

PRACTICAL GUIDE TO LABOUR MARKET INFORMATION IN B.C.



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PREFACE

This guide is designed for individuals or groups involved in a job search or career planning activity, as well as, career development practitioners, human resource agency staff, business owners, employers, supervisors, and managers of businesses and companies. The main purpose of this guide is to increase awareness about and enhance understanding of key components for labour market information (LMI). This document was prepared to help people increase their use of LMI by providing a brief description of key LMI components, as well as current resources on the Internet to access useful LMI resources.

This guide provides an overview of a wide range of topics and issues regarding the job and labour market, such as the economy, hot jobs, demographics, workplace health and safety, occupational forecasts and labour market programs. This document is divided into a series of related LMI topics, which will enable readers to focus their research and assist in making employment-related decisions.

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INTRODUCTION

Finding relevant LMI can be a daunting task, even for experienced career development practitioners. The ability to stay current with labour market trends and resources for labour market issues is becoming increasingly complex and time-consuming in light of the explosion in information available through sources such as the Internet. As a result, the idea for this document grew in response to the need for an easy way to understand and access different types of LMI resources and topics.

This guide provides a variety of readers with practical advice about understanding, finding and using LMI in British Columbia. Whether you are currently looking for work, considering a transition to another occupation, or wondering about education programs, information in this guide may benefit you.

LABOUR MARKET INFORMATION: WHAT IS IT?

While people may have heard or even used the term LMI, many of them may not be fully sure of what it means. LMI is viewed by many people as data concerning the supply of labour as well as the demand for labour in a defined area, such as a geographic location like the Lower Mainland of BC. However, it is much more than just statistics about unemployment rates and average annual salaries. Rather, it encompasses a broad spectrum of topics and issues related to the workforce and social aspects of our society.

For example, LMI can include information concerning:

- our local, regional, provincial, national and international economy
- demographic information about the working-age population or other members of our society
- current and future trends that may affect our labour market
- profiles of communities and regional areas
- job descriptions and other occupational information
- workplace health and safety
- business and industry information
- historical information and projections for occupational and industrial growth

HOW CAN LABOUR MARKET INFORMATION BENEFIT YOU AS AN EMPLOYEE OR EMPLOYER?

Unfortunately, many people not fully realize the value and benefits for finding and using LMI. Too often, the perception of LMI as mainly statistics or charts and graphs can prevent them from accessing information that is often critical to their successful job search or hiring of new staff. LMI can refer to almost any type of information that can be used to find suitable work or assist in finding and selecting staff. This guide is intended to give readers a much broader perspective of the different aspects and components of LMI.

By learning to use LMI effectively, you can gain information and insights from individuals and companies with considerable expertise and sound advice in career development. In fact, many of the labour market specialists have already gathered important information, evaluated it for relevance to job seekers and employers, and written beneficial LMI reports. All it takes is a little patience and experience to find really useful resources to assist your career development.

As noted in the various resource lists presented throughout this guide, LMI can be found in sources other than just reports prepared by provincial or federal government agencies. There are numerous other sources, both formal and informal, for LMI that can be accessed to one's benefit. Such additional sources can include local and provincial newspapers, trade magazines, associations, networking contacts, other online resources, and employers.

The key benefits to finding and using current labour market information to assist your career or business development include:

- obtaining occupational information from people in a position to hire potential employees
- finding new occupations or industries for potential employment
- benefitting from knowledge regarding education and training programs and prerequisites
- expanding your business based on sound decision-making factors
- becoming aware of opportunities for occupational mobility
- conducting recruiting practices with better knowledge of potential occupation- and industry-related trends

When initially accessing LMI sites on the Internet, it is worthwhile spending some time getting familiar with the sites. In particular, employers and career development practitioners can then access information that best addresses their specific needs. By gaining familiarity with such resources, one can improve the ability to find good results in terms of LMI. It is wise to think of such time and effort as an investment in enhancing one's research and career advising skills.

UNDERSTANDING AND ACCESSING KEY COMPONENTS OF LABOUR MARKET INFORMATION

Becoming familiar with key components of LMI can greatly enhance one's job search or career planning efforts. Employers can also benefit from an understanding of LMI topics, such as:

- The demographics of a local market for the sale of new products
- The demographics of the potential labour force to consider in the feasibility of starting a new company in an area
- The training required for staff in terms of occupations and skills
- The trends that may affect one's business or company
- The standards for employment and occupational health and safety issues

In summary, the better that people understand LMI, the more they can take advantage of the wealth of information available to assist their career planning, job search and recruitment of employees. The following sections provide an explanation of LMI and useful websites for a variety of related topics.

1. GLOBALIZATION

What Kind Of Information Is This?

While the definition of globalization varies depending on one's perspective, it generally refers to the increasing interaction and integration of economies and societies around the world. Globalization affects many aspects of our society including economic, social, cultural and political factors. Labour market information concerning globalization can include globalization and its impact on job opportunities, education, world trade, new markets, health, and the environment.

What Can You Do With It?

Understanding globalization helps us to think beyond local work opportunities to the needs of employers and employees in the world market. In career planning for example, this can lead to considering concepts of small business or work in other countries. Information about globalization can help a business owner to determine whether or not this business would be suitable to start operating at an international level, and to become familiar with the laws and regulations of international trade. It can also help one to identify international markets, price trends, as well as keep informed about foreign exchange policies.

Where Can You Find It?

Although considerable labour market information is available on globalization, Statistics Canada can be a helpful place to start your search. Other helpful resources are listed below.

Key Sources of Globalization Information

- Statistics Canada – The Stats Canada website provides information and census data on the Canadian population, resources, economy, society and culture.

<http://www.statcan.ca/start.html>

Check out the following at Statistics Canada:

- **International Trade** – Information is available to help clients identify markets, monitor price trends and manage monetary, tariff and foreign exchange policies

http://cansim2.statcan.ca/cgiwin/cnsmcqi.pgm?Lang=E&SP_Action=Sub&SP_ID=1130The international price index

- **Stats Canada** – Search for commodities in the Canadian international merchandise trade database

http://www.statcan.ca/trade/scripts/trade_search.cgi

- **Stats Canada Daily** - Provides articles and research relevant to globalization. For example, "Offshoring and Employment in Canada: Some Basic Facts."

<http://www.statcan.ca/Daily/English/070522/d070522b.htm>

- **The Canadian Economic Observer, Statistics Canada** – Provides an overview of Canada's economy. The April 2008 features article: Turbulent stability: Canada's economy in 2007

<http://www.statcan.ca/english/freepub/11-010-XIB/00408/feature.htm>

- **BC Ministry of Economic Development – International Trade Agreements** – Provides an overview of BC trade agreements and negotiations.
<http://www.ecdev.gov.bc.ca/ProgramsAndServices/Trade/>
- **Canadian Centre for Policy Alternatives – BC Office Publications** – The Canadian Centre for Policy Alternatives (CCPA) is an independent, non-profit research institute concerned with issues of social and economic justice. The website provides analysis, research studies, policy briefs, books, editorials, commentary, and other publications.
http://www.policyalternatives.ca/bc_office_publications/index.cfm
- **BC Statistics** – Features information on the BC population, economy, labour force, employment, earnings, selected industry sectors, development regions, regional districts and other geographic information.
<http://www.bcstats.gov.bc.ca/index.htm>
- **Human Resources and Social Development Canada (HRSDC)** – Human Resources and Social Development Canada features documents published by the Strategic Policy Research Directorate, Labour Market and Skills Forecasting and Analysis Unit. The HRSDC website provides access to such documents as Looking-Ahead: A 10-Year Outlook for the Canadian Labour Market (2006-2015).
http://www.hrsdc.gc.ca/en/publications_resources/research/categories/labour_market_e/sp_615_10_06/page00.shtml
- **Conference on Globalization and Labour Market Issues in Vancouver** – This website links to the upcoming conference brochure for the Pacific Northwest Labour History Association and Labour and Working Class History Association.
http://www.cupe.bc.ca/files/pnlha_conference_brochure_june_6.pdf
- **Western Economic Diversification Canada** – Provides a large selection of research papers and special reports, including: Economic Research and Market Studies: research papers on economic issues important to Western Canada.
http://www.deo-wd.gc.ca/77_9630_ENG_ASP.asp
- **Foreign Affairs and International Trade Canada** – Features information about foreign affairs and international trade issues in Canada.
<http://www.international.gc.ca/index.aspx?lang=en>
- **Globalization and education in BC – A Case Study of British Columbia** – This research study concerns educational reforms and change.
<http://www.chet.educ.ubc.ca/projects/GLOB-Ed-backgrd&issues.pdf>
- **World Health Organization** – “WHO works to achieve greater policy coherence between trade and health policy so that international trade and trade rules maximize health benefits and minimize health risks”. The website has a section on Globalization, trade and health.
<http://www.who.int/trade/glossary/story043/en/index.html>
- **Making Sense of Career Labour Market Research** – This website links to the chapter of *Globalization* as presented in this document.
<http://workinonet.bc.ca/lmisi/making/CHAPTER2/TANDG1.HTM>

- **World Trade Organization** – The World trade Organization is the only global international organization dealing with the rules of trade between nations. This website is packed with information on international trade.

<http://www.wto.org/index.htm>

2. DEMOGRAPHICS

What Kind of Information is This?

Demographic information is useful to find out the population of a community, region, province or country. It refers to the physical characteristics of a population, such as age, gender, marital status, family size, education, geographic location, and occupation. Demographics can be used to determine the number of people available for work and the skills they bring to the workplace. It helps us to understand the employment opportunities, such as a demand for health care and the composition of the work force. For example, age and ethnic distribution of the labour force decrease in the youth population can lead to an influx of retirees to do typical youth jobs.

What Can You Do With It?

Demographic information can be used to help plan and target labour markets more precisely for a community and accordingly extend services that may be required. With the changing demographic effects on the labour market, it is useful to be aware of the resultant trends and occupational projections that can contribute to a better trained and more productive workforce, as well as stimulate growth and contribute to new employment opportunities.

Where Can You Find It?

Demographic information comes from census surveys conducted by the federal, provincial and municipal governments. BC Stats provides information on a variety of services covering a wide range of topics such as population, labour market, business and economics statistics. Statistical publications are available for the public on paper or electronically at the BC Stats website (<http://www.bcstats.gov.bc.ca>).

You can access and learn more about economic concepts and events and find a wealth of other government information such as the very latest key economic and demographic indicators for Canada, which are provided by the relevant government departments. National information about items such as the cost of living, employment, inflation, interest and exchange rates are available at <http://canadianeconomy.gc.ca>

With such information, people can make better choices to facilitate decision making and program development for workers, employers and government agencies.

Key Sources of Demographic Information

- **BC Stats** – Provides provincial demographic, social, and economic information.

<http://www.bcstats.gov.bc.ca/>

- **Ministry of Advanced Education – Information and Data Management Branch**

<http://www.aved.gov.bc.ca/>

- **E-Stat at Statistics Canada** – Provides instant access to information about Canada and our constantly changing society. Such information includes data from the primary socio-economic databases, the most recent and historical censuses, and publications such as Canada Year Book, Canadian Social Trends, Health Reports, and many other sources.
<http://estat.statcan.ca/>
- **The Balanced Budget of 2008 – Province of British Columbia** – Provides information about provincial spending and revenues.
<http://www.bcbudget.gov.bc.ca/2008/default.htm>
- **Maps and Videos** – videos about British Columbia
<http://www.travelamap.com/mapcity.asp?id=46>
- **Statistics Canada Labour Force Survey** – This website will provide you with the latest information on Labour Force Survey with relevant demographic data.
<http://www.statcan.ca/english/Subjects/Labour/LFS/lfs-en.htm>

3. LABOUR MARKET TRENDS

What Kind Of Information Is This?

Labour market trends refer to the employment/unemployment status due to influences from a wide variety of sources. Globalization of trade, demographic diversity, technological advances and social trends all play a major role in the rate in which a labour market grows or declines.

What Can You Do With It?

Researching labour market trends can assist in determining where the focus of the economy may shift and at what rate. This can then determine which industry or occupation will be in greater demand and possibly provide a time frame for the success of occupational or industry growth. With a focus on both the desired work and what the projected market will be, more detailed decisions can be made towards possible career choices.

Social trends can directly affect labour market trends in relation to working conditions, healthier lifestyle choices, more part-time, irregular working hours, environmental awareness, and the increasing age of workers and additional required care for the elderly. There is no longer a 'standard work week', but more of a shift that depends on the demographics; i.e., age, gender, family size, etc. These trends allow a greater flexibility with choices in determining an occupation to fit a lifestyle.

Technological advances have influenced market trends in that the work itself has changed. Using this information allows a greater insight into the use of transferable skills, upgrading required and a general level of knowledge that has previously not existed in the marketplace. Some occupations that have been replaced by machines, which now require highly skilled workers, and education levels and skills to operate such machines, have greatly increased.

Where Can You Find It?

Information on labour market trends can be found from a variety of websites, articles and specific associations that focus on labour market information. For example, the Human Resources Management Association (HRMA) focuses on strategic planning for recruitment selection and retention of employees. Some of their key concepts would be trends that the labour market faces.

Specific areas for labour market information would include industries affected by technology, globalization, social trends, and demographic changes. Researching a specific industry affected by any one of these factors would determine a trend in the labour market issues and future predictions of career possibilities. Federal, provincial and municipal governments, surveys and statistical analysis also provide detailed information and records about labour market trends.

Key Sources of Labour Market Trend Information

- **The Guide to the BC Economy** – Describes the BC economy and labour market and acts as an excellent source of information about historical and current trends, as well as the long-term outlook for the provincial economy and the labour market.
<http://www.guidetobceconomy.org/>
- **BC Ministry of Advanced Education, Careers Site** – Provides information about career planning and labour market information for occupations, classifications and coding systems and career information for immigrants.
<http://www.aved.gov.bc.ca/labourmarketinfo/careers.htm>
- **BC Stats, Earnings and Employment Trends** – Presents an analysis of the provincial labour force and earnings with comparative figures from the USA and Canada. Issues addressed include senior's employment and earnings, post-secondary education and the disabled in the labour force
http://www.bcstats.gov.bc.ca/pubs/pr_eet.asp
- **BC Workinfont, Career Planning Trends in the Labour Market** – Presents employment trends and labour market information (LMI) including statistics, general trends and forecasts. Data provided regarding employment rates, salaries, industry trends and skills in demand. Links to economic and demographic data are also provided.
<http://workinfont.bc.ca/sites.cfm?cat=1&sub=306>
- **BC Workfutures** – Contains a resource describing close to 200 occupational groups and represents a comprehensive view of present and future labour market conditions.
http://www.workfutures.bc.ca/article.cfm?lang=en&site=graphic&article=how_to
- **Stats Canada** – Provides a labour force survey that views statistics by subject groupings
<http://www.statcan.ca/english/Subjects/Labour/LFS/lfs-en.htm>

4. BC BUSINESS AND INDUSTRY INFORMATION

What Kind Of Information Is This?

Locating and using labour market information can be a critical basis in determining one's needs to establish a successful business. Reliable, up-to-date information about current conditions and results that affect the labour market are contributing factors to determining the future success of a business. New technology has not only affected the way businesses are managed, but because changes resulting from innovation and technological change occur so quickly, it makes it difficult for predictions to be made in regard to what work will remain and what new work will arise. Consequently, to maintain a successful business, it would be of value to stay aware of the labour marketplace on a provincial, national and international level.

Not only is labour market information useful for business owners, but it also provides valuable information for career planning and employment counseling. Finding good sources of labour market information can assist in the career decision making process.

What Can You Do With It?

Labour market information for business provides a range of up-to-date economic and financial data, including production and shipments for major industries, consumer price index, incorporations and bankruptcies, retail sales, wages, unemployment, work stoppages, stock prices, interest rates, building permits, house prices, transportation, and tourism. Being familiar with the current economic and financial data can assist an individual to develop and respond to changes in today's fast-paced world in order to manage a successful business.

Where Can You Find It?

Labour market information is readily available from a variety of sources. Stats Canada and Human Resources Development Canada (HRDC), now known as Service Canada, are two major sources of government labour market information. Information at these agencies' websites is provided at the national, regional and local levels. Both agencies have websites that are friendly user and easy to follow and understand current economics and events. One is also able to access on-line economic data on other countries.

In British Columbia, you can get general economic information from the BC Stats website, which contains comprehensive information about:

- Export & Import Stats
- Labour & Income
- Environmental Stats
- Census Data
- Business & Industry

Key Resources for BC Business and Industry Information

- **BC Stats** – Serving the needs of clients in the public and private sector. BC Stats produces and interprets statistical information relating to all facets of life in British Columbia, including demographic, social and economic conditions of the province and its population.

<http://www.bcstats.gov.bc.ca/>

- **Statistics Canada** – Produces statistics that help Canadians better understand their country, population, resources, economy, society and culture.
<http://www.statcan.ca/start.html>
- **Conference Board of Canada** – The Conference Board builds leadership capacity for a better Canada by creating and sharing insights on economic trends, public policy and organizational performance.
<http://www.conferenceboard.ca/>
- **Work BC** – Whether you are planning a career, looking for background information on BC's job market, or seeking for information as an employer, this website will provide information on hiring, interviewing and keeping your employees.
<http://www.workbc.ca/>
- **Work Futures** – Designed to help clients who are interested in changing careers or re-entering the labour market, and for career practitioners, Work Futures provides detailed descriptions of approximately 200 occupations as they relate directly to the B.C. labour market.
<http://www.workfutures.bc.ca/>
- **Canadian Relocation Services, Info Canadian Cities** – This website provides a guide for people relocating or moving in Canada. Information is organized by cities and categories of interest from arts to weather.
<http://www.relocatecanada.com/>
- **Career and Workforce** – This website provides information about the Canada-British Columbia Labour Market Development Agreement, the BC Career and Workforce Development Alliance and Community Based training.
<http://bclmda.ca/>

5. LABOUR MARKET CLASSIFICATION AND CODING SYSTEMS

What Kind of Information is This?

Labour market classification and coding systems are used to collect, analyze and describe information about occupations or industries in the Canadian labour market.

The National Occupational Classification (NOC) is a comprehensive system that classifies and describes occupations (i.e., the type of paid work performed) in the Canadian labour market. The NOC describes distinct occupations in terms of aptitudes, interests, education, physical activities, and other qualifiers.

The North American Industry Classification System (NAICS) is an industry classification system developed by the statistical agencies of Canada, Mexico and the United States. An industrial classification system is used to group establishments into industries (i.e., the goods or services that the firm produces) based on their primary industrial activity. Establishments using similar raw material inputs, similar capital equipment, and similar labour are classified in the same industry.

What Can You Do With It?

An occupational classification system helps job seekers plan their careers. They can find out the nature of jobs, the nature of education and training required to perform such jobs. They can find out about mobility, wages and information about what the job requires. The NOC is used by individual job seekers, program planners, labour market analysts, rehabilitation professionals, career counsellors, and others in the health and social services fields in Canada, as well as by insurance companies and litigators.

The NAICS identifies hundreds of new, emerging, and advanced technology industries. There are many uses of NAICS data. For example, a firm can compare its own sales data in a particular NAICS classification to the total sales of all companies in the classification. This allows the firm to estimate its market share and growth potential, or to gauge its general performance. If competitors have a larger market share, the firm may need to make adjustments in its strategy or target other subgroups within an industry that offer more sales or growth potential. Data will also aid in determining where particular industries are clustered. The NAICS has implications for economists, regulators, marketers, publishers, and anyone else who uses industry based data.

Where Can You Find It?

The main resources for information on occupational and industrial classification and coding systems are Canadian government websites. While there are primary websites for the NOC and the NAICS, Service Canada, Human Resources and Skills Development Canada, and Statistics Canada also provide information using data from both of these systems.

Other websites such as BC Work Futures and Job Futures are meant to be used as career tools. The information provided is essential in helping people plan their careers and make decisions about their working lives.

Key Sources of Labour Market Classification and Coding Systems Information

The following web sites provide access to the major systems used to collect, record, and organize labour market information according to industry and occupational classifications.

- **A Guide to the BC Economy & Labour Market – Appendices.**
 - Appendix 2 provides an overview of how industries are defined using the NAICS.
http://guidetobceconomy.org/appendices/appendix_2.htm
 - Appendix 3 provides an overview of how occupations are defined using the NOC.
http://guidetobceconomy.org/appendices/appendix_3.htm

- **BC Workfutures** – Work Futures provides a comprehensive description of close to 200 occupations as they relate directly to the B.C. labour market. It is useful for learners, individuals interested in changing careers or re-entering the labour market, and for career practitioners.
<http://www.workfutures.bc.ca/article.cfm?site=graphic&lang=en&article=home>
- **Human Resources and Skills Development Canada: National Occupational Classification** – This website includes occupational descriptions, an index of titles, a matrix of occupational groups as well as an on-line training tutorial.
<http://www5.hrsdc.gc.ca/NOC-CNP/app/index.aspx?lc=E>
- **Human Resources and Skills Development Canada: Skills for Life, Learning and Work** – This website identifies a number of essential skills and provides occupational profiles illustrating how these skills are used in different jobs. The site also provides a set of materials used in a wide range of Canadian workplaces with suggestions on how these materials, or others like them, could be used in classroom activities.
http://srv108.services.gc.ca/awm/main/c_ap_noc_e.shtml
- **Job Futures** – Browse Occupations by Alphabet – Presents profiles of 265 occupational groups (including the NOC codes) covering the entire Canadian labour market.
<http://www.jobfutures.ca/noc/browse-occupations-alphabet.shtml>
- **Service Canada – Labour Market Information** – This website can help answer questions about jobs, skills, and the availability of workers across Canada. This site can be used in several ways to search for information on:
 - Building Your Occupational Profile
 - Job Descriptions
 - Job and Skill Requirements
 - Employment Prospects
 - Wages & Salaries
 - Potential Employers
 - Where to Get Training
 - Compare Occupations
 - About the Local Labour Market
 - Industrial Profileshttp://www.labourmarketinformation.ca/standard.asp?pcode=lmiv_main&lcode=E
- **Statistics Canada: NAICS Canada** – This website includes an introduction to and overview of the NAICS, an index of industries and the ability to search the NAICS.
<http://www.statcan.ca/english/Subjects/Standard/naics/2007/naics07-menu.htm>

6. EMPLOYMENT STANDARDS

What Kind Of Information Is This?

The Employment Standards Act sets out the minimum standards that apply in most workplaces in British Columbia. The Employment Standards Branch of the Ministry of Labour and Citizens' Services administers this Act. This Act applies to all non-union employees who fall under provincial jurisdiction, including temporary foreign workers. Alternate provisions apply to certain sectors including high technology, agriculture, taxis, trucking, log harvesting, silviculture, and oil and gas. Individual factsheets are available to explain the differences that apply in these sectors. The BC Employment Standards apply to such matters as:

- minimum wage
- minimum daily pay
- meal breaks
- paydays and payroll records
- overtime
- averaging agreements
- uniforms and special clothing
- deductions
- statutory holidays
- employing young people under 15
- compensation for length of service (severance pay)
- annual vacation
- vacation pay
- leave from work
- temporary foreign workers
- collective agreements
- resolving disputes
- contacting the employment standards branch

What Can You Do With It?

If you are preparing to enter the working world for the first time, you should familiarize yourself with your rights and responsibilities as an employee. This Act contains information on basic employment standards in British Columbia.

By understanding these provisions, you can help to ensure a smooth transition into the world of work. Employment standards (sometimes called labour standards) are the laws and regulations that govern the employer-employee relationship. They are set by provincial governments (although workers in some industries are covered by federal standards), and are enforced by officers in the provincial labour ministries. In BC, the Employment Standards Branch of the Ministry of Labour and Citizens Services oversees employment standards.

Where Can You Find It?

You'll find everything you need to know about BC's workplace standards in the Employment Standards Act and Regulations. Current information can also be obtained from respective unions if your workplace deals with one. For general inquiries, contact the Employment Standards Branch information line at 1-800-663-3316 (toll-free in British Columbia), or 250-612-4100 in the Prince George area. The Ministry of Labour and Citizens' Services Employment Standards Branch would also provide this information.

Key Sources of Employment Standards Information

- **BC Ministry of Labour and Citizens' Services - The Employment Standards Branch** – Administers the Employment Standards Act and Regulation, which sets minimum standards of wages and working conditions in most workplaces.
<http://www.labour.gov.bc.ca/esb/>
- **Employment Standards Regulation** - This is an important document for workers to be familiar with. Available online, this act details labour rules and regulations in BC.
http://www.qp.gov.bc.ca/statreg/stat/E/96113_01.htm
- **WorksafeBC (Workers' Compensation Board)** – The WCB of BC is dedicated to promoting workplace health and safety for the workers and employers of British Columbia, as well as compliance of employment standards.
<http://www.worksafebc.com/>
- **Labour Relations Board of British Columbia** – The Labour Relations Board governs all aspects of collective bargaining amongst the provincially-regulated employers and employees. This includes employment standards, the acquisition of collective bargaining rights, the process of collective bargaining, the settlement and regulation of disputes in both the public and private sectors, and the regulation of the representation of persons by their bargaining agents.
<http://www.lrb.bc.ca/>
- **Small Business BC** – Business Services offer assistance and resources for those running or starting a business in British Columbia and Vancouver. It outlines the employment standards in BC.
<http://www.smallbusinessbc.ca/>

7. WORKPLACE HEALTH, SAFETY AND WELLNESS

What Kind Of Information Is This?

Occupational health, safety, and wellness are an integral part of a strong workforce and have serious economic, social, and psychological impacts for employers, workers, and their families. Information on workplace health and safety regulations and policies, filing and settling claims, how to make responsible and quality decisions, and understanding industry standards, as well as finding and consulting professional support are crucial to promoting and sustaining a vibrant workforce and the BC economy.

Occupational Health and Safety (OHS) is the promotion and maintenance of the well-being of workers in all occupations. The focus of OHS is on injury prevention, education and enforcement of health and safety standards.

What Can You Do With It?

Labour market information on occupational health, safety and wellness has many benefits to both employers and employees. This information assists employers in keeping up with industry standards and trends and builds a strong and safe labour force, as well as strengthening partnerships with employees. Employers committed to workplace health and safety can also use such information for strategic staff recruitment and retention. Information on occupational health, safety and wellness not only can help workers improve the quality of the workplace environment it can also help workers make informed decisions in their career planning and development process.

Labour market information about occupational, health and safety allows workers to investigate the workplace environment of various occupations. They are able to determine the safety regulations and OHS statistics for various occupations and industries.

Employers and the self-employed also benefit from OHS information: it protects employees and consumers, provides a more productive work environment, and helps employers avoid the financial costs associated with workplace accidents and illness.

Where Can You Find It?

Occupational health, safety and wellness information could be obtained from a variety of sources including industry associations, labour groups, and health and safety publications. Industry groups are also an excellent source of OHS information. The Construction Safety Network, for example, aggregates the entire construction industry and is at the forefront in orienting and training new workers to start safely.

WorkSafeBC is British Columbia's main OHS resource. WorkSafeBC is a valuable resource of such information for all British Columbian workers and employers. Along with information on health and safety regulations, workers' rights and employers' responsibilities, WorkSafeBC has a library of reports, publications and other valuable information for both employers and employees. Their goal is the prevention of workplace injuries, illness, and disease for workers and employers. WorkSafeBC educates employers and workers throughout the province and monitors compliance with OHS Regulations. In the event of a work-related injury or illness, WorkSafeBC works to provide rehabilitation and fair compensation to replace workers' loss of wages while recovering.

WorkSafeBC Call Centre: phone 604-231-8888 or 1-888-967-5377

Key Sources of Workplace Health, Safety and Wellness Information

- **Canadian Centre for Occupational Health and Safety (CCOHS)** – The CCOHS provides vast unbiased information on occupational health and safety along with excellent lists of relevant resources in BC. This is a great resource for all individuals.

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

<http://www.ccohs.ca/oshlinks/region/bc.html>

- **WorksafeBC** – The Workers' Compensation Board of BC (WCB) – Workers, employers, small businesses, youth and more will find information on workers' rights and how to file a claim, occupational health and safety regulations and policies, education programs, publications and reports on this site. The site also contains quality and valuable links to health and safety resources for the BC labour force. Comprehensive website of OHS information organized by topic and by industry. Extensive links to other OHS organizations.
<http://www.worksafebc.com/>
- **British Columbia Federation of Labour** – The BC Fed is the voice of unions in every aspect of the BC economy. Aside for actively voicing for workers' rights and concerns, BC Fed also provides educational courses on work place health and safety.
<http://www.bcfed.com/issues/ohs>
- **BC Occupational Health and Safety List of Education and Training Providers** – Compiled by WCB Library Services, this is a comprehensive list of Health and Safety consulting service providers, WCB recognized training programs, driving and first aid training providers, and safety associations in BC.
http://www2.worksafebc.com/PDFs/SafetyUpdates/training_providers.pdf
- **Family Services Employee Assistance Programs** – Family Services provides customized solutions to organizations and strictly confidential, professional counseling services to employees and their immediate family members. Online-learning, seminars, resources and information on topics such as disability management, critical incident stress management, and work / life balance are also available.
<http://www.fseap.bc.ca/eng/sfo/corporatesolutions/workplacemediation.html>
- **New Worker Orientation Guidelines** – For workers in the construction industry, the Construction Safety Network, a non-profit organization, has put together essential resources for new workers. These include orientation guidelines and orientation regulations for new workers to have a safe start in the industry.
<http://safetynetwork.bc.ca/newworkerorientation.html>
- **Occupational Health & Safety Agency for Healthcare in British Columbia** – This is the provincial occupational health and safety agency for the healthcare sector. Its purpose is to reduce workplace injuries and illnesses in healthcare workers and return injured workers back to the job quickly and safely.
<http://www.ohsah.bc.ca/>
- **Provincial Emergency Program** – The BC Ministry of Public Safety has compiled information to help communities, workers, employers, businesses, families and individuals prepare for disasters. Emergency preparedness cannot be overlooked in planning workplace safety.
<http://www.pep.gov.bc.ca/index.html>
- **WorkSafeBC - BC Ministry of Labour and Citizen's Services** – Occupational Health and Safety pages
<http://www.labour.gov.bc.ca/eao/ohs/welcome.htm>

- **WorkRights** – Workplace rights and regulations. Comparison between provinces and territories.
<http://www.workrights.ca/content.php?doc=149&xwm=true>
- **Provincial Occupational Health and Safety Agency for the Healthcare Sector in BC**
<http://www.ohsah.bc.ca/>
- **Government of Canada – BC & Federal Occupational Health and Safety** – General OHS information and guides to laws and regulations
<http://bsa.canadabusiness.ca/gol/bsa/site.nsf/en/su07099.html>
- **Service Canada** – Workplace Health and Safety publications, policies and resources.
http://www.hrsdc.gc.ca/en/labour/workplace_health/index.shtml
- **Mental Health Works** – OHS resources sponsored by Human Resources Canada and Canadian Mental health Association. Focuses on mental health in the workplace.
<http://www.mentalhealthworks.ca/index.asp>
- **Health Canada – Environmental & Workplace** Health reports and publications
http://www.hc-sc.gc.ca/ewh-semt/occup-travail/index_e.html
- **Job Quality.ca** – LMI information including job quality indicators in Occupational Health and Safety categories.
<http://www.jobquality.ca/index.shtml>
- **Healthyworkplaceweek.ca** – Canada's Healthy Workplace Week promotes organizational health, injury prevention and wellness strategies.
<http://www.healthyworkplaceweek.ca/>

Other:

- **Canadian Center for Occupational Health and Safety** – Products and Services Guide: Training and Educational materials. OHS publications, on-line educational programs and database subscriptions.
<http://www.ccohs.ca/education/pdf/TECatalogue.pdf>

8. OCCUPATIONAL FORECASTS AND PROJECTIONS

What Kind of Information is This?

The Canadian Occupational Projection System (COPS) Employment Demand Model for British Columbia (referred to as the COPS BC Unique Scenario), provides information on provincial employment demand projections for a ten-year period based on the federal / provincial / territorial COPS model. This 10 year projection covers macroeconomic, industrial and occupational employment growth and replacement demand due to permanent attrition.

Information from the COPS BC Unique Scenario has two primary purposes:

- To assist policy-makers and planners in identifying the most likely trends in labour and skills demand over the long term and
- To assist students, jobseekers and career changer in considering future labour and skills demands for education and career decision making issues.

What Can You Do With It?

The long-term employment projections generated by the COPS BC Unique Scenario are used by the BC Ministry of Advanced Education when assessing the demand for new post-secondary planning and programming, by human resource Analysts in industry, and by post-secondary institutional researchers and program planners. The employment outlook and trend information are key elements of provincial career and labour market information products, such as BC Futures, A Guide to the BC Economy and Labour Market, and High Opportunity Occupations in BC.

Occupational forecasting provides policy makers, employers, employees and students with the information necessary to make choices that will optimize the contribution of education to their economic growth and the smooth functioning of the labour market. In general, better educated people are at a lower risk of unemployment and generally obtain jobs with higher salaries. Advance knowledge of where to expect skills shortages and surpluses allows governments, individuals and employers to invest in education that will maximize the return on their investment and helps prevent loss involved in training people in skills or occupations that are no longer in demand. Making this information available to career counsellors, students, the unemployed, employers and those attempting to change careers can facilitate informed educational decision-making.

Key Sources of Occupational Forecasts and Projection Information

- **B.C. Ministry of Advanced Education – Occupational Information** – The Ministry of Advanced Education is committed to developing career information resources that help the province's youth and adults make successful school and work transitions.
<http://www.aved.gov.bc.ca/labourmarketinfo/careers.htm>
- **Work Destinations Occupational Information** – This website is a comprehensive source of information on regulated trades and professions in Canada. It contains information on entry requirements in both official languages and is the only site designed primarily for professional or trades people moving within Canada.
<http://www.workdestinations.org/home.jsp?lang=en>
- **BC STATS – Regional Employment Projections** – BC STATS, with the financial assistance of the Ministry of Advanced Education, developed the Regional Employment Projection Model (REPM). This model is designed to project industrial and occupational employment in regions of BC.
<http://www.bcstats.gov.bc.ca/DATA/Iss/repm.asp>
- **A Profile of Persons with Disabilities in British Columbia: Employment, Labour Market Needs and Occupational Projections** – This paper examines employment and employability of persons with disabilities in BC.
<http://jobfunctions.bnet.com/whitepaper.aspx?docid=167959>

9. LABOUR FORCE PROFILE: EMPLOYMENT RATE AND OTHER INFORMATION

What Kind Of Information Is This?

The Labour Force Profile and Reports refers to the labour market activities and characteristics of employed and unemployed people. Such reports include provincial and sub-provincial employment and unemployment trends, labour force status by age or gender, and breakdowns between employees and the self-employed, private versus the public sector employment, multiple job holding, hiring, job creation, and duration of unemployment.

Statistics Canada releases its labour force survey results on a monthly basis. BC Stats is the central statistical for the BC government, which produces and interprets statistical information relating all facets of life including social and economic conditions in our province. The monthly data present data by occupation and industry, as well as demographic characteristics such as age and gender and also present the latest labour market information, such as employment rates and unemployment rates and participation rates.

According to BC Stats, the unemployment rate of BC remained unchanged at 4.1% in February 2008. This was due to a marginal shrinking in the labour force offsetting a similar increase in employment.

What Can You Do With It?

Understanding information about the Labour Force Profile and Reports can guide job seekers and those in career transition in determining suitable career paths.

The Labour Force Profile and Reports provides information for job seekers to access provincial information sources, including economic, social, demographic, and workplace statistics that are available online. With such information, individuals can have a better understanding which industry is more suitable, based on their previous work experience, as well as finding out about a range of different options for seeking work in BC.

Where Can You Find It?

Data about Labour Force Profiles and Reports, particularly employment and unemployment rates are derived from a number of sources including statistics, surveys, earnings information, and employment trends. Surveys for Labour Force Profiles and Reports are conducted on a monthly basis and are published frequently and made available in print or online.

Key Sources of Labour Force Profiles and Reports Information

- **Service Canada – Employment Prospects** – On this website, you can discover various employment prospects for occupations, both in local areas and from across Canada. Clicking on the various labour market information topics, such as “What do the latest statistics say about BC’s labour market?” can provide a better understanding of latest employment trends in BC and across Canada.

http://www.labourmarketinformation.ca/standard.asp?ppid=57&lcode=E&prov=&gaid=&occ=&search_key=1&pre_sel_criteria=0

- **Service Canada: BC/Yukon Region – Labour Market Information** – This website provides information about our local economy, trends in the labour market and the worker-employer marketplace in the BC/Yukon Region. This information includes quarterly Labour Market Bulletins and Community Profiles, which provide access to other organizations or agencies that have labour market related information.
<http://www1.servicecanada.gc.ca/en/bc-yk/59/jwtc/lmi/menu.shtml>

Related websites for labour market information and the labour force include the following:

- **Government of Canada Website** – This presents information on Canada, its government and federal programs and services, which are organized by categories.
<http://www.canada.gc.ca/home.html>
- **BC Government – BC Stats** – This site provides current and historical tables, maps of demographic, social and economic characteristics of the people in BC.
<http://www.bcstats.gov.bc.ca/>
- **BC Stats: Labour Force** – This website provides information about the labour force in BC and other regions in Canada, including earnings and employment levels.
<http://bcstats.gov.bc.ca/data/lss/labour.asp>
- **CivicNet** – The official website of the Union of British Columbia Municipalities (UBCM) presents resources and publications relating to the latest issues affecting local government in BC, including policy documents, discussion papers, UBCM services, programs and special events.
<http://www.civicnet.bc.ca/siteengine/activepage.asp>
- **Statistics Canada: The Changing Profile of Canada's Labour Force** – This site links to information on labour force trends in Canada, as well as its provinces and territories.
<http://www12.statcan.ca/english/census01/Products/Analytic/companion/paid/contents.cfm>
- **British Columbia – Ministry of Advanced Education, Labour Market** – This site provides information about labour force statistics, social statistics, demographic trends and occupational projections, which can contribute to a better trained and more productive workforce, stimulate growth and contribute to new employment opportunities.
<http://www.aved.gov.bc.ca/labourmarketinfo/labourmarket.htm>

Resource Publication:

- Making Career Sense of Labour Market Information. Second Edition by Elaine O'Reilly
Chapter 5: Labour Market Information for Career Decision Making

10. JOB DESCRIPTIONS AND PROFILES

What Is A Job Description?

A job description would normally begin with the title of work. It then defines the job duties and/or tasks and responsibilities, as well as a list of skills, abilities, and knowledge that a suitable applicant should possess. A posted job advertisement would give the job seeker a guideline of what is expected in terms of working conditions, hours, and remuneration. Contact information is usually included at the end of a job advertisement. A job description can also be referred to as a job profile since the description provides a summary of characteristics that are unique to a certain job profile.

The description can contain all or some of the following topics: job objective, primary and secondary responsibilities, supervisory/management responsibilities, financial responsibility, physical demands, working conditions and environment, knowledge and skills required. Certain action verbs (e.g., advise, monitor, assess, process, etc.) would be used to describe the various responsibilities. Some job descriptions (e.g., from The Job Bank) would also have a National Occupational Code (NOC) associated with it. A job description may need to be revised as the function of the job changes.

Purpose Of a Job Description

An advertised job description is a helpful tool for the job seeker in finding out if the advertised position appeals to the job seeker. The more detail a job description contains, the easier it would be for the job seeker to determine if he/she is a qualified applicant.

It can also be helpful in creating a resume and cover letter, which reflects certain action verbs. As the employer reviews the resume, he/she will notice that the resume and cover letter has been specifically written for the position, rather than receiving a generic resume. Often, resumes are scanned by a computer and certain key words can easily be picked up by the computer program. Including such words or phrases from a job description would increase the likelihood of an interview for the job seeker.

If an advertised job posting does not include a comprehensive description of the work, then the job seeker can find more information about a certain occupation by accessing the NOC. The NOC is a compilation of various job profiles which can be searched by the name of the job title. Information on similar job titles, main duties, employment requirements, and additional information would be found.

Once the job seeker is hired, a job description can be of further assistance since it can be used as a tool for performance appraisal. The list of duties and job tasks can be reviewed with the employee to ensure all responsibilities are being met. The job description is a communication tool that can help if a discrepancy exists between the employer's expectations and the employee's performance. It would help to alleviate work role ambiguity since the job description can be used as reference during the discussions (<http://www.culturalhrc.ca/home-e.asp>). However, the job description should also be flexible so that employees are more willing to cross-train and take on different challenges. If the flexibility does not exist, then employees may adopt the attitude of not wanting to do something different because it is simply not within their job description.

Where Can Job Descriptions Be Found?

They can be found in the classified section of newspapers, online career centers, on the human resources section of a company/organization's website, the Job Bank, the NOC, and on other websites or in handbooks that are published by the provincial or federal government.

Key Sources of Job Description Information

- **Work Futures** – Provides a comprehensive description of close to 200 occupations as they relate directly to the B.C. labour market.

<http://www.workfutures.bc.ca/>

- **Job Futures** – Is a career tool which provides useful information about 265 occupational groups and describes the work experiences of recent graduates from 155 programs of study.

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

- **Service Canada Job Bank** – is a database of Canada-wide job postings, with job descriptions.

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

- **Monster®** - Is the leading global online careers and recruitment resource.

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

- **Human Resources and Social Development Canada National Occupational Classification (NOC) Website** – The NOC provides a standardized framework for organizing the world of work in a coherent system. It is used to collect and organize occupational statistics and to provide labour market information

<http://www5.hrsdc.gc.ca/NOC-CNP/app/index.aspx?lc=E>

11. EMPLOYMENT OPPORTUNITIES AND JOB POSTINGS

What Kind Of Information Is This?

Employment opportunities are the numbers of job vacancies that employers need to fill. Most employers use a variety of method of to fill vacancies. Due to the cost and high number of resumes likely received, employers prefer to use other methods before they will post want-ads on newspapers or web sites. This way of posting jobs on media is typically used only after all other methods have failed to identify a suitable candidate for the position. It is estimated that about 80% of all available jobs are not advertised, which we often referred as “hidden job market”. Only 20% of job openings are posted.

What Can You Do With It?

Since 80% of employment opportunities are not advertised, the hidden job market is the best place for you to tap into in terms of seeking suitable work. As a job seeker, you don't want to spend all of your time in reading the job postings in newspaper or web sites. Use as many of methods as possible to learn employment opportunities.

Where Can You Find It?

There are a lot of ways to find employment opportunities in the hidden job market. Some of them are as follow:

- Ask friends, teachers and acquaintances
- Go directly to the business in your areas
- Visit malls and business / manufacturing centres
- Check the yellow and white pages in phonebooks
- Go to new construction sites /grand openings
- Ask for application forms
- Conduct Informational interviews
- Perform volunteering
- Contact professional/trade organizations and associations
- Place ads in newspaper
- Call private employment agencies
- Attend trade shows or exhibition
- Contact college career/alumni offices
- Visit corporate online Career Centers
- Join a job-finding club
- Seek assistance at a public library
- Visit the Local Chambers of Commerce

For the 20% of the employment opportunities that are advertised, read the ads in the classified and career sections of your newspaper, online job sites every day. Also, regularly check job postings on notice boards and in union offices, student employment centre, places of business and government offices.

Key Sources of Employment Opportunities and Job Postings

- **Work Destinations** – This website lists all regulated occupations and their associations in Canada.

Website: http://www.workdestinations.org/occupation_list.jsp?lang=en

- **Go Volunteer** – This Metro Vancouver-based site allows you to search for volunteer opportunities that suit your interests, skills and schedule.

Website: http://www.govolunteer.ca/cgi-bin/page.cgi?_id=16

- **BC Workinfontet** – Employment Organizations and Companies – This website provides a list of public organizations, private companies and non-profits that feature their own job boards or 'careers and employment' sections listing current job opportunities within the organization.

Web site: <http://workinfontet.bc.ca/sites.cfm?cat=3&sub=10>

- **BC Workinfontet – Employment Agencies** – Provides a list of personnel agencies, executive search and other placement agencies.
Website: <http://workinfontet.bc.ca/sites.cfm?cat=3&sub=13>
- **Burnaby Public Library** – Provides a list of job posting site links on website, including job links in BC, Canada and beyond.
Website: <http://www.bpl.bc.ca/inet/job.htm>
- **BC Government Employment Opportunities Website** – Is a one stop resource of BC public service employment opportunities, including job postings, an overview of hiring process, benefit packages, and more.
Website: <http://employment.gov.bc.ca/index.php?rLoad=1>
- **Indeed Metasearch Tool for Job Postings** – This is a search engine that gives job seekers access to employment opportunities from different sources including the job listings from major job boards, newspapers, associations and company career pages.
Website: <http://canada.indeed.com/>
- **BC Jobs.ca Website** – Provides BC job postings that can be searched by occupation and region.
Website: <http://www.bcjobs.ca/>
- **Service Canada Job Bank** – Is a government job search site that allows you to search current job postings from coast to coast. All the jobs can be searched by job category and the location where you are willing to work.
Website: http://www.jobbank.gc.ca/Intro_en.aspx
- **Charity Village.com** – Is a great source of non-profit jobs in over 6,000 organizations in Canada.
Website: <http://www.charityvillage.com/applicant/jobs.asp>

12. WAGES AND SALARIES

What Kind Of Information Is This?

Wages and salaries are the monies paid to individuals in exchange for work performed for an employer. When an individual is paid an amount of money per hour worked it is called a wage, and when an individual is paid on a monthly basis, it is called a salary. The rates that individuals are paid for work performed is determined by supply and demand, and current economic conditions.

Provincial and federal governments regularly monitor the changes in the price of labour because it indicates the supply and demand for workers with the skills that employers need, as well as the overall well being of the workforce. When the demand for goods and service in a particular industry declines, the demand for workers in the particular industry also declines, which puts downward pressure on wages. Conversely, when the demand for goods and service increases, the demand for skilled workers increases, pushing wages upwards. A decline in wages can also occur even though there is a high demand for goods and services in a particular industry, as a result of having an oversupply of available workers.

What Can I Do With It?

This type of information can be valuable for those looking for work in a particular industry, considering gaining new skills, or upgrading existing skills through education or training, and for those considering a move to a new area.

Knowing what industries are or will be experiencing an increase in demand, and whether there is an oversupply or undersupply of workers with the required skills available in the area provides a valuable tool for determining whether or not one should invest in education, move to a particular area, and what wage they can expect in exchange for work performed.

Where Can I Find It – Key Sources of Salary Information

- **BC Labour Market Information (LMI) Guide** explains why labour market information on wages and salaries are monitored. To find it: (Click on the “Notes on LMI” link; Click the “Salaries and Wages” link)

<http://www.bclmiguide.ca/default.asp>

- **Statistics Canada** provides an article from the Daily discussing the overall increases in hourly earnings from 1997-2007 in Canada.

<http://www.statcan.ca/Daily/English/080222/d080222b.htm>

- **BC Stats** has a document showing earnings and employment trends for 2008. The average weekly and hourly rates from 1998-2007 are shown by province and industry in comparison tables.

<http://www.bcstats.gov.bc.ca/pubs/eet/eetdata.pdf#p3>

- **Statistics Canada (average hourly wage rate by occupation)** is a monthly update of average hourly wages of employees by selected characteristics and profession by province. To find it: (Click on the “Wages and Salaries” link; Click on the “average hourly wages of employees by selected characteristics and professions...” link; Choose BC)

http://www40.statcan.ca/l01/ind01/l2_2621.htm

Or click on the direct link: <http://www40.statcan.ca/l01/cst01/labr69k.htm>

- **Statistics Canada (average earnings by educational level)** shows the average earnings of the population 15 years and over by highest level of schooling, Alberta, British Columbia, Yukon Territory (2001 Census). To find it: (Click on “Wages & Salaries” then “average earning of the population 15+...” or [by metropolitan or province] Choose BC)

<http://www40.statcan.ca/l01/cst01/labor50c.htm>

- **Service Canada (Wages and Salaries)** will provide an idea of what people are paid in a particular occupation across Canada, using the NOC classification number.
<http://www.labourmarketinformation.ca/>
- **Work Futures** provides an average salary for an occupation as well as the expected demand for workers in a particular industry. It is best to know the National Occupational Classification's four digit code for the occupation to find the salary associated with the occupation. You can also find it alphabetically.
<http://www.workfutures.bc.ca/>
- **Pay Scale Canada** provides accurate, real-time salary reports based on your job title, location, education, skills and experience.
<http://www.payscale.com>
- **Monster Salary** provides a salary report for a specific occupation in a particular industry by postal code or metro area in a province. It will also provide the national average.
<http://salary.monster.ca/>

13. LABOUR MARKET PROGRAMS AND SERVICES

What Kind Of Information Is This?

Labour market programs and services provide assistance and resources to job seekers or career planners. These programs are administered by various organizations and institutions, trying to meet the needs of job seekers who are looking for and/or starting employment. In the area of labour market, the programs and services that are provided relate to researching and gathering information. Before one starts into a brand new job, he or she are able to determine what is available in that area of work, and what means are necessary to get into that industry or field.

What Can You Do With It?

Registering in a labour market program or service will guide the individual with the skills needed to look into employment opportunities more thoroughly. The first step is to find the nearest Employment Centre and enquire into the services available in the local area or whether they can use the computer, research books and trade magazines. In general, job seekers are able to meet with an employment counsellor, who will offer options of how to go about a career search. This is where other services and programs are discussed and what these programs can offer an individual.

Where Can You Find It?

Services and programs offered in British Columbia range from career planning and job searching to educational opportunities and self-employment programs. Activities and discussion of the labour market are included in such programs, thereby enabling individuals to learn how the labour market can affect specific employment areas. For example, if a person sees that becoming a dog groomer has a rise of employment opportunities in the next five years, and the employment outlook is promising, he or she may want to look into educational programs for that chosen career. However, if the future outlook is unfavourable, then the person may change his or her views on that career and research another area that involves

working with animals, such as a veterinary assistant. An individual may take a few different programs from different service providers to gain information about his or her future and job prospects.

Key Sources of Labour Market Classification and Coding Systems Information

- **Lower Mainland Employment Resources** – The Lower Mainland Employment Resources website offers a wide variety of information on different career-related programs provided throughout the Lower Mainland. Programs listed on this website or separated into categories, such as New Programs, Search Programs by Provider, Federal Government Programs, Provincial Government Programs, and Self-Employment Information. This allows one to look through what is available to suit their needs. Each program listing provides specific information about the Service Provider, the title of the program, the address, a summary of what the program is, and contact information.

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

- **Service Canada** – Service Canada provides an abundance of information regarding Labour Market Information. You can begin to find out what career services are available in by visiting the following website, which listing Service Canada Centre office locations in BC

www1.servicecanada.gc.ca/en/gateways/where_you_live/regions/offices/bc.shtml

An individual may also look at previous Labour Market reports to see what the outlook is for certain sectors and specific working areas, which are available at:

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

- **Choices Program** – Available at many Employment Resource Centres, the Choices Computer Program helps the career searcher link his or her skills and interests to education options and occupational information. Compiled with a variety of assessments, such as Interest Profiler, Transferable Skills, Work Environment, and Work Importance Locator, Choices enables clients to research different options that he or she may have never thought of before.

<http://www.bridges.com/>

- **BC Work Infonet** – On the BC Work Infonet website, there is an area that provides resources on how to use career/labour market information.

<http://workinfonet.bc.ca/sites.cfm?cat=1&sub=302>

- **Service Canada Labour Market Information** – This Canadian website provides labour market information from all over Canada, aiding in one's research of occupations and education. One is able to research specific careers and gain access to information regarding topics such as: Job Description, Job and Skill Requirements, Employment Prospects, Wages and Salaries, Potential Employers, Where to Get Training, and how to Compare Occupations.

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

14. EDUCATION AND TRAINING REQUIREMENTS AND PROGRAMS

What Kind Of Information Is This?

Education and training requirements and program information provides you with details about specific public and private post-secondary institutions, as well as various program options that exist in BC.

What Can You Do With It?

This information can be used in a number of different ways. It can be used in a general manner: to become aware of the public and private post-secondary institutions found in British Columbia, as well as specific programs offered through these institutions. There are also a number of different types of information available to assist the jobseeker in making short and long term career plans.

Information about public and private post-secondary institutions provides individuals with necessary details regarding courses: such as pre-requisites to admission; tuition, books and material costs; specific programs offered; program length; success rates of former students; instructor qualifications; and, options for receiving instruction such as online classes or distance education. Such information may also include the relationship with the surrounding community in which there may be co-operative education offered.

Some of the education and training information offered to potential students include:

- Budget Advice
- Financial Assistance Information
- Scholarship Information
- Online Campus Tours
- Career Exploration (suitable skills and interests identified)

While much of this information can be utilized online, it can also be printed out to further assist one's career planning. Creating a reasonable budget can show you if you require financial assistance or might be able to apply for a scholarship. Taking an online campus tour can familiarize yourself with an institution before arrival, enabling you to be further prepared with questions. Determining your skills and interests can be beneficial in helping you determine if you are exploring a career that fits you. It can also expose you to a career that you might never have otherwise explored.

Where Can You Find It?

In BC, education and training requirements and program information is fairly easy to find. The key sources of education information are the BC Ministry of Education, BC Work Futures and Service Canada. These agencies provide descriptions of the different levels of post-secondary education options, both public and private, as well as occupational requirements and career planning assistance. If you are interested in a specific industry, you will find that most industries are represented by associations that have compiled information useful to jobseekers in that sector.

Key Sources of Education and Training Information

- **BC Ministry of Education** – Post-secondary education and training information, as well as career planning resources.
<http://www.bced.gov.bc.ca/careers/planning/educate/>
- **BC Work Futures** – Occupational requirements for the BC Labor Market
<http://www.workfutures.bc.ca/>
- **Service Canada** – Training, career and worker information
<http://www.jobsetc.ca/>
- **Ministry of Advanced Education** – Overview of public and private post-secondary institutions
<http://www.gov.bc.ca/aved/>
- **BC Education Planner** – Comprehensive educational planning resource with information regarding undergraduate program availability, application dates, tuition costs, admission requirements, etc.
<http://www.educationplanner.ca/>
- **BC Industry Training Authority** – As the government agency responsible for industry training in BC, the ITA provides comprehensive information about apprenticeship programs
<http://www.itabc.ca/>
- **Canada Student Loans and Grants** – Information on applying for financial assistance to attend post-secondary education
http://www.hrsdc.gc.ca/en/learning/canada_student_loan/index.shtml
- **CanLearn** – Educational planning tools
<http://www.canlearn.ca>
- **Private Career Training Institutions Agency for BC** – Information on accredited private educational institutions in BC
<http://pctia.bc.ca/>
- **School Finder.com** – Information on post-secondary institutions across Canada
<http://www.schoolfinder.com/>

15. HOT JOBS

What Kind Of Information Is This?

What is a “hot job”? A hot job is a job that offers you everything that you are looking for. It has competitive wages, excellent health and retirement benefits, lengthy vacation time, and some companies even have profit-sharing and/or bonuses. There are many job opportunities in BC, but where can someone look to find the hottest jobs available? With the advances in technology there are many different resources on the Internet available for someone to get the information they need.

What Can You Do With It?

Clients could benefit from researching the current trends and “hot jobs” before they apply for a job so that they can take into consideration some of the benefits that may be available. As well as finding a job that has everything they want, it is also important for a client to explore different careers that interest them to make sure that they will be satisfied in this type of work

Trying to find out what industries are hiring is key to getting a job and can help you narrow down your search. Some of the industries that have many career and employment opportunities available are Tourism, Trades & Construction, Healthcare, Technology and the Film Industry. Some of the hottest job opportunities are in the Tourism Industry; for example, there will be approximately 84,000 new workers needed over the next few years in BC due to the 2010 Olympic and Paralympic Winter Games. Some of the employment opportunities created by the Olympics include the building, planning, organizing and execution of the event and various associated venues. There will also be more work in hotels, restaurants, and transportation facilities, such as YVR airport.

There is a website that is called "Canada's Top 100 Employers". Every year they have a competition for BC's Top 40 Employers. This special designation recognizes BC Employers that lead their industries offering exceptional places to work. Some of the companies include: The BC Lottery Corporation, Certified General Accountants Association of Canada, Kwantlen University College, Nintendo of Canada Ltd., SFU, UBC, Vancouver City Savings Credit Union and WorksafeBC. For the full list of top employers, visit the website at <http://www.canadastop100.com/bc/>

The competition for BC's Top 40 Employers is based on the following workplace attractors:

1. Physical Workplace
2. Work Atmosphere
3. Health, Financial and Family Benefits
4. Vacation and Time Off
5. Employee Communications
6. Performance Management
7. Training and Skills Development
8. Community Involvement

Where Can You Find It?

The Internet is a great source of information on hot jobs. There are many websites that have information on the labour market including job prospects in various careers, hot jobs or trends, current salaries and wages, demographics and the economy. It is important to make sure the information that you find is up-to-date. You can also check your local newspapers and magazines, take a trip to your local library, or conduct informational interviews with prospective employers.

According to the Career Explorer website listed below, the top ten fastest growing occupations from 2002 – 2012 are: Network Systems and Data Communications Analysts, Physicians Assistants, Medical Assistants, Medical Records and Health Information Technicians, Computer Application and Software Engineers, Physical Therapist Aides, Fitness Trainers, Aerobic Instructors, Database Administrators, Veterinary Technologists, and Dental Hygienists.

Key Sources of Information on Hot Jobs

- **Canada's Top 100 Employers 2008** – Each year this website lists BC's Top 40 Employers that lead their industries offering exceptional places to work.
<http://www.canadastop100.com/bc/>
- **Career Explorer** – A website listing the Top 10 Hottest Careers.
<http://www.careerexplorer.net/ten-hottest-careers.asp>
- **Go 2 (Careers in Tourism)** – A website that describes the employment opportunities in the Tourism Industry.
<http://www.go2hr.ca/BCsTourismbrIndustry/Tourism2010/tabid/75/Default.aspx>
- **Hot Jobs in Vancouver** – A resource for hot jobs in Vancouver.
http://www.vancouver.com/jobs/vancouver_job_info/hot_jobs/index.htm
- **Work Futures** – A comprehensive description of close to 200 occupations as they relate directly to the BC Labour Market.
<http://www.workfutures.bc.ca/article.cfm?site=graphic&lang=en&article=home>

16. SELF-EMPLOYMENT AND SMALL-BUSINESS

Overview

The purpose of this section is to describe practical methods to better understand and use labour market information for Self-Employment and Small Business.

What Kind of Information is This?

Self-employment is related to a person who works for himself/herself instead of as an employee of another person or organization, and draws income from starting a small business. A self-employed individual introduces new products or provides services, thereby contributing in this way to the local economy.

What Can You Do With It?

Information about self-employment could help you to decide to work for yourself. Self-employment can be very rewarding, but it's important to start on the right foot. Having a great idea or a special skill is an important foundation but successful self-employment requires an individual to have lots of motivation and energy and an inclination to take risks. Self-employment also has greater chance of succeeding if you do your homework and some careful planning!

Where Can You Find It?

- In the Resource Centre for Small Business in Vancouver
- Small Business BC – Business Start-up and Start-up Ideas
- Be Your Own Boss – Self-employment Programs

Key Sources of Self-employment and Small Business Information

The following websites offer information regarding self-employment and small business:

- **Small Business BC** – This website provides information about Small Business in BC. It is a good resource for people exploring opportunities, launching new ventures, and growing existing businesses.
Website: <http://www.smallbusinessbc.ca>
- **Be Your Own Boss** – This website is a portal provided by the BC Urban Entrepreneur Development Association (BCUEDA), and is designed to assist new entrepreneurs by providing resources and direction as they pursue the challenge of being their own boss.
Website: <http://www.beyourownboss.org/programs.htm>
- **Creating Your Own Job** – The Self-employment Phenomena. The Guide will help you learn how industries have changed and what is expected in the future; you will also learn about trends in the workforce, industries, occupations, earnings, job locations and how to create your own job.
Website: http://www.guidetobceconomy.org/new_economy/creating_own_job.htm
- **BC Aboriginal Entrepreneurs: A Growing Force Study** – This information (provided in an Adobe pdf file) is a recommended key strategic document for Aboriginal groups, organizations, and First Nations along with their partners in the public and private sector when planning for the provision of programs and/ or services for Aboriginal entrepreneurs.
Website: http://www.firstbusiness.ca/guides/bc_aes_profile.pdf
- **The Women's Enterprise Centre** – This website gives you information how to start and grow a business, through training that delivers results to the everyday operations of a small business.
Website: <http://www.wes.bc.ca/>
- **Resource Centre for Small Business** – This site will connect you with the many programs and resources available to help you grow your small business in British Columbia.
Website: <http://www.sbr.gov.bc.ca/resource-centre/index.htm>

17. COMMUNITY AND SOCIO-ECONOMIC PROFILES

What Kind of Information is This?

Currently BC is experiencing an economic boom. By looking at some key factor's job seekers, business owners, future business owners and employers can figure out important information that will help them to develop and thrive in the labour market today.

What Can You Do With It?

When looking at BC, we often break the province down into smaller chunks for examination. The province can be looked at in terms of regions and communities. Communities can be further broken down into neighbourhood areas. When searching for important labour market information in BC, one might first want to look at some regional statistics. Regional statistics offer regional and community-based information.

BC is divided into eight development regions. You can also look at regional statistics in terms of regional districts, which further divide the province into 59 different areas. Regional statistics can also be looked at in terms of First Nations Reserves, Regional District Electoral Areas, Health Service Delivery areas, School Districts and Provincial Electoral Districts. Regional statistics can also be looked at from a quarterly perspective as well as an annual perspective.

Regional and Community Facts and Profiles provide additional information about the labour market in our province, particularly at a more detailed community level. From the Community Facts sheet one determine population, age and gender distribution; labour force numbers by industry; income levels; and, business formations and failures to name a few important statistics. Important community information can also be found by looking at information from the Chamber of Commerce in the community that you are interested in. Another way to look for local community and area information is to go to the municipality that you are interested in and get local statistics from municipal staff, such as economic development officers.

Another way to find labour market information in BC is to look at social statistics (otherwise known as socio-economic data). The various areas of BC are further divided down into regions whereby information is collected on demographics, economic hardships, labour market structure, education, crime, and health issues, children at risk and finally youth at risk.

Knowing what type of labour market information is available, one needs to know how to look at this information and determine what is essential. The type of information that you can get from community, regional and socio-economic Profiles, is quite comprehensive:

- If you are a job seeker searching for labour market information, you might start by looking at Community Profiles and Statistics. From this information you could find information such as average housing rental cost per month, average ownership cost per month, and the types of industries that are available in the community you are interested in, as well as the current population estimates. This will provide useful information about the community you might be moving to or living in.
- From a future business owner's perspective, community profiles and information could be very useful information. They might look at information about the types of industries that are already in the community or perhaps the types of industries that are not found in the community.
- A potential employer may want to find out the population of the community and gender or age composition for specific products or services.

- Finally, you might be interested in looking at the number of businesses incorporated in the community you are looking at, as well as the amount of bankruptcies that have occurred.

A current business owner or employer would have their own reasons for looking at community profiles, which could include information on changes in population, the number of workers participating in an industry, average income, and the percent change in average income.

Overall, Community Profiles are a good place to start to look for labour market information, which could be followed-up with information from the Chamber of Commerce. From the Chamber of Commerce contacts and websites, one could find out the number of businesses in a certain industry and types of local industries available. Moreover, you could also find contact information for a certain business, enabling you to find further in-depth information about the industry from the individual business(es) owners and operators. Finally, one could also look at a municipality website(s) and offices for more information on the specific community or municipality.

In looking at socio-economic profiles, job seekers might be interested in information like the type and amount of minority populations, average family income, housing costs (renting or owning), labour demand, and labour supply in a specific industry. From a potential business owner's perspective, some important information of interest in socio-economic profiles may include the population and growth in a particular community, as well as the number of people in a target market.

A potential business owner might also be interested in ethnic minority statistics in terms of specialty products or services, as well as the labour demand and supply for a specific industry that they are interested in starting their business in. In addition, it may be important for them to look at education levels and related statistics in determining the suitability of the local labour force to fill positions in one's business.

Socio-economic profiles can help a business owner to understand what area that their clients are coming from, as well as what ethnicities their business could potentially serve. Business owners can also benefit from knowing the family structure of their clientele, as well as the level of income of potential clientele, which can be a good indicator for product and/or service success or failure. The labour demand can again be a good indicator of how easy it is to find new employees and knowing the level of education helps an employer determine if they will be able to fill positions in their business that require a certain level of education. Unemployment rates can tell a business owner if potential employees will be hard to recruit or if the rate of pay might be going up as the employment rate goes down.

Where Can You Find It?

Community and Social-economic profiles supply a great deal of information, which can be challenging to initially understand but are of great benefit if properly interpreted by job seekers, potential business owners, and employers alike.

Key Sources for Information on BC Community Profiles and Socio-economic Profiles

- **Regional Statistics – BC Stats** – Provides on-line regional statistics for BC. This website has specific statistical information for region and communities.

<http://www.bcstats.gov.bc.ca/regions.asp>

- **Social Statistics - BC Stats** – Provides on-line BC statistics, publications and reports for social trends and information, such as ethnicity, income levels and housing costs.
<http://www.bcstats.gov.bc.ca/data/lss/social.asp>
- **Regional and Community Facts - BC Stats** – Community fact sheets provide labour market information, specific to the community being looked at, such as labour force by industry, building permit values and new business formations and failures.
<http://www.bcstats.gov.bc.ca/data/dd/facsheet/facsheet.asp>
- **Quarterly Regional Statistics (QRS) – BC Stats** – Published four times a year, the QRS provides regional information that can explain important economic activities and drivers.
http://www.bcstats.gov.bc.ca/pubs/pr_grs.asp
- **Listing of BC Chamber of Commerce – The BC Chamber of Commerce** – a non-profit association that individually lists all chambers of commerce located within BC.
http://www.bcchamber.org/About_the_BC_Chamber/Member_Chambers.aspx
- **CivicNet BC** – Links to BC's municipal websites via the Union of British Columbia Municipalities. This website provides information about services from local governments.
<http://www.civicnet.bc.ca/siteengine/ActivePage.asp?PageID=83&bhcp=1>

18. TRADES IN BC

In recent years, increasing emphasis has been placed on encouraging new workers and career changers to seek a fulfilling career in the trades industry. A wide range of labour market information is available in BC regarding the trades industry, such as:

- Where to find out what the future holds for trades in BC
- The number of trade occupations there are to choose from
- What it is like to work in one of these occupations
- Who administers apprenticeship programs
- How to find training and apprenticeship programs
- What jobs are available today in the trades

Certified trades people build the roads and bridges we drive on, construct the buildings we inhabit, cook the meals in the restaurants we eat in, and cut and style our hair. In order to ensure that the structures they build and the services that they provide are safe, it is critical that these individuals are highly skilled.

Becoming a Certified Tradesperson requires a combination of theoretical instruction and supervised practical work experience. Many trades are known as Red Seal Trades Programs, which are listed on the Internet at: <http://www.itabc.ca/TrainingPrograms.php>. The certification standards of Red Seal Trades are recognized nationally, which enables a tradesperson with a Red Seal ticket to have their credentials recognized throughout Canada. In BC, apprenticeships and the certification process are governed by the ITA (Industry Training Authority) <http://www.itabc.ca/>.

Generally, the certification process occurs over a number of years where an individual spends weeks or months in a post-secondary program on an annual basis to complete the in-class component of an apprenticeship program. Individuals in such programs learn safety procedures, the proper use of specific tools, and techniques that are specific to that trade. The remainder of time is spent in the work based component of an apprenticeship program. Individuals work with a person who has obtained certification in the trade and is willing to provide supervision in the workplace. This enables apprentices to practice using tools and newly learned techniques in a supervised and safe manner. Once an apprentice has become skilled at a specific apprentice trade level, they will be tested by the ITA, and provided with a certificate for each level.

There are two ways to become an apprentice:

1. If you are currently working in a trade you are known as a “*hidden apprentice*”, and you may be able to obtain certification at a specific level within that trade by having your current skills and knowledge assessed and tested. Once your level has been established, the next step is finding a post-secondary education program that will provide the necessary theoretical training to proceed to the next level (in class component). Information regarding post-secondary schools, programs and courses for apprentices and trainees is available at: <http://www.itabc.ca/Apprentices-spc.php> .

Admission to a program will be dependent on whether or not the current employer is willing and able to apprentice you at that level for the work based component of your training. You may be eligible for a \$1,000 Apprenticeship Incentive Grant (AIG) through Service Canada (<http://www.servicecanada.gc.ca/en/goc/apprenticeship.shtml>) to help in financing the in-class component of your apprenticeship program.

2. If you are not working in a trade, but you are interested in becoming a tradesperson you can start with a foundation program. See the ITA website for more information about Foundation Programs at <http://www.itabc.ca/Apprentices-foundationprograms.php> .

These programs offer a linkage to one or more apprenticeship programs and may precede enrolment in a full apprenticeship. After completion you may be placed in a workplace to complete the work-based training hours component of an apprenticeship program or you may need to find an employer willing to retain you as an apprentice. Check with the educational institution’s financial aid office to see if you qualify for an entrance scholarship or bursary to help finance the first level of your in class apprenticeship training.

High school students are able to enter some of the trades before graduating from high school through two ITA funded programs at their high school.

1. The Youth ACE IT Program <http://www.itabc.ca/Youth-ACEIT.php> has a course work and work experience component that allows the student to earn credit for high school graduation and credit for at least level one of the technical training (in-class) component of an apprenticeship program.
2. The SSA (Secondary School Apprenticeships) Programs <http://www.itabc.ca/Youth-SSA.php> are for students already working in an apprenticeable field. The program allows the student to earn up to 16 credits toward their high school graduation and their work hours will count toward the completion of the work based training hour’s component of an Apprenticeship program. Students are also eligible to receive \$1000 scholarship for the next level technical training in a post-secondary program.

Key Resources for Trades Occupations

- **Human Resources and Social Development Canada: Trades and Apprenticeship** – Provides general knowledge about trades in Canada, and links to obtaining a red seal, tax deductions, and incentive grant.
http://www.hrsdc.gc.ca/en/workplaceskills/trades_apprenticeship/index.shtml
- **Construction Sector Council (CSC)** – Is a national organization committed to the development of a highly skilled workforce. The site contains labour market information, careers in construction, career awareness programs, and standards and skills development.
<http://www.csc-ca.org/english/index.html>
- **Canadian Apprenticeship Forum** – Influences pan-Canadian apprenticeship strategies through research, discussion and collaboration. The site contains projects, conferences, news articles and links relating to trades in BC.
<http://www.caf-fca.org/english/index.asp>
- **BC Work Futures for Trades & Technology Occupations** – Contains 111 profiles of trade and technical occupations. In these profiles you'll get a sense of what the work is like, where training is available and what employment prospects look like for the occupation in the immediate future.
<http://www.handson.workfutures.bc.ca>
- **Red Seal Trade Designation by Province and Territory** – Lists 48 different Red Seal trades available in British Columbia. Did you know that the hardest hit industries are forecast to be manufacturing, construction, petroleum production and transportation?
http://www.red-seal.ca/Site/trades/aig_province.htm
- **The Interprovincial Standards Red Seal Program: National Occupational Analysis** – Breaks down all tasks performed in the occupation and describes the knowledge and abilities required for a tradesperson to demonstrate competence in the trade, provides a chart of hours and training required for each level, and the essential skills needed for each trade.
http://www.red-seal.ca/Site/trades/analist_e.htm
- **SKILLEDTRADES** - Is a guide to Careers in Skilled Trades where you will find information about careers in skilled trades and why choosing such careers make so much sense.
<http://www.careersintrades.ca/>
- **Aboriginal Construction Careers.ca Site** – Was created by The Construction Sector Council to provide young Aboriginal Canadians with information that can help them choose the right career path.
<http://www.aboriginalconstructioncareers.ca/>
- **Government of BC Ministry of Economic Development Programs & Services** – Provides links to Industry Training Authority, Apprenticeships, Secondary School Apprenticeships, Credentials & Certifications, & Accelerated Credit Enrolment.
<http://www.ecdev.gov.bc.ca/ProgramsAndServices/IndustryTraining/default.htm>

- **Industry Training Authority in BC (ITA)** – Contains information about BC and Red Seal Programs in BC, Apprentices and Trainees, Employers and Industry, Youth Programs, and Training providers.
<http://www.itabc.ca/>
- **The Interprovincial Standards Red Seal Program** – Provides information about Apprenticeships, which trades qualify, who administers apprenticeships, the standards, and how to obtain a Red Seal.
http://www.red-seal.ca/Site/about/redseal_e.htm#standards
- **The Skilled Life.com** – Provides a guide for high school students seeking a Career in Trades.
<http://www.theskilledlife.com/>
- **Construction Industry Training Institute** – Is sponsored by the B.C. & Yukon Territory Building and Construction Trades Council. The Council represents 15 construction trade unions.
<http://www.bcciti.org/>
- **Welcome to the UC411 Apprenticeships** - Lists 45 top colleges, career colleges, and universities across Canada that offers apprenticeship training programs.
<http://www.uc411.com/Apprenticeship.asp>
- **The Apprenticeship Incentive Grant (AIG)** - Is a taxable cash grant available to registered apprentices once they have successfully completed their first or second year (level) of an apprenticeship program in one of the Red Seal trades.
<http://www.servicecanada.gc.ca/en/goc/apprenticeship.shtml>
- **Construction Labour Relations Association of BC** – Provides information about the BC construction industry, training programs, directories and links to various associations involved in construction.
<http://www.clra-bc.com/>
- **British Columbia Construction Association** – Contains links to information for employers and employees in the Construction trade.
<http://www.bccassn.com/home.html>
- **Construction Job Stores Canada** – Is a job search website containing job postings for jobs in residential construction, road building and heavy construction, and industrial, commercial and institutional construction.
<http://www.constructionjobstores.com>
- **British Columbia Restaurant and Food Services Association (BCRFA)** – Is a representative body of restaurateurs, foodservice retailers, suppliers and educators. The site contains media and new articles, HR advice, restaurant directory, provides memberships, as well as job postings & job boards.
<http://www.bcrfa.com/>

- **Go2** – Is a website that assists BC's tourism industry to recruit, retain and train employees to support industry growth. In addition to a job board, the site provides information about the tourist industry, careers in tourism, education and training, and apprenticeship programs available.

<http://www.go2hr.ca/>

- **Cosmetology Industry Association of British Columbia (CIABC)** - Is a representative body of cosmetologist in BC which includes hairdressers, nail technologists and aestheticians. The site contains new trends, apprenticeship information, provides memberships, and a job board.

<http://www.ciabc.net/salon.html>

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