



THE DURHAM REGION EMPLOYER REFERENCE GUIDE



ACKNOWLEDGEMENTS

The Greater Oshawa Chamber of Commerce is pleased to provide you with this Reference Guide. Its purpose is to assist employers in hiring and retaining skilled newcomers. This guide can also be used by settlement agencies and organizations to provide other services to newcomers, and by new Canadians searching for programs to help secure employment.

The Reference Guide is part of the Global Experience @Work (GE@W). The content of this guide is based on research findings, focus groups, extensive readings, internet research and consultations.

The Durham Economic Prosperity Committee in partnership with Greater Oshawa Chamber of Commerce would like to thank the Ontario Chamber of Commerce for establishing the Global Experience @ Work initiative and the Ontario and Federal governments for the core funding for this guide and other initiatives of the Global Experience @ Work Initiative Durham.

FUNDED BY:

Canada



Citizenship and
Immigration Canada

Citoyenneté et
Immigration Canada



AN INITIATIVE OF:



DURHAM ECONOMIC PROSPERITY COMMITTEE

TECHNOLOGY • INNOVATION • TRANSPORTATION • ENERGY • KNOWLEDGE • PEOPLE

This publication was developed by Jason J. Irani of Jacob Strategies, Program Coordinator for Global Experience @ Work Initiative Durham.

jason@jacobstrategies.ca
www.jacobstrategies.ca



JACOB STRATEGIES

WELCOME

TABLE OF CONTENTS

Local Resources	3-7
Ontario Resources	8
National Resources	9-11
Sectoral Resources	11-12
Durham Region Chamber of Commerces' and Boards' of Trade	12

Statement of Disclaimer

The information contained in this Guide was compiled by The Greater Oshawa Chamber of Commerce from data supplied by organizations, agencies and program providers, or extracted from descriptions available in printed materials and on websites. The inclusion in this Guide is not an endorsement of organizations listed within.

The Greater Oshawa Chamber of Commerce does not assume any liability for the accuracy, reliability, completeness and currency of the descriptions and the content of this Guide, and sincerely regrets any unintentional omissions of other agencies, programs or services pertinent to the purpose of this publication. Programs and services provided by agencies listed in this guide, which are not related to its purpose, have not been included. Furthermore, The Greater Oshawa Chamber of Commerce is not responsible for the changes in contact information contained herein, and assumes no responsibility to the user or to any third party for the consequences of any errors or omissions, disclosure of personal information or the unlawful, commercial or bad faith use by any third party of information provided by this Guide.

If there are errors or omissions please send an email to globalew@oshawachamber.com so that we can update the online version.



DURHAM ECONOMIC PROSPERITY COMMITTEE

TECHNOLOGY • INNOVATION • TRANSPORTATION • ENERGY • KNOWLEDGE • PEOPLE

Durham Immigration Portal

www.durhamimmigration.ca/

Background (Source: [Durham Immigration Portal website](#))

The Community Immigration portal is a one-stop, community-based immigration web portal, designed to welcome, support, attract and retain skilled newcomers, newcomer entrepreneurs, businesses and other new Canadians to our Region.

There are over 35 Community Immigration Portals across the province of Ontario. With funding from Ontario's Ministry of Citizenship and Immigration, the Region of Durham's departments of Social Services, Economic Development and Corporate Information Services partnered to develop the portal.

Durham Region's Immigration Portal is a truly collaborative and community-based initiative. Over 60 organizations from multiple sectors such as education, business, non-profit, government and business associations are taking shared responsibility for content creation and for the long-term sustainability of the portal.

The project team invited community participation from all eight local municipalities and are happy to report broad-based enthusiasm for the project and 100 percent participation.

The Community Development Council Durham (CDCD)

WEB: <http://www.cdcd.org>

Community Development Council Durham

134 Commercial Avenue
Ajax ON L1S 2H5
Tel: 905-686-2661
Fax: 905-686-4157

Overview: (Source [CDCD website](#))

The Community Development Council Durham (CDCD) was established in 1970 as the Social Planning Council of Ajax-Pickering and in 2003 we changed our name to better reflect our growing mandate to serve all of the communities in Durham Region. We are a membership based organization.

Our mission is to create, to advocate and to support community policies, attitudes and actions which enhance individual, family and community growth and development.

Our vision is that the CDCD shall act as a catalyst in the continuing development of a caring, inclusive community that supports the full participation of all of its citizens.

In all of our work we are guided by the following principles:

- We shall view the enhancement of social rights and freedoms as fundamental to a caring, inclusive community
- We will use a community development approach in identifying needs
- We will bring a cooperative, collaborative and coordinated approach to service and program planning and development
- We will view planning in a regional as well as local context
- We will reflect the principles of equity and fairness in all of our work

LINC Durham

WEB: <http://www.durhamlinc.ca>

Community Development Council Durham

134 Commercial Avenue, Suite 138

Ajax, ON L1S 2H5

T: 905.686.2661 Ext. 128

T: 905.922.5462 / LINC

T: 1.866.550.5462 / LINC

Overview: *(Source LINC Durham website)*

Language Instruction for Newcomers to Canada, or LINC, is a program funded by Citizenship and Immigration Canada, which offers language training across the country for permanent residents and convention refugees.

LINC assists the integration of immigrants into Canadian culture and society by providing thematic English language training. It includes social, cultural and economic information. Students learn basic and advanced topics related to Canada and the Canadian way of life, while learning English at the same time.

The purpose of the LINC program is to help newcomers become participating members of Canadian society.

Durham Continuing Education

WEB: <http://dce.ddsbschools.ca>

Main Office

Durham Continuing Education (E.A. Lovell site)

120 Centre St.

Oshawa, L1H 4A3

905-436-3211, 800-408-9619

Fax: 905-436-1780

Overview: *(Source Durham Continuing Education website)*

The LINC program is for landed immigrants and convention refugees. It helps newcomers to learn English and to learn about Canadian society. Childminding is provided to the preschool children (ages 6 months to 5 years) of the LINC students. Classes are held part-time and full-time in Oshawa and part-time in Pickering. Canadian citizens are not eligible for LINC classes.

English Language Training in the Workplace (EWP) assists newcomers to Canada, who are non-native speakers of English, with their English language skills in the workplace. Customized sessions are designed to meet the language training needs of learners in a Canadian workplace environment.

EWP is funded by Citizenship and Immigration Canada (CIC). To be eligible for this program, you must be a permanent resident (landed immigrant or convention refugee) and currently employed.

A. EWP for Office Staff

Sessions are suitable for internationally trained professionals, who are newcomers to Canada and currently employed in an office environment. To register for EWP for Office Staff, learners must enter class with a Canadian Language Benchmark result of 6/7 in all skill areas.

B. EWP for Customer Service Staff

Sessions are suitable for newcomers to Canada currently employed in front line, customer service positions. To register for EWP for Customer Service Staff, learners must enter class with a Canadian Language Benchmark result of 4/5 in all skill areas.

The Durham Region Unemployed Help Centre

WEB: <http://www.unemployedhelp.on.ca/clientcanadian.htm>

Durham Region Unemployed Help Centre - Head Office

272 King Street East

Oshawa, Ontario L1H 1C8

Tel: 905-579-1821

Fax: 905-579-1857

Overview: (Source The Durham Region Unemployed Help Centre website)

The Durham Region Unemployed Help Centre understands the difficulties associated with moving to a new country, and so we provide services to help new Canadians.

The DREN Network

WEB: <http://www.dren.org>

60 Bond Street West, 8th Floor

Oshawa, Ontario

L1G 1A5

Phone: 905-720-1777

Fax: 905-720-1363

Overview: (Source The DREN website)

The Durham Region Employment Network (DREN), a not-for-profit agency, was established in 1993. The organization was developed in response to the need for a single, coordinated effort to unite and share information on the vast array of employment, education/training and community services and programs available in Durham.

DREN advises/refers over 1500 individuals on a weekly basis to its 70 member agencies that offer employment services, education/training services and community support services across Durham.

DREN offers its members innovative workforce solutions by hosting Job Developer Meetings, Network Meetings, a Job Posting Service as well as advocating and promoting the member agencies through community outreach. Let DREN help you in your growth towards success and become a member.

Northern Lights

WEB: <http://www.northernlightsosh.com/jsw/index.php?file=jswmain>

Northern Lights

50 Richmond Street East, Suite 3
McLaughlin Square
Oshawa, Ontario
L1G 7C7

Overview: *(Source (Northern Lights)website)*

Enter the Canadian workforce with confidence

Enter the Canadian workforce with confidence! Our Job Search Workshop gives you the tools necessary to begin the search for meaningful employment. We provide guidance, planning, support and job search information to those newcomers seeking employment.

Who can participate?

Newcomers to Canada between the ages of 13-24 years
Newcomer Youth looking for full-time, part-time or summer work
Proof of immigration is required

Follow-up support

If you are experiencing challenges with employment and adjusting to life in Canada, give us a call. You can meet with an Employment Specialist who will assist with identifying needs and help determine appropriate services, resources and referrals within your community.

You will also have access to a computer, internet, photocopier and fax machine for job searching purposes. Staff is available to provide support and to respond to individual job search issues and questions.

The Literacy Network of Durham Region (LiNDR)

WEB: <http://www.lindr.on.ca>

The Literacy Network of Durham Region

850 King Street West, Suite 20,
Oshawa, Ontario L1J 8N5
In Oshawa:
Phone: (905) 725-4786
Long Distance: 1-800-263-0993
E-mail: jakata@lindr.on.ca

Overview: *(Source (LiNDR)website)*

Literacy is no longer considered an "all or nothing" skill. It is suggested instead that literacy abilities exist along a continuum. Statistics Canada defines literacy as "the information processing skills necessary to use the printed material commonly encountered at work, at home, and in the community."

The International Adult Literacy Survey broke reading and writing skills down into several components and provided statistics on Canada's national literacy levels.

Durham College Internationally Trained Immigrants

WEB: [Durham College](#)

Oshawa Community Employment Resource Centre

T: 905.721.2000 ext. 2020

E: itiadvisor@durhamcollege.ca

Overview: *(Source Durham College website)*

Our internationally trained immigrants advisor can help you develop a personalized plan of action including:

- Requirements for your profession or career;
- Specialized training;
- College programs, timelines and services;
- Available fast-track options;
- Credential assessment options;
- Potential employment opportunities and Canadian job search strategies for your career or an immediate job;
- English language training for college and/or employment;
- Professional skill enhancement; and
- Referrals to community resources and services.

The Durham Economic Prosperity Committee Global Experience @ Work Initiative Durham

WEB: <http://www.durhamprosperity.org/globalexperience.html>

Durham Economic Prosperity Committee

44 Richmond Street West,

Suite 100,

Oshawa, Ontario L1G 1C7

Telephone: 905-728-1683

Fax: 905-432-2359

Overview:

Global Experience @ Work (GE@W) is part of the Ontario Chamber of Commerce (OCC) strategy to better promote Ontario as a career, business and investment destination of choice. As Ontario's Business Advocate, the OCC has an ongoing interest in issues impacting economic growth, prosperity and sustainability in our province.

GE@W is designed to help Ontario keep up with the global economy. In an effort to better integrate foreign trained workers into the labour force, the Ontario Chamber of Commerce (OCC) is assisting fifteen communities as they facilitate bridging between workers and potential employers.

OTHER ONTARIO IMMIGRANT SERVICES

Durham Immigration Portal

<http://www.durhamimmigration.ca>

Access Centre for Regulated Employment (ACRE) (Southwestern Ontario)

<http://www.accesscentre.ca>

Bridge to work — Ontario Immigration

http://www.ontarioimmigration.ca/english/bridge_other.asp#professions

Comparative Education Service (CES)

<http://learn.utoronto.ca/ces.htm>

International Credential Assessment Service of Canada (ICAS)

<http://www.icascanada.ca/>

Internationally Trained Workers Partnership (Ottawa)

<http://www.itwp.ca>

LASI World Skills (Ottawa)

<http://www.ottawa-worldskills.org>

London-Middlesex Immigrant Employment Council (LMIEC) (London)

<http://www.lmiec.ca>

Mentoring Partnership (Toronto)

<http://www.thementoringpartnership.com>

Global Experience at Work Initiative — Ontario Chamber of Commerce

<http://www.ontarioimmigration.ca/ENGLISH/geo.asp>

Ontario Ministry of Citizenship and Immigration

<http://www.citizenship.gov.on.ca/english/working/employers>

Ontario Skills Passport: Skills and Work Habits for the Workplace

<http://skills.edu.gov.on.ca/OSPWeb/jsp/login.jsp>

Skills for Change (Engineers, Engineering Technicians, Technologists and Information

Technology Professionals) (Greater Toronto Area)

<http://www.skillsforchange.org/elt/index.html>

Toronto Region Immigrant Employment Council (TRIEC) (Toronto)

<http://www.triec.ca>

Waterloo Region Immigrant Employment Network (WRIEN) (Waterloo)

<http://www.wrien.com/main.cfm>

World Education Services

<http://www.wes.org/ca/employers/index.asp>

NATIONAL RESOURCES

Alliance of Sector Councils

<http://www.councils.org>

Application for Permanent Residence: Guide for Provincial Nominees — Citizenship and Immigration Canada

<http://www.cic.gc.ca/english/immigrate/provincial/apply-application.asp>

Assisting Local Leaders with Immigrant Employment Strategies (ALLIES)

<http://www.maytree.com/integration/allies>

BioTalent Canada — (Pan-Canadian)

<http://www.biotalent.ca/>

Canada's Top 100 Employers — Best Employers of New Canadians

<http://www.canadastop100.com/immigrants/>

Canadian Association of Prior Learning Assessment

<http://www.capla.ca/>

Canadian Experience Class — Citizenship and Immigration Canada

www.cic.gc.ca/english/immigrate/cec/apply-how.asp

Canadian Information Centre for International Credentials (CICIC)

<http://www.cicic.ca/>

Canadian Labour and Business Centre (CLBC)

http://www.clbc.ca/files/Reports/Immigration_Handbook.pdf

Canadian Manufacturers and Exporters

http://www.cme-mec.ca/shared/upload/on/reference_piece.pdf

CanLearn

<http://www.canlearn.ca>

Centre for Canadian Language Benchmarks (CCLB)

<http://www.language.ca>

Cultural Profiles Project — Citizenship and Immigration Canada

<http://www.cp-pc.ca>

Educational Testing Service Canada, Inc.

<http://www.etscanada.ca>

Employment Access Strategy for Immigrants — Looking Ahead Initiative

<http://www.iecbc.ca/>

Enhanced Language Training — Human Resources and Skills Development Canada

<http://www.hrsdc.gc.ca/en/cs/comm/hrsd/news/2005/050425ba.shtml>

Essential Skills — Human Resources and Skills Development Canada

http://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/general/home.shtml

Federal Skilled Worker Program — Citizenship and Immigration Canada

<http://www.cic.gc.ca/english/immigrate/skilled/index.asp>

Foreign Workers — Human Resources and Skills Development Canada

http://www.hrsdc.gc.ca/eng/workplaceskills/foreign_workers/index.shtml

Going to Canada Portal — Citizenship and Immigration Canada

<http://www.goingtocanada.gc.ca>

Hire Immigrants

<http://www.hireimmigrants.ca>

NATIONAL RESOURCES CONTINUED

Human Resources Management Canada

<http://www.hrm.ca/jobs.htm>

**Immigration Programs — Foreign Credentials Referral Office —
Citizenship and Immigration Canada**

<http://www.cic.gc.ca/english/immigrate/index.asp>

Immigrant-Serving Organizations — Citizenship and Immigration Canada

<http://www.cic.gc.ca/english/resources/publications/welcome/wel-20e.asp>

Intercultural Insights

<http://www.thiagi.com/email-intercultural101-tips.html>

Integration-Net — Citizenship and Immigration Canada

<http://www.integration-net.ca>

Integration Resources Canada

<http://www.integrationresourcescanada.com>

Job Bank — Service Canada

http://www.jobbank.gc.ca/intro_en.aspx

**Labour Market Opinion Application — Citizenship and Immigration
Canada**

http://http://www.hrsdc.gc.ca/eng/workplaceskills/foreign_workers/fwp_forms.shtml

Labour Market Opinion Basics — Citizenship and Immigration Canada

<http://www.cic.gc.ca/english/work/employers/lmo-basics.asp>

**Language Instruction for Newcomers to Canada (LINC) — Citizenship and
Immigration Canada**

<http://www.cic.gc.ca/english/resources/publications/welcome/wel-22e.asp>

**National Occupational Classification — Human Resources and Skills
Development Canada**

<http://www5.hrsdc.gc.ca/NOC/English/NOC/2006/Welcome.aspx>

**Off-Campus Work Permit Program — Citizenship and Immigration
Canada**

www.cic.gc.ca/english/study/work-offcampus.asp

**Post-Graduation Work Permit Program — Citizenship and Immigration
Canada**

www.cic.gc.ca/english/study/work-postgrad.asp

**Professional Associations — Canadian Information Centre for
International Credentials**

<http://www.cicic.ca/en/profess.aspx?sortcode=2.19.21.21>

Provincial Nominee Program — Citizenship and Immigration Canada

<http://www.cic.gc.ca/english/immigrate/provincial/apply-who.asp>

**Temporary Foreign Worker Program — Citizenship and Immigration
Canada**

<http://www.cic.gc.ca/english/work/employers/index.asp>

Temporary Foreign Worker Units — Citizenship and Immigration Canada

<http://www.cic.gc.ca/english/work/employers/tfw-units.asp>

Test de connaissance du français

<http://www.ciep.fr/en/tcf/index.php>

Test de français international

<http://www.etscanada.ca/tfi/index.php>

Test of English as a Foreign Language (TOE FL)

<http://www.toefl.org>

NATIONAL RESOURCES CONTINUED

Test of English for International Communication (TOEI C)

<http://www.etscanada.ca/toeic>

Test of Workplace Essential Skills — Human Resources and Skills Development Canada

<http://www.towes.com/home.aspx>

Visa Offices — Citizenship and Immigration Canada

<http://www.cic.gc.ca/english/information/offices/index.asp>

Worker Rights and Minimum Wage Rates — Going to Canada — Citizenship and Immigration

http://www.workingincanada.gc.ca/content_pieces.do?content=worker_rights&lang=en

Working in Canada Tool — Human Resources and Skills Development Canada

<http://workingincanada.gc.ca>

Working Temporarily in Canada — Citizenship and Immigration Canada

<http://www.cic.gc.ca/english/work/employers/index.asp>

Work Permit Exemptions — Citizenship and Immigration Canada

<http://www.cic.gc.ca/english/work/apply-who-nopermit.asp>

Visa Applications — Citizenship and Immigration Canada

<http://www.cic.gc.ca/english/information/offices/apply-where.asp>

Visa Exemptions — Citizenship and Immigration Canada

<http://www.cic.gc.ca/EnGLish/visit/visas.asp>

SECTORAL RESOURCES

Canadian Apprenticeship Forum's Accessibility and Removal of Barriers Project

http://www.caf-fca.org/en/reports/accessing_apprenticeship.asp

Canadian Automotive Repair and Service Council

<http://www.cars-council.ca>

Canadian Aviation Maintenance Council

<http://www.camc.ca/en/35.html>

Canadian English Language Benchmark Assessment for Nurses (CELBAN)

http://www.celban.org/celban/display_page.asp?page_id=1

Canadian Tourism Human Resource Council

<http://www.cthrc.ca>

Canadian Trucking Human Resources Council

<http://www.cthrc.com>

Construction Sector Council Strategy Paper

<http://www.csc-ca.org/pdf/Strategy-english-2.pdf>

Electricity Sector Council's Foreign Credential Recognition Research Project

<http://www.brightfutures.ca/resource-centre/reports.html>

Engineers Canada

<http://fc2i.engineerscanada.ca/e/index.cfm>

Information and Communications Technology Council

<http://www.ictc-ctic.ca/en/>

SECTORAL RESOURCES CONTINUED

Petroleum Human Resources Council of Canada

<http://www.petrohrsc.ca>

Skills for Change (Engineers, Engineering Technicians, Technologists and Information

Technology Professionals)

<http://www.skillsforchange.org/elt/index.html>

Society of Internationally Trained Engineers of British Columbia

<http://www.sitebc.ca>

Society of Punjabi Engineers and Technologists of British Columbia

<http://www.speatbc.org>

Textiles Human Resources Council's Global Skills Connection

<http://www.thrc-crhit.org/en/programs/development-en.asp>

CHAMBER OF COMMERCE AND BOARDS OF TRADE IN DURHAM REGION

The Greater Oshawa Chamber of Commerce

44 Richmond Street, W Suite 100

Oshawa, ON L1G1C7

Phone: (905) 728-1683 Web: www.oshawachamber.com

The Clarington Board of Trade

181 Liberty Street South, P.O. Box 434

Bowmanville, Ontario L1C 3Z2

Phone: (905)-623-3106 Web: www.cbota.ca

The Whitby Chamber of Commerce

128 Brock Street South

Whitby, ON L1N 4J8

Phone: (905) 668-4506 Web: www.whitbychamber.org

Scugog Chamber of Commerce

181 Perry Street, Unit G3

PO Box 1282., Port Perry, ON L9L 1A7

Phone: (905) 985-4971 Web: www.scugogchamber.ca

Uxbridge Chamber of Commerce

2 Campbell Drive, Suite 810,

Uxbridge, ON, L9P 0A3

Phone: (905) 852-7683 Web: www.uxcc.ca

Beaverton District Chamber of Commerce

Post Office Box 29

Beaverton Ontario L0K 1A0

Phone: (705) 426-2051 Web: www.beavertononlakesimcoe.com

Ajax Pickering Board of Trade

144 Old Kingston Road, Suite #10 – 2nd Floor.

Ajax, Ontario, L1T 2Z9

Phone: (905) 686-0883 Web: www.apboardoftrade.com