

Adjudicative Advice

Understanding The National Occupational Classification (NOC) System

The National Occupational Classification (NOC) is a three-tiered hierarchical arrangement of occupational groups.

There are 26 major groups, 139 minor groups, 522 unit groups and over 30,000 occupational titles.

Available resources include the NOC Matrix, Index of Titles, Occupational Descriptions, and Career Handbooks 1 and 2, as well as a CD-Rom.

Skill Type

The first digit in the four-digit NOC represents the skill type. Skill type is defined as the type of work performed, although other factors related to skill type are also reflected in the NOC. One of these factors related to skill type are also reflected in the NOC. One of these factors is similarity with respect to the educational discipline or field of study required for entry into an occupation. Another factor is the industry of employment where experience within an internal job ladder or within a specific industry is usually a prerequisite for entry.

Ten broad occupational categories, based on skill type, are identified in the NOC.

1. Management Occupations

This skill type category contains legislators, senior management occupations and middle management occupations.

2. Business, Finance and Administration

This category contains occupations that are concerned with providing financial and business services, administrative and regulatory services and clerical supervision and support services. Some occupations in this category are unique to the financial and business service sectors; however, most are found in all industries.

3. Natural and Applied Sciences and Related Occupations

This category contains professional and technical occupations in the sciences, including physical and life sciences, engineering, architecture and information technology.

4. Health Occupations

This category includes occupations concerned with providing health care services directly to patients and occupations that provide support to professional and technical staff.

5. Occupations in Social Science, Education, Government Service and Religion

This skill type category includes a range of occupations that are concerned with lay, teaching, counseling, conducting social science research, developing government policy, and administering government and other programs.

Notice: This document is intended to assist WSIB decision-makers in reaching consistent decisions in similar fact situations and to supplement applicable WSIB policies and guidelines as set out in the Operational Policy Manual (OPM). This document is **not a policy** and in the event of a conflict between this document and an OPM policy or guideline, the decision-maker will rely on the latter.

6. Occupations in Art, Culture, Recreation and Sport

This skill type category includes professional and technical occupations related to art and culture, including the performing arts, film and video broadcasting, journalism, writing, creative design, libraries and museums. It also includes occupations in recreation and sport.

7. Sales and Service

This skill type category contains sales occupations, personal and protective service occupations and occupations related to the hospitality and tourism industries.

8. Trades, Transport and Equipment Operators and Related Occupations

This skill type category includes construction and mechanical trades, trades supervisors and contractors and operators of transportation and heavy equipment. These occupations are found in a wide range of industrial sectors, with many occurring in the construction and transportation industries.

This category includes most of the apprenticing trades, including all of those related to the construction industry.

9. Occupations Unique to Primary Industry

This category contains supervisory and equipment operation occupations in the natural resource-based sectors of mining, oil and gas production, forestry and logging, agriculture, horticulture and fishing. Most occupations in this category are industry specific and do not occur outside of the primary industries.

10. Occupations Unique to Processing, Manufacturing and Utilities

This category contains supervisory and production occupations in manufacturing, processing and utilities.

Skill Level

The second digit of the four-digit NOC represents the skill level. Skill level is defined generally as the amount and type of education and training required to enter and perform the duties of an occupation.

Four skill level categories are identified in the NOC. Each minor group and unit group is assigned to one of the skill levels.

Skill Level A (Professional Occupations)

This skill level is represented by the number 1. The educational requirement is a university degree (bachelor's, master's or doctorate).

Skill Level B (Technical, Paraprofessional and Skilled Occupations)

This skill level is represented by the numbers 2 and 3. The educational requirements are:

- two to three years of post-secondary education at a community college, institute of technology or CEGEP, or
- two to five years of apprenticeship training, or
- three to four years of secondary school and more than two years of on-the-job training, training courses or specific work experience.

Occupations with supervisory responsibilities are also assigned to skill level B, as well as occupations with significant health and safety responsibilities (e.g. fire fighters, police officers and licensed practical nurses).

Skill Level C (Intermediate Occupations)

This skill level is represented by the numbers 4 and 5. The educational requirements are:

- one to four years of secondary school education, or
- up to two years of on-the-job training, training courses or specific work experience.

Skill Level D (Labouring and Elemental Occupations)

This skill level is represented by the number 6. There are no formal educational requirements. Training can be done through a short work demonstration or on-the-job training.

Minor Group

The third digit in the four-digit NOC represents the minor group. The minor group represents the SEB category for WSIB purposes.

Unit Group

The fourth digit in the four-digit NOC represents the unit group within a minor group. The unit group NOC is used to develop a labour market re-entry (LMR) plan.

Example

The unit NOC that best represents an adjudicator at the WSIB is 1233.

- 1 = Business Type (Business, Finance and Administration Occupations)
- 12 = Major Group (Skilled Administrative and Business Occupations)
- 123 = Finance and Insurance Administrative Occupations
- 1233 = Insurance Adjusters and Claims Examiners

The SEB would be Finance and Insurance Administrative Occupations.

Quality Improvement Branch