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You AND THE Job Market

**QUICK REFERENCE TO
TODAY'S JOB MARKET FOR
CAREER COUNSELLING AND
CAREER PLANNING**



Ministry of Education Ministry of Training,
Colleges and Universities

Une publication équivalente est disponible en français sous le titre suivant :
Le marché du travail et vous.

This publication is available on the website of the Ministry of Education and the
Ministry of Training, Colleges and Universities, at <http://www.edu.gov.on.ca>.

INTRODUCTION

Ontario's growing economy is creating a wide range of new opportunities, including new jobs that did not exist 10 years ago.

Employers want to hire creative people who can communicate well and are able to work with others. *You and the Job Market* puts you on the path to identifying what kinds of jobs are available to suit your skills, experience, and interests. Take the time to explore the websites listed at the back of this booklet to find careers that match your interests and talents.

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

Further education at college or university helps define career and life goals, as well as provide professional education and training.

Information on these and other programs, as well as the addresses of websites that may help you, is included in this booklet.

ONTARIO'S LABOUR MARKET IN 1999

5.7 million people worked in Ontario

62% of the population aged 15 years and older were working

54% are men

46% are women

82% worked full-time

18% worked part-time

67% worked in the private sector

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

16% were self-employed

HOW THE JOB MARKET WORKS

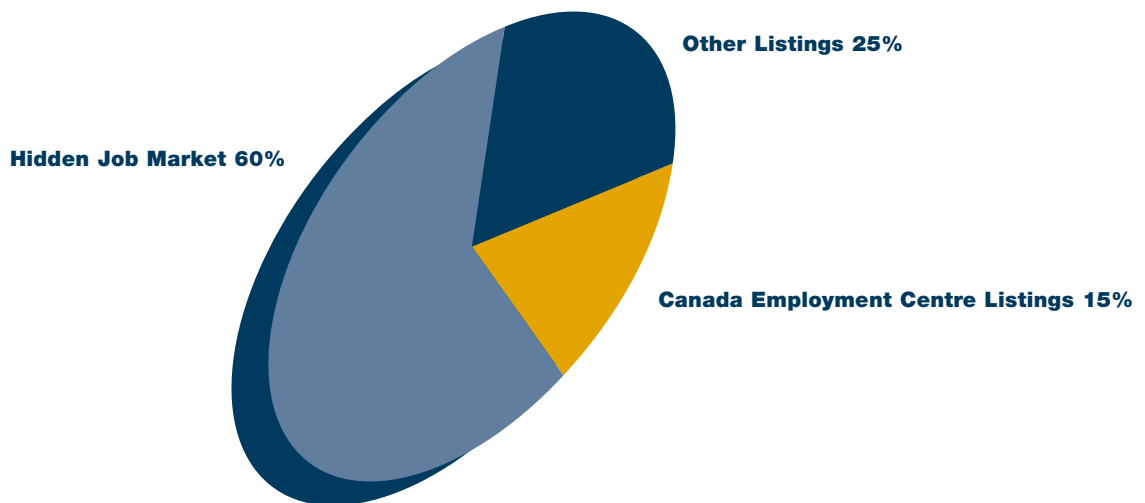
OVERVIEW

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

THE HIDDEN JOB MARKET

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

JOB OPPORTUNITIES BY LISTING SOURCE



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

HOW PEOPLE LOOK FOR WORK

HOW ONTARIO'S UNEMPLOYED LOOK FOR WORK, 1999

	Percentage of Unemployed
Contact employers directly	62
Look at job ads	53
Use a public employment agency	34
Talk to friends or relatives	34
Place or answer ads	25
Use a private employment agency	10
Use the services available to members of a union	2
Use other methods	6

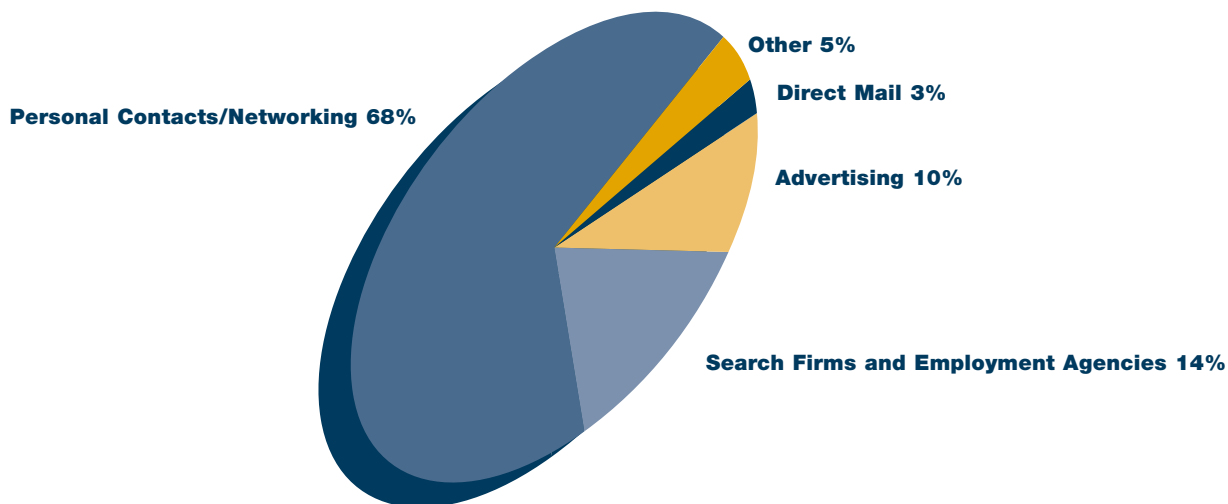
Source: Statistics Canada, *Labour Force Survey*, monthly.

Try something **DIFFERENT**◆◆

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

THE BEST WAYS TO FIND WORK

HOW JOBS ARE FOUND



Note: These findings are based on a survey of 9 of the largest outplacement consulting firms in the U.S. The study reflects a volume of well over 10,000 job seekers. The Canadian experience is likely the same.

Source: Richard H. Beatty, *Get the Right Job in 60 Days or Less*, 1992.

NETWORK◆◆◆

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

HOW YOUR SKILLS MATCH UP

OVERVIEW

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

WHAT ARE YOU GOOD AT DOING?

Most people have more skills and experience than they realize. Skills and experience can be applied in more than one situation.

A skill that you've learned in your hobby or as a volunteer can also be useful in the workplace. These transferable skills are valued highly by employers:

- **Numerical skills**
counting; calculating; measuring; estimating; budgeting
- **Communication skills**
reading; writing; talking; speaking in public; listening
- **Leadership skills**
making decisions; supervising; initiating; planning; organizing; coaching
- **Sense awareness skills**
using sound, colour, and shape discrimination; using depth perception
- **Logical thinking**
problem solving; investigating; assessing; analyzing; testing
- **Helping skills**
serving; enjoying people; treating; cooperating; facilitating; counselling
- **Organizational skills**
managing information; filing; scheduling; coordinating; classifying
- **Technical skills**
using computers; operating/maintaining equipment; constructing; measuring
- **Self-management skills**
maintaining health; adapting; risk taking; learning; building relationships
- **Being creative and innovative**
inventing; designing; experimenting/adapting; performing; drawing; writing

WHAT EMPLOYERS WANT

EMPLOYABILITY SKILLS 2000+

The following are skills you need to enter, stay in, and progress in the world of work – whether you work on your own or as a part of a team. These skills can also be applied and used beyond the workplace in a range of daily activities.

FUNDAMENTAL SKILLS

The skills needed as a base for further development

You will be better prepared to progress in the world of work when you can:

Communicate

- read and understand information presented in a variety of forms (e.g., words, graphs, charts, diagrams)
- write and speak so others pay attention and understand
- listen and ask questions to understand and appreciate the points of view of others
- share information using a range of information and communications technologies (e.g., voice, e-mail, computers)
- use relevant scientific, technological and mathematical knowledge and skills to explain or clarify ideas

Manage Information

- locate, gather and organize information using appropriate technology and information systems
- access, analyze and apply knowledge and skills from various disciplines (e.g., the arts, languages, science, technology, mathematics, social sciences, and the humanities)

Use Numbers

- decide what needs to be measured or calculated
- observe and record data using appropriate methods, tools and technology
- make estimates and verify calculations

Think & Solve Problems

- assess situations and identify problems
- seek different points of view and evaluate them based on facts
- recognize the human, interpersonal, technical, scientific and mathematical dimensions of a problem
- identify the root cause of a problem
- be creative and innovative in exploring possible solutions
- readily use science, technology and mathematics as ways to think, gain and share knowledge, solve problems and make decisions
- evaluate solutions to make recommendations or decisions
- implement solutions
- check to see if a solution works, and act on opportunities for improvement

PERSONAL MANAGEMENT SKILLS

The personal skills, attitudes and behaviours that drive one's potential for growth

You will be able to offer yourself greater possibilities for achievement when you can:

Demonstrate Positive Attitudes & Behaviours

- feel good about yourself and be confident
- deal with people, problems and situations with honesty, integrity and personal ethics
- recognize your own and other people's good efforts
- take care of your personal health
- show interest, initiative and effort

Be Responsible

- set goals and priorities balancing work and personal life
- plan and manage time, money and other resources to achieve goals
- assess, weigh and manage risk
- be accountable for your actions and the actions of your group
- be socially responsible and contribute to your community

Be Adaptable

- work independently or as a part of a team
- carry out multiple tasks or projects
- be innovative and resourceful: identify and suggest alternative ways to achieve goals and get the job done
- be open and respond constructively to change
- learn from your mistakes and accept feedback
- cope with uncertainty

Learn Continuously

- be willing to continuously learn and grow
- assess personal strengths and areas for development
- set your own learning goals
- identify and access learning sources and opportunities
- plan for and achieve your learning goals

Work Safely

- be aware of personal and group health and safety practices and procedures, and act in accordance with these

TEAMWORK SKILLS

The skills and attributes needed to contribute productively

You will be better prepared to add value to the outcomes of a task, project or team when you can:

Work with Others

- understand and work within the dynamics of a group
- ensure that a team's purpose and objectives are clear
- be flexible: respect, be open to and supportive of the thoughts, opinions and contributions of others in a group
- recognize and respect people's diversity, individual differences and perspectives
- accept and provide feedback in a constructive and considerate manner
- contribute to a team by sharing information and expertise
- lead or support when appropriate, motivating a group for high performance
- understand the role of conflict in a group to reach solutions
- manage and resolve conflict when appropriate

Participate in Projects & Tasks

- plan, design or carry out a project or task from start to finish with well-defined objectives and outcomes
- develop a plan, seek feedback, test, revise and implement
- work to agreed quality standards and specifications
- select and use appropriate tools and technology for a task or project
- adapt to changing requirements and information
- continuously monitor the success of a project or task and identify ways to improve

Source: The Conference Board of Canada

TECHNICAL SKILLS IN DEMAND

The table below lists technical skills cited in want ads in the *Toronto Star*, the *Toronto Sun*, and the *Globe and Mail*, January 1998 to June 2000.

TECHNICAL SKILLS CITED IN WANT ADS

Rank	Technical Skills	Number of Postings
1	Word processing software	3,267
2	Spreadsheet software	2,671
3	Database software	1,882
4	Programming languages	1,298
5	Network administration	845
6	Accounting software	765
7	Internet software	566
8	Relational database management system	421
9	Drafting software	300
10	Multimedia software	287
11	Mainframe software	275
12	Presentation software	257
13	Hardware/software installations and configurations	104
14	Payroll software	78
15	Call centre software	59
16	Travel software	7
17	Fax software	4

Source: Workwaves website, <http://www.workwave.com>.

Technology is EVERYWHERE♦♦♦

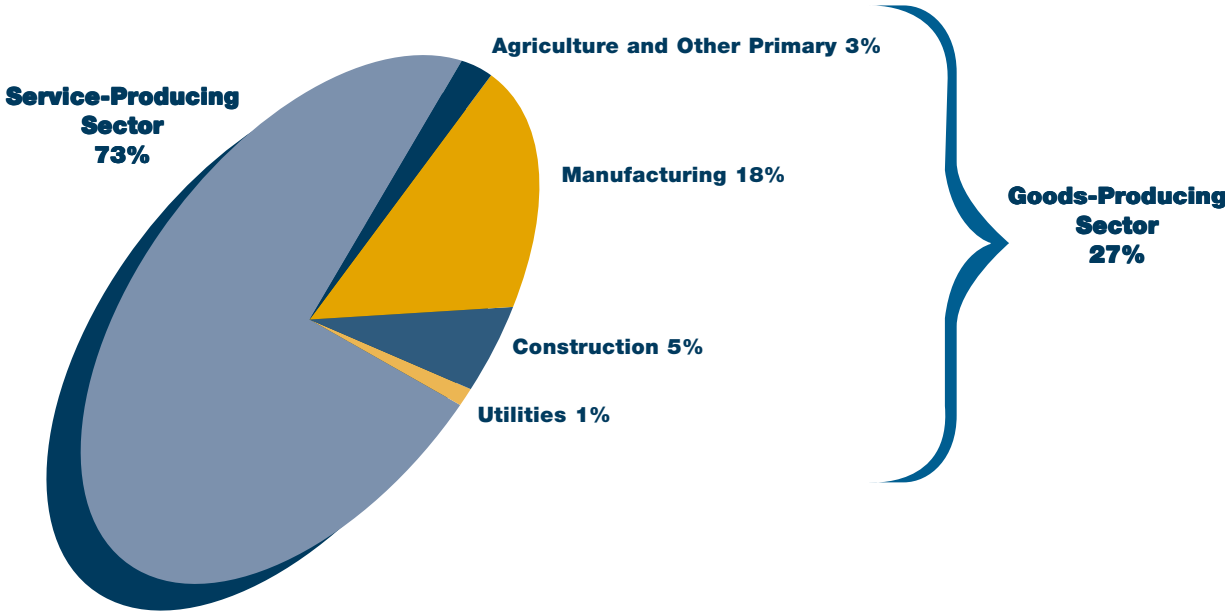
Many students find that familiarity with the Internet and with word processing programs is useful. Many high schools offer introductory keyboarding classes. For more information, visit your high school guidance office. Even jobs that are not in the technology sector can require minimal computer literacy.

CHARACTERISTICS OF THE JOB MARKET

OVERVIEW

- Most jobs are found in service industries.

EMPLOYMENT BY INDUSTRY SECTOR IN ONTARIO, 1999



Source: Statistics Canada, *Labour Force Survey*, monthly.

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WHAT KINDS OF EMPLOYERS ARE IN THE SERVICE INDUSTRY?

The service sector has been growing rapidly and covers a wide range of activities. Service industries provide job opportunities in different parts of the province. At the same time, demand for people with specific kinds of service skills, such as health care skills, are greater in some regions than in others. For example, most jobs in professional, scientific, and technical services are located in Toronto and Ottawa. You can find information about local employers and trends in the local job market at your high school guidance office, campus career centre, youth employment centre, or chamber of commerce, or in your local newspaper.

INDUSTRY SHARE OF SERVICE-PRODUCING JOBS* ONTARIO, 1999

Management and Administrative	5%
Other Services (e.g., repair and maintenance, personal, laundry)	6%
Information, Culture and Recreation	6%
Transportation and Warehousing	6%
Public Administration	7%
Accommodation and Food	8%
Finance, Insurance and Real Estate	9%
Educational Services	9%
Professional, Scientific and Technical	10%
Health Care and Social Assistance	13%
Wholesale and Retail Trade	21%

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

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

Source: Statistics Canada, *Labour Force Survey*, monthly.

WHAT KINDS OF EMPLOYERS ARE IN THE MANUFACTURING INDUSTRY?

Manufacturing generates a significant part of Ontario's growth. In 1999, more than one million people worked in manufacturing jobs. Different kinds of manufacturing jobs are found in different regions of the province, so before setting a career plan, it's important that you know where potential employers are located. You can find information about local employers and trends in the local job market at your high school guidance office, campus career centre, youth employment centre, or chamber of commerce, or in your local newspaper.

INDUSTRY SHARE OF MANUFACTURING JOBS* ONTARIO, 1999

Electrical Equipment, Appliances and Components	4%
Printing and Related Support Activities	5%
Primary Metals	5%
Textiles, Clothing, Leather and Allied Products	5%
Machinery	6%
Wood and Paper Products	7%
Computer and Electronic Products	7%
Fabricated Metal Products	9%
Food, Beverage and Tobacco Products	10%
Miscellaneous Products (e.g., jewellery and silverware, sporting and athletic goods, office supplies, toys and games)	11%
Chemicals, Plastics and Rubber Products	13%
Transportation Equipment	20%

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

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

Source: Statistics Canada, *Labour Force Survey*, monthly.

MATCHING SKILLS WITH THE NEEDS OF EMPLOYERS

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

OCCUPATIONAL EMPLOYMENT BY INDUSTRY ONTARIO, 1999

	Manufacturing Industry %	Service-Producing Industry %	Construction Industry %	Primary Industry*
All Occupations	100	100	100	100
Management	8	10	11	1
Business, Finance and Administrative	12	21	9	6
Natural and Applied Sciences	9	7	2	3
Health	0	7	0	0
Social Science, Education, Government Service and Religion	0	9	0	0
Art, Culture, Recreation and Sport	1	4	0	0
Sales and Service	4	31	1	2
Trades, Transport and Equipment Operators	16	9	75	7
Occupations Unique to Primary Industry	0	1	0	77
Occupations Unique to Processing, Manufacturing and Utilities	50	1	1	2

* Primary Industry includes Agriculture, Forestry, Fishing, Mining, and Oil and Gas.

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

Source: Statistics Canada, *Labour Force Survey*, monthly.

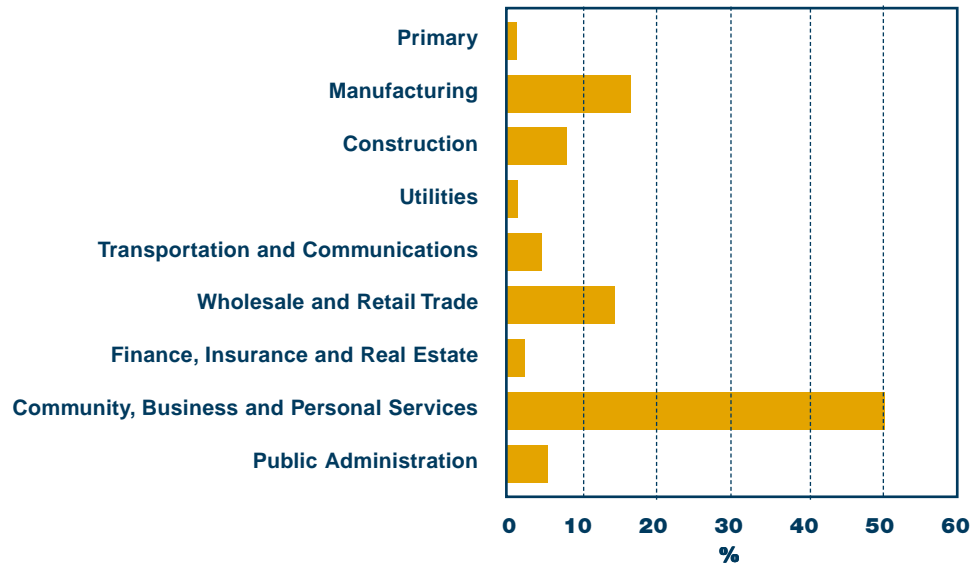
EMPLOYMENT PROSPECTS

OUTLOOK TO THE YEAR 2005

- Changes over time in the number and types of jobs available to workers, and the tasks and skills necessary to undertake these jobs successfully, are brought about by a combination of developments that involve
 - changes in the technologies used in the production, distribution, and selling of goods and services;
 - changes in the ability of firms to compete with producers in other countries in the production and sale of goods and services;
 - changes in the patterns of consumer spending for goods and services;
 - changes in society's needs for health, educational, and social services, in regulatory requirements, and in the policies of governments in these areas.
- In general, developments in these areas have brought about greater growth in jobs in the managerial and administrative, professional and technical, and skilled trades occupations – occupations that require postsecondary education and training.
- There is continued growth in the number of jobs that require postsecondary education and training.
- Within these broad occupational groups, employment in some job categories will increase faster than in others.
- Projections of employment growth by industry indicate that the service industries will continue to be the most important source of new jobs.

WHERE THE JOBS ARE EXPECTED TO BE, BY INDUSTRY

PROJECTED JOB CREATION: PERCENTAGE SHARE BY INDUSTRY* ONTARIO, 2000 TO 2005



* Jobs are grouped according to Statistics Canada, 1980 Standard Industrial Classification.

Source: *Ontario Job Futures, 2000.*

WHERE THE JOBS ARE EXPECTED TO BE, BY OCCUPATION

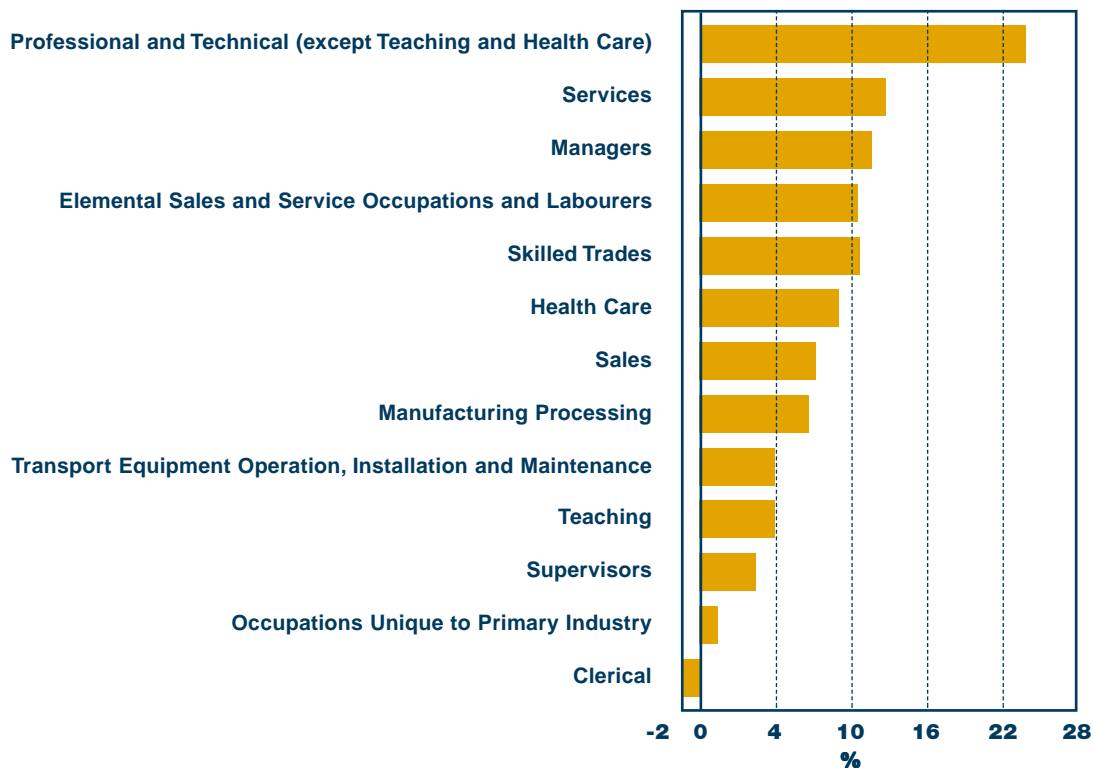
As the economy grows and more people find work, the pool of potential workers becomes smaller. Trends in immigration and in the age of workers have made employers in a number of industries concerned. Employers believe that a shortage of skilled workers may occur. Such a shortage will limit the ability of employers to achieve their goals, slowing investment and economic growth.

For example, the Canadian Advanced Technology Association (CATA) Alliance estimates that there will be openings for 56,000 new technology workers over the next five years in Ontario. Current programs will produce only 14,000 graduates. Eighty percent of high technology companies believe they face a shortage of skilled workers.

The Automotive Parts Manufacturers Association of Canada predicts that 15,000 skilled tradespeople will be needed in the auto parts industry over the next five to six years.

The Ontario government reports the need for more nurses, physicians, and other health professionals in many communities and regions across the province.

PROJECTED JOB CREATION: PERCENTAGE SHARE BY OCCUPATION* ONTARIO, 2000 TO 2005

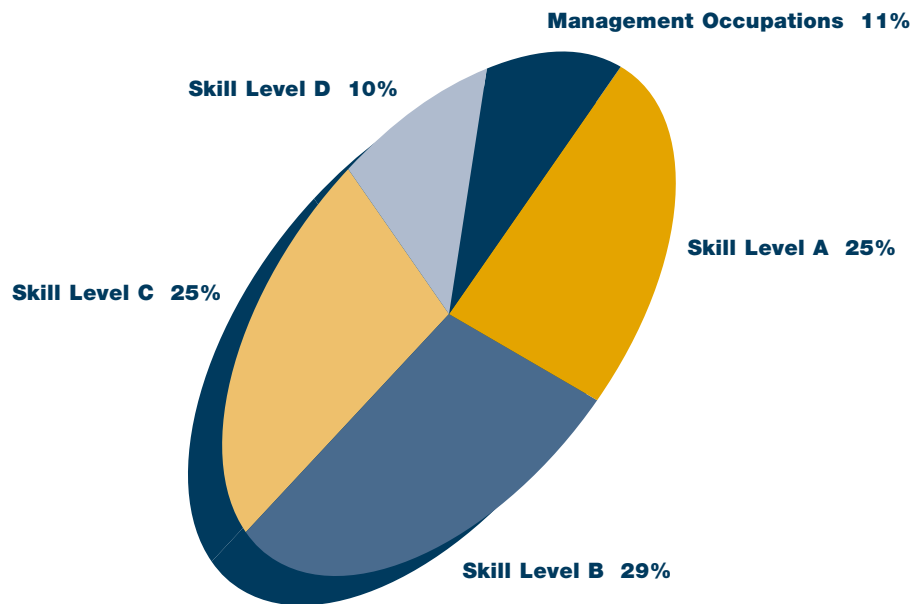


* Jobs are grouped according to Statistics Canada, 1991 Standard Occupational Classification.

Source: *Ontario Job Futures, 2000.*

WHERE THE JOBS ARE EXPECTED TO BE: ESSENTIAL EDUCATION AND TRAINING

CONTRIBUTION BY SKILL LEVELS TO PROJECTED EMPLOYMENT GROWTH ONTARIO, 2000 TO 2005



Notes: **Skill Level A** requires university degree (bachelor's, master's or postgraduate).

Skill Level B requires 2 to 3 years of postsecondary education, or 2 to 4 years of apprenticeship training, or 3 to 4 years of secondary school and over 2 years on-the-job training or specific work experience.

Skill Level C requires 1 to 4 years of secondary school, or up to 2 years of on-the-job training or specific work experience.

Skill Level D requires up to 2 years of secondary school and short on-the-job training.

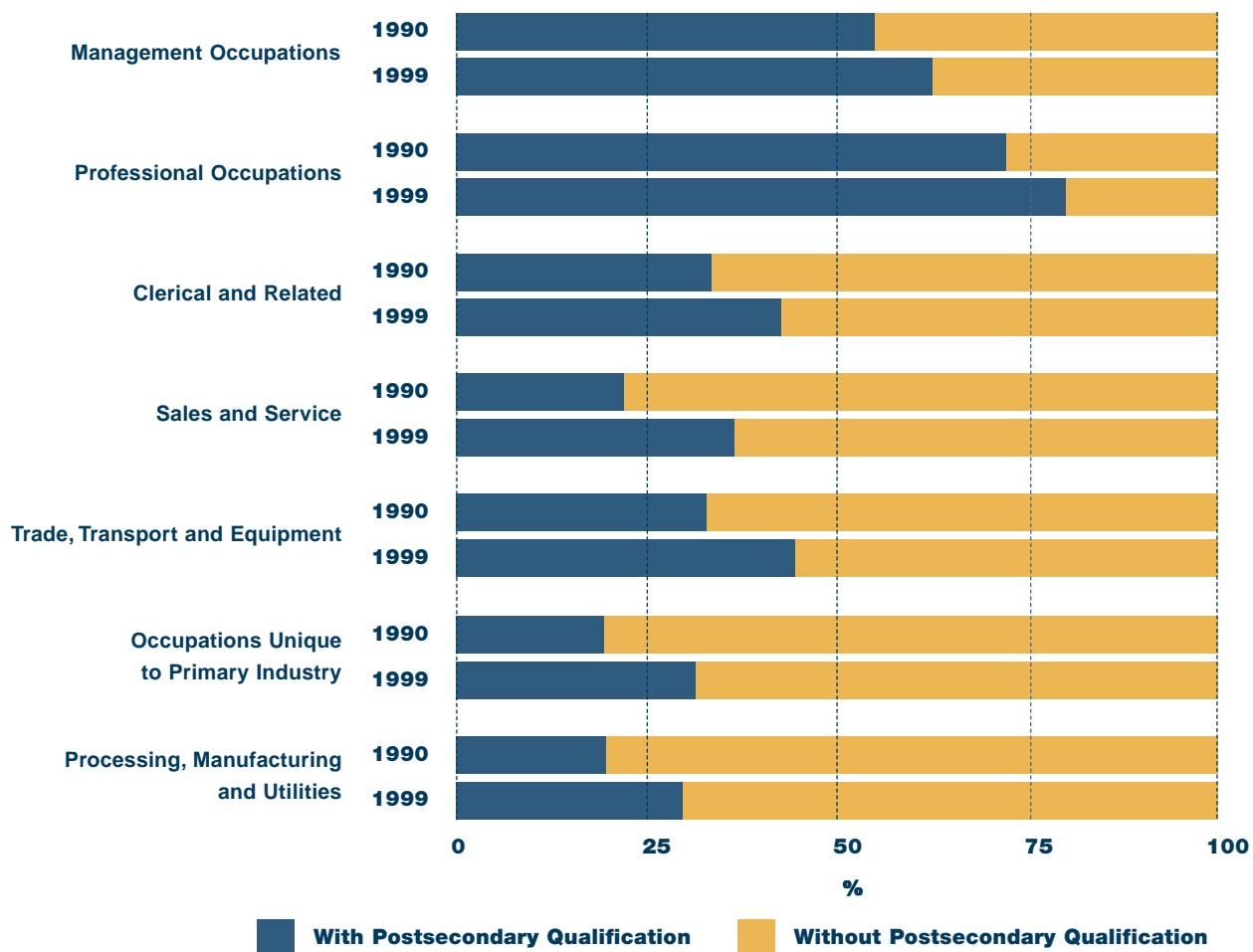
Management occupations are not assigned to a skill level category because factors other than education and training, such as previous experience and investment capital, are often more significant considerations for employment.

Source: *Ontario Job Futures, 2000.*

WHY EDUCATION IS IMPORTANT TO CAREER SUCCESS

- More jobs require higher levels of education and skills training.
- More workers recognize that they must continue to train to keep their skills sharp and keep pace with technology.

**EMPLOYMENT BY OCCUPATION AND EDUCATIONAL ATTAINMENT
ONTARIO, 1990 AND 1999**



Source: Ontario Job Futures, 2000.

WHERE DO YOU GO FROM HERE?

PLANNING YOUR ROUTE TO THE JOB OF YOUR CHOICE

You must plan your route to finding a job or developing a career, always keeping in mind the final destination.

To improve your search for work experience that will result in a job or career, identify and rank the challenges you face. Here are some items to help you:

- Identify the steps you need to take to achieve your goals.
- Show how you will know when you have achieved your goals.
- Anticipate problems that may arise.
- Indicate how you will deal with these problems.
- Identify who or what group or institution can help you to achieve your goals.
- Work on your annual education plan if you are in Grades 7 through 12 to choose courses that will help you achieve your goals.
- Give yourself a time frame within which to achieve your goals.
- Refine your goals as your search progresses.

HOW TO BUILD YOUR WORK SKILLS WHILE COMPLETING HIGH SCHOOL

There are lots of ways you can build your experience, work skills, and confidence while completing high school. The table below has some examples.

BUILDING YOUR EXPERIENCE

ACTIVITY	DURATION (MAY VARY)	DESCRIPTION
Job shadowing or job twinning	One to two days	You are paired with an employee or co-op student to observe the workplace.
Work experience	One to four weeks	You are provided with a work placement as a part of a high school credit course.
Cooperative education	110 to 440 hours over a school term	Students in Grades 11 or 12 are provided with a work placement related to their career interests. They earn high school credits by applying at the workplace the skills and knowledge learned in school. Students alternate experience in the workplace with classroom studies.
School–work transitions	110 to 440 hours over several years	If you are planning to go to work after graduating from high school, a local employer can help you earn credits toward your high school graduation while you learn general skills and skills specific to an industry or trade certification in the workplace. This kind of program combines school work with work-based education, including preparation for the workforce.

ACTIVITY	DURATION (MAY VARY)	DESCRIPTION
Ontario Youth Apprenticeship Program	110 to 440 hours over several years	If you have 16 high school credits, you can work toward becoming an apprentice while completing your high school diploma. (See page 27 for a description of apprenticeship training.)
Mentoring	Time varies	A local employer or worker can provide you with career guidance as part of a high school or campus learning program.

Don't forget COMMUNITY INVOLVEMENT...

The new high school program requires students to complete 40 hours of volunteer work in their community. This activity can help build skills and a network of contacts that may help you with your career goals.

SUMMER JOBS: EXPERIENCE AND INCOME

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

The programs listed in the table below are all part of Ontario Summer Jobs, provided by the Ontario government. They can help you find a summer job.

ONTARIO SUMMER JOBS PROGRAMS

PROGRAM	PROGRAM DESCRIPTION	WHO CAN APPLY	DURATION OF WORK OR SERVICES
Summer Jobs Service	Free job-search and self-marketing services are available to help young people find and keep jobs. Wage support of \$2.00/hour is available for jobs with businesses and farms, as well as for jobs with nonprofit and other community organizations.	Students and young people aged 15 to 24, or up to 29 years for persons with disabilities, who are planning to return to school in the fall.	Free job-search and self-marketing services are available throughout the spring and summer. Wage support for jobs that can last up to 16 weeks is available from April to September 30.
Student Venture	Young people create their own summer job by starting and operating their own business.	Students aged 15 to 29, who are returning to school.	Businesses may run from April 1 to December 31.

PROGRAM	PROGRAM DESCRIPTION	WHO CAN APPLY	DURATION OF WORK OR SERVICES
Summer Experience Program	Jobs are with Ontario government ministries and agencies, as well as community groups.	Youth aged 15 to 24, or up to 29 years for persons with disabilities.	Jobs last about 6 to 8 weeks.
(Including Ontario Rangers)	Ontario Rangers work in wilderness camps. Some of their jobs include tree planting; clearing portages and blazing trails; maintaining parks and camp buildings; and helping in fish and wildlife projects.	Students aged 17. Check the Ontario Rangers website at http://www.mnr.gov.on.ca/MNR/Rangers .	Jobs last 8 weeks and can start in late June or early July.
Ontario Government Summer Student Hiring	Jobs are with Ontario government ministries and agencies.	Students	Jobs last up to 16 weeks.
Ontario/Quebec Summer Student Job Exchange Program	Jobs are with Quebec government ministries and agencies.	Full-time Ontario university students.	Jobs last about 13 weeks.

Other levels of government provide help for students to find summer jobs.

UNIVERSITIES, COLLEGES, AND PRIVATE VOCATIONAL SCHOOLS: FURTHER EDUCATION TO HELP DEFINE CAREER AND LIFE GOALS

UNIVERSITIES

- There are 17 universities in Ontario specializing in different fields and professional programs. Other institutions such as the Royal Military College and the Ontario College of Art and Design provide training for specific careers.
- Universities offer three-year and four-year undergraduate degrees. Professional programs, such as dentistry, medicine, engineering, and law, are offered at several Ontario universities.
- In 1997, the average annual salary range of university graduates employed full-time six months after graduation was \$32,000.
- In 1997, the proportion of university graduates employed six months after graduation was 93.1 percent.

COLLEGES

- There are 25 colleges in Ontario serving over 200 communities located throughout the province.
- Colleges offer a one-year certificate and two- and three-year diploma career-oriented and skills training programs on campus, off-site, and through distance education.
- In 1999, the median salary of 1998–99 college graduates employed full-time six months after graduation was \$26,072.
- In 1999, the proportion of 1998–99 college graduates employed six months after graduation was 90 percent.

PRIVATE VOCATIONAL SCHOOLS

- There are over 500 registered private vocational schools in Ontario and the majority offer postsecondary level programs.
- Private vocational schools offer a wide range of career-oriented programs and skills training programs. Most diploma programs take less than one year.
- The incomes of private vocational school graduates vary according to the career-oriented program chosen. Information on salary ranges is available from your guidance counsellor or from the campus placement office.
- In 1998–99, the proportion of private vocational school graduates who were in the labour force and were employed six months after graduation was 79.6 percent.

SUPPORT FOR SKILLS IN TECHNOLOGY

More students than ever before are enrolling in high technology programs at colleges and universities. The federal government, the Ontario government, employers, and industry groups are working with educators to ensure that students have access to training so that they will be able to compete for jobs in this fast-growing, highly competitive sector.

The Ontario government is doing much to increase access to technology and engineering courses in colleges and universities:

- The Ontario government is increasing the number of entry-level spaces in college and university engineering and computer science programs for which demand is high. More information is available at <http://www.edu.gov.on.ca/eng/general/postsec/atop>.
- Colleges and universities can enter partnerships with employers and the Ontario government to create more space for students in programs for which demand is high, and so provide a long-term benefit to the local economy. Learn more about Strategic Skills Investments at <http://www.ontario-canada.com> and about SuperBuild at <http://www.edu.gov.on.ca>.
- The Ontario Cooperative Education Tax Credit encourages private-sector employers to hire students in postsecondary cooperative education or leading-edge technology programs where the work is directly relevant to the student's academic program. Employers training apprentices in 20 skilled trades are also eligible for this tax credit. More information is available at <http://www.gov.on.ca/fin/english/taxbeng.htm>. Look under July 2000 for an update.

EARN WHILE YOU LEARN: GREAT CAREERS IN SKILLED TRADES

APPRENTICESHIP TRAINING

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

The **Ontario Youth Apprenticeship Program** helps students begin training toward an apprenticeship while they complete high school. Your guidance counsellor will have more details.

Train for SKILLED JOBS...

These are some of the more than 100 skilled jobs you can train for through an apprenticeship program – automotive service technician, cook, electrician, general machinist, network cabling specialist, early childhood educator, carpenter, and tool and die maker.

WHERE TO FIND OUT MORE

Some of the websites listed are created by or for organizations outside of the Ontario government, and those organizations are responsible for the information contained within their respective sites. Direct any specific comment or inquiries you may have regarding those sites to the individual organization.

Check out the following resources:

- **High school career centre, guidance office, or campus placement office**
If you're no longer in school, call the Job Grow and Training Hotline for information about the youth employment centre nearest you.
- **Job Grow and Training Hotline**
Call **1-888-JOB-GROW (562-4769)** or **1-800-387-5656**; in Toronto, call **416-326-5656**.
- **Job Connect Centres**
To find out the location nearest you, call the Job Grow and Training Hotline.
- **Ontario Prospects**
This publication contains hot tips on how to look for work and stories by people about how they found work and built their careers. *Ontario Prospects* is available at high school guidance offices, campus placement offices, and youth employment centres. It's also available online.
<http://www.edu.gov.on.ca>
- **Ontario WorkInfoNet**
Also known as OnWin, this website contains links to hundreds of sites about trends in employment and training in Ontario and across Canada.
<http://www.on.workinfonet.ca>
- **Career Gateway**
This website contains links to over 500 resources that may help you improve your grades, as well as learn more about postsecondary education and training, how to look for work, and the wide range of careers available in today's job market.
<http://www.youthjobs.gov.on.ca>
- **Youth Opportunities Ontario**
This website provides detailed information on many of the programs discussed in this booklet, such as the Ontario Youth Apprenticeship Program, Ontario Summer Jobs, Job Connect, and the Young Entrepreneurs Program.
<http://www.youthjobs.gov.on.ca>
- **Workwaves**
This website is intended for people looking for work in Toronto, but the information it features about job trends and the kinds of skills you'll need to succeed in the current marketplace is relevant no matter where you live in Ontario.
<http://www.workwave.com>

- **Monster.ca**

Containing over 400,000 jobs ads at any time, this informative website provides everything from résumé writing to a personalized search engine for finding a job. Check out this site for the kinds of jobs currently available.

<http://www.monster.ca>

These resources may also be of interest:

- **Human Resources Development Canada**

This federal government site provides labour market information for Ontario and details of the various programs the federal government sponsors.

<http://www.on.hrdc-drhc.gc.ca>

- **Employability Skills Toolkit**

The Conference Board of Canada's *Employability Skills Toolkit for the Self-Managing Learner* is designed to help people develop the skills needed to succeed in the workplace. The toolkit is available in print and, for a limited time, you can take a free virtual tour of the toolkit online.

<http://www.schoolnet.ca/EmployabilitySkills>

- **Careerbridge.com**

This website lists jobs in a variety of fields in the Ottawa region, many in information technology. You can post your résumé and apply for jobs.

<http://www.careerbridge.com>

- **Ontario School Counsellors' Association**

This professional organization represents teacher–counsellors in the elementary and secondary schools of Ontario. Their site provides educators, students, and parents with links to many career education and planning resources, such as self-assessment tools and information about the labour market, postsecondary training and institutions, financial aid, and scholarships.

<http://osca.ouac.on.ca>

- **Career Explorer (Bridges.com)**

Career Explorer provides online career education planning tools and services that help students make informed decisions about their future.

<http://on.cx.bridges.com>

- **Career Cruising**

This website is a comprehensive and interactive career guidance resource that provides the information you need to make the right career choice.

<http://www.careercruising.com>

- **Essential Skills**

These are the skills – reading, working with others, thinking, writing, oral communication, numeracy (math), using documents, using computers – that people use in their jobs and in their lives every day. Human Resources Development Canada (HRDC) has developed Essential Skills Occupational Profiles that show how people use these skills in different jobs. HRDC has also prepared a collection of documents that are used in Canadian workplaces and are correlated with the essential skills.

<http://www.hrdc-drhc.gc.ca/essentialskills>

- **Ontario Association of Youth Employment Centres**

The OAYEC is a nonprofit, charitable organization providing support services to a network of more than 50 youth employment counselling centres across Ontario. This site provides the names, addresses, and links to the websites of its members in Ontario.

<http://www.interlog.com/~oayec>

- **Getajobyoufreak.com**

Founded and maintained by students, this website is intended for first-time job seekers. The site features everything from résumé writing tips to links to corporate employment sites.

<http://www.getajobyoufreak.com>

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Printed on recycled paper

ISBN 0-7794-6521-0

04-142 (rev.)

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