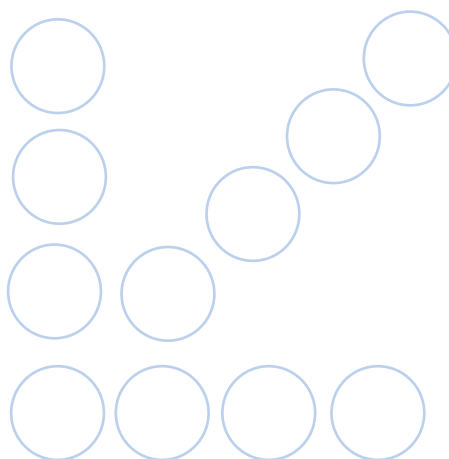


OPENING DOORS

You and the Job Market







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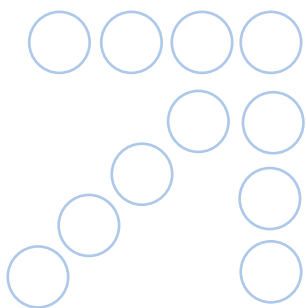
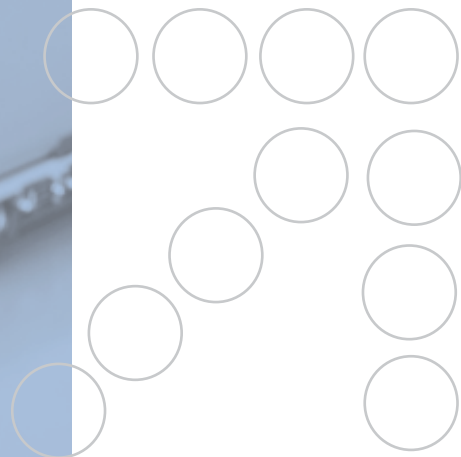
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Ontario's greatest
competitive advantage
is its people.

INTRODUCTION

Ontario's greatest competitive advantage is its people. Our economy needs skilled workers, and employers want to hire educated, creative people who can communicate well and are able to work with others.

You and the Job Market puts you on the path to success by helping you identify not only what jobs are available but also how people find work. It identifies skills and work habits that are in demand and ways to access the education, training, and work experience that can help you achieve your goals.

Students can gain job experience while they're still in high school. Cooperative education, school-work transitions, and other school-work programs give students the opportunity to experience the workplace firsthand. The Ontario Youth Apprenticeship Program helps students begin training in a skilled trade while completing high school.

Information on these and other programs is provided in this booklet, as are addresses of websites that you may find helpful.



ONTARIO'S LABOUR MARKET IN 2004

6.3 million people in Ontario were working

64% of the population 15 years and older were working

53% of the workers were men

47% were women

82% worked full-time

18% worked part-time

68% worked in the private sector

17% worked for government and government-funded institutions (hospitals, schools)

15% were self-employed



Direct contact with employers and
the use of **personal contacts**
are **essential** to finding work.

HOW THE JOB MARKET WORKS

Overview

- Most jobs are not publicized.
- Job seekers use a variety of approaches to look for work.
- Direct contact with employers and the use of personal contacts are essential to finding work.

The hidden job market

- Three out of every five job openings are not listed with any job placement agencies or electronic job markets, or in newspaper want ads.
- Employers rely heavily on referrals from employees, unsolicited applications from job seekers, moves and promotions within their organization, and formal and informal networks.
- Employers often use a variety of ways to find new employees and use different means of communication to hire people with different skills.
- No more than 15 per cent of all job opportunities appear in Canada Employment Centre listings.

Job opportunities by listing source

Hidden job market	60%
Canada Employment Centre listings	15%
Other listings	25%

Source: Human Resources Development Canada (HRDC), 1997.

Try something different ...

Try different ways to look for work – check newspaper classified ads, use websites, talk to people working in jobs that interest you. The more methods you use and the more persistent you are, the greater the opportunity of being noticed by an employer. What approaches are best for you?

How people look for work

How Ontario's job seekers look for work

	% of job seekers
Contact employers directly	47%
Look at job ads	41%
Use a public employment agency	23%
Talk to friends or relatives	20%
Place or answer ads	26%
Use a private employment agency	9%
Use the services available to members of a union	2%
Use other methods	24%

Source: Statistics Canada, Labour Force Survey, 2004.

The best ways to find work

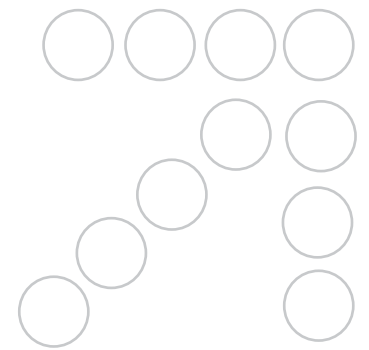
The five best ways to find work

	% of people who found work this way
Applying directly to employers	35%
Asking family, friends, and contacts	28%
Responding to ads in newspapers	14%
Using private employment agencies	6%
Using government employment centres	5%

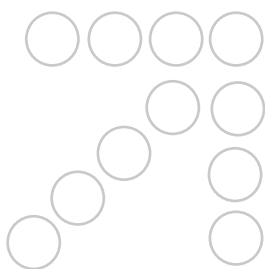
Source: Prince Edward Learning Centre, *Finding the Right Job*, 2nd edition, 2000.

Network ...

Get to know as many people as possible when you're looking for a job or for an unpaid volunteer or cooperative education placement. They may be able to help by introducing you to a potential employer, explaining how to look for work in a specific industry, giving you advice about trends in the job market, or hiring you when a position becomes available in their own business.



Most people have
more skills and experience
than they realize.



HOW YOUR SKILLS MATCH UP

Overview

- Employers look for a variety of academic, personal management, and teamwork skills.
- Transferable skills are those that can be used in different occupations.
- Technological change affects the tasks workers undertake and the skills they need.
- The types of computer skills employers are seeking vary by occupation.
- Employers tend to look for employees with experience using well-known computer software programs.

What are you good at doing?

Most people have more skills and experience than they realize. A skill that you've learned as part of a hobby or while working as a volunteer can also be useful in the workplace.

Skills and experience can be applied to more than one situation. The following transferable skills and talents are valued very highly by employers:

- **Numerical skills**
Counting, calculating, measuring, estimating, budgeting
- **Communication skills**
Reading, writing, talking, listening, speaking in public
- **Leadership skills**
Making decisions, supervising, initiating, planning, organizing, coaching
- **Sense awareness skills**
Using depth perception, and sound, colour, and shape discrimination
- **Logical thinking**
Problem solving, investigating, assessing, analyzing, testing
- **Helping skills**
Serving people, co-operating, facilitating, counselling

- **Organizational skills**

Managing information, filing, scheduling, co-ordinating, classifying

- **Technical skills**

Using computers, operating/maintaining equipment, constructing

- **Self-management skills**

Maintaining health, adapting, risk taking, learning, building relationships

- **Being creative and innovative**

Inventing, designing, experimenting/adapting, performing, drawing, writing

The Ontario Skills Passport

The Ontario Skills Passport (OSP) is a bilingual, web-based resource that provides clear descriptions of the skills and work habits you need in the workforce and in daily life.

The skills listed in the OSP are transferable, essential skills that a student, job seeker, and worker can take from school to work, job to job, and sector to sector.

Students, job seekers, and workers can use the OSP to identify the skills they already have and those they would like to acquire or further develop. Employers will find the OSP useful for assessing and recording the skills and work habits of employees, identifying training needs, and in hiring employees.

OSP skills and work habits are listed below. More information about the OSP is available at <http://skills.edu.gov.on.ca>.

Skills listed as transferable and essential by the OSP

- **Job task planning**
Planning and organizing one's own work
- **Decision making**
Using appropriate information to determine a course of action
- **Use of documents**
Using labels, lists, signs, graphs, charts, tables, forms, and similar materials

- **Use of computers**

Using any type of computer technology

- **Money math**

Using mathematical skills in making financial transactions, such as handling cash, preparing bills, and making payments

- **Scheduling, and budgeting and accounting**

Planning for the best use of time and money, as well as monitoring the use of time and money

- **Measurement and calculation**

Measuring and calculating quantities, areas, volumes, and distances

- **Reading**

Comprehending text that consists of sentences and paragraphs

- **Writing**

Preparing written materials for a variety of purposes

- **Data analysis**

Collecting and analysing data in numerical form

- **Numerical estimation**

Producing estimates in numerical terms

- **Oral communication**

Using speech for a variety of purposes

- **Problem solving**

Identifying and solving problems

- **Finding information**

Using a variety of sources, including written texts, people, computerized databases, and information systems to find information

Work habits recommended by the OSP

It's not just the knowledge and skills you have, but how you use them that matters to employers. Employers want employees who possess both good work habits and appropriate work skills.

Recommended work habits include:

Working safely

- Working in a manner that prevents injury to oneself and others
- Reporting unsafe conditions
- Participating in health and safety training, as required
- Using and/or wearing required protective equipment and devices

Teamwork

- Working willingly with others
- Showing respect for the ideas and opinions of others
- Taking responsibility for one's share of the work
- Contributing to the team effort by sharing information resources and expertise

Reliability

- Being punctual
- Following directions
- Paying attention to details
- Using time effectively and producing work on time
- Acting in accordance with health and safety practices

Initiative

- Beginning and completing tasks with little prompting
- Approaching new tasks with confidence and a positive attitude
- Seeking assistance when necessary

Customer service

- Listening effectively to determine and meet clients' needs
- Interacting positively with co-workers and clients/customers
- Endeavouring to meet and exceed expectations
- Creating a positive impression of the company or organization

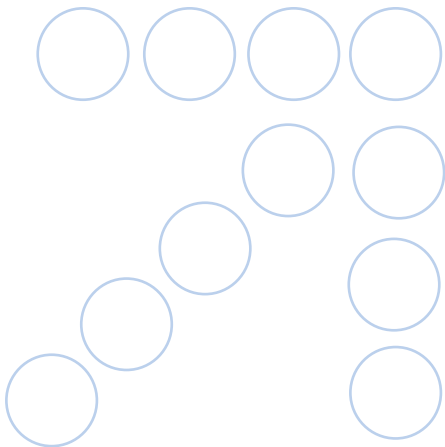
Entrepreneurship

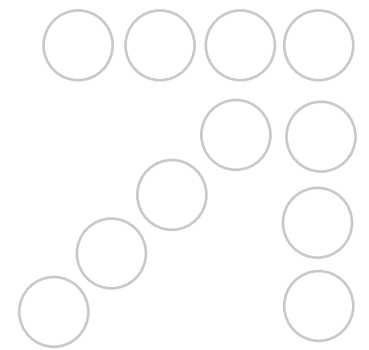
- Recognizing and acting on opportunities
- Showing a high degree of motivation and a strong need to achieve
- Being innovative and creative
- Showing perseverance
- Being versatile and willing to take risks
- Showing willingness to take initiative

Source: *The Ontario Skills Passport*. For more information on the OSP and essential skills research, visit <http://skills.edu.gov.on.ca>.

Technology is everywhere ...

Many students find that familiarity with the Internet and with word processing programs is useful. Even jobs that are not in the technology sector can require minimal computer literacy. Many high schools offer introductory keyboarding classes. For more information, visit your high school guidance office.





Today, the **economy and job creation** are driven by **services and high-technology manufacturing.**

CHARACTERISTICS OF THE JOB MARKET

Overview

Three-quarters of all jobs are in services-producing industries. For many years, the trend in job creation has been away from occupations related to agriculture, forestry, and mining and towards a wide variety of professional, technical, and service occupations.

Today, the economy and job creation are driven by services and high-technology manufacturing. Technological discoveries create brand new jobs. For example, the growth of the Internet in the 1990s gave birth to the job of web page designer.

Employment by industry sector in Ontario, 2004

	% by sector
Services-producing sector	74%
Goods-producing sector	26%
Agriculture and other primary industries	2%
Manufacturing	18%
Construction	6%
Utilities	1%

Source: Statistics Canada, *Labour Force Survey*.

What kinds of employers are in the service industry?

The services-producing sector, which covers a wide range of activities, has been growing rapidly in recent years. The largest industries in this sector are wholesale and retail trade, health care, and social assistance.

Some service industries tend to be more regionalized than others. Information about local employers and trends in the local job market can be found at your high school guidance office, campus career centre, youth employment centre, or chamber of commerce.

Industry share of services-producing jobs* in Ontario, 2004

	% by industry
Other services (e.g., repair and maintenance, personal, laundry)	5%
Business, building and other support services	6%
Transportation and warehousing	6%
Information, culture and recreation	7%
Public administration	7%
Accommodation and food	8%
Educational services	8%
Finance, insurance, and real estate	9%
Professional, scientific and technical	9%
Health care and social assistance	14%
Wholesale and retail trade	21%

*Jobs are grouped according to the North American Industry Classification System.

Note: Percentages are rounded and may not add up to 100.

Source: Statistics Canada, *Labour Force Survey*.

What kinds of employers are in the manufacturing industry?

Manufacturing industries have the largest share of employment in the goods-producing sector. Transportation equipment (e.g., automotive assembly), chemicals, plastics and rubber products, and food, beverage and tobacco are three of the most important manufacturing industry groupings in Ontario.

Different kinds of manufacturing jobs are found in different regions of the province. So before setting a career plan, it's important to know where potential employers are located. Information about employers and trends in the local job market can be found at your high school guidance office, campus career centre, youth employment centre, or local chamber of commerce, or in your local newspaper.

Industry share of manufacturing jobs* in Ontario, 2004

	% by industry
Electrical equipment, appliances and components	3%
Textiles, clothing, leather and allied products	4%
Primary metals	4%
Printing and related support activities	5%
Computer and electronic products	6%
Machinery	7%
Wood and paper products	7%
Fabricated metal products	9%
Food, beverage and tobacco products	10%
Chemicals, plastics and rubber products	12%
Other manufacturing	13%
Transportation equipment	21%

*Jobs are grouped according to the North American Industry Classification System.

Note: Percentages are rounded and may not add up to 100.

Source: Statistics Canada, *Labour Force Survey*.



Matching skills with the needs of employers

Some industries hire people with a more specific set of skills than other industries. If you're interested in a particular kind of work, it's important to know which skills employers require for that work.

Occupational employment by industry* in Ontario, 2004

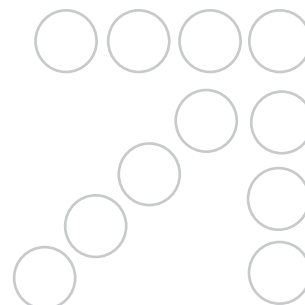
Occupational groupings	Manufacturing industry %	Service industry %	Construction industry %	Primary industry** %
Management	8	10	14	2
Business, finance and administration	13	22	9	5
Natural and applied sciences	8	7	2	3
Health	_***	7	-	-
Social science, education, government service and religion	-	10	-	-
Art, culture, recreation and sport	1	4	-	-
Sales and service	4	30	1	-
Trades, transport and equipment operators	18	9	73	9
Occupations unique to primary industry	-	1	-	79
Processing, manufacturing, and utilities	49	1	-	-

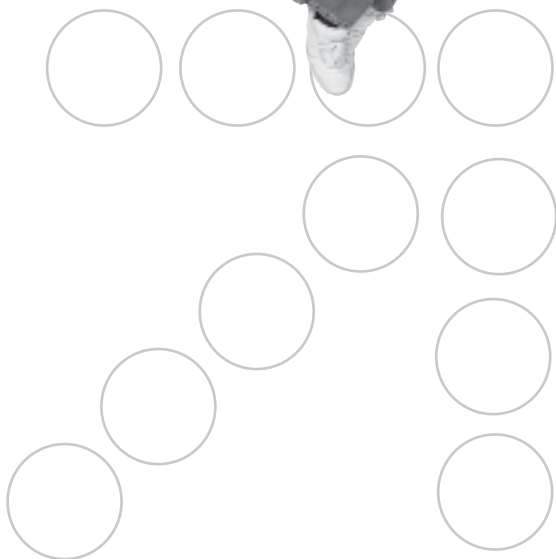
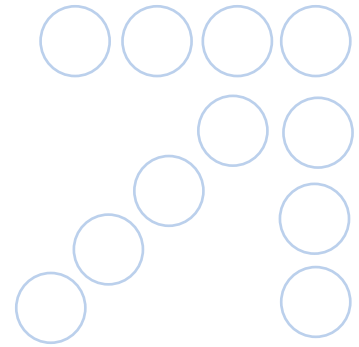
*Grouped according to North American Industry Classification System. Groupings exclude utilities.

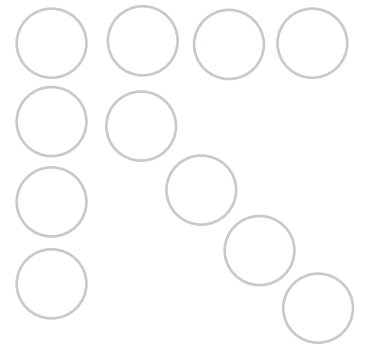
**Primary industry includes agriculture, forestry, fishing, mining, and oil and gas.

***"_" indicates employment of less than 1500.

Source: Statistics Canada, *Labour Force Survey*.







Today, many **entry-level** occupations
require **a higher level of skills**
than they did in the past.

EMPLOYMENT PROSPECTS

Outlook to the year 2009

- Changes over time in the number and types of jobs available to workers, and in the tasks and skills necessary to undertake them successfully, are brought about by a combination of developments that include:
 - changes in the technologies used in the production, distribution, and selling of goods and services;
 - changes in the ability of firms to compete with producers in other countries in the production and sale of goods and services;
 - changes in the patterns of consumer spending on goods and services; and
 - changes in society's needs for health, education, and social services, in regulatory requirements, and in the policies of governments in these areas.
- In general, developments in these areas have brought about greater growth in jobs in the managerial and administrative, professional and technical, and skilled trades occupations – occupations that require postsecondary education and training.
- Projections to the year 2009 indicate that the importance of a good basic education and, increasingly, postsecondary education and training cannot be emphasized enough. There has been a dramatic increase in both the education level and the skills required for all occupations.
- Within these broad occupational groups, employment in some job categories will increase faster than in others.
- Projections of employment growth by industry indicate that the service industries will continue to be the most important source of new jobs.

Where the jobs are expected to be, by industry

Projected job creation in Ontario, 2004 to 2009

	% by industry
Health care and social assistance	20.1%
Manufacturing	18.9%
Wholesale and retail trade	14.0%
Professional, scientific and technical	9.9%
Education services	6.1%
Accommodation and food	6.1%
Transportation and warehousing	5.8%
Public administration	4.9%
Business, building and other support services	4.3%
Information, culture and recreation	3.7%
Construction	3.1%
Other services (e.g., repair, maintenance, personal, laundry)	2.6%
Primary	0.2%
Utilities	0.2%
Finance, insurance and real estate	0.1%

Source: Ontario Job Futures.

Where the jobs are expected to be, by occupation

Projected job creation in Ontario, 2004 to 2009

	% by occupation
Professional and technical (except teaching and health care)	24.1%
Manufacturing and processing	9.7%
Health care	9.4%
Management	9.2%
Elemental sales and service	8.3%
Services	8.2%
Skilled trades	7.9%
Sales	6.7%
Transport equipment, operation, installation, and maintenance	6.4%
Clerical	5.5%
Teaching	3.9%
Occupations unique to primary industry	0.7%

Source: Ontario Job Futures.

As the economy grows and more people find work, the pool of potential workers becomes smaller. In addition, job vacancies are created when workers retire. Members of the baby boom generation – who make up one-third of Ontario’s population – have begun to retire. This means an unusually large number of workers will be leaving the workforce. A survey by the Ontario Chamber of Commerce, reported that 52 percent of skilled tradespeople are expected to retire within the next 15 years. Retirements will create job opportunities for people entering the workforce for the first time, as well as for workers changing careers.

As the number of potential workers becomes smaller, Ontario’s labour market will increasingly rely on new Canadians as a source of labour and skills. Each year, Ontario receives approximately 120,000 new Canadians. More than 70 percent of the adults in this group are highly skilled, with postsecondary education or training.

New Canadians make up 29 percent of the labour force in Canada and 48 percent of Toronto’s labour force. Continued immigration is necessary to support the slow rate of growth projected for Ontario’s workforce. Within the next decade, new Canadians may be the only source of net labour force growth.

Where the jobs are expected to be, by education and training

Contribution by education and training levels to projected employment growth in Ontario

	% by education/training level
Management occupations skills*	9%
University degree	22%
College degree or apprenticeship training	29%
High school graduation or workplace training	29%
Less than high school	11%

*Management occupations are not assigned an education or training level because other factors, such as previous experience, are often more significant considerations for employment in this area.

Source: Ontario Job Futures.

Education is important to career success

Today, many entry-level occupations require a higher level of skills than they did in the past.

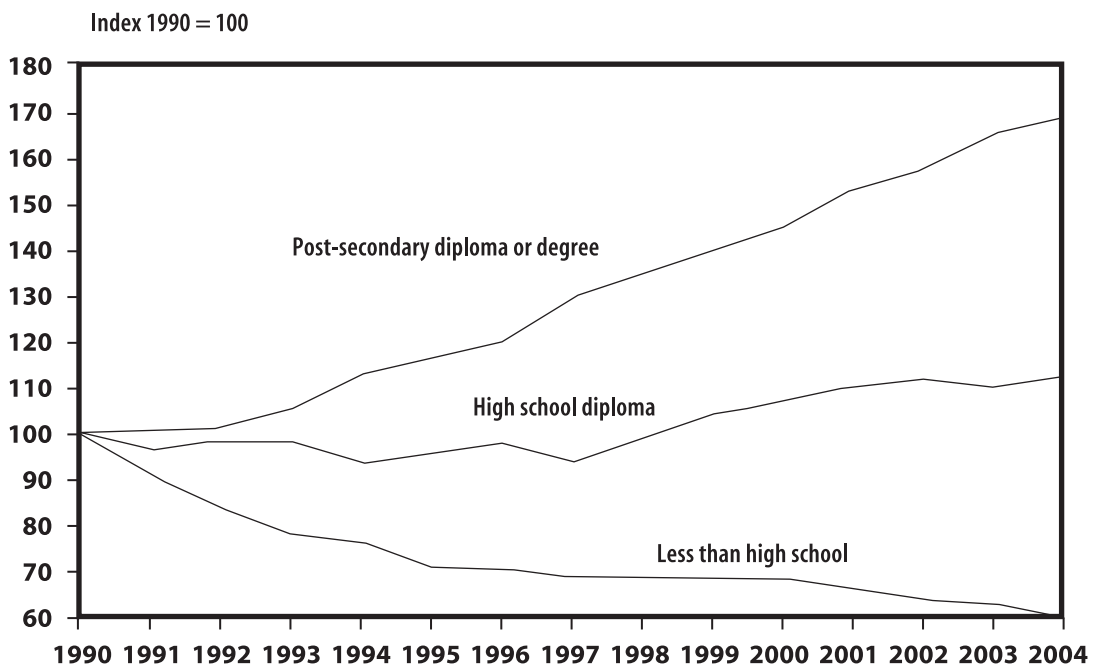
In response, Ontario’s secondary schools are expanding opportunities for students to customize their high school experience. Students will be able to build on their strengths and interests through new, relevant learning options available outside of traditional classroom instruction.

These options are part of Ontario’s Student Success Strategy, which will provide more high-quality learning choices and increase the province’s graduation rate. By 2010, it is expected that Ontario will graduate 85 percent of its students – up from 68 percent in 2003–04.

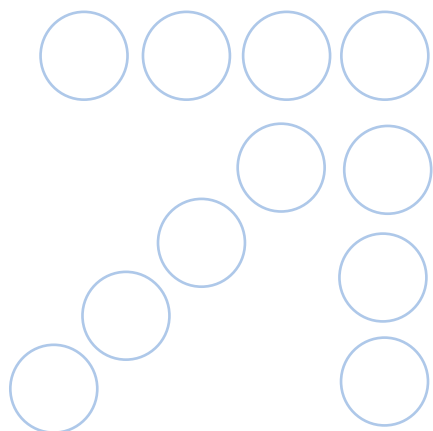
Increased investment in colleges, universities and apprenticeship helps more Ontarians pursue high-quality postsecondary education that is affordable and accessible. Access to financial support will ensure that qualified students can attend Ontario’s public colleges and universities.

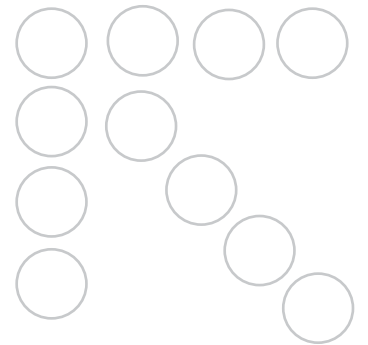
As employers’ demand for skills and education continues to increase, learning should also continue after a student leaves school. The notion of lifelong learning as an integral part of one’s career is gaining momentum.

Employment growth by educational attainment in Ontario, 1990–2004



Source: Statistics Canada, Labour Force Survey.





Refine your **goals** as your search
for **work experience**
progresses.

WHERE DO YOU GO FROM HERE?

Planning the route to the job of your choice

As with any journey, your route to finding a job or developing a career has to be planned. In planning, always keep the final destination in mind.

Begin your search for the kind of work experience that will result in the job or career you want by identifying and prioritizing the challenges you face. Here are some tips for starting out:

- Identify the steps you need to take to achieve your goals.
- Think about how you will know when you have reached your goals.
- Make a list of the problems that may arise.
- Beside each problem indicate how you will deal with it.

- Identify who or what group or institution can help you to achieve your goals.
- Work on your annual education plan if you are in Grades 7 through 12 by choosing courses that will move you closer to your goals.
- Give yourself a time frame within which to achieve your goals.
- Refine your goals as your search for work experience progresses.

How to build your work skills while completing high school

There are lots of ways you can build your experience, work skills, and confidence while completing high school. Here are some examples:

<i>Activity</i>	<i>Duration</i>	<i>Description</i>
Job shadowing or job twinning	One-half to three days	You are paired with an employee or co-op student to observe the daily routine of someone doing a job in which you are interested.
Work experience	One to four weeks	You are provided with a short-term work placement as a part of a high school credit course.
Virtual work experience	Equivalent of one to four weeks	Through your school's computer lab and Internet connection, you are provided with a short-term work placement that complements the learning provided by a specific credit course.
Cooperative education	Full term (year or semester), with one credit per 110-hour cooperative credit course successfully completed	You are given a job placement in a field related to your career interests and earn one or more high school credits where the course expectations match what is learned in the workplace. You participate in and complete the pre-placement orientation activities and, during in-school integration days, relate and reflect on your learning in the workplace and the classroom. Up to two co-op credits earned after September 2005 can be counted towards the 18 credits a student requires in order to graduate.

Activity	Duration	Description
School–work transitions, such as Pathways	Length of program varies with type of work experience planned	If you are planning to go to work after graduating from high school, you may want to consider a school–work transition program. These programs combine in-school courses with out-of-school work experiences, and focus on a particular sector (such as retail, tourism, or hospitality). They include opportunities to further develop the skills required for entry into full-time work and earn relevant, industry-recognized certificates.
Ontario Youth Apprenticeship Program	Length of program varies with type of work experience planned	If you have 16 high school credits, you can work towards becoming an apprentice while completing your high school diploma. (See page 22 for a description of apprenticeship training.)

Source: Government of Ontario, *Co-operative Education and Other Forms of Experiential Learning*, 2000.



Talk to your guidance counsellor about the above opportunities and the new skills-focused options being launched in schools in late 2006 and in 2007. These include Specialist High Skills Majors, dual credits through colleges and universities, and external credits led by community organizations.

And don't forget community involvement. The high school program requires students to complete 40 hours of volunteer work in their community. This activity can help build skills and a network of contacts that may help you as you work towards your career goals.

Summer jobs: Experience and income

Summer jobs not only provide students with an income to help with expenses, but also give them an opportunity to experience different kinds of work. Information about Ontario Summer Jobs is available at <http://www.youthjobs.gov.on.ca>.

The programs listed on the next page are all part of Ontario Summer Jobs, which is provided by the Ontario government. They can help you find a summer job.

Other levels of government also provide help for students to find summer jobs. Some of these services are listed at the end of this booklet.

<i>Program</i>	<i>Program description</i>	<i>Who can apply</i>	<i>Duration of work or services</i>
Summer Jobs Service	Free job-search and self-marketing services are available to help young people find and keep jobs. \$2/hour hiring incentive is available for jobs with businesses and farms, as well as with not-for-profit and other community organizations.	Students and young people aged 15 to 24, or up to 29 years for persons with disabilities, planning to return to school in the fall	Free job-search and self-marketing services are available throughout the spring and summer. Hiring incentive, lasting up to 16 weeks, is available for jobs that begin and end between April 1 and September 30.
Summer Company	Young people create their own summer job by starting and operating their own business. The program offers hands-on business coaching, mentoring, and awards of up to \$3000.	Students aged 15 to 29, returning to school	Businesses may run from April 1 to December 31.
Summer Experience Program (Including Ontario Rangers)	Jobs are with Ontario government ministries and agencies, as well as community groups. Ontario Rangers work in remote camp locations. Their jobs include tree planting, clearing portages and blazing trails, maintaining parks and camp buildings, and helping in fish and wildlife projects.	Youth aged 15 to 24, or up to 29 years for persons with disabilities Students aged 17. Check the Ontario Rangers website at http://www.mnr.gov.on.ca/MNR/Rangers .	Jobs last about 6 to 8 weeks. Jobs last 8 weeks and can start in late June or early July.
Ontario Government Summer Student Hiring	Jobs are with Ontario government ministries and agencies.	Students	Jobs last up to 16 weeks.
Ontario/Quebec Summer Student Job Exchange Program	Jobs are with Quebec government ministries and agencies.	Ontario residents who are full-time university students and 18 years of age or older at the start of the program	Jobs last about 13 weeks.

Universities, colleges, and private career colleges: Further education to help define career and life goals

Universities

- There are 19 universities in Ontario specializing in different fields and professional programs.
- Universities offer three- and four-year undergraduate degrees. Professional programs such as dentistry, medicine, engineering, and law are available at several Ontario universities.

- In 2002–03, the average annual salary range of university graduates employed full-time six months after graduation was \$30,001–\$40,000.

- In 2002–03, the percentage of university graduates employed six months after graduation was 92.3.

Colleges

- Ontario's 24 colleges have more than 100 campuses located throughout the province.
- Colleges offer both one-year certificates in skills-training programs, which are often part of an

apprenticeship, and two- and three-year diplomas in career-oriented programs. Programs are available on campus, off-site, and through distance education. Some colleges have introduced applied degree programs; to find out whether the specific institution to which you wish to apply offers such a program, check its course calendar.

- The median salary of 2003–04 college graduates employed full-time six months after graduation was \$30,000.
- The percentage of 2003–04 college graduates employed six months after graduation was 87.7.

Private career colleges

- There are about 500 registered private career colleges in Ontario, and the majority of them offer postsecondary-level programs.
- Private career colleges offer a wide range of career-oriented, skills-training programs. Most of these diploma programs take less than a year to complete.
- The incomes of private career college graduates vary according to the program chosen. Information on salary ranges for graduates is available from your guidance counsellor or from your campus placement office.
- In 2002–03, the percentage of private career college graduates employed six months after graduation was 76.

More opportunities to learn and train ...

The Ontario government is making historic, multi-year investments in postsecondary education and training that will improve access, quality, and accountability. These investments are targeted towards financial assistance for students and towards increased enrolment and expanded opportunities for learning and training for Aboriginals, French-speaking Ontarians, new Canadians, persons with disabilities, and students whose parents do not have any education or training beyond high school. There will also be more access to graduate and medical education and to apprenticeship training. Ask your high school guidance counsellor or career consultant for more information.

Earn while you learn: Great careers in skilled trades

Apprenticeship training

- Apprenticeship is hands-on training for people who enjoy learning by doing and want to work in a skilled trade. Apprentices are paid while gaining work experience, and their wages increase with their level of skill.
- Training provides access to well-paying jobs in skilled trades that demand a high level of skill, judgement, and creativity. As a certified skilled worker, your knowledge can lead to a wide range of opportunities, such as working for employers in different industries and in different parts of Canada, being your own boss, or teaching.
- About 90 percent of apprenticeship training is provided in the workplace by employers. The remainder involves classroom instruction in theory, which is usually given at a local community college or provided by another approved training organization.
- To become an apprentice, an applicant must find an employer who is willing to provide training. Some employers advertise directly for skilled workers in local newspapers, but most employers rely on word of mouth to attract applicants. People who want to become apprentices usually apply directly to an employer or a training committee of local employers.
- The demand for skilled workers continues to increase, and top performers in some skilled trades earn more than \$40,000 a year. In fact, with skilled workers in such great demand, salaries tend to be even higher because of overtime and bonuses. With bonuses, an industrial electrician can earn more than \$70,000 a year and a tool and die maker more than \$90,000 a year.

The **Ontario Youth Apprenticeship Program** helps students begin training towards an apprenticeship while they complete high school. Your guidance counsellor, cooperative education teacher, or technological education teacher will have more details.

The **Apprenticeship Scholarship and Signing Bonus** is available to young people who have left school and require more education before they can be hired as apprentices. A young person receives a scholarship of \$1000 once he or she returns to school, completes the necessary academic upgrading, and becomes a registered apprentice. Employers who register a new

apprentice and provide training through this initiative receive a \$2000 hiring bonus. For more information, call 1-888-JOBGROW.

People who want to become apprentices should remind employers that the Ontario government provides an **Apprenticeship Training Tax Credit** for employers who register apprentices in about 100 skilled trades in the construction, industrial, motive power, and service sectors. More information about the tax credit is available at the Ministry of Finance website at www.gov.on.ca/FIN or www.ontario.ca/jobgrow.

Where to find out more

The end of this booklet marks the beginning of a journey. What follows are just a few of the many resources available to help you in your job search and beyond.

Some of the websites listed on pages 24–25 are created by or for organizations outside of the Ontario government, and those organizations are responsible for the information contained on their respective sites. Any comments or inquiries you may have regarding those sites should be directed to the individual organization.

Resources worth checking out

- Your high school **Career Centre** or **Guidance Office**, your college or university **Campus Placement Office**, or if you're out of school, your local youth employment centre. Call the Job Grow and Training Hotline (numbers below) to find the youth employment centre near you.
- The **Job Grow and Training Hotline** at 1-888-JOB-GROW (562-4769) or 1-800-387-5656; in Toronto, call 416-326-5656.
- **Job Connect Centres**: For the location nearest you, call the Job Grow and Training Hotline.

Train for skilled jobs...

You can train as an apprentice in more than 130 jobs, including automotive service technician, cook, electrician, general machinist, network cabling specialist, early childhood educator, carpenter, and tool and die maker.

- **Ontario Skills Passport**: This bilingual, web-based resource provides clear descriptions of the skills and work habits you need in the workforce and in daily life. It's available online at <http://skills.edu.gov.on.ca>.
- **Ontario Prospects**: This publication contains hot tips on how to look for work and people's stories about how they found work and built their careers. Copies are available at high school guidance offices, campus placement offices, and youth employment centres. It's also available online at <http://www.ontarioprosects.info>.
- **Ontario WorkInfoNet**: Also known as OnWin, this website contains links to hundreds of sites focusing on trends in employment and training in Ontario and across Canada. <http://onwin.ca>.
- **Career Gateway**: This website contains links to over 500 resources to help you improve your marks as well as learn more about postsecondary education and training, how to look for work, and the wide range of careers available in today's job market. <http://www.youthjobs.gov.on.ca>.



Websites that inform you about ...

Choosing a career

- CanadianCareers.com
www.canadiancareers.com
- Career Directions
www.careerdirectionsonline.com
- Career Matters
<http://careermatters.tv.org>
- Labour Market Information / Ministry of Training, Colleges and Universities
www.edu.gov.on.ca/eng/training/labmark
- Mazemaster
www.mazemaster.on.ca
- Youth in Motion
www.youth-in-motion.ca

Careers in the skilled trades

- Government of Ontario – Skills Connect
www.edu.gov.on.ca/skills.html
- Government of Canada – Sector Council Program
www.careersintrades.ca
www.tradeability.ca
- Canadian Apprenticeship Forum
www.caf-fca.org
www.apprenticetrades.ca
- Halton Industry Education Council
www.apprenticesearch.com
- Skilledtrades.ca
www.skilledtrades.ca

Education

- Canadian Virtual University
www.cvu-uvc.ca
- Education@Canada
www.educationcanada.cmec.ca
- Independent Learning Centre
www.ilc.org
- Ministry of Education / Ministry of Training, Colleges and Universities
www.edu.gov.on.ca
- Ontario College Application Services
www.ontariocolleges.ca
- OntarioLearn.com
www.ontariolearn.com
- Ontario Universities' Application Centre
www.ouac.on.ca
- SchoolFinder.com
www.schoolfinder.com
- Study in Canada
www.studyincanada.com
- Job Search.ca
http://jobsearch.ca
- JobShark
www.jobshark.ca
- Monster.ca
http://jobsearch.monster.ca
- National Job Bank
www.jobbank.gc.ca
- Ontario Government Jobs
www.gojobs.gov.on.ca
- Ontario Internship Program
www.internship.gov.on.ca
- Persons With Disabilities Online
www.pwd-online.ca
- Public Service Commission of Canada
www.jobs.gc.ca
- Telecommuting Jobs
www.tjobs.com
- Workinfonet.ca
www.workinfonet.ca
- Workopolis.com
www.workopolis.com
- Youth Opportunities Ontario (includes summer jobs)
www.youthjobs.gov.on.ca
- Canada Business – Government Services for Entrepreneurs
www.cbcs.org
- Canadian Innovation Centre
www.innovationcentre.ca
- Canadian Youth Business Foundation
www.cybf.ca
- EnterWeb
www.enterweb.org
- Junior Achievement of Canada
www.jacan.org
- Mentors, Ventures and Plans (for young entrepreneurs)
www.mvp.cfee.org
- Strategis
http://strategis.ic.gc.ca

Student loans, awards, and bursaries

- Canada Student Loans Programs
www.hrsdc.gc.ca
- National Student Loans Service Centre
www.canlearn.ca
- Ontario Student Assistance Program (OSAP)
http://osap.gov.on.ca
- ScholarshipsCanada.com
www.scholarshipscanada.com
- StudentAwards.com
www.studentawards.com

Starting your own business

- Ministry of Economic Development and Trade
www.ontariocanada.com
- Ontario Business Connects
www.cbs.gov.on.ca/obc

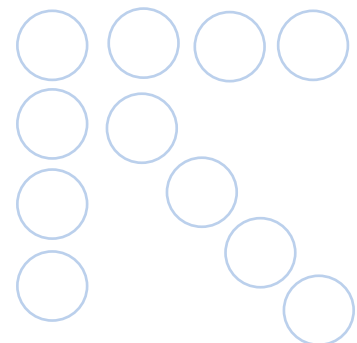
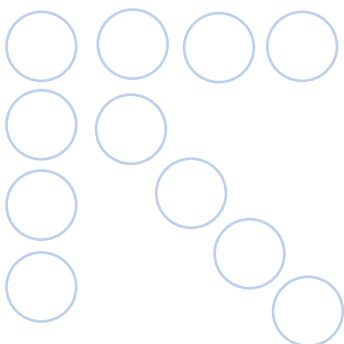
Websites that provide information for ...

Aboriginal people


- Aboriginal Business Development Online
www.aboriginalbusiness.on.ca
- Aboriginal Human Resource Development Council of Canada
www.ahrdcc.com
- Aboriginal Institutes' Consortium
www.aboriginalinstitute.com
- Aboriginal Recruitment Coordination Office
www.arco.on.ca
- Aboriginal Youth Network
www.ayn.ca
- Assembly of First Nations
www.afn.ca
- Career Place – Native Women's Association of Canada
www.careerplace.com
- Employment Flyers.org – Aboriginal Programs (YMCA, Toronto)
www.employmentflyers.org
- Gezhtoojig Employment and Training – Sudbury
www.gezhtoojig.ca
- Grand River Employment and Training (GREAT) – Ohsweken
www.greatsn.com
- Indian and Northern Affairs Canada
www.ainc-inac.gc.ca
- Miziwe Biik Aboriginal Employment and Training – Toronto
www.miziwebiik.com
- Ontario Native Affairs Secretariat
www.nativeaffairs.jus.gov.on.ca/
- SAY (Spirit of Aboriginal Youth) Magazine
www.saymag.com

New Canadians

- Access to Professions and Trades
<http://www.citizenship.gov.on.ca/english/citdiv/apt/>
- Canada International - Government of Canada Services for New Canadians
www.canadainternational.gc.ca
- Canadian Information Centre for International Credentials
www.cicic.ca
- Career Bridge
www.careerbridge.ca
- Integration Net – Citizenship and Immigration Canada
<http://integration-net.cic.gc.ca/>
- OCASI – Ontario Council of Agencies Serving Immigrants
www.ocasi.org
- Settlement.org
www.settlement.org
- Work Destinations
www.workdestinations.org
- World Education Services Canada
www.wes.org/ca





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