

Shift Work

A Skills Assessment Workbook for Manufacturing
Workers in Transition

March 2011



Brant - Haldimand - Norfolk



Workforce Planning Board of Grand Erie
Commission de planification de la main-d'œuvre de Grand Erie

This workbook has been created to help job seekers and employment support professionals find their way to new careers in the manufacturing sector.

Manufacturing is alive! And many good jobs exist.

This workbook will show job seekers how the essential skills they have been using transfer into new and growing occupations.

This workbook will provide tools for job seekers to identify other transferable and work related skills

And this workbook will provide valuable information about growing careers in the manufacturing sector.

You can make the shift!

Workforce Planning Board of Grand Erie

Table of Contents

Introduction	1
Section 1: About NOC Codes	2
Section 2: Your Skills Path to a New Manufacturing Career.....	4
2.1 Occupations in Decline and Your Pathway to Transition	5
2.2. Understanding the Numerical Rating System in Skills Pathway Charts.....	5
2.3. Skills Matrix charts	6
Section 3: Transferable Skills.....	16
Section 4: Occupational Profiles.....	22
4.1 Growth Occupations in Manufacturing Sector in Grand Erie	23
4.2 Occupational Profiles	24
Section 5: Tracking Your Career.....	46
5.1 Tracking your Career Transition Targets	47
Section 6: Title page: Resources	49

Introduction

It's not uncommon for many people to reach a point in their career where the next step is filled with uncertainty. You have most likely asked yourself one of these questions:

- "I don't know what I can do"
- "I don't know what I want to do"
- "Who's going to hire me and give me a chance to try something new?"
- "At my age, how do I move forward with my skills and start a new career?"
- "I don't know what else is out there for me"

It's not unusual to ask any of these questions. They're all common, immediate questions that arise when you suddenly find yourself at a transition point in your career.

Rather than focus all of your emotions on the uncertainty ahead, it's best to take time to reflect on where you've been in your career and where you'd like to see yourself in the next step of your career.

Grand Erie's manufacturing sector is undergoing major change. This has resulted in the loss of some occupations and the growth of others.

Many people fear that manufacturing is a dying industry. However, a 2009 manufacturing report profiling the sector across Grand Erie showed that industry sectors involved in advanced manufacturing and technology will prosper for many years to come.

This workbook examines manufacturing occupations that are experiencing the greatest decline and provides a skills pathway to other manufacturing occupations that continue to show stability or growth. The information is based on Grand Erie data in the manufacturing sector. This data provides achievable pathways identifying the skills connections between declining and growth occupations, skills development requirements, and education/training pathway information.

This workbook (as well as online tools) allows job seekers to work independently and to use the document as a job search tool. Kits will be made available through Employment Ontario sites and various other services.

Section One:

About NOC Codes

An Explanation About NOC Codes

If you are new to the career transition process, or have pursued new pathways in the past, one valuable tool in your research will be NOC codes. This stands for National Occupation Classification (NOC). Simplified, a NOC is a four-digit code. It's a tool that classifies occupations based on skill levels and skill types. This is valuable to you in your career transition because you can quickly and easily identify occupation pathways which are similar to your skill levels and skill types.

By using NOC codes, you will be able to zero in on different occupational titles, descriptions of the work done by each occupation, typical places of employment, and education/training requirements.

You can access Canada's NOC tool at www5.hrsdc.gc.ca/noc/

Before you begin, here's a quick primer:

NOC codes are broken down into 10 skill types. The first digit in a NOC represents a skill type. This is an easy way to immediately target an occupational pathway specific to your transferable skills.

The quick reference chart below shows the 10 skill types, and accompanying NOC occupation pathways:

(Example: Construction Millwrights and Industrial Mechanics would fall under Skill Type 7)

Skill Type	NOC Occupational pathway
0	Management
1	Business, Finance and Administration
2	Natural and Applied Sciences and related
3	Health
4	Social Science, Education, Government Service, and Religion
5	Art, Culture, Recreation and Sport
6	Sales and Service
7	Trades, Transport and Equipment Operators
8	Unique to Primary Industry
9	Processing, Manufacturing

Section Two:

Your Skills Path to a New Manufacturing Career

Occupations in Decline and Your Pathways to Transitions

It's easy to make a general statement that Grand Erie's manufacturing sector is in decline. The more accurate statement, however, is that occupational opportunities are shifting. The advanced manufacturing and technology sectors represent real possibilities for anyone dealing with career transition, or looking at skills training.

In 2009, the Workforce Planning Board of Grand Erie did specialized research on the local manufacturing sector in Brantford, Brant, Haldimand and Norfolk. This research identified 16 occupations that were in decline. Most importantly, the research profiled how the skills of workers in these declining occupations are connected to 16 growth occupations (see profiles of these growth occupations on page XX of this workbook).

Manufacturing occupations in decline in Grand Erie

Sewing machine operators (NOC 9451)

Material Handlers (NOC 7452)

Machinists and Machining Tooling Inspectors (NOC 7231)

Supervisors, Mineral and Metal Processing (NOC 9211)

Foundry Workers (NOC 9412)

Rubber Processing, Machine Operators and Related Workers (NOC 9423)

Assemblers and Inspectors, Electrical, Appliance, Apparatus and Equipment Manufacturing (NOC 9484)

Mechanical Assemblers and Inspectors (NOC 9486)

Painters and Coaters (Industrial) (NOC 9496)

Labourers, Metal Fabrication (NOC 9612)

Labourers, Rubber and Plastics Product Manufacturing (NOC 9615)

On the following pages, skills matrix charts allow you to easily connect your essential skills used in a declining occupation to skills pathways in growth occupations in manufacturing. Areas on the charts highlighted in yellow represent skills that may require skills upgrading. But, overall, you will be able to quickly identify and target growth occupations for career transition.

Understanding the Numerical Rating System in Skills Pathway Charts

To help you evaluate your transition pathways in relation to your essential skills, the following charts list 'foundation' skills common to the manufacturing sector. You will carry these skills over to new occupations (growth occupations listed in the charts). The complexity level generally needed for each essential skill is rated on a scale from 1 to 5.

What the rating numbers mean in relation to the occupation:

1 = Need for this skill will be limited

2 = Basic task: an everyday ability to utilize basic skill is needed

3 = Essential skill: upgrading will be required to perform duties

4 = Above average: complex tasks; skill proficiency needed; training and/or education will be required

5 = Highly advanced task: Significant proficiency required

To get started with an understanding of essential skills and their relation to your career transition targets, first locate the declining occupation. The proficiency levels common to this occupation will be listed. Then follow those essential skills across the chart to growth occupations. Note whether the skill ratings change.

Example: Material Handlers need an essential skill level of 2 for writing. To transition to being a truck driver, the essential skill level increases to level 3. This is because truck drivers are required to record cargo information, distance travelled, fuel consumption and other information in a log book or into an onboard computer. Writing is an essential skill for truck drivers. Upgrading/training will be required to learn the occupational needs of writing for being a truck driver.

Skills Matrix for Machinists and Machining and Tooling Inspectors – NOC 7231

The following chart provides a skills pathway for machinists and machining and tooling inspectors seeking to transition into other occupations in the manufacturing sector. The areas highlighted in yellow indicate where skills upgrading is required.

ESSENTIAL SKILL	DECLINING	GROWTH	GROWTH	GROWTH	GROWTH
	7231 MACHINISTS AND MACHINING TOOLING INSPECTORS	7311 CONSTRUCTION MILLWRIGHTS AND INDUSTRIAL MECHANICS (EXCEPT TEXTILES)	7242 INDUSTRIAL ELECTRICIANS	7351 STATIONARY ENGINEERS AND AUXILIARY EQUIPMENT OPERATORS	1414 RECEPTIONISTS AND SWITCHBOARD OPERATORS
Reading	4	3	4	4	3
Writing	3	3	2	3	3
Document Use	4	3	4	4	3
Computer Use	4	2	4	3	3
Oral Communication	3	3	3	3	2
Money Math	3	2	2	1	3
Scheduling/ Budgeting	3	2	2	2	3
Measurement and Calculation	4	4	3	3	1
Numerical Estimation	2	2	2	2	2
Data Analysis	3	3	3	2	2
Job Task Planning & Organization	2	2	2	2	2
Decision Making	3	3	4	3	3
Problem Solving	3	3	3	3	2
Finding Information	2	3	4	3	2

Skills Matrix for Material Handlers – NOC 7452

The following chart provides a skills pathway for material handlers seeking to transition into other occupations in the manufacturing sector. The areas highlighted in yellow indicate where skills upgrading is required.

ESSENTIAL SKILL	DECLINING	GROWTH	GROWTH	GROWTH	GROWTH
	7452 MATERIAL HANDLERS	7411 TRUCK DRIVERS	9617 LABOURERS IN FOOD, BEVERAGE, TOBACCO PROCESSING	9492 FURNITURE AND FIXTURE ASSEMBLERS AND INSPECTORS	9613 PROCESSING AND UTILITIES
Reading	3	3	3	3	3
Writing	2	3	2	2	2
Document Use	3	3	3	3	3
Computer Use	2	2	1	1	1
Oral Communication	2	2	2	2	2
Money Math	1	2	3	1	3
Scheduling/ Budgeting	2	2	2	2	2
Measurement and Calculation	3	2	3	3	3
Numerical Estimation	2	2	2	2	2
Data Analysis	N/A	2	3	1	3
Job Task Planning & Organization	2	2	2	2	2
Decision Making	3	3	2	3	2
Problem Solving	3	3	3	3	3
Finding Information	2	2	2	2	2

Skills Matrix for Supervisors, Mineral and Metal Processing – NOC 9211

The following chart provides a skills pathway for supervisors in mineral and metal processing seeking to transition into other occupations in the manufacturing sector. The areas highlighted in yellow indicate where skills upgrading is required.

ESSENTIAL SKILL	DECLINING	GROWTH	GROWTH	GROWTH	GROWTH
	9211 SUPERVISORS, MINERAL AND METAL PROCESSING	7311 CONSTRUCTION MILLWRIGHTS AND INDUSTRIAL MECHANICS (EXCEPT TEXTILES)	9213 SUPERVISORS, FOOD, BEVERAGE	7351 STATIONARY ENGINEERS AND AUXILIARY EQUIPMENT OPERATORS	7263 STRUCTURAL METAL AND PLATEWORK FABRICATORS AND FITTERS
Reading	3	3	3	4	3
Writing	3	3	3	3	3
Document Use	3	3	3	4	5
Computer Use	3	2	2	3	1
Oral Communication	3	3	4	3	3
Money Math	N/A	2	1	1	2
Scheduling/ Budgeting	4	2	2	2	2
Measurement and Calculation	3	4	2	3	5
Numerical Estimation	1	2	2	2	2
Data Analysis	3	3	3	2	2
Job Task Planning & Organization	3	2	3	2	3
Decision Making	3	3	3	3	3
Problem Solving	2	3	3	3	3
Finding Information	3	3	3	3	3

Skills Matrix for Foundry Workers – NOC 9412

The following chart provides a skills pathway for foundry workers seeking to transition into other occupations in the manufacturing sector. The areas highlighted in yellow indicate where skills upgrading is required.

ESSENTIAL SKILL	DECLINING	GROWTH	GROWTH	GROWTH	GROWTH	GROWTH
	9412 FOUNDRY WORKERS	9617 LABOURERS IN FOOD, BEVERAGE AND TOBACCO PROCESSING	7263 STRUCTURAL METAL AND PLATEWORK FABRICATIONS AND FITTERS	9492 FURNITURE AND FIXTURE ASSEMBLERS AND INSPECTORS	9613 PROCESSING AND UTILITIES	9213 SUPERVISORS, FOOD, BEVERAGE
Reading	3	3	3	3	3	3
Writing	2	2	3	2	2	3
Document Use	3	3	5	3	3	3
Computer Use	1	1	1	1	1	2
Oral Communication	2	2	3	2	2	4
Money Math	N/A	3	2	1	3	1
Scheduling/ Budgeting	2	2	2	2	2	2
Measurement and Calculation	3	3	5	3	3	2
Numerical Estimation	2	2	2	2	2	2
Data Analysis	1	3	2	1	3	3
Job Task Planning & Organization	3	2	3	2	2	3
Decision Making	3	2	3	3	2	3
Problem Solving	3	3	3	3	3	3
Finding Information	3	2	3	2	2	3

Skills Matrix for Sewing Machine Operators – NOC 9451

The following chart provides a skills pathway for sewing machine operators seeking to transition into other occupations in the manufacturing sector. The areas highlighted in yellow indicate where skills upgrading is required.

ESSENTIAL SKILL	DECLINING	GROWTH	GROWTH	GROWTH	GROWTH	GROWTH
	9451 SEWING MACHINE OPERATOR	1414 RECEPTIONISTS AND SWITCHBOARD OPERATORS	7411 TRUCK DRIVERS	9461 PROCESS CONTROL AND MACHINE OPERATORS, FOOD BEVERAGE AND TOBACCO PROCESSING	9492 FURNITURE AND FIXTURE ASSEMBLERS AND INSPECTORS	9498 OTHER ASSEMBLERS
Reading	3	3	3	3	3	3
Writing	1	3	3	2	2	2
Document Use	2	3	3	3	3	3
Computer Use	1	3	2	1	1	1
Oral Communication	2	2	2	2	2	2
Money Math	2	3	2	N/A	1	2
Scheduling/ Budgeting	N/A	3	2	N/A	2	1
Measurement and Calculation	1	1	2	2	3	3
Numerical Estimation	2	2	2	3	2	2
Data Analysis	2	2	2	2	1	N/A
Job Task Planning & Organization	2	2	2	2	2	1
Decision Making	3	3	3	3	3	2
Problem Solving	2	2	3	3	3	2
Finding Information	2	2	2	2	2	2

Skills Matrix for Assemblers and Inspectors, Electrical Appliance, Apparatus and Equipment Manufacturing – NOC 9484

The following chart provides a skills pathway for assemblers and inspectors, electrical appliance, apparatus and equipment manufacturing seeking to transition into other occupations in the manufacturing sector. The areas highlighted in yellow indicate where skills upgrading is required.

ESSENTIAL SKILL	DECLINING	GROWTH	GROWTH	GROWTH	GROWTH	GROWTH
	9484 ASSEMBLERS AND INSPECTORS, ELECTRICAL, APPLIANCE, APPARATUS AND EQUIPMENT MANUFACTURING	7411 TRUCK DRIVERS	7311 CONSTRUCTION MILLWRIGHTS AND INDUSTRIAL MECHANICS (EXCEPT TEXTILES)	9617 LABOURERS IN FOOD, BEVERAGE AND TOBACCO PROCESSING	9492 FURNITURE AND FIXTURE ASSEMBLERS AND INSPECTORS	9613 PROCESSING AND UTILITIES
Reading	3	3	3	3	3	3
Writing	4	3	3	2	2	2
Document Use	3	3	3	3	3	3
Computer Use	2	2	2	1	1	1
Oral Communication	3	2	3	2	2	2
Money Math	N/A	2	2	3	1	3
Scheduling/ Budgeting	2	2	2	2	2	2
Measurement and Calculation	3	2	4	3	3	3
Numerical Estimation	2	2	2	2	2	2
Data Analysis	1	2	3	3	1	3
Job Task Planning & Organization	2	2	2	2	2	2
Decision Making	3	3	3	2	3	2
Problem Solving	3	3	3	3	3	3
Finding Information	2	2	3	2	2	2

Skills Matrix for Mechanical Assemblers and Inspectors – NOC 9486

The following chart provides a skills pathway for mechanical assemblers and inspectors seeking to transition into other occupations in the manufacturing sector. The areas highlighted in yellow indicate where skills upgrading is required.

ESSENTIAL SKILL	DECLINING	GROWTH	GROWTH	GROWTH	GROWTH
	9486 MECHANICAL ASSEMBLERS AND INSPECTORS	7411 TRUCK DRIVERS	7311 CONSTRUCTION MILLWRIGHTS AND INDUSTRIAL MECHANICS (EXCEPT TEXTILES)	7263 STRUCTURAL METAL AND PLATEWORK FABRICATORS AND FITTERS	9213 SUPERVISORS, FOOD, BEVERAGE
Reading	3	3	3	3	3
Writing	3	3	3	3	3
Document Use	3	3	3	5	3
Computer Use	2	2	2	1	2
Oral Communication	3	2	3	3	4
Money Math	N/A	2	2	2	1
Scheduling/ Budgeting	2	2	2	2	2
Measurement and Calculation	4	2	4	5	2
Numerical Estimation	2	2	2	2	2
Data Analysis	N/A	2	3	2	3
Job Task Planning & Organization	3	2	2	3	3
Decision Making	3	3	3	3	3
Problem Solving	3	3	3	3	3
Finding Information	3	2	3	3	3

Skills Matrix for Painters and Coaters (Industrial) – NOC 9496

The following chart provides a skills pathway for painters and coaters (industrial) seeking to transition into other occupations in the manufacturing sector. The areas highlighted in yellow indicate where skills upgrading is required.

ESSENTIAL SKILL	DECLINING	GROWTH	GROWTH	GROWTH	GROWTH	GROWTH	GROWTH
	9496 PAINTERS AND COATERS (INDUSTRIAL)	7411 TRUCK DRIVERS	9617 LABOURERS IN FOOD, BEVERAGE AND TOBACCO PROCESSING	7263 STRUCTURAL METAL AND PLATEWORK FABRICATORS AND FITTERS	9492 FURNITURE AND FIXTURE ASSEMBLERS AND INSPECTORS	9498 OTHER ASSEMBLERS	9613 PROCESSING AND UTILITIES
Reading	3	3	3	3	3	3	3
Writing	1	3	2	3	2	2	2
Document Use	3	3	3	5	3	3	3
Computer Use	1	2	1	1	1	1	1
Oral Communication	1	2	2	3	2	2	2
Money Math	2	2	3	2	1	2	3
Scheduling/ Budgeting	2	2	2	2	2	1	2
Measurement and Calculation	3	2	3	5	3	3	3
Numerical Estimation	2	2	2	2	2	2	2
Data Analysis	N/A	2	3	2	1	N/A	3
Job Task Planning & Organization	3	2	2	3	2	1	2
Decision Making	3	3	2	3	3	2	2
Problem Solving	2	3	3	3	3	2	3
Finding Information	2	2	2	3	2	2	2

Skills Matrix for Labourers in Metal Fabrication – NOC 9612

The following chart provides a skills pathway for labourers in metal fabrication seeking to transition into other occupations in the manufacturing sector. The areas highlighted in yellow indicate where skills upgrading is required.

ESSENTIAL SKILL	DECLINING	GROWTH	GROWTH	GROWTH	GROWTH	GROWTH
	9612 LABOURERS IN METAL FABRICATION	9617 LABOURERS IN FOOD, BEVERAGE AND TOBACCO PROCESSING	9492 FURNITURE AND FIXTURE ASSEMBLERS AND INSPECTORS	9498 OTHER ASSEMBLERS	9514 METAL WORKING MACHINERY	9613 PROCESSING AND UTILITIES
Reading	3	3	3	3	3	3
Writing	2	2	2	2	2	2
Document Use	3	3	3	3	4	3
Computer Use	1	1	1	1	1	1
Oral Communication	2	2	2	2	2	2
Money Math	3	3	1	2	N/A	3
Scheduling/ Budgeting	2	2	2	1	N/A	2
Measurement and Calculation	3	3	3	3	3	3
Numerical Estimation	2	2	2	2	3	2
Data Analysis	3	3	1	N/A	3	3
Job Task Planning & Organization	2	2	2	1	2	2
Decision Making	2	2	3	2	3	2
Problem Solving	3	3	3	2	3	3
Finding Information	2	2	2	2	2	2

Skills Matrix for Labourers in Rubber & Plastics Products Manufacturing – NOC 9615

The following chart provides a skills pathway for labourers in rubber & plastics product manufacturing seeking to transition into other occupations in the manufacturing sector. The areas highlighted in yellow indicate where skills upgrading is required.

ESSENTIAL SKILL	DECLINING	GROWTH	GROWTH	GROWTH	GROWTH	GROWTH
	9615 LABOURERS IN RUBBER & PLASTICS PRODUCT MANUFACTURING	9617 LABOURERS IN FOOD, BEVERAGE AND TOBACCO PROCESSING	9492 FURNITURE AND FIXTURE ASSEMBLERS AND INSPECTORS	9498 OTHER ASSEMBLERS	9514 METAL WORKING MACHINERY	9613 PROCESSING AND UTILITIES
Reading	3	3	3	3	3	3
Writing	2	2	2	2	2	2
Document Use	3	3	3	3	4	3
Computer Use	1	1	1	1	1	1
Oral Communication	2	2	2	2	2	2
Money Math	3	3	1	2	N/A	3
Scheduling/ Budgeting	2	2	2	1	N/A	2
Measurement and Calculation	3	3	3	3	3	3
Numerical Estimation	2	2	2	2	3	2
Data Analysis	3	3	1	N/A	3	3
Job Task Planning & Organization	2	2	2	1	2	2
Decision Making	2	2	3	2	3	2
Problem Solving	3	3	3	2	3	3
Finding Information	2	2	2	2	2	2

Section Three:

Transferable Skills

It's important to remember that your career transition is a process. It's not an event. Products or services don't make it to market overnight. Your transition won't happen overnight either. It takes planning and goal-setting. You need time to take stock of your career and where you've been, in order to move forward.

Despite the uncertainties you may be facing, you have already established a wealth of experience that will help guide you. You have skills, aptitudes and achievements that can all benefit you through the transition process.

As a key first step in determining how you will move forward, make a list by jotting down your **Competencies** (skills you already have that can be transferred).

It's your competencies that form the basis for your transferable skills. These skills will help you choose career transition targets.

Similar skills = easier transition

Not so similar skills = a transition that may require learning skills, training, education

What are some possible transferable skills that you can carry over from your experience in the manufacturing sector? There are many. Here are a few common transferable skills:

Efficient: You are able to perform tasks in the quickest, most effective and simplest way to complete a job

Troubleshoot: You are able to spot problems and fix them before they happen

Assembly: You are manually skilled at putting products together

Record data: You are able to analyze, make accurate notes and reports

Customer service: You are able to be polite, patient and listen to customers' needs and meet those needs

Take instructions: You are able to listen and follow instructions, or ask for more information when you do not understand instructions

Ordering/Inventory: You are able to keep track of supplies and ensure sufficient stock is available and ordered when required

Resourceful: You are able to think of new ways to complete work when the solution may not be obvious at first

Precise: You are able to make sure tasks get done right

Adaptable: You are able to adjust and learn quickly and/or work with different co-workers

Transferable Skills Worksheet

Yes, you may be in career transition, but it's important to remember that you already possess numerous transferable skills gained from work experience. Never underestimate the value of your transferable skills. They are a large factor in career transition. Transferable skills are universal skills, used in every occupation. By evaluating your skills and their strengths, you can better understand how these skills relate to the new job you want to get. Employers value workers with a good foundation in many transferable skills. For example, if you already have strong work ethic skills for attention to details, this might be exactly what an employer is looking for in a new hire, even though the work is not exactly the same as your previous career. Your transferable skill for attention to details means the employer can hire you, with little or no extra training required.

How to Use This Worksheet

This self-assessment worksheet breaks down transferable skills into five sections: Communications; Research and Planning; Human Relations; Organization, Management and Leadership; and Work Ethics. Within each section are specific transferable skills. Instructions: 1) Review each of the transferable skills under each section. 2) Under Example, think about specific times when you put your transferable skill to use. This is key for resumes and job interviews. Think of examples in this manner: a) identify a specific action from your work experience; b) what was the result; c) how did you use your transferable skills to achieve the result. 3) Under Rating, you can also evaluate the strength of your transferable skills out of 3 (1 = may need some training, help, improvement; 3 = strong skill).

Communications: your ability to listen, understand information in a variety of forms, and share knowledge, ideas

Transferable skill	Example	Rating		
Conveying information		1	2	3
Editing		1	2	3
Effective speaking		1	2	3
Effective writing		1	2	3
Effective listening		1	2	3
Explaining ideas, information		1	2	3
Facilitating group discussion		1	2	3
Reporting information		1	2	3

Research and Planning: your ability to search and acquire knowledge and the ability to conceptualize current and future needs and develop solutions to meet those needs

Transferable skill	Example	Rating		
Ability to set and meet goals		1	2	3
Ability to troubleshoot		1	2	3
Ability to solve problems		1	2	3
Analyzing, interpreting data		1	2	3
Data-driven decision-making		1	2	3
Developing strategies		1	2	3
Effective ideas generation		1	2	3
Forecasting		1	2	3
Information gathering		1	2	3
Reporting information		1	2	3

Human relations: your interpersonal skills and your ability to work with others, resolve conflicts and help co-workers

Transferable skill	Example	Rating		
Ability to delegate with respect		1	2	3
Ability to develop rapport		1	2	3
Assertiveness		1	2	3
Cooperating		1	2	3
Counselling others		1	2	3
Cultural awareness		1	2	3
Motivating		1	2	3
Patience		1	2	3

Organization, Management and Leadership: Your ability to supervise, direct and guide others in completing work and achieving goals and targets

Transferable skill	Example	Rating		
Accountability		1	2	3
Coaching		1	2	3
Conflict resolution		1	2	3
Coordinating work, projects		1	2	3
Counselling		1	2	3
Decision making in a group		1	2	3
Delegating responsibility		1	2	3
Initiating new ideas		1	2	3
Managing groups		1	2	3
Scheduling staff, work		1	2	3
Selling ideas, products		1	2	3
Teamwork		1	2	3

Work Ethics: Your ability to use everyday skills to help achieve workplace success and work satisfaction

Transferable skill	Example	Rating		
Attention to detail		1	2	3
Accepting responsibility		1	2	3
Being punctual		1	2	3
Cooperating with others		1	2	3
Customer service		1	2	3
Decision making		1	2	3
Efficiency		1	2	3
Enlisting help when needed		1	2	3
Flexibility		1	2	3
Implementing decisions		1	2	3
Meeting deadlines		1	2	3
Personal organization		1	2	3
Precision for completing tasks		1	2	3
Resourcefulness		1	2	3
Stress management		1	2	3
Time management		1	2	3

Section Four:

Occupational Profiles

Growth Occupations in Manufacturing Sector in Grand Erie

One of the benefits for employers in the advanced manufacturing and technology sectors is the ability to draw from a workforce that already has many of the desirable transferable skills. This represents a significant career route for workers in transition within Brantford, Brant, Haldimand and Norfolk, especially for those in occupations experiencing a decline in Grand Erie.

Research by the Workforce Planning Board of Grand Erie has identified 16 occupations experiencing growth in the local advanced manufacturing and technology sectors that will prosper for years to come.

Knowing these target occupations can immediately help you to focus on your steps to successfully transition. You may need some additional training and skills upgrading, however, each of these 16 occupations is already connected through skills pathways to your existing transferable skills.

The growth occupations are:

Construction Millwrights and Industrial Mechanics (NOC 7311)

Stationary Engineers and Auxiliary Equipment Operators (NOC 7351)

Receptionists and Switchboard Operators (NOC 1414)

Mechanical Engineers (NOC 2132)

Chemists (NOC 2112)

Graphic Designers and Illustrators (NOC 5241)

Industrial Electricians (NOC 7242)

Structural Metal and Platework Fabricators and Fitters (NOC 7263)

Truck Drivers (NOC 7411)

Supervisors, Other Products Manufacturing Assembly (NOC 9227)

Process Control and Machine Operators, Food, Beverage and Tobacco Processing (NOC 9461)

Furniture and Fixture Assemblers and Inspectors (NOC 9492)

Labourers in Chemical Products, Processing and Utilities (NOC 9613)

On the following pages you will find detailed information on these occupations and employment, salary and workforce demographic data specific to Grand Erie. This information will be especially valuable for your transition and job search objectives. Read about typical places of employment. Learn about the main duties of each occupation. And see which transferable skills are the most essential.

Receptionists and Switchboard Operators (NOC 1414)

Receptionists and switchboard operators greet people arriving at offices, hospitals and other establishments, direct visitors to appropriate person or service, answer and forward telephone calls, take messages, schedule appointments and perform other clerical duties.¹

Main Duties¹:

- Receptionists greet people coming into offices and other establishments, direct them to the appropriate contacts or services, and provide information in person and by phone and may perform clerical duties and maintain front desk security and security access lists.
- Hospital admitting clerks interview patients to obtain and process information required to provide hospital and medical services.
- Medical and dental receptionists greet patients, schedule appointments, using manual or computerized systems, receive and record payment for services, and direct patients to appropriate areas.
- Switchboard operators operate a telephone system or switchboard to answer, screen and forward telephone calls, taking messages and providing information as required; and may perform clerical duties.
- Answering service operators answer telephones and record and relay messages.
- Front desk clerks in a variety of institutional and commercial settings direct customers to appropriate areas, record bookings, handle credit card checks, receive payment, issue receipts, arrange tour reservations and deal with emergency situations.

Places of Employment ¹	Employment Requirements ¹	The most important Essential Skills for this occupation are ²
<ul style="list-style-type: none"> • Insurance companies • Hospitals • Insurance and real estate agencies • Business services firms • Dentists • Law firms • Offices of physicians, surgeons and health practitioners • Municipal governments 	<ul style="list-style-type: none"> • Completion of secondary school is usually required. • On-the-job training may be provided. 	<ul style="list-style-type: none"> • Computer use • Oral communication • Job task planning and organizing

Number of Employees by Age Range³:

Employees by Age Range	15 – 24 years	25 – 44 years	45 years +	Total Employees	% 45 years +
Grand Erie Region	160	230	305	695	43.88%

Statistics Canada, 2006 Census - Employed Labour Force 15 years of age and over by age and occupation

Average Salary based on 2006 Census data³:

Grand Erie \$29,265

Top Industries of Employment³:

Across the Grand Erie Local Board area there are 855 receptionists and switch board operators employed. The top industries of employment are:

Industry (NAICS)	Number of People Employed	% of Total
621 Ambulatory health care services	245	28.65%
541 Professional, scientific and technical services	85	9.94%
622 Hospitals	75	8.77%

Statistics Canada, 2006 Census - Employed labour force 15 years and over by Detailed Occupation

Related Occupations¹:

1453 - Customer Service, Information and Related Clerks

1211 - Receptionist supervisors

6435 - Hotel Front Desk Clerks

1424 - Telephone Operators

1 Human Resources Skills Development Canada. National Occupational Classification System 2006. www5.hrsdc.gc.ca/NOC.

2 Ontario Skills Passport. Occupation Skills and Tasks. www.skills.edu.gov.on.ca

3 Statistics Canada. 2006 Census. www.statcan.gc.ca.

Mechanical Engineers (NOC 2132)

Mechanical engineers research, design and develop machinery and systems for heating, ventilating and air conditioning, power generation, transportation, processing and manufacturing. They also perform duties related to the evaluation, installation, operation and maintenance of mechanical systems. Mechanical engineers are employed by consulting firms, by power-generating utilities and in a wide range of manufacturing, processing and transportation industries, or they may be self-employed.¹

Main Duties¹:

- Conduct research into the feasibility, design, operation and performance of mechanisms, components and systems
- Plan and manage projects, and prepare material, cost and timing estimates, reports and design specifications for machinery and systems
- Design power plants, machines, components, tools, fixtures and equipment
- Analyze dynamics and vibrations of mechanical systems and structures
- Supervise and inspect the installation, modification and commissioning of mechanical systems at construction sites or in industrial facilities
- Develop maintenance standards, schedules and programs and provide guidance to industrial maintenance crews
- Investigate mechanical failures or unexpected maintenance problems
- Prepare contract documents and evaluate tenders for industrial construction or maintenance
- Supervise technicians, technologists and other engineers and review and approve designs, calculations and cost estimates.

Places of Employment ¹	Employment Requirements ¹	The most important Essential Skills for this occupation are ²
<ul style="list-style-type: none"> • Motor vehicle manufacturers • Electric power companies • Machinery and equipment manufacturers • Motor vehicle parts manufacturers • Aircraft and parts manufacturers • Engineering consulting companies 	<ul style="list-style-type: none"> • A bachelor's degree in mechanical engineering or in a related engineering discipline is required. • A master's degree or doctorate in a related engineering discipline may be required. • Licensing by a provincial or territorial association of professional engineers is required to approve engineering drawings and reports and to practise as a Professional Engineer (P.Eng.). • Engineers are eligible for registration following graduation from an accredited educational program, and after three or four years of supervised work experience in engineering and passing a professional practice examination. • Supervisory and senior positions in this unit group require experience. 	<ul style="list-style-type: none"> • Numeracy • Scheduling or Budgeting and Accounting • Data Analysis • Problem Solving

Number of Employees by Age Range³:

Employees by Age Range	15 – 24 years	25 – 44 years	45 years +	Total Employees	% 45 years +
Grand Erie Region	10	100	135	245	55.10%

Statistics Canada, 2006 Census - Employed Labour Force 15 years of age and over by age and occupation

Average Salary based on 2006 Census data³:

Grand Erie \$73,118

Top Industries of Employment³:

Across the Grand Erie Local Board area there are 345 mechanical engineers employed. The top industries of employment are:

Industry (NAICS)	Number of People Employed	% of Total
333 Machinery manufacturing	90	26.09%
541 Professional, scientific and technical services	55	15.94%
221 Utilities	45	13.04%
336 Transportation equipment manufacturing	35	10.14%

Statistics Canada, 2006 Census - Employed labour force 15 years and over by Detailed Occupation

Related Occupations¹:

0211 - Engineering Managers

2141 - Industrial and Manufacturing Engineers

2142 - Metallurgical and Materials Engineers

7351 - Power engineers or stationary engineers

1 Human Resources Skills Development Canada. National Occupational Classification System 2006. www5.hrsdc.gc.ca/NOC.

2 Ontario Skills Passport. Occupation Skills and Tasks. www.skills.edu.gov.on.ca

3 Statistics Canada. 2006 Census. www.statcan.gc.ca.

Graphic Designers and Illustrators (NOC 5241)

Graphic designers conceptualize and produce graphic art and visual materials to effectively communicate information for publications, advertising, films, packaging, posters, signs and interactive media such as Web sites and CD-ROMs. They are employed by advertising and graphic design firms, by establishments with advertising or communications departments and by multimedia production companies, or they may be self-employed. Graphic designers who are also supervisors, project managers or consultants are included in this unit group. Illustrators conceptualize and create illustrations to represent information through images. They are almost solely self-employed.¹

Main Duties¹:

Graphic designers perform some or all of the following duties:

- Consult with clients to establish the overall look, graphic elements and content of communications materials in order to meet their needs
- Determine the medium best suited to produce the desired visual effect and the most appropriate vehicle for communication
- Develop the graphic elements that meet the clients' objectives
- Prepare sketches, layouts and graphic elements of the subjects to be rendered using traditional tools, multimedia software and image processing, layout and design software
- Estimate cost of materials and time to complete graphic design
- Use existing photo and illustration banks and typography guides or hire an illustrator or photographer to produce images that meet clients' communications needs
- Establish guidelines for illustrators or photographers
- Co-ordinate all aspects of production for print, audio-visual or electronic materials, such as Web sites, CD-ROMs, interactive terminals, etc.
- Co-ordinate sub-contracting
- Work in a multidisciplinary environment
- Supervise other graphic designers or graphic arts technicians.

Illustrators perform some or all of the following duties:

- Consult with clients to determine the nature and content of illustrations in order to meet their communications needs
- Develop and produce realistic or representational sketches and final illustrations, by hand or using computer-assisted design (CAD) software, for printed materials such as books, magazines, packaging, greeting cards, stationery, etc.
- Assist in developing storyboards for electronic productions such as multimedia, interactive and digital products, television advertising and productions, etc.
- Produce 2-D and 3-D animated drawings or computer illustrations
- May adapt existing illustrations.
- Illustrators may specialize in a particular field such as illustrations for children, advertising, editorials, humour, or medical, scientific or technical illustration, or multimedia design.

Places of Employment ¹	Employment Requirements ¹
<ul style="list-style-type: none"> • Advertising agencies • Graphic design firms • Establishments with advertising or communications departments • Multimedia production companies 	<ul style="list-style-type: none"> • A university degree in visual arts with specialization in graphic design, commercial art, graphic communications or cartooning or Completion of a college diploma program in graphic arts is required. • Experience or training in multimedia design at a post-secondary, college or technical institution may be required. • In addition to the arts, training in biology, engineering, architecture or a scientific field is usually required for medical, technical and scientific illustrators. • Creative ability and artistic talent, as demonstrated by a portfolio of work, are required for graphic designers and illustrators.

Number of Employees by Age Range³:

Employees by Age Range	15 – 24 years	25 – 44 years	45 years +	Total Employees	% 45 years +
Grand Erie Region	10	85	140	235	59.57%

Statistics Canada, 2006 Census - Employed Labour Force 15 years of age and over by age and occupation

Average Salary based on 2006 Census data³:

Grand Erie \$40,944

Top Industries of Employment²:

Across the Grand Erie Local Board area there are 275 graphic designers and illustrators employed. The top industries of employment are:

Industry (NAICS)	Number of People Employed	% of Total
541 Professional, scientific and technical services	85	30.91%
339 Miscellaneous manufacturing	70	25.45%
323 Printing and related support activities	50	18.18%

Statistics Canada, 2006 Census - Employed labour force 15 years and over by Detailed Occupation

Related Occupations¹:

- 0611 - Advertising managers
- 5223 - Graphic Arts Technicians
- 5242 - Interior Designers
- 5136 - Painters, Sculptors and Other Visual Artists

1 Human Resources Skills Development Canada. National Occupational Classification System 2006. www5.hrsdc.gc.ca/NOC.

2 Statistics Canada. 2006 Census. www.statcan.gc.ca.

Industrial Electricians (NOC 7242)

Industrial electricians install, maintain, test, troubleshoot and repair industrial electrical equipment and associated electrical and electronic controls. They are employed by electrical contractors and maintenance departments of factories, plants, mines, shipyards and other industrial establishments.¹

Main Duties¹:

- Read and interpret drawings, blueprints, schematics and electrical code specifications to determine layout of industrial electrical equipment installations
- Install, examine, replace or repair electrical wiring, receptacles, switch boxes, conduits, feeders, fibre-optic and coaxial cable assemblies, lighting fixtures and other electrical components
- Test electrical and electronic equipment and components for continuity, current, voltage and resistance
- Maintain, repair, install and test switchgear, transformers, switchboard meters, regulators and reactors
- Maintain, repair, test and install electrical motors, generators, alternators, industrial storage batteries and hydraulic and pneumatic electrical control systems
- Troubleshoot, maintain and repair industrial, electrical and electronic control systems and other related devices
- Conduct preventive maintenance programs and keep maintenance records
- May install, maintain and calibrate industrial instrumentation and related devices.

Places of Employment ¹	Employment Requirements ¹	The most important Essential Skills for this occupation are ²
<ul style="list-style-type: none"> • Motor vehicle manufacturers • Electric power companies • Motor vehicle parts manufacturers • Primary steel producers • Mining companies • Pulp and paper companies • Electrical construction firms • Maintenance departments of various establishments 	<ul style="list-style-type: none"> • Completion of secondary school is usually required. • Completion of a four- or five-year industrial electrician apprenticeship program or A combination of over five years of work experience in the trade and some high school, college or industry courses in industrial electrical equipment is usually required to be eligible for trade certification. • Trade certification for industrial electricians is compulsory in Prince Edward Island, Quebec and the Yukon, and available, but voluntary, in Newfoundland and Labrador, Nova Scotia, New Brunswick, Ontario and Manitoba. • Interprovincial trade certification (Red Seal) is also available to qualified industrial electricians. • Trade certification for marine electricians is available, but voluntary, in New Brunswick. • Trade certification for mine electricians is available, but voluntary, in Nova Scotia. 	<ul style="list-style-type: none"> • Document use • Computer use • Problem solving

Number of Employees by Age Range³:

Employees by Age Range	15 – 24 years	25 – 44 years	45 years +	Total Employees	% 45 years +
Grand Erie Region	0	80	200	280	71.43%

Statistics Canada, 2006 Census - Employed Labour Force 15 years of age and over by age and occupation

Average Salary based on 2006 Census data³:

Grand Erie \$71,527

Top Industries of Employment³:

Across the Grand Erie Local Board area there are 340 industrial electricians employed. The top industries of employment are:

Industry (NAICS)	Number of People Employed	% of Total
331 Primary metal manufacturing	130	38.24%
339 Miscellaneous manufacturing	30	8.82%

Statistics Canada, 2006 Census - Employed labour force 15 years and over by Detailed Occupation

Related Occupations¹:

7241 - Construction electricians

7243 - Power System Electricians

7212 - Supervisors of industrial electricians

1 Human Resources Skills Development Canada. National Occupational Classification System 2006. www5.hrsdc.gc.ca/NOC.

2 Ontario Skills Passport. Occupation Skills and Tasks. www.skills.edu.gov.on.ca

3 Statistics Canada. 2006 Census. www.statcan.gc.ca.

Structural Metal and Platework Fabricators and Fitters (NOC 7263)

Structural metal and platework fabricators and fitters fabricate, assemble, fit and install steel or other metal components for buildings, bridges, tanks, towers, boilers, pressure vessels and other similar structures and products. They are employed in structural steel, boiler and platework fabrication plants and by heavy machinery manufacturing and shipbuilding companies.¹

Main Duties¹:

- Study engineering drawings and blueprints, determine the materials required, and plan the sequence of tasks to cut metal most efficiently
- Construct patterns and templates as guides for layouts
- Lay out reference points and patterns on heavy metal according to component specifications
- Rig, hoist and move materials to storage areas or within worksite
- Assemble and fit metal sections and plates to form complete units or subunits using tack welding, bolting, riveting or other methods
- Set up and operate various heavy-duty metal-working machines such as brake presses, shears, cutting torches, grinders and drills, including computer numerical control (CNC) equipment, to bend, cut, form, punch, drill or otherwise form heavy-metal components
- Install fabricated components in final product.

Places of Employment ¹	Employment Requirements ¹	The most important Essential Skills for this occupation are ²
<ul style="list-style-type: none"> • Boiler fabrication plants • Heavy-machinery manufacturing companies • Platework fabrication plants • Shipbuilding companies • Structural-steel fabrication plant 	<ul style="list-style-type: none"> • Completion of secondary school is usually required. • Completion of a three- to four-year apprenticeship program or A combination of over four years of work experience in the trade and some college or industry courses in structural steel and platework fabrication is usually required to be eligible for trade certification. • Trade certification is available, but voluntary, in all provinces. • Trade certification for ship's platers is available, but voluntary, in Newfoundland and Labrador. • Trade certification for shipfitters and shipwrights is available, but voluntary, in British Columbia. • Interprovincial trade certification (Red Seal) is also available to qualified metal fabricators (fitters). 	<ul style="list-style-type: none"> • Document use • Numeracy • Scheduling or Budgeting and Accounting • Problem Solving • Data Analysis

Number of Employees by Age Range³:

Employees by Age Range	15 – 24 years	25 – 44 years	45 years +	Total Employees	% 45 years +
Grand Erie Region	25	90	85	200	42.5%

Statistics Canada, 2006 Census - Employed Labour Force 15 years of age and over by age and occupation

Average Salary based on 2006 Census data³:

Grand Erie \$57,177

Top Industries of Employment³:

Across the Grand Erie Local Board area there are 370 structural metal and platework fabricators and fitters employed. The top industries of employment are:

Industry (NAICS)	Number of People Employed	% of Total
331 Primary metal manufacturing	165	44.59%
332 Fabricated metal product manufacturing	115	31.08%

Statistics Canada, 2006 Census - Employed labour force 15 years and over by Detailed Occupation

Related Occupations¹:

7262 - Boilermakers

9514 - Metalworking Machine Operators

7264- Structural steel erectors

7214 - Supervisors of structural metal and platework fabricators and fitters

7265 - Welders and Related Machine Operators

1 Human Resources Skills Development Canada. National Occupational Classification System 2006. www5.hrsdc.gc.ca/NOC.

2 Ontario Skills Passport. Occupation Skills and Tasks. www.skills.edu.gov.on.ca

3 Statistics Canada. 2006 Census. www.statcan.gc.ca.

Construction Millwrights and Industrial Mechanics (NOC 7311)

Construction millwrights and industrial mechanics install, maintain, troubleshoot and repair stationary industrial machinery and mechanical equipment. Construction millwrights are employed by millwrighting contractors. Industrial mechanics are employed in manufacturing plants, utilities and other industrial establishments.¹

Main Duties¹:

- Read blueprints, diagrams and schematic drawings to determine work procedures
- Install, align, dismantle and move stationary industrial machinery and mechanical equipment, such as pumps, fans, tanks, conveyors, furnaces and generators according to layout plans using hand and power tools
- Operate hoisting and lifting devices such as cranes, jacks and tractors to position machinery and parts during the installation, set-up and repair of machinery
- Inspect and examine machinery and equipment to detect and investigate irregularities and malfunctions
- Install, troubleshoot and maintain power transmission, vacuum, hydraulic and pneumatic systems, and programmable logic controls
- Adjust machinery and repair or replace defective parts
- Operate machine tools such as lathes and grinders to fabricate parts required during overhaul, maintenance or set-up of machinery
- Clean, lubricate and perform other routine maintenance work on machinery
- Construct foundations for machinery or direct other workers to construct foundations
- Assemble machinery and equipment prior to installation using hand and power tools and welding equipment.

Places of Employment ¹	Employment Requirements ¹	The most important Essential Skills for this occupation are ²
<ul style="list-style-type: none"> • Motor vehicle manufacturers • Electric power companies • Machinery and equipment manufacturers • Motor vehicle parts manufacturers • Primary steel producers • Mining companies • Pulp and paper companies • Mechanical construction firms 	<ul style="list-style-type: none"> • Completion of secondary school is usually required. • Completion of a three- to four-year apprenticeship program or A combination of over five years of work experience in the trade and some high school, college or industry courses in industrial machinery repair or millwrighting is usually required to be eligible for trade certification. • Industrial mechanic trade certification is compulsory in Quebec and available, but voluntary, in all other provinces and territories. • Construction millwright trade certification is available, but voluntary, in Ontario. • Interprovincial trade certification (Red Seal) is also available to qualified industrial mechanics or millwrights. 	<ul style="list-style-type: none"> • Document Use • Numeracy • Scheduling or Budgeting and Accounting • Data Analysis

Number of Employees by Age Range³:

Employees by Age Range	15 – 24 years	25 – 44 years	45 years +	Total Employees	% 45 years +
Grand Erie Region	70	385	500	955	52.35%

Statistics Canada, 2006 Census - Employed Labour Force 15 years of age and over by age and occupation

Average Salary based on 2006 Census data³:

Grand Erie \$65,391

Top Industries of Employment³:

Across the Grand Erie Local Board area there are 1,370 construction millwrights and industrial mechanics employed. The top industries of employment are:

Industry (NAICS)	Number of People Employed	% of Total
331 Primary metal manufacturing	440	32.12%
336 Transportation equipment manufacturing	160	11.68%
332 Fabricated metal product manufacturing	150	10.95%

Statistics Canada, 2006 Census - Employed labour force 15 years and over by Detailed Occupation

Related Occupations¹:

- 7312 - Heavy-Duty Equipment Mechanics
- 2243 - Industrial Instrument Technicians and Mechanics
- 7312 - Heavy-Duty Equipment Mechanics
- 7216 - Supervisors of industrial mechanics and millwrights
- 7317 - Textile Machinery Mechanics and Repairers

1 Human Resources Skills Development Canada. National Occupational Classification System 2006. www5.hrsdc.gc.ca/NOC.

2 Ontario Skills Passport. Occupation Skills and Tasks. www.skills.edu.gov.on.ca

3 Statistics Canada. 2006 Census. www.statcan.gc.ca.

Stationary Engineers and Auxiliary Equipment Operators (NOC 7351)

Stationary engineers and auxiliary equipment operators operate and maintain various types of stationary engines and auxiliary equipment to provide heat, light, power and other utility services for commercial, industrial and institutional buildings and other work sites. They are employed in industrial and manufacturing plants, hospitals, universities, government, utilities, hotels and other commercial establishments.¹

Main Duties¹:

- Operate automated or computerized control systems, stationary engines and auxiliary equipment such as boilers, turbines, generators, pumps, compressors, pollution control devices and other equipment to provide heat, ventilation, refrigeration, light and power for buildings, industrial plants and other work sites
- Monitor and inspect plant equipment, computer terminals, switches, valves, gauges, alarms, meters and other instruments to measure temperature, pressure and fuel flow, to detect leaks or other equipment malfunctions and to ensure plant equipment is operating at maximum efficiency
- Analyze and record instrument readings and equipment malfunctions
- Troubleshoot and perform corrective action and minor repairs to prevent equipment or system failure
- Clean and lubricate generators, turbines, pumps and compressors and perform other routine equipment maintenance duties using appropriate lubricants and hand, power and precision tools
- Maintain a daily log of operation, maintenance and safety activities, and write reports about plant operation
- May assist in the development of operation, maintenance and safety procedures.

Places of Employment ¹	Employment Requirements ¹	The most important Essential Skills for this occupation are ²
<ul style="list-style-type: none"> • Hospitals • Motor vehicle manufacturers • Universities • Electric power companies • Elementary and secondary schools • Primary steel producers • Federal government • Pulp and paper companies • Industrial and manufacturing plants 	<ul style="list-style-type: none"> • Completion of secondary school is usually required. • Completion of a regulated apprenticeship program in stationary or power engineering or On-the-job training and additional courses or a college training program in stationary or power engineering or building systems operations are required. • Provincial or territorial certification or licensing according to class (4th, 3rd, 2nd and 1st class and an additional 5th class in Manitoba, Saskatchewan, Nunavut and the Northwest Territories) is required. • Certification according to class (4th, 3rd, 2nd or 1st class for heating and steam engines and class B or A for refrigeration) is required in Quebec. 	<ul style="list-style-type: none"> • Document use • Numeracy • Scheduling or Budgeting and Accounting • Data Analysis • Problem solving

Number of Employees by Age Range³:

Employees by Age Range	15 – 24 years	25 – 44 years	45 years +	Total Employees	% 45 years +
Grand Erie Region	10	60	115	185	62.16%

Statistics Canada, 2006 Census - Employed Labour Force 15 years of age and over by age and occupation

Average Salary based on 2006 Census data³:

Grand Erie \$76,535

Top Industries of Employment³:

Across the Grand Erie Local Board area there are 180 stationary engineers and auxiliary equipment operators employed. The top industries of employment are:

Industry (NAICS)	Number of People Employed	% of Total
331 Primary metal manufacturing	45	25.00%
221 Utilities	35	19.44%
333 Machinery manufacturing	20	11.11%

Statistics Canada, 2006 Census - Employed labour force 15 years and over by Detailed Occupation

Related Occupations¹:

7352 - Power Systems and Power Station Operators

213 - Professional engineers

214 - Professional engineers

9212 - Supervisors of stationary engineers and auxiliary equipment operators

1 Human Resources Skills Development Canada. National Occupational Classification System 2006. www5.hrsdc.gc.ca/NOC.

2 Ontario Skills Passport. Occupation Skills and Tasks. www.skills.edu.gov.on.ca

3 Statistics Canada. 2006 Census. www.statcan.gc.ca.

Truck Drivers (NOC 7411)

Truck drivers operate heavy trucks to transport goods and materials over urban, interurban, provincial and international routes. They are employed by transportation companies, manufacturing and distribution companies, moving companies and employment service agencies, or they may be self-employed. This unit group also includes shunters who move trailers to and from loading docks within trucking yards or lots.¹

Main Duties¹:

- Operate and drive straight or articulated trucks, weighing over 4600 kg with three or more axles, to transport goods and material to destinations
- Operate and drive straight trucks to transport goods and materials over urban and short inter-urban routes
- May drive lighter, special purpose trucks such as tow trucks, dump trucks, hydrovac trucks or cement mixing trucks
- Oversee all aspects of vehicles, such as condition of equipment, loading and unloading, and safety and security of cargo
- Perform pre-trip inspection of vehicle systems and equipment such as tires, lights, brakes and cold storage
- Perform emergency roadside repairs
- Obtain special permits and other documents required to transport cargo on international routes
- Record cargo information, distance travelled, fuel consumption and other information in log book or on on-board computer
- Communicate with dispatcher and other drivers using two-way radio, cellular telephone and on-board computer
- May drive as part of a two-person team or convoy
- May transport hazardous products or dangerous goods.

Places of Employment ¹	Employment Requirements ¹	The most important Essential Skills for this occupation are ²
<ul style="list-style-type: none"> • Construction firms • Logging companies • Construction site maintenance firms • Trucking companies • Moving companies • Employment service agencies • Self-employed 	<ul style="list-style-type: none"> • Completion of secondary school is usually required. • On-the-job training is provided. • A Class D licence is required to drive straight trucks. • A Class A licence is required to drive articulated trucks. • Air brake endorsement (Z) is required for drivers who operate vehicles equipped with air brakes. • Transportation of dangerous goods (TDG) certification is required for drivers who transport hazardous products or dangerous goods. 	<ul style="list-style-type: none"> • Document Use • Problem solving

Number of Employees by Age Range³:

Employees by Age Range	15 – 24 years	25 – 44 years	45 years +	Total Employees	% 45 years +
Grand Erie Region	40	800	990	1,830	54.10%

Statistics Canada, 2006 Census - Employed Labour Force 15 years of age and over by age and occupation

Average Salary based on 2006 Census data³:

Grand Erie \$44,937

Top Industries of Employment³:

Across the Grand Erie Local Board area there are 3,760 truck drivers employed. The top industries of employment are:

Industry (NAICS)	Number of People Employed	% of Total
484 Truck transportation	2,535	67.42%
488 Support activities for transportation	125	3.32%

Statistics Canada, 2006 Census - Employed labour force 15 years and over by Detailed Occupation

Related Occupations¹:

7414 - Drivers of light trucks

7422 - Snowplough and garbage truck drivers

7222 - Supervisors, Motor Transport and Other Ground Transit Operators

1475 - Truck dispatchers

7622 - Truck driver helpers

4131 - Truck driver trainers

1 Human Resources Skills Development Canada. National Occupational Classification System 2006. www5.hrsdc.gc.ca/NOC.

2 Ontario Skills Passport. Occupation Skills and Tasks. www.skills.edu.gov.on.ca

3 Statistics Canada. 2006 Census. www.statcan.gc.ca.

Supervisors, Food, Beverage and Tobacco Processing (NOC 9213)

Supervisors in this unit group supervise and co-ordinate the activities of workers who operate processing machines, and package or grade food, beverage and tobacco products. They are employed in fruit and vegetable processing plants, dairies, flour mills, bakeries, sugar refineries, fish plants, meat plants, breweries and other food, beverage and tobacco processing establishments.¹

Main Duties¹:

- Supervise, co-ordinate and schedule the activities of workers who process, package, test and grade food, beverage and tobacco products
- Establish methods to meet work schedules and co-ordinate work activities with other units
- Resolve work problems and recommend measures to improve productivity and product quality
- Requisition materials and supplies
- Train staff in job duties, safety procedures and company policy
- Recommend personnel actions such as hiring's and promotions
- Prepare production and other reports.

Places of Employment ¹	Employment Requirements ¹	The most important Essential Skills for this occupation are ²
<ul style="list-style-type: none"> • Fruit and vegetable processing plants • Dairies • Flour mills, bakeries and sugar refineries • Fish and meat plants • Breweries • Other food, beverage and tobacco processing establishments 	<ul style="list-style-type: none"> • Completion of secondary school is usually required. • Post-secondary education in microbiology or chemistry may be required for some positions in this group. • Several years of experience in the food, beverage or tobacco processing industry are required. • Hazard analysis critical control point (HACCP) co-ordinators require HACCP certification and several years of experience in quality assurance of food production. 	<ul style="list-style-type: none"> • Oral communication • Problem solving

Number of Employees by Age Range³:

Employees by Age Range	15 – 24 years	25 – 44 years	45 years +	Total Employees	% 45 years +
Grand Erie Region	15	65	70	150	46.67%

Statistics Canada, 2006 Census - Employed Labour Force 15 years of age and over by age and occupation

Average Salary based on 2006 Census data³:

Grand Erie \$54,533

Top Industries of Employment³:

Across the Grand Erie Local Board area there are 165 supervisors in food and beverage employed. The top industries of employment are:

Industry (NAICS)	Number of People Employed	% of Total
311 Food manufacturing	145	87.88%
413 Food, beverage and tobacco wholesaler-distributors	20	12.12%

Statistics Canada, 2006 Census - Employed labour force 15 years and over by Detailed Occupation

Related Occupations¹:

946 – Machine Operators and Related Workers in Food, Beverage and Tobacco Processing 0911 – Managers of food, beverage and tobacco processing
2222 – Supervisors of meat and fish inspectors

1 Human Resources Skills Development Canada. National Occupational Classification System 2006. www5.hrsdc.gc.ca/NOC.
2 Ontario Skills Passport. Occupation Skills and Tasks. www.skills.edu.gov.on.ca
3 Statistics Canada. 2006 Census. www.statcan.gc.ca.

Supervisors, Other Products Manufacturing and Assembly (NOC 9227)

This unit group includes supervisors, not elsewhere classified, who supervise and co-ordinate the activities of workers who assemble, fabricate and inspect a variety of products, such as jewellery, clocks and watches, millwork, sporting goods, toys and other miscellaneous products. They are employed in a wide variety of manufacturing companies.¹

Main Duties¹:

- Supervise, co-ordinate and schedule activities of workers who assemble, fabricate and inspect products, such as jewellery, clocks, watches, bicycles, millwork, sporting goods and toys
- Establish methods to meet work schedules and co-ordinate work activities with other departments
- Resolve work problems and recommend measures to improve productivity and product quality
- Requisition materials and supplies
- Train workers in job duties, safety procedures and company policies
- Recommend personnel actions such as hirings and promotions
- Prepare production and other reports
- May set up machinery and equipment.

Places of Employment ¹	Employment Requirements ¹
<ul style="list-style-type: none"> • Variety of manufacturing companies 	<ul style="list-style-type: none"> • Completion of secondary school may be required. • Several years of experience as an assembler or inspector in the same company are usually required.

Number of Employees by Age Range²:

Employees by Age Range	15 – 24 years	25 – 44 years	45 years +	Total Employees	% 45 years +
Grand Erie Region	0	50	15	65	23.08%

Statistics Canada, 2006 Census - Employed Labour Force 15 years of age and over by age and occupation

Average Salary based on 2006 Census data²:

Grand Erie \$62,817

Top Industries of Employment²:

Across the Grand Erie Local Board area there are 45 supervisors of other products manufacturing and assembly employed. The top industries of employment are:

Industry (NAICS)	Number of People Employed	% of Total
339 Miscellaneous manufacturing	35	77.78%
333 Machinery manufacturing	10	22.22%

Statistics Canada, 2006 Census - Employed labour force 15 years and over by Detailed Occupation

Related Occupations¹:

9224 - Supervisors of woodworking machine operators

1 Human Resources Skills Development Canada. National Occupational Classification System 2006. www5.hrsdc.gc.ca/NOC.

2 Statistics Canada. 2006 Census. www.statcan.gc.ca.

Furniture and Fixture Assemblers and Inspectors (NOC 9492)

This unit group includes workers who assemble parts to form subassemblies or complete articles of furniture and fixtures. Inspectors in this unit group inspect furniture and fixture subassemblies and finished products to ensure product quality. They are employed by furniture manufacturing companies.¹

Main Duties¹:

Assemblers in this unit group perform some or all of the following duties:

- Prepare, sand and trim wooden furniture and fixture parts using hand and power tools
- Assemble wooden or metal furniture and fixture parts to form subassemblies and complete articles using hand and power tools
- Assemble a combination of parts made of wood, metal, plastic, cane or other materials to form subassemblies or complete furniture articles
- Reinforce assembled furniture and fixtures with dowels or other supports
- Install hardware such as hinges or clasps on furniture and fixtures.

Inspectors in this unit group perform some or all of the following duties:

- Inspect furniture and fixture subassemblies and finished products for conformance to quality standards
- Mark defective parts or products for repair
- Make minor adjustments and repairs
- Record information on products inspected.

Places of Employment ¹	Employment Requirements ¹	The most important Essential Skills for this occupation are ²
<ul style="list-style-type: none"> • Furniture manufacturing companies 	<ul style="list-style-type: none"> • Some secondary school education may be required. • On-the-job training is provided. • Experience as a labourer in the same company may be required. 	<ul style="list-style-type: none"> • Oral communication • Numeracy • Problem solving

Number of Employees by Age Range³:

Employees by Age Range	15 – 24 years	25 – 44 years	45 years +	Total Employees	% 45 years +
Grand Erie Region	65	85	65	225	28.89%

Statistics Canada, 2006 Census - Employed Labour Force 15 years of age and over by age and occupation

Average Salary based on 2006 Census data³:

Grand Erie \$35,514

Top Industries of Employment³:

Across the Grand Erie Local Board area there are 230 furniture and fixture assemblers and inspectors employed. The top industries of employment are:

Industry (NAICS)	Number of People Employed	% of Total
337 Furniture and related product manufacturing	125	54.35%
321 Wood product manufacturing	45	19.57%
339 Miscellaneous manufacturing	30	13.04%

Statistics Canada, 2006 Census - Employed labour force 15 years and over by Detailed Occupation

Related Occupations¹:

9494 - Furniture Finishers and Refinishers

9493 - Other Wood Products Assemblers and Inspectors

9224 - Supervisors of workers in this unit group

9513 - Woodworking Machine Operators

1 Human Resources Skills Development Canada. National Occupational Classification System 2006. www5.hrsdc.gc.ca/NOC.
 2 Ontario Skills Passport. Occupation Skills and Tasks. www.skills.edu.gov.on.ca
 3 Statistics Canada. 2006 Census. www.statcan.gc.ca.

Other Assemblers (NOC 9498)

This unit group includes assemblers and inspectors, not elsewhere classified, who assemble and inspect a variety of products, such as jewellery, silverware, clocks and watches, musical instruments, sporting goods, toys, and other miscellaneous products.¹

Main Duties¹:

Assemblers in this unit group perform some or all of the following duties:

- Cut, shape and fit materials to form parts and components
- Screw, clip, glue, bond, weld or otherwise assemble parts and components to form final products
- Sand, trim, grind or clean products into final form using hand tools.

Inspectors in this unit group perform some or all of the following duties:

- Check manufactured items for defects and for conformance to specifications, visually or using sample models and instruments
- Affix seals or tags to approved items and return defective products for repair or recycle
- Complete reports on product inspection.

Places of Employment ¹	Employment Requirements ¹	The most important Essential Skills for this occupation are ²
<ul style="list-style-type: none"> • Various manufacturing companies 	<ul style="list-style-type: none"> • Some secondary school education is usually required. • Experience as a manufacturing labourer in the same company may be required. • On-the-job training is provided. 	<ul style="list-style-type: none"> • Document Use • Oral communication • Numeracy

Number of Employees by Age Range³:

Employees by Age Range	15 – 24 years	25 – 44 years	45 years +	Total Employees	% 45 years +
Grand Erie Region	25	65	90	180	50.0%

Statistics Canada, 2006 Census - Employed Labour Force 15 years of age and over by age and occupation

Average Salary based on 2006 Census data³:

Grand Erie \$34,132

Top Industries of Employment³:

Across the Grand Erie Local Board area there are 240 other assemblers employed. The top industries of employment are:

Industry (NAICS)	Number of People Employed	% of Total
336 Transportation equipment manufacturing	55	22.92%
332 Fabricated metal product manufacturing	50	20.83%
337 Furniture and related product manufacturing	30	12.50%
333 Machinery manufacturing	25	10.42%

Statistics Canada, 2006 Census - Employed labour force 15 years and over by Detailed Occupation

Related Occupations¹:

9517 - Other Products Machine Operators

9227 - Supervisors, Other Products Manufacturing and Assembly

1 Human Resources Skills Development Canada. National Occupational Classification System 2006. www5.hrsdc.gc.ca/NOC.

2 Ontario Skills Passport. Occupation Skills and Tasks. www.skills.edu.gov.on.ca

3 Statistics Canada. 2006 Census. www.statcan.gc.ca.

Metalworking Machinery (NOC 9514)

Light metalworking machine operators operate metalworking machines which shape and form sheet or other light metal into parts or products.¹

Main Duties¹:

- Read specifications or follow verbal instructions
- Lay out, set up and operate one or more light or heavy metalworking machines such as shears, power presses, saws, plate rolls, drills, brakes, slitters, punch presses, computer numerically controlled (CNC) equipment, and other hand tools to cut, bend, roll, ream, punch and drill, weld or otherwise shape and form metal stock into parts or products
- Operate machines or equipment which weld, solder, bolt, screw or rivet metal parts together
- Check products for correct shapes, dimensions and other specifications
- Troubleshoot and perform corrective action or minor repairs
- May select and transport material to work area manually or using crane or hoist
- May document work completed
- May build staging or erect scaffolding as required for heavy metalworking jobs
- May clean or lubricate equipment and replace parts as required.

Places of Employment ¹	Employment Requirements ¹	The most important Essential Skills for this occupation are ²
<ul style="list-style-type: none"> • Motor vehicle manufacturers • Machinery and equipment manufacturers • Motor vehicle parts manufacturers • Primary steel producers • Hardware, tool and cutlery manufacturers • Metal fabricating companies • Metal and metal products wholesalers • Stamping press and coated metal products companies • Ornamental metal products producers 	<ul style="list-style-type: none"> • Some secondary school education is required. • On-the-job training is usually provided. • Previous experience as a labourer or helper in the same company may be required. 	<ul style="list-style-type: none"> • Document use • Numeracy • Problem solving

Number of Employees by Age Range³:

Employees by Age Range	15 – 24 years	25 – 44 years	45 years +	Total Employees	% 45 years +
Grand Erie Region	30	190	125	345	36.23%

Statistics Canada, 2006 Census - Employed Labour Force 15 years of age and over by age and occupation

Average Salary based on 2006 Census data³:

Grand Erie \$42,637

Top Industries of Employment³:

Across the Grand Erie Local Board area there are 550 metalworking machine operators employed. The top industries of employment are:

Industry (NAICS)	Number of People Employed	% of Total
332 Fabricated metal product manufacturing	145	26.36%
336 Transportation equipment manufacturing	130	23.64%
331 Primary metal manufacturing	75	13.64%

Statistics Canada, 2006 Census - Employed labour force 15 years and over by Detailed Occupation

Related Occupations¹:

7261 - Sheet Metal Workers

9226 - Supervisors of metalworking machine operators

7263 - Structural Metal and Platework Fabricators and Fitters

1 Human Resources Skills Development Canada. National Occupational Classification System 2006. www5.hrsdc.gc.ca/NOC.
 2 Ontario Skills Passport. Occupation Skills and Tasks. www.skills.edu.gov.on.ca
 3 Statistics Canada. 2006 Census. www.statcan.gc.ca.

Labourers in Chemical Products, Processing and Utilities (NOC 9613)

Labourers in this unit group carry out a variety of material handling, cleaning and routine general labouring activities. They are employed by.¹

Main Duties¹:

- Feed and unload production machinery and equipment
- Clean chemical processing machines and equipment and production areas
- Move, sort and pile materials and products manually and using powered equipment
- Assist other workers to operate, repair and maintain process equipment, gas distribution, water filtration and waste water plant equipment
- Perform general duties such as basic construction, painting and other manual tasks.

Places of Employment ¹	Employment Requirements ¹	The most important Essential Skills for this occupation are ²
<ul style="list-style-type: none"> • Petroleum and natural gas processing companies • Pipeline and petrochemical companies • Chemical and pharmaceutical companies • Electrical, water and waste treatment utilities 	<ul style="list-style-type: none"> • Completion of secondary school may be required. 	<ul style="list-style-type: none"> • Document use • Numeracy • Job task planning and organizing • Problem solving

Number of Employees by Age Range³:

Employees by Age Range	15 – 24 years	25 – 44 years	45 years +	Total Employees	% 45 years +
Grand Erie Region	50	40	55	145	37.93%

Statistics Canada, 2006 Census - Employed Labour Force 15 years of age and over by age and occupation

Average Salary based on 2006 Census data³:

Grand Erie \$42,701

Top Industries of Employment³:

Across the Grand Erie Local Board area there are 180 labourers in chemical products processing and utilities employed. The top industries of employment are:

Industry (NAICS)	Number of People Employed	% of Total
325 Chemical manufacturing	110	61.11%
561 Administrative and support services	20	11.11%

Statistics Canada, 2006 Census - Employed labour force 15 years and over by Detailed Occupation

Related Occupations¹:

- 9421 - Chemical Plant Machine Operators
- 9232 - Petroleum, Gas and Chemical Process Operators
- 7352 - Power Systems and Power Station Operators
- 9212 - Supervisors, Petroleum, Gas and Chemical Processing and Utilities
- 9424 - Water and Waste Plant Operators
- 7442 - Waterworks and Gas Maintenance Workers

1 Human Resources Skills Development Canada. National Occupational Classification System 2006. www5.hrsdc.gc.ca/NOC.

2 Ontario Skills Passport. Occupation Skills and Tasks. www.skills.edu.gov.on.ca

3 Statistics Canada. 2006 Census. www.statcan.gc.ca.

Labourers in Food, Beverage and Tobacco Processing (NOC 9617)

Labourers in this unit group perform material handling, clean-up, packaging and other elemental activities related to food, beverage and tobacco processing.¹

Main Duties¹:

- Transport raw materials, finished products and packaging materials throughout plant and warehouse manually, or with powered equipment
- Measure and dump ingredients into hoppers of mixing and grinding machines or mobile tank trucks
- Feed flattened boxes into forming machines to construct containers
- Remove filled containers from conveyors and manually pack goods into bags, boxes or other containers
- Clean work areas and equipment
- Feed and unload tobacco processing machines
- Check products and packaging for basic quality defects
- Assist process control and machine operators in performing their duties.

Places of Employment ¹	Employment Requirements ¹	The most important Essential Skills for this occupation are ²
<ul style="list-style-type: none"> • Fruit and vegetable processing plants • Dairies • Flour mills, bakeries and sugar refineries • Fish and meat plants • Breweries • Other food, beverage and tobacco processing plants 	<ul style="list-style-type: none"> • Some secondary school education may be required. 	<ul style="list-style-type: none"> • Document use • Numeracy • Job task planning and organizing • Problem solving

Number of Employees by Age Range³:

Employees by Age Range	15 – 24 years	25 – 44 years	45 years +	Total Employees	% 45 years +
Grand Erie Region	195	325	355	875	40.57%

Statistics Canada, 2006 Census - Employed Labour Force 15 years of age and over by age and occupation

Average Salary based on 2006 Census data³:

Grand Erie \$35,615

Top Industries of Employment³:

Across the Grand Erie Local Board area there are 1,055 labourers in food, beverage and tobacco processing employed. The top industries of employment are:

Industry (NAICS)	Number of People Employed	% of Total
311 Food manufacturing	855	81.04%
413 Food, beverage and tobacco wholesaler-distributors	90	8.53%

Statistics Canada, 2006 Census - Employed labour force 15 years and over by Detailed Occupation

Related Occupations¹:

9618 - Labourers in Fish Processing

9461 - Process Control and Machine Operators, Food and Beverage Processing

9464 - Tobacco Processing Machine Operators

1 Human Resources Skills Development Canada. National Occupational Classification System 2006. www5.hrsdc.gc.ca/NOC.

2 Ontario Skills Passport. Occupation Skills and Tasks. www.skills.edu.gov.on.ca

3 Statistics Canada. 2006 Census. www.statcan.gc.ca.

Section Five:

Tracking Your Career

Tracking Your Career Transition Targets

Company:

Position you're seeking: _____

- Key contact: _____
- E-mail: _____
- Contact address: _____
- Contact phone: _____

Step	Date	Type of contact (in-person, e-mail, letter, social media, resume/cover letter)	Result. notes
First contact			
Follow-up contact			
Interview			
Thank-you letter			
Additional follow-up			

Company:

Position you're seeking: _____

- Key contact: _____
- E-mail: _____
- Contact address: _____
- Contact phone: _____

Step	Date	Type of contact (in-person, e-mail, letter, social media, resume/cover letter)	Result. notes
First contact			
Follow-up contact			
Interview			
Thank-you letter			
Additional follow-up			

Tracking Your Career Transition Targets

Company:

Position you're seeking: _____

• Key contact: _____ • E-mail: _____

• Contact address: _____ • Contact phone: _____

Step	Date	Type of contact (in-person, e-mail, letter, social media, resume/cover letter)	Result. notes
First contact			
Follow-up contact			
Interview			
Thank-you letter			
Additional follow-up			

Company:

Position you're seeking: _____

• Key contact: _____ • E-mail: _____

• Contact address: _____ • Contact phone: _____

Step	Date	Type of contact (in-person, e-mail, letter, social media, resume/cover letter)	Result. notes
First contact			
Follow-up contact			
Interview			
Thank-you letter			
Additional follow-up			

Section Six:

Resources

Need Help?

If you require further assistance, look for an Employment Ontario agency near you:

Brantford - Brant

Brant Canadian Hearing Society
Hamilton Regional Office
Brantford Area Office
General Support Services
Hearing Care Counselling
The Beckett Building, 225 Colborne St Ste 139,
Brantford, ON N3T 2H2
519-753-3162,
<http://www.chs.ca/>

Literacy Council of Brantford and District
Brantford Public Library, 173 Colborne St,
Brantford, ON N3T 2G8
519-758-1664
<http://www.brantliteracycouncil.com>

Canadian Mental Health Association
Ontario Employment Services
Employment Programs
44 King St, Brantford N3T 3C7
519-752-2998,
<http://www.cmhabrant.on.ca>

Rosewood House Inc.
Skills and Counselling Access Program
1 Wellington St, Brantford, ON N3T 2L3
519-756-2283

Careerlink
Ontario Employment Services
Market Square, 1 Market St Lower Level,
Brantford, ON N3T 6C8
519-759-1412, Website
<http://www.careerlink.ca/workshops.htm>

Ontario
Employment Ontario
Apprenticeship Office
Brantford Office
505 Park Rd North Suite 201,
Brantford, ON N3R 7K8
519-756-5197
www.tcu.gov.on.ca/eng/employmentontario/training

Community Resource and Employment Service
Employment Ontario Services
Brantford District Labour Centre Building,
1100 Clarence St South Ste 102, Brantford, ON
N3S 7N8
519-751-4357
<http://www.crs-help.ca>

Grand River Employment and Training
Brantford Program and Services
120 Colborne St Suite 101, Brantford, ON N3T
2G6
519-758-9210

Haldimand

Community Support Centre of Haldimand-Norfolk
38 Orkney St West, Caledonia, ON N3W 1B1
905-765-440
<http://www.haldnor-communitysupport.ca/>

Grand Erie District School Board
Grand Erie Learning Alternatives
Adult Literacy and Basic Skills
110 Helena St, Dunnville, ON N1A 2S5
905-774-7401

Haldimand Norfolk Literacy Council
Dunnville Adult Learning Centre & Office
Adult Learning Centre, 227 Queen St,
Dunnville, ON N1A 1H8
905-774-9141
<http://www.hnliteracy.com/>

St. Leonard's Community Services Community Career
Resource Centre
Cayuga Community Career Resource Centre
70 Haldimand Hwy 54, Cayuga, ON N0E 1E0
905- 772-2637
<http://www.st-leonards.com>

St. Leonard's Community Services
Caledonia Employment Centre
Ontario Employment Services
Community Support Centre of Haldimand-Norfolk,
38 Orkney St West, Caledonia, ON N3W 1B1
905-765-6745
<http://www.st-leonards.com/>

St. Leonard's Community Services
Dunnville Employment Centre
Ontario Employment Services
Dunnville and District Credit Union Plaza,
208 Broad St East, Dunnville, ON N1A 1G2
905-774-7501
<http://www.st-leonards.com/>

Norfolk

Employment Centre (The)
The Employment Centre, 5 Queensway Dr East,
Simcoe, ON N3Y 5K2
519-426-5270 * 519-428-1135, Website

Fanshawe College of Applied Arts and Technology
Community Career Resource Centre
Port Rowan Public Library, 1034 Bay St, Port Rowan, ON
N0E 1M0
519-428-8866
<http://www.fanshawec.ca/EN/simcoe/simcoe/17551.html>

Fanshawe College of Applied Arts and Technology. Community Career Resource Centre. Delhi
253 James St Unit 3, Delhi, ON N4B 2B2
519-582-4119
<http://www.fanshawec.ca/EN/simcoe/simcoe/17551.html>

Fanshawe College of Applied Arts and Technology
Community Career Resource Centre
Port Dover Composite School, 713 St. George St, Port
Dover, ON N0A 1N0

Fanshawe College of Applied Arts and Technology
Literacy and Basic Skills Program
Fanshawe College, 634 Ireland Road,
Simcoe, ON N3Y 4K8
519-426-8260
<http://www.fanshawec.ca/EN/simcoe/simcoe/17551.html>

Fanshawe College of Applied Arts and Technology
Ontario Employment Services
The Employment Centre, 5 Queensway Dr East,
Simcoe, ON N3Y 5K2
519-428-1135 Ext 230
<http://www.fanshawec.ca/EN/simcoe/simcoe/17551.html>

Haldimand Norfolk Work Group of Simcoe
ACE Program
447 Queensway West, Simcoe, ON N3Y 2N4
519-426-4590

Norfolk Association for Community Living. Job Links
The Employment Centre, 5 Queensway Dr East, Simcoe,
ON N3Y 5K2
519-428-4069 ext 221
<http://www.nacl.ca>

Ontario

Employment Ontario. Ontario Job Bank
Employers only -- 1-866-789-1297 in Ontario
<http://www.jobbank.gc.ca>

Websites That Can Help

A wealth of information is available online. Listed below are just a few that can help you get started.

Ontario Job Futures - www.tcu.gov.on.ca/eng/ojf

Employment Ontario - [/www.tcu.gov.on.ca/eng](http://www.tcu.gov.on.ca/eng)

WorkInfoNet - Grand Erie - www.iwin.on.ca/english/index.cfm?lb=14

www.onwin.ca - www.onwin.ca/english/index.cfm?CFID=9353465&CFTOKEN=f8ad195927412bf8-7192BD83-EE92-EABD-440AD5451669DF29

www.brantjobs.ca

