
- ◆ find someone who will be a reference for you; and
- ◆ show potential employers that you are hard-working.

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

- ◆ searching the Internet for “**Volunteer**” and the name of the city;
- ◆ asking for more information from an immigrant-serving organization (<http://www.servicesfornewcomers.cic.gc.ca>). The names and contact information of more immigrant-serving organizations can be found through an Internet search for “**Canadian immigrant-serving organizations**”; and
- ◆ visiting the Volunteering in Canada website for an overview of volunteering at <http://volunteer.ca/en/find-volunteer-centre>.

List the volunteer opportunities in Canada that are of interest to you:

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

Section C Finding a Job in Canada

THIS IS THE END OF SECTION C OF THE WORKBOOK

Before you continue:

- ◆ Do you want to learn more about other jobs?
- ◆ Do you want to learn about jobs in other locations in 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

INTRODUCTION

This section of the workbook is designed to help you identify and locate documents that may be of importance to you in Canada **before you come to Canada**. It will also help you to assess the value, in Canada, of documents in your chosen field.

Any official documents that you can produce that demonstrate your educational record or professional training will be of value to you in your search for employment in Canada. Although international experience and education is not always directly transferable to the Canadian work environment, such documents will help you in most professional environments.

STEP 1 – MY CREDENTIALS

Using the form below, list all the documents related to your education and your experience that might help regulatory bodies, assessment agencies or employers understand your international qualifications. The list will include the following:

- ◆ Degrees, diplomas or certificates from universities, colleges, secondary schools or trade schools
- ◆ Program descriptions related to your studies
- ◆ Transcripts of grades
- ◆ Apprenticeship certificates
- ◆ Letters from employers
- ◆ Performance reviews
- ◆ Work descriptions for jobs you have done
- ◆ Letters of reference

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"/>

Section D Work-Related Documents

	I have it	I need to get it
9. _____	<input type="checkbox"/>	<input type="checkbox"/>
10. _____	<input type="checkbox"/>	<input type="checkbox"/>
11. _____	<input type="checkbox"/>	<input type="checkbox"/>
12. _____	<input type="checkbox"/>	<input type="checkbox"/>
13. _____	<input type="checkbox"/>	<input type="checkbox"/>
14. _____	<input type="checkbox"/>	<input type="checkbox"/>

List the documents that need to be sent directly from the educational institution outside of Canada to an organization in Canada.

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Help

When submitting documents to a regulatory body, credential assessment agency or educational institution, check with them to find out which language (English or French) is needed.

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.

Document _____

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

Document _____

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

Document _____

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

Document _____

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

Document _____

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

Section D Work-Related Documents

STEP 3 – SENDING DOCUMENTS DIRECTLY TO CANADA

Where possible, it is best to have documents sent directly from schools or other organizations to Canada. This is something you can do **before you leave for Canada**. Contact the schools or other organizations where you studied or worked and ask them to send your documents directly to Canada. Keep track of this process below.

Help

Some organizations only accept documents that are sent directly from educational institutions. Contact the organizations listed in **SECTION C - STEP 3** and find out whether you need to make these arrangements. It may be easier to do this before you come to Canada.

Document _____

Requested from _____ Confirmed Sent Received

Yes Yes

Sent to _____

Yes Yes

Document _____

Requested from _____ Confirmed Sent Received

Yes Yes

Sent to _____

Yes Yes

Document _____

Requested from _____ Confirmed Sent Received

Yes Yes

Sent to _____

Yes Yes

Section D Work-Related Documents

STEP 4 – GETTING DOCUMENTS TRANSLATED

Will you need to translate any of these documents into English, French or both?

- ◆ Check the website or contact the organizations listed in **SECTION C - STEP 3** to determine the translation requirements.
- ◆ Note that you may also be required to use an approved translation service.

Keep track of this process using the chart below.

Documents that need to be translated into English

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

Documents that need to be translated into French

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

Documents that need to be translated into French and English

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

Translation service you will use:

Help

Make sure that your documents are translated by a qualified translation service. To find a qualified translation service, contact the provincially approved credential assessment service in your province or territory.

Sent for translation	Received translation
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Help

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.

Section D Work-Related Documents

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.

INTRODUCTION

Education is an asset when searching for work in Canada, but your education may not automatically be recognized in Canada. Demonstrating your education and academic credentials is, therefore, important. Understanding educational equivalencies between your country of origin and Canada will also help you to understand the kinds of jobs you will be likely to obtain in Canada.

STEP 1 – CANADIAN EQUIVALENTS FOR INTERNATIONAL EDUCATION

You will need to have an assessment done to determine the Canadian equivalent for education obtained outside of Canada. Be aware that this can be done **before you leave your home country** and may cost money.

There are several ways to do this:

- ◆ Contact a recognized assessment agency responsible for credential assessment in the province or territory where you plan to live.
- ◆ Visit the website of the Canadian Information Centre for International Credentials (CICIC) to find credential evaluation, assessment and qualification recognition services in the province or territory where you plan to live and work at <http://www.cicic.ca/415/credential-assessment-services.canada>.
- ◆ Contact the university or college where you would like to continue your studies. Find a directory of universities, colleges and schools in Canada at <http://www.cicic.ca/386/studying-in-canada.canada>.

Use the comparative chart of services and fees at <http://www.cicic.ca/504/comparative-chart.canada> to find information about services offered by credential evaluation and qualification recognition agencies in Canada.

Based on this research, note the approximate cost of the assessment:

Based on this research, note the length of time it takes to receive an assessment:

Contact Information:

Section E Education and Academic Credentials

STEP 2 – MY CREDENTIALS ASSESSMENT

Get your academic credentials assessed to determine their Canadian equivalency. Keep track of this process below.

Document Required _____

Sent to _____

Confirmed Sent

Yes No

Assessment Received

Yes No

Assessment Cost _____

Payment Submitted?

Yes No

Document Required _____

Sent to _____

Confirmed Sent

Yes No

Assessment Received

Yes No

Assessment Cost _____

Payment Submitted?

Yes No

Document Required _____

Sent to _____

Confirmed Sent

Yes No

Assessment Received

Yes No

Assessment Cost _____

Payment Submitted?

Yes No

Document Required _____

Sent to _____

Confirmed Sent

Yes No

Assessment Received

Yes No

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**.

STEP 4 – OTHER EDUCATIONAL OR TRAINING OPPORTUNITIES

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 Canada. You can learn more about universities and colleges in Canada by visiting the website or contacting the following institutions if you are planning to continue your studies in Canada.

- ◆ Association of Canadian Community Colleges (<http://www.accc.ca>)
- ◆ Association of Universities and Colleges of Canada (<http://www.aucc.ca>)
- ◆ Canadian Information Centre for International Credentials (<http://www.cicic.ca/664/directory-of-universities-colleges-and-schools-in-canada.canada>)

You can keep track of the schools and programs you are interested in below:

School	School
Location	Location
Program	Program
Contact Information	Contact Information
Cost	Cost

STEP 4 – CONTINUED

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

NOTE: Please be careful not to make any spelling mistakes when writing your own important Web URLs.

Name	URL
1. Alliance of Credential Evaluation Services of Canada	http://www.canalliance.org/AboutUs.htm
2. Association of Canadian Community Colleges	http://www.accc.ca
3. Association of Universities and Colleges of Canada	http://www.aucc.ca
4. Canada Business	http://www.canadabusiness.ca
5. Canada Mortgage and Housing Corporation	http://www.cmhc.gc.ca
6. Canada Revenue Agency	http://www.cra-arc.gc.ca
7. Canadian Bankers Association - Frequently Asked Questions	http://www.cba.ca
8. Canadian Heritage Official Languages Support Programs	http://www.pch.gc.ca/progs/lo-ol/index_e.cfm
9. Canadian Information Centre for International Credentials	http://www.cicic.ca/
10. Canadian Real Estate Association	http://www.realtor.ca/index.aspx
11. Careers in the Federal Public Service	http://www.jobs.gc.ca
12. Centre for Canadian Language Benchmarks	http://www.language.ca/display_page.asp?page_id=274
13. Citizenship and Immigration Canada	http://cic.gc.ca
14. Federation of Canadian Municipalities	http://www.fcm.ca
15. Financial Consumer Agency of Canada	http://www.fcac-acfc.gc.ca/eng/publications/default.asp
16. Going to Canada	http://www.goingtocanada.gc.ca
17. Government Benefits	http://www.jobsetc.ca/benefitsFinder.do?lang=en
18. Health Canada	http://www.hc-sc.gc.ca
19. Human Resources and Skills Development Canada	http://www.hrsdc.gc.ca
20. Invest in Canada	http://investincanada.gc.ca/eng/default.aspx
21. Job Bank	http://www.jobbank.gc.ca
22. Labour	http://www.labour.gc.ca
23. Language Instruction for Newcomers to Canada	http://www.cic.gc.ca/english/resources/publications/welcome/wel-22e.asp
24. Networking	http://www.jobsetc.gc.ca/pieces.jsp?lang=e&category_id=370

Glossary

Apprenticeship Authority: the organization that has information about licensing, certification or registration that you 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 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 about available work is often circulated through managers,

employees and business associates, as well as through family, friends and acquaintances.

Human Rights: These are fundamental rights, especially those believed to belong to an individual and in whose exercise a government may not interfere, as the right to speak, to associate, to work, etc.

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 usually 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 to 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.

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

Glossary

examinations. To date, 49 trades are included in the national Red Seal Program, accounting for over 88% of all apprentices and more than 80% 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 CV's (for curriculum vitae), are a synopsis 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 the Working in Canada Tool (<http://www.workingincanada.gc.ca/welcome.do?lang=en&template=fcro>). 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.

