



## Employment Resources Fact Sheet

In order to assist members in their efforts to find employment, OACETT has compiled the following list that highlights some of the many resources available to help with job search and skills development.

### OACETT Resources

Ontario Association of Certified Engineering Technicians & Technologists (OACETT)  
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Toronto ON M9B 6H7

Phone: 416.621.9621

Fax: 416.621.8694

Email: [info@oacett.org](mailto:info@oacett.org)

Website: [www.oacett.org](http://www.oacett.org)

First and foremost, OACETT is proud to offer the Canadian Technical Employment Network (CTEN).

### Canadian Technical Employment Network (CTEN)

CTEN is an online job posting and applicant screening service. It brings together engineering and applied science technicians and technologists and prospective employers.

CTEN is a specialized job board with more than 5,000 jobs posted and 10,000 candidate profiles posted in the last two years. Candidates who post profiles on CTEN have met academic and technical experience standards, creating a valuable database of résumés.

The Canadian Technical Employment Network (CTEN) is the most effective, most economical way to tell Canada's brightest talent about positions employers want to fill. And it's the preferred search tool for members looking for the best jobs.

Only members of OACETT and those in the nine other provincial technician and technology associations in Canada can view the job postings on CTEN. This gives employers access to a specific network of technology professionals. By accessing CTEN, members can post a profile of their skills and expertise, get access to opportunities across Canada, and contact employers quickly and directly.

## Networking

Your professional association offers you opportunities to network with your peers in engineering and applied science technology.

Many OACETT members have gained valuable professional contacts and even new work opportunities through their connections with others in their field.

If you want to network at industry events and seminars watch for updates on OACETT's website in the Latest News section or the Calendar.

Make connections with other engineering and applied science technology professionals by attending your local chapter events. You could also become an OACETT volunteer and participate in running your association. Either way you will be advancing your career and developing new skill sets. Chapters list their upcoming activities in the InfoOACETT section of The Ontario Technologist, on our website and through emails to chapter members.

## Salary Survey

OACETT's 2010 Salary Survey is available at no cost to all OACETT members and can be downloaded by clicking [here](#). You will be required to log-in if you are not already.

## Local Resources

### Helping You Find the Right Community and Social Services

When you or someone you care about needs help but you do not know where to turn, call 211 or go to [www.211.ontario.ca](http://www.211.ontario.ca) for information about local community and social services. Free confidential line that is available 24 hours a day, seven days a week. You will speak to a person, not a machine. Serving over 150 languages with friendly, sensitive and informed service.

### ACCESS Centre for Regulated Employment (for Internationally Trained in Southwestern Ontario)

The Access Centre for Regulated Employment provides information and application assistance to internationally trained individuals seeking licensure or related employment in [Ontario's regulated professions](#).

Serving all of Southwestern Ontario, the Access Centre assists clients in understanding and navigating the often complex processes of [Ontario's regulatory bodies](#). As each regulated profession has its own process for obtaining licensure, our staff helps clients navigate the regulator's process to avoid costly and time-consuming errors.

Whether you are interested in having your educational credentials assessed, learning more about the licensure process for a specific profession, or exploring related employment opportunities in your field, the Access Centre can help.

Click on this link for more information <http://www.accesscentre.ca/services>.

## YMCA

Contact your local YMCA for immigrant services such as: English as a Second Language, Language Instruction for Newcomers to Canada: <http://www.ymca.ca/>

## Ontario Provincial Government Resources

### Provincial Government of Ontario

Provides a variety of services and information related to finding a job.

Website: [http://www.ontario.ca/en/communities/employment/ONT03\\_020916.html](http://www.ontario.ca/en/communities/employment/ONT03_020916.html)

## Internationally Trained Civil Engineering Technologist Project (ITCET)

### *Algonquin College of Applied Arts and Technology*

This program helps internationally trained civil engineers meet the requirements to practice as Civil Engineering Technologists in Ontario. Participants are provided with the opportunity to obtain intensive, one-year training, through which they will gain Canadian work experience, receive a recognized credential, and be prepared for employment at an appropriate level, suited to their skills and education.

Participants receive occupational-specific language training, cultural training, one-on-one mentorship and job placement support. Graduates of the program receive a Civil Engineering Technology diploma from Algonquin College.

Website: [www.algonquincollege.com](http://www.algonquincollege.com)

Email: [AskAlgonquin@algonquincollege.com](mailto:AskAlgonquin@algonquincollege.com)

Phone: 613.727.0002

Location: Ottawa

## ACCESS - Bridging Newcomers to Employment

*Algonquin College of Applied Arts and Technology* Discover our many programs and services to help newcomers to Canada succeed at Algonquin College. We can help you get free advice with academic and career planning, settlement counselling, mentorship programs, transcript evaluations, and programs to help you compete in Canada's job market.

Website: <http://www.algonquincollege.com/acap/newcomer/index.html>

Phone: 613.727.4723, x7127

Location: Ottawa

## Sheridan College

Sheridan College is offering free employment services for Brampton residents looking for work.

The Community Employment Services at Sheridan has a resources and information centre that offers computers with internet, fax machines, job posting boards, workshops, career exploration, resume development, Second Career advice and many other employment related resources. Job placement services are also available providing access to paid job training, placement opportunities and apprenticeship opportunities. The Assisted Employment Services available at the centre provides help with job search and interview preparation among other useful services. For more information please contact Community Employment Services at Sheridan. Click on the link below for more information.

<http://www.sheridancollege.ca/services/careers%20and%20employment/community%20employment%20services.aspx>

## AYCE Employment Services

AYCE Employment Services is a non-profit employment centre located on the boundary of North York and Scarborough near the intersection of Victoria Park and Sheppard, serving both youth and adults.

AYCE works with clients to help them [find jobs](#), get training and upgrade their skills. [Job placements](#) for youth, adults, and internationally trained professionals are also available and vary according to the skills and experience of each individual. AYCE also helps connect clients to these positions by providing [workshops](#), employment counselling and access to a job search resource centre as well as other opportunities to connect with employers.

## Ontario Council of Agencies Serving Immigrants (OCASI)

OCASI is a council of autonomous community-based agencies which serve the immigrant communities of Ontario. The Mission of OCASI is to achieve equality, access and full participation for immigrants and refugees in every aspect of Canadian life. Its informative website [www.settlement.org](http://www.settlement.org) provides information newcomers can trust with information and resources to settle in Ontario: information about jobs and who to talk to if you need help.

110 Eglinton Avenue West, Suite 200

Toronto ON M4R 1A3

Phone: 416.322.4950

Fax: 416.322.8084

Email: [ocasi@web.net](mailto:ocasi@web.net)

Website: <http://www.settlement.org>

## Employment - Find A Job - Ontario.ca

[http://www.ontario.ca/en/communities/employment/ONT03\\_020916.html](http://www.ontario.ca/en/communities/employment/ONT03_020916.html)

### **Ontario Public Service (OPS): Newcomers to Ontario**

People immigrating to Ontario are a major source of new skills and talent in the labour market. Workers coming into the province from other nations will become even more important in the years ahead. As an equal opportunity employer, the OPS is committed to capitalizing on the skills and talents that newcomers bring with them to this province and eliminating barriers to employment.

Consider joining a vibrant workforce that reflects the citizens who make up Ontario, where your diversity of strengths, experiences and perspectives help us to deliver quality public service.

If you are a newcomer looking for information about the Ontario labour market, building a career in Ontario, credential assessments, bridging programs for internationally trained individuals and other information and resources, go to [Ministry of Citizenship and Immigration's](#) website.

An internship program for Internationally Trained Professionals to gain experience within the OPS is also available to newcomers with a minimum of three years of international work experience. The OPS was recognized for its leadership with the success of this program, to learn more go to [OPS Internship Program for Internationally Trained Individuals \(ITIs\)](#).

Also available is an [internship program for Internationally Trained Engineers](#). Candidates must have been screened through Professional Engineers Ontario (PEO), the regulatory body for engineers in Ontario, to ascertain that they qualify by satisfying technical/educational requirements for licensing except for the 12-months of Canadian experience. The internship provides engineering experience, in placements of 12 to 15 months. Candidates will be hired for positions that are compatible with their academic discipline, so they may meet PEO's licence requirements and become licensed engineers at the end of the internship period. Please note that it is the responsibility of the applicant to demonstrate that the engineering experience requirements as outlined in PEO's [Guide to the Required Experience for Licensing as a Professional Engineer in Ontario](#) have been met to the satisfaction of the association. Recruitment takes place up to three times a year.

### **Ontario Job Futures**

Ontario Job Futures is a publication which provides information on the current trends and future outlook for 190 occupations common to Ontario. It is a joint effort of the Ministry of Training, Colleges and Universities and of Service Canada – Ontario Region.

Website: <http://www.tcu.gov.on.ca/eng/ojf/>

## Global Experience Ontario (GEO)

### **An Access and Resource Centre for the Internationally Trained**

Global Experience Ontario can help internationally trained and educated individuals find out how to qualify for professional practice in Ontario. This one-stop centre offers a range of services for internationally educated individuals.

The GEO centre provides information for people who intend to apply to a regulatory body to obtain licensure to work in their field. Knowledgeable staff can explain the process for licensing and registration in Ontario.

Tel: 416.327.9694 or 1.866.670.4094

TTY: 416.327.9710 or 1.866.388.2262

Fax: 416.327.9711

Email: [geo@ontario.ca](mailto:geo@ontario.ca)

Website: <http://www.ontarioimmigration.ca/en/geo/index.htm>

## Federal Government of Canada Resources

### **Federal Government of Canada - Services Canada**

If you are searching for a new full-time or part-time job in the private or public sector, Service Canada can help. There are a number of tools available to help you search job listings, create a résumé, choose a career, and assess your skills. Quick links to Employment Insurance (EI), Record of Employment (ROE) and other useful employment information.

Website: <http://www.servicecanada.gc.ca/eng/lifeevents/job.shtml>

### **Citizenship Immigration Canada**

Learn how to put your skills and knowledge to work faster, visit <http://cic.gc.ca/new>

### **CanLearn**

The workplace is a great place to learn new skills that help improve your [career options](#). Employees can participate in company training, workshops or conferences. You can even get recognition for skills and knowledge you have learned outside of the classroom. To learn more, visit one of the links below.

### **On-the-Job Learning**

Service Canada's On-the-Job Learning resource page will help you learn more about specialized training, [apprenticeships](#), internships and professional development.

### **Volunteer Work**

Learn new skills make valuable contacts or get practical work experience while helping out your community by becoming a volunteer.

### **Prior Learning Assessment and Recognition**

Prior Learning Assessment and Recognition (PLAR) helps you get academic credit for skills you have learned outside of the classroom. Some provinces and territories offer PLAR to adults at the high school level to help you get your diploma. Prior learning is also recognized by many colleges and universities. Use PLAR to meet entrance requirements or get exempt from some classes and program requirements.

### **Foreign Credential Recognition (FCR)**

Foreign Credential Recognition (FCR) helps internationally trained workers have their educational credentials assessed and recognized in Canada.

### **Career Options**

If you are going back to school to help get a job or change your career, start smart. Find out what kinds of jobs are going to be most needed, where the jobs are and what academic background you need to get those jobs.

<http://www.canlearn.ca/eng/lifelong/workplace/index.shtml>

### **Job Bank**

[jobs.gc.ca](http://jobs.gc.ca) is the official Web site for all Government of Canada jobs open to Canadians outside the public service.

Job Bank provides a list of other job sites to help job seekers in their efforts to find jobs in the public or private sector, either directly or through job placement agencies.

Other programs and services to help Canadians look for and find jobs in Canada may also be available through your provincial or territorial government.

### **Career planning**

#### **Create a résumé and cover letter**

Having a good résumé is key to finding the job you want. The Résumé Builder (registration required) helps you create professional-looking résumés by providing résumé writing tips and layout options.

#### **Learn about the labour market**

Find out about jobs, skills and other labour market information for different regions across Canada.

#### **Access training and career resources**

Consult the Training and Career Web site to identify and research career opportunities, learn about available jobs and employment prospects, and explore training options.

### **Regional information on careers and jobs**

CanLearn's [Working in Canada](#) tool allows you to search through job descriptions, wage rates, skill requirements, and training and job opportunities. The information is based on different occupations within specific geographic locations. It helps you make informed decisions about the best career path and educational options available to you.

### **Find a career counsellor**

A career counsellor can help you narrow your options and make decisions.

### **Assess and develop your essential skills**

The [Essential Skills](#) Web site allows you to search more than 300 occupational profiles and access tools to help you assess your skills and further develop them.

### **Employment support for immigrants**

If you're a newcomer to Canada, visit [Going to Canada](#) to help you get ready for the challenges of finding a job, whether you are looking for permanent or temporary work. For additional information that can assist you with your job search, please refer to the [Foreign Credentials Referral Office](#) which provides useful information and tools to ensure successful outcome. Other programs and services to help Canadians plan their careers may also be available through your provincial or territorial government.

### **Other Resources and Agencies**

#### **Association of Translators and Interpreters of Ontario (ATIO)**

ATIO's certified members are deemed professionals by law and the main purpose of the Association is to promote a high level of competence in the fields of translation. OACETT requires transcripts, diplomas, degrees, or certification not in English, to be translated by a certified member of the Association of Translators and Interpreters on Ontario.

1 Nicholas Street, Suite 1202  
Ottawa ON K1N 7B7

Phone: 613. 241.2846

Fax: 613.241.4098

Toll-free: 1.800.234.5030

Email: [atio@fox.nstn.ca](mailto:atio@fox.nstn.ca)

Website: <http://www.atio.on.ca>

#### **World Education Services (WES)**

WES is a not for profit organization with over thirty years' experience evaluating international credentials. Its major purpose is to facilitate the integration of internationally educated individuals into the employment and education environment of their newly adopted country.

World Education Services  
2 Carleton Street  
Suite 1400  
Toronto ON M5B 1J3

Phone: 416.972.0070  
Toll free: 1.866.343.0070  
Fax: 416.972.9004  
Website: [www.wes.org/ca](http://www.wes.org/ca)

### Skills for Change

This program helps internationally trained engineers and engineering technologists/technicians obtain employment in their field. Participants receive training in computer skills and occupation-specific language. They also receive help in navigating the licensure process, mentorship and work experience opportunities and employment services.

Website: [www.skillsforchange.org/eyf](http://www.skillsforchange.org/eyf)  
Email: [www.skillsforchange.org/eyf/contact-us](mailto:www.skillsforchange.org/eyf/contact-us)  
Phone: 416.658.3101, x213 or x294  
Location: Toronto

### COSTI Immigrant Services

Career Assessment and Planning, Job Search and Placement, Job Maintenance Supports: Adult (including internationally trained professionals/tradespeople) and youth services are provided through a comprehensive and integrated service model intended to address individual needs. Services include: individual assessment, counselling, pre-employment training, group workshops and employment and job maintenance placement. Individuals can also benefit from a range of on-the-job placement/training opportunities relevant to their specific career goals. Exploration of trades, apprenticeships, customized job search and mentoring opportunities are available.

Resource and Information: Individuals and employers access information on careers and occupations, the local job market, training opportunities and job search strategies to successfully find and maintain employment. Resources include: computerized job banks, internet access, fax/photocopier, video and audio library, business directories and other written materials. Workshops and individual assistance are available. Online Services provide remote access to job search workshops, a virtual library of essential websites and facilitated employment preparation courses geared to internationally trained individuals. Information about, and referral to, other community services and supports is provided.

Click on this link for more information: <http://www.costi.org/community/nectar.php>

## CASIP

CASIP is a consortium of agencies and colleges who collaborate to drive innovation, advocacy and excellence in employment services for skilled immigrants and employers in the GTA. Working together since 1998, to share ideas, solutions, tools, practices and strategy, they provide resources to: job seekers, to assist them in their job searches and employers, to successfully hire and integrate internationally trained people into the workplace. These programs are available throughout Ontario.

Website: <http://www.casip.ca>

## JVS Toronto

A non-profit organization that partners with both the government and business sectors to help people succeed.

Specialties: Career & Employment Services, Jewish Community Services, Employment Supports for People with Disabilities, Newcomer Services, Employer Services, Psychological Assessments, Counselling & Consulting, Youth Programs, Financial Literacy, Retail & Corporate Training.

Website: <http://www.jvstoronto.org>

## CAPE, Council for Access to the Profession of Engineering

Office 824, Suite 850, 36 Toronto Street  
Toronto ON M5C 2C5

Phone: 416.955.0563

Fax: 416.360.3838

Toll free: 1.888.955.0563

Email: [info@capeinfo.ca](mailto:info@capeinfo.ca)

### **Employment and Career Planning Support**

Cape has developed a systematic employment support pathway for immigrants with engineering backgrounds in Ontario and Canada. The Employment and Career Planning Support comprising a suite of seven tools for the Engineering Profession is available for \$49.99.

These tools comprise:

Tool 1: Self-Assessment and Information Tutorial

Tool 2: Portfolio Builder

Tool 3: Real-time Labour market intelligence report by engineering discipline

Tool 4: Locating Engineering Employers in Ontario

Tool 5: Jobs List

Tool 6: Engineering Publications by discipline

Tool 7: Software inventory by discipline

Note: Tools 1, 2, 6 and 7 are relevant to all immigrants with engineering backgrounds across Canada. Tools 3, 4 and 5 are specifically for the Province of Ontario and will be adapted for the rest of Canada in the coming year.