

Local Jobs Hub Activities



2020



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Acknowledgments

This series of activities has been created to help job seekers in Elgin, Oxford and Middlesex Counties learn how to use local labour market information and tools to research available jobs and careers. The tools used include:

- The Local Jobs Hub Job Board
- The Local Jobs Hub Map
- The Career Explorer
- Worktrends.ca
- The National Occupational Classification (NOC) Code database
- The Learning for Life Tool
- Locally produced labour market information reports

We welcome you to share this curriculum with job seekers, Employment Services clients and Literacy and Basic Skills learners. Please note that selling this curriculum or offering this training to clients for a fee is prohibited.

All links and Local Jobs Hub functions were accurate when this series of activities was created, but may change over time.



These activities were developed by Literacy Link South Central. For questions about this project or adult literacy in Ontario, please contact literacylink@llsc.on.ca or visit www.llsc.on.ca.



The Local Jobs Hub is maintained by the Workforce Planning and Development Board, Elgin, Middlesex Oxford. For questions about local labour market information and tools, please contact the Planning Board at (519) 672-3499 or visit <https://workforcedevelopment.ca/> to use the Local Jobs Hub tools.



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Suggested Prerequisites

Several activities in this series are intended for job seekers with limited or no previous experience with the tools used. Others would be best used if an understanding of the tools were already developed. The guidelines below indicate which activities do not need any previous experience, and which would benefit from other activities as a prerequisite.

Activity 1 – Regional Job Listing Features. No suggested prerequisites.

Activity 2 – Regional Job Listing Searches. Suggested prerequisite = Activity 1

Activity 3 – Regional Job Map Features. Suggested prerequisites = Activities 1 and 2

Activity 4 – Regional Job Map Searches. Suggested prerequisite = Activity 4

Activity 5 – Customizing Regional Job Map Searches. Suggested prerequisites = Activities 3 and 4

Activity 6 – Career Explorer Features. No suggested prerequisites.

Activity 7 – Customizing Career Explorer Searches. Suggested prerequisite = Activity 6

Activity 8 – Frequently Asked Questions. No suggested prerequisites.

Activity 9 – Navigating the Workforce Development Website. No suggested prerequisites.

Activity 10 – Using the Workforce Planning Board’s Job Demand Report. No suggested prerequisites, however Activity 9 could be helpful.

Activity 11 – Census Information. No suggested prerequisites, however Activity 9 could be helpful.

Activity 12 – Using the Workforce Planning Board’s Job Search Report. No suggested prerequisites, however Activity 9 could be helpful.

Activity 13 – Exploring worktrends.ca. No suggested prerequisites.

Activity 14 – Completing research on worktrends.ca. Suggested prerequisite = Activity 13

Activity 15 – Exploring National Occupational Classification (NOC) Codes. No suggested prerequisites, however Activity 13 could be helpful.

Activity 16 – Cross-referencing the Regional Jobs Listing and Regional Jobs Map. Suggested prerequisites = Activities 1 through 5

Activity 17 – Cross-referencing the Regional Jobs Map and Career Explorer. Suggested prerequisites = Activities 3 through 7

Activity 18 – Cross-referencing the Career Explorer and Outlook Reports. Suggested prerequisites = Activities 6 and 7.

Activity 19 – Researching a specific career using multiple sections of the Local Jobs Hub. Suggested prerequisites = Activities 1, 2, 6, 7 and 10.

Activity 20 – Completing in-depth, personalized career research. Suggested prerequisites = Activities 1 through 7 and 10.

Definitions

These activities have been written to be used in both Employment and Adult Literacy programs. To ensure that job seekers fully understand the language used in these activities, please share the following list of definitions for reference.

Anonymous: Nobody knows who wrote it.

Blog posts: Blog is another word for weblog. A weblog is a website that is like a diary or journal.

Connected: To join or be joined with something else.

Cursor: The cursor on your screen can show two things: 1) where your mouse pointer is, or 2) where the next thing you type will show on the screen.

Customize: You customize something to make it exactly how you want it. You build, fit, or change something to meet your needs.

Discriminate: To unfairly treat a person or group differently from other people or groups.

Drop-down menu: A drop-down menu is a list of options that will "drop down" below what you click on.

Illegal: Against the law.

IT – Information Technology

Legend: A map legend explains symbols used on a map.

Logo: A sign or symbol that identifies a company or a brand.

Median: The "middle" number. Half the numbers are higher and half are lower.

Navigation bar: A navigation bar is a link to tools on a website that help you move around in an online document.

Qualification: A special skill or knowledge that makes you able to do a job.

Responsibility: A responsibility is something you are expected to do.

Salary: Salary is the money you get for doing a job.

Scrolling: Moving text from right to left or up and down on a screen to see what you need to see.

Sectors: A sector is an area of the economy in which businesses share the same or a related product or service.

Tab: A second or another page that can be opened on a web browser.

Regional Job Listing Features

Activity #1

Learner Activity

Your goal: to use the basic parts of the Regional Jobs Listing page of the Local Jobs Hub to look for jobs.

Task 1:

Open up the web browser on the computer. Type in or copy and paste this address:
<https://workforcedevelopment.ca/>

Task 2:



Find the “Regional Job Listings” in the blue bar in the centre of the page. Click it. What do you see?

Task 3:

Look in the middle of the Regional Job Listings page. You will see how many job postings are on this site. Complete the sentence below to show how many jobs are posted. We haven't searched for any jobs yet, so these two numbers should be the same.

Found _____ matching jobs of _____ total.

Task 4:

Find the search field on the left side of the Regional Job Listings page. Look under it. You will see 8 ways that you can narrow down your search results. Write them below.

Task 5:

Click the small triangle next to the words All Job Types. Write what you see in the drop-down menu here.

Task 6:

Use the drop-down menus to change the All Tags drop-down to "Apprenticeship Jobs." Click the blue "Search Now" button. Write the number of matching jobs you see below.

Found _____ matching jobs of _____ total.

Leave the "Apprenticeship Jobs" filter in place. Change the All Jobs Types drop-down menu to "Full Time." Click the blue "Search Now" button. Write the number of matching jobs you see now.

Found _____ matching jobs of _____ total.

Leave both the "Apprenticeship Jobs and "Full Time" filters in place. Change the All Durations drop-down menu to "Permanent." Click the blue "Search Now" button. How many matching jobs do you see now?

Found _____ matching jobs of _____ total.

Task 7:

Look at the list of full-time, permanent apprenticeship jobs that appear on the Regional Job Listings page. Answer these questions about one of the jobs you see.

What is the job title? _____

When was this job posted? _____

What is the name of company that is hiring? _____

There is a blue hyperlink at the bottom of the job description. Click the hyperlink. Write down what happens here.

Task 8:

Click the link that says "Clear". It is next to the blue "Search Now" button. Write what happens when you click that link.

Regional Job Listing Features

Activity #1

Answer Key

Task 1: Open up the web browser on the computer. Type in or copy and paste the address shown here:
<https://workforcedevelopment.ca/>

Task 2: Find the “Regional Job Listings” in the blue bar in the centre of the page and click it. What happens? **The page changes. It now shows job postings.**

Task 3: In the centre of the Regional Job Listings page, you will see how many job postings are on this site. Complete the sentence below to record how many jobs are currently posted. Because we haven’t searched for any jobs yet, these two numbers should be the same.

Found _____ matching jobs of _____ total.

This number will change depending on the date and time of the search.

Task 4: Find the search field on the left side of the Regional Job Listings page. Under it, you will see 8 different ways that you can filter your search results (indicated by a small triangle.) Write them below. **The 8 filters are All Industries, All Job Types, All Skill Levels, All Durations, Anywhere in Region, All Tags, All Languages, and Sort by Newest First. There is also an option to show 25 Posts per page, although that will not filter results, but will limit the number you see.**

Task 5: Click the small triangle next to the words “All Job Types.”. Record the options that appear in the drop-down menu below. **In addition to All Job Types, there are options for Full time and Part Time**

Task 6: Use the drop-down menus to change the All Tags drop-down to “Apprenticeship Jobs,” and click the blue “Search Now” button. Record the number of matching jobs that appear below.

Found _____ matching jobs of _____ total.

This number will change depending on the date and time of the search.

Leave the “Apprenticeship Jobs” filter in place, change the All Jobs Types drop-down menu to “Full Time,” and click the blue “Search Now” button. Record the number of matching jobs that appear now.

Found _____ matching jobs of _____ total.

This number will change depending on the date and time of the search but will likely be lower than the result recorded in Task 6a.

Leave both the “Apprenticeship Jobs and “Full Time” filters in place, change the All Job Durations drop-down menu to “Permanent,” and click the blue “Search Now” button. What number of matching jobs appears now?

Found _____ matching jobs of _____ total.

This number will change depending on the date and time of the search but will likely be lower than the result recorded in Task 6b.

Task 7:

Look at the list of full-time, permanent apprenticeship jobs that appear on the Regional Job Listings page. Answer the following questions about one of the jobs you see.

What is the job title? **The answer is based on the learner’s choice of job posting.**

When was this job posted? **The answer is based on the learner’s choice of job posting.**

What is the name of company that is hiring? **The answer is based on the learner’s choice of job posting.**

There is a blue hyperlink at the bottom of the job description. Click that hyperlink and write down what happens below. **A new tab will open that displays the full job posting.**

Task 8:

On the Regional Job Listings page click the link that says “Clear.” You will find it next to the blue “Search Now” button. Record what happens when you click that link. **All of the filters return to their original settings.**

Regional Job Listing Searches

Activity #2

Learner Activity

Your goal: to use different parts of the Regional Jobs Listing page of the Local Jobs Hub to search for jobs.

Task 1:



Open up the web browser on the computer. Type in or copy and paste this address: <https://workforcedevelopment.ca/>. Find “Regional Job Listings” in the blue bar in the centre of the page. Click it.

Task 2:

Look above the first job posting. You will see how many jobs are posted in the Regional Job Listings right now.

How many jobs are posted? _____

Task 3:

Click the triangle next to the words “Anywhere in Region.”
The drop-down menu appears. Choose “Elgin County” from the menu. Click the blue “Search Now” button.

How many jobs are posted in Elgin County? _____

Change “Elgin County” to “Middlesex County.” Click the blue “Search Now” button.

How many jobs are posted in Middlesex County? _____

Change “Middlesex County” to “Oxford County.” and click the blue “Search Now” button.

How many jobs are posted in Oxford County? _____

Task 4:

Click “Clear” which is next to the blue “Search Now” button.

Use the triangle next to All Industries to choose “Education, Law & Social, Community and Gov’t Services.”

Change the Show All Jobs Types drop-down menu to “Part Time.” Click the blue “Search Now” button.

How many matching jobs do you see? _____

Choose one of the jobs. Click the blue hyperlink so you see the full job posting. Answer these questions.

What is the job title? _____

What is the name of company that is hiring? _____

Where is this job found? _____

What is one of the responsibilities of this job? _____

What are three qualifications you would need for this job? _____

Do you need experience to apply for this job? _____

If so, what experience do you need? _____

How many hours a week is this part-time job? _____

Do you have the qualifications and experience you need to apply for this job? _____

Task 5:

Go back to the Regional Job Listings page. Click the “Clear” button.

Use the triangle next to Show all Skill Levels to choose “Intermediate Occupations.” Then click the blue “Search Now” button.

How many matching jobs do you see? _____

Choose one of the jobs that are listed. Click the blue hyperlink. Answer these questions.

What is the job title? _____

What is the name of company that is hiring? _____

Where is this job found? _____

Is the job full-time, part-time or casual? _____

What is one of the responsibilities of this job? _____

What are three qualifications you would need for this job? _____

Do you need experience to apply for this job? _____

If so, what experience do you need? _____

Is there a salary listed in this job posting? _____

If so, what does this job pay? _____

Do you have the qualifications and experience to apply for this job? _____

Are you done this task? Close the tab with the job posting on it, and return to the tab showing the Regional Job Listings Page.

Task 6:

Click “Clear” which is next to the blue “Search Now” button.

Above the filters there is a box with the words “Search Jobs by Keyword...” in it.

This field will let you narrow results down to only job postings that have certain words in them.

In the search field, type the word “Administration.” Click the blue “Search” button.

How many matching jobs do you see? _____

You can combine search words with words such as AND and OR to get more specific results. Add the words “and Finance” after the word Administration. Click the blue “Search” button.

How many matching jobs are there now? _____

Change the search word to “Warehouse.” Click the blue “Search” button.

How many matching jobs do you see? _____

Add the words “and Forklift” after the word Warehouse. Click the blue “Search” button.

How many matching jobs do you see now? _____

Task 7:

Think about a job you would like to do. What words would describe that job? For example, someone who wants to test new video games would use words like “tester” and “game” and “video game.”

Write your job idea here: _____

Write two or three words you would use to describe that job. These are your key words.

Type one of your key words into the search field. Click the blue "Search" button.

How many jobs appear that use that word? _____

You can narrow down the list of jobs by adding another key word to your search. Try a different key word if no jobs appear.

Choose one of the jobs that included the key words you searched for. Click the blue hyperlink. Answer these questions.

What is the job title? _____

What is the name of company that is hiring? _____

Where is this job found? _____

Is the job full-time, part-time or casual? _____

What is one of the responsibilities of this job? _____

What are three qualifications you would need for this job? _____

Is experience required to apply for this job? _____

If so, what experience do you need? _____

Is there a salary listed in this job posting? _____

If there is, what does this job pay? _____

Do you have the qualifications and experience to apply for this job? _____

If you don't, what could you do to get them?

Regional Job Listing Searches

Activity #2

Answer Key

- Task 1:** Open up the web browser on the computer. Type in or copy and paste the address shown here: <https://workforcedevelopment.ca/>. Then, find “Regional Job Listings” in the blue bar in the centre of the page, and click it.
- Task 2:** Look above the first job posting, where you will see how many jobs are currently posted in the Regional Job Listings. How many jobs are currently posted? **This number will change depending on the date and time of the search.**
- Task 3:** Click the triangle next to the words “Anywhere in Region” so the drop-down menu appears. Choose “Elgin County” from the menu and click the blue “Search Now” button. How many jobs are currently posted in Elgin County? **This number will change depending on the date and time of the search.**
- Change “Elgin County” to “Middlesex County,” and click the blue “Search Now” button. How many jobs are currently posted in Middlesex County? **This number will change depending on the date and time of the search.**
- Change “Middlesex County” to “Oxford County,” and click the blue “Search Now” button. How many jobs are currently posted in Oxford County? **This number will change depending on the date and time of the search.**
- Task 4:** Click “Clear,” which you will find next to the blue “Search Now” button. Then, use the triangle next to All Industries to choose “Education, Law & Social, Community and Gov’t Services.” Change the All Jobs Types drop-down menu to “Part Time,” and click the blue “Search Now” button. How many matching jobs appear? **This number will change depending on the date and time of the search.**

Choose one of the jobs listed, click the blue hyperlink that will bring you to the full job posting, and answer the following questions.

What is the job title?

What is the name of company that is hiring?

Where is this job located?

What is one of the responsibilities of this job?

What are three qualifications you would need for this job?

Is experience required to apply for this job?

If so, what experience do you need?

How many hours a week does this part-time job offer?

Do you have the qualifications and experience to apply for this job?

Answers will vary depending on the job posting the learner selects. Ensure that this section is filled out completely, and request the learner show you the job posting if you have any concerns.

Task 5:

Return to the Regional Job Listings page and click the “Clear” button. Use the triangle next to All Skill Levels to choose “Intermediate Occupations.” Then click the blue “Search Now” button.

How many matching jobs appear?

Choose one of the jobs listed, click the blue hyperlink, and answer the following questions.

What is the job title?

What is the name of company that is hiring?

Where is this job located?

Is the job full-time, part-time or casual?

What is one of the responsibilities of this job?

What are three qualifications you would need for this job?

Is experience required to apply for this job?

If so, what experience do you need?

Is there a salary listed in this job posting?

If so, what does this job pay?

Do you have the qualifications and experience to apply for this job?

Answers will vary depending on the job posting the learner selects. Ensure that this section is filled out completely, and request the learner show you the job posting if you have any concerns.

Task 6:

Return to the Regional Job Listings page and click the “Clear” button. Above the filters there is a box with the words “Search Jobs by Keyword...” in it. This field allows you to narrow results down to only job postings that include specific words. In the search field, type the word “Administration”, and click the blue “Search” button. How many matching jobs appear? **This number will change depending on the date and time of the search.**

If you combine different search words with words such as AND and OR, you can get more specific results. Add the words “and Finance” after the word Administration, and then click the blue “Search” button. How many matching jobs appear now? **This number will change depending on the date and time of the search but should be lower than the number recorded in 6A.**

Change the search word to “Warehouse” and click the blue “Search” button. How many matching jobs appear? **This number will change depending on the date and time of the search.**

Now add the words “and Forklift” after the word Warehouse and click the blue “Search” button. How many matching jobs appear now? **This number will change depending on the date and time of the search but should be lower than the number recorded in 6C.**

Task 7:

Think about a job you would like to do, and what words could be associated with that job. For example, if you would like to test new games for a videogame design company, words like “tester” and “game” and “videogame” could work.

Record your job idea here.

Write two or three different words you would associate with that job here.

Answers will vary depending on the type of job the learner is interested in. Review their choices and consider whether the key words match the job idea they’ve written.

Type one of your key words into the search field and click the blue “Search” button. How many jobs appear that use the word you chose? **Answers will vary depending on the key word the learner searches for.**

If several jobs appear, narrow down the results by adding another key word to your search. If no jobs appear, try a different key word.

Choose one of the jobs that included the key words you searched for. Click the blue hyperlink and answer the following questions.

What is the job title?

What is the name of company that is hiring?

Where is this job located?

Is the job full-time, part-time or casual?

What is one of the responsibilities of this job?

What are three qualifications you would need for this job?

Is experience required to apply for this job?

If so, what experience do you need?

Is there a salary listed in this job posting?

If so, what does this job pay?

Do you have the qualifications and experience to apply for this job?

If you do not have the qualifications or experience, what would you need to do to get them?

Answers will vary depending on the job posting the learner selects. Ensure that this section is filled out completely, and request the learner show you the job posting if you have any concerns.

Regional Job Map Features

Activity #3

Learner Activity

Your goal: to use the basic functions of the Regional Jobs Map page of the Local Jobs Hub.

Task 1:

Open up the web browser on the computer. Type in or copy and paste this address:
<https://workforcedevelopment.ca/>

Task 2:



Find "Regional Jobs Map" in the blue bar in the centre of the page. Write what happens when you click this button.

Task 3:

Many towns and cities show on the map. List five of them here.

1. _____
2. _____
3. _____
4. _____
5. _____

What is the name of the city or town where you live? _____

Can you see it on this map? _____

Task 4:

This map shows major roads and highways. They are marked on the map by the road number in a small box. What are three of the road numbers you can see?



1. _____
2. _____
3. _____

On the right side of the map there is a dark grey line on the right side of the map that goes over the land and through the lakes. It is near the city of Niagara Falls. You see that line again on the left side of the map near the city of Sarnia. What do you think this line is showing?



Task 5:

Use the mouse to move your cursor anywhere on the map that doesn't have a circle. Click and hold the left mouse button down. Now move the mouse around. What happens?

You will also see lakes on this map. Use the mouse to move around the map. Find out the name of one of the lakes. Write it here.

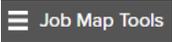
Task 6:



Find the + and - symbols near the top right corner of the map. Click the - symbol. What happens?

Click the + symbol. Now click it again. What happens?

Task 7:

You will see a grey bar across the top of the map. Find the words “Job Map Tools” on the left side of that bar.  Click on these words. Write what happens below.

Click the words “Job Map Tools” in the grey bar across the top of the map again. Write what happens below.

Task 8:

Find the words “All Tools”  on the grey bar across the top of the map. Click on it. A drop-down menu will appear. What are three of the other tools or reports that show up in the drop-down menu?

1. _____
2. _____
3. _____

Click on one of these tools in the drop-down menu. Do not click one of the reports. Write what happens here.

Choose the words “Job Map” from the drop-down menu again. Write what happens here.

Regional Job Map Features

Activity #3:

Answer Key

- Task 1:** Open up the web browser on the computer. Type in or copy and paste the address shown here: <https://workforcedevelopment.ca/>
- Task 2:** Find the words “Regional Jobs Map” in the blue bar in the centre of the page. What happens when you click this button? **The page changes. It now shows job postings.**
- Task 3:** There are many towns and cities that appear on the map. List five of them below. **There are many towns on the map, including St. Marys, Stratford, St. Thomas, Woodstock, Port Stanley and London. Request the learner show you the towns or cities they have chosen if you don’t recognize them.**
- What is the name of the city or town where you live? **This answer will change depending on the learner.**
- Can you see it on this map? **This answer will change depending on the learner.**
- Task 4:** This map shows major roads, including highways. They are marked on the map by the road number in a small box. What are three of the road numbers you can see? **There are many roads and highways, including 401, 402, 4, 7, 3, and 59. Request the learner pull up the map and show you the symbol for the roads they chose if you have any concerns.**
- Along the right side of the map, near the city of Niagara Falls, there is a dark grey line that goes over the land and continues through the lakes. You will see that line again on the left side of the map near the city of Sarnia. What do you think this line represents? **This line represents the border between the United States and Canada.**
- Task 5:** Using the mouse, move your cursor to anywhere on the map without a circle. Click and hold the left mouse button down, then move the mouse around. What happens? **The map moves with the mouse, so you can see different areas.**
- There are also several lakes on this map. Using the mouse to move the map around, find what one of those lakes is called and write it below. **Lake Erie, Lake Huron, Lake Ontario, Lake Simcoe and Lake St. Clair are all visible on the map.**

Task 6: Find the + and – symbols near the top right corner of the map. Click the – symbol. What happens? **The map zooms out.**

Click the + symbol, and then click it again. What happens? **The map zooms in and zooms in again when you click the + a second time.**

Task 7: Across the top of the map, you will see a grey bar. Find the words “Job Map Tools” on the left side of that bar and click them. Record what happens below. **The list of search options on the left side of the screen disappears.**

Click the words “Job Map Tools” in the grey bar across the top of the map again. Record what happens below. **The list of search options on the left side of the screen appears again.**

Task 8: Find the words “All Tools” on the grey bar across the top of the map. A drop-down menu will appear. What are three of the other tools or reports that show up in the drop-down menu? **The options are Job Board, Job Map, Career Explorer, Census Map Tool, Job Demand Report and Job Search Report.**

Click on one of these tools in the drop-down menu. Do not click one of the reports. Write what happens here. **The screen changes to show a list of job postings (if the learner chose Job Board), a bunch of moving bubbles with job titles in them (if the learner chose Career Explorer) or a map with lots of dark blue borders filled in with pale blue (if the learner chose Census Map Tool).**

Select the words “Map View” from the drop-down menu again, and record what happens below. **The screen returns to the original view of the map.**

Regional Job Map Searches

Activity #4

Learner Activity

Your goal: to use some of the features on the Regional Jobs Map page of the Local Jobs Hub to search for jobs.

Task 1:



Open up the web browser on the computer. Type in or copy and paste this address: <https://workforcedevelopment.ca/>. Find “Regional Job Map” in the blue bar in the middle of the page. Click it.

Task 2:

You will see circles with numbers inside them on the map.  The number showing tells you how many jobs are posted in that area.

What is the largest number you see in a circle on the map? _____

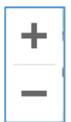
What is the smallest number you see in a circle on the map? _____

You may also see a pin with a picture in it that looks like a briefcase.  These mean that only one job has been posted in that area.

Do you see any briefcases on the map right now? _____

Task 3:

Find a pin with a briefcase in it. If you don't see one, move your mouse on the map to find one. Or you can zoom in using the + symbol until you see one. Click on the briefcase. Write down what happens here.



What is the title of this job? _____

What is the name of company that is hiring? _____

Not all the job details show in this pop-up box. How do you see the full job description?

What “direction” options show at the bottom of this pop-up box?

1. _____

2. _____

3. _____

Click “drive.” Write down what happens here.

Tip: You may get a pop-up window that says, “Workforce Planning wants to know your location.” You need to click the “Allow” button if you want to use this part of the website.

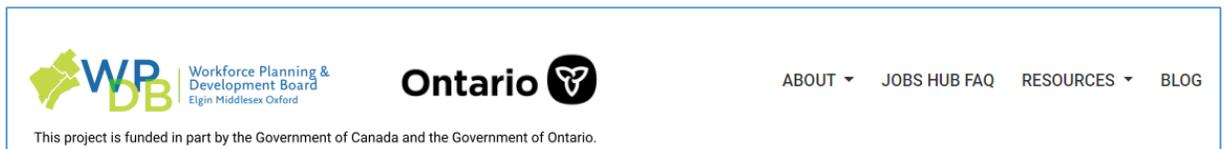
Now click “walk.” Does anything change? If so, write down what changes you saw.

Click “Public Transit.” Write down what happens below.

Are you done? Click the small x in the top right corner of the pop-up box to close it.

Task 4:

Near the top left side of the page are two logos. One is blue and green and says, “Elgin Middlesex Oxford Workforce Planning and Development Board.” The other is black and says “Ontario”. There are four links in the white space to the right of those logos. They are About, Jobs Hub FAQ, Resources and Blog.



Click the word Resources. Choose Local Jobs Maps from the drop-down. Write what happens here.

Task 5:

Click one of the circles on the map that has a number in it. Write what happens below.

Choose another circle with a smaller number in it. Click it. Keep clicking on circles with smaller numbers in them until something happens on the right side of your screen.

Write what you see here.

Does the number of jobs listed in this sidebar match the number in the circle? _____

Is the information in this sidebar the same as in the pop-up that you see when you click a briefcase picture for a single job?

Task 6:

Choose one of the jobs listed. Click the blue hyperlink that says, "Go to job posting."



Write what you see below:

What is the title of the job you chose? _____

What is the name of company that is hiring? _____

Where is this job found? _____

Is the job full-time, part-time or casual? _____

What is one of the responsibilities of this job? _____

What level of education is needed for this job? _____

Do you need experience to apply for this job? _____

If so, what experience do you need? _____

Is there a salary listed in this job posting? _____

If so, what does this job pay? _____

Are you done this task? Close the tab with the job posting on it and return to the tab showing the Local Jobs Map.

Task 7:

Choose "Local Jobs Maps" from the drop-down under Resources at the top of the page. You will reset the map.

Look at the Job Map Tools on the left side of the screen. There are six different ways that you can filter or change your search results. Look for the small triangle to the right of the filter. Write them below.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Task 8:

Use the triangle next to Show all Skill Types to pick "Trades, Transport and Equipment Operators." Now change the Show All Jobs Types drop-down menu to "Full Time." Use the triangle next to Show All Job Durations to pick "Permanent."

Look at how the map has changed and answer the questions on the next page.

What is the largest number you see on a circle on the map? _____

In what city or town is this circle? _____

Are there any briefcase pictures on the map? _____

Click one of the circles with a briefcase in it. If you need to, move the map around using your mouse to find a circle with a briefcase. Or zoom in using the + symbol until you see one.

What is the title of the job you chose? _____

What is the name of company that is hiring? _____

Where is this job found? _____

Is the job full-time, part-time or casual? _____

What is one of the responsibilities of this job? _____

What level of education do you need for this job? _____

Do you need experience to apply for this job? _____

If you do, what experience do you need?

Is there a salary listed in this job posting? _____

If there is, what does this job pay? _____

Is this a job you would apply for? Explain why or why not. _____

Regional Job Map Searches

Activity #4

Answer Key

Task 1: Open up the web browser on the computer. Type in or copy and paste the address shown here: <https://workforcedevelopment.ca/>. Then, find “Regional Job Map” in the blue bar in the centre of the page, and click it.

Task 2: On the Regional Jobs Map, you will see circles with numbers inside them. The number showing indicates the number of jobs that are posted in that area.

What is the largest number you see in a circle on the map? **This number will change depending on the date and time of the search.**

What is the smallest number you see in a circle on the map? **This number will change depending on the date and time of the search.**

You may also see circles with a symbol in them instead that looks like a briefcase. This circle indicates that one job is available in that area. Do you see any briefcases on the map as it appears now? **The answer will change depending on the date and time of the search.**

Task 3: Find a circle with a briefcase in it. If no briefcases appear on your map, move the map around using your mouse to find one, or zoom in using the + symbol until one appears. Click the briefcase and write down what happens below. **A popup window appears with information about the job.**

What is the title of this job? **Answers will vary depending on the job posting the learner selects.**

What is the name of company that is hiring? **Answers will vary depending on the job posting the learner selects.**

Not all the job details appear in this pop-up box. How would you view the full job description? **You would click the link that says, “Go to job posting.”**

What “direction” options appear at the bottom of this pop-up box? **Walk, Public Transit, and Drive.**

Click “drive,” and write down what happens below. **A blue line appears between the learner’s location and the location of the job. This line represents the road(s) to drive on between the two locations.** *Note that you may get a pop-up window that says Workforce Planning wants to know your location. For this feature to work, you need to click the “Allow” button.*

Now click “walk.” Does anything change? If so, write down what changes you noticed. **There may be no change. If there is a different route that would be recommended for walking between the learners’ location and the job location, the blue line on the map will change to show this route.**

Finally, click “Public Transit.” Write down what happens below. **If public transit is available between the learner’s location and the job location, the blue line will change to show the route that public transportation would take, and a label will appear showing what that public transportation is (for example, VIA Rail or a City bus symbol with the bus number next to it.) If no public transit is available between the learner’s location and the job location, a pop-up box will appear that says, “Directions are unavailable from your location.” The learner must click “Okay” for this box to close.**

When you are done this task, click the small x in the top right corner of the pop-up box to close it.

Task 4:

Near the top left side of the page, you will see two logos – one that is blue and green and says, “Elgin Middlesex Oxford Workforce Planning and Development Board” and another that is black and says “Ontario”. In the white space to the right of those logos are four links. They are:

1. About
2. Jobs Hub FAQ
3. Resources
4. Blog

Click the word Resources and select Local Jobs Maps from the drop-down that appears. Record what happens below. **The map refreshes and goes back to how it looked when we started.**

Task 5:

Click one of the circles on the map that has a number in it. Record what happens below. **The map zooms in on the area where the circle was, and new circles appear.**

Chose another circle with a smaller number in it and click it. Continue clicking on circles with smaller numbers in them until something happens on the right side of your screen. Describe what happens below. **A white sidebar or column appears at the side of the screen, with list of jobs and their descriptions inside it.**

Does the number of jobs listed in this sidebar match the number in the circle? **Yes, it does.**

Is the information in this sidebar the same as in the pop-up that appears when you click a briefcase symbol for a single job? **Yes, the information is the same.**

Task 6:

Choose one of the jobs listed, and click the blue hyperlink that says, "Go to job posting." Record what happens below: **A new tab will open with the full job posting on it.**

What is the title of the job you selected?

What is the name of company that is hiring?

Where is this job located?

Is the job full-time, part-time or casual?

What is one of the responsibilities of this job?

What level of education is needed for this job?

Is experience required to apply for this job?

If so, what experience do you need?

Is there a salary listed in this job posting?

If so, what does this job pay?

Answers will vary depending on the job posting the learner selects. Ensure that this section is filled out completely, and request the learner show you the job posting if you have any concerns.

Task 7:

Close the tab with the job posting on it. Reset the map by choosing “Local Jobs Maps” from the drop-down under Resources at the top of the page.

Look at the Job Map Tools on the left side of the screen. You will see that there are six different ways that you can filter your search results (indicated by a small triangle to the right of the filter). Write them below.

1. **Quick Find: All Tags**
2. **Show All Skill Types**
3. **Show All Skill Levels**
4. **Show All Job Types**
5. **Show All Job Durations**
6. **Show All Job Languages**

Task 8:

Use the triangle next to Show all Skill Types to choose “Trades, Transport and Equipment Operators.” Then, change the Show All Jobs Types drop-down menu to “Full Time.” Finally, use the triangle next to Show All Job Durations to choose “Permanent.”

What is the largest number you see on a circle on the map? **The answer will change depending on the date and time of the search.**

In what city or town is this circle located? **The answer may change but it is typical for more jobs to appear in London Ontario than in the surrounding area.**

Are there any briefcase symbols on the map? **The answer will change depending on the date and time of the search.**

Click one of the circles with a briefcase in it. If no briefcases appear on your map, move the map around using your mouse to find one, or zoom in using the + symbol until one appears.

What is the title of the job you selected?

What is the name of company that is hiring?

Where is this job located?

Is the job full-time, part-time or casual?

What is one of the responsibilities of this job?

What level of education is needed for this job?

Is experience required to apply for this job?

If so, what experience do you need?

Is there a salary listed in this job posting?

If so, what does this job pay?

Is this a job you would apply for? Explain why or why not.

Answers will vary depending on the job posting the learner selects. Ensure that this section is filled out completely, and request the learner show you the job posting if you have any concerns.

Customizing Regional Job Map Searches

Activity #5

Learner Activity

Your goal: to use parts of the Regional Jobs Map page of the Local Jobs Hub to customize job searches.

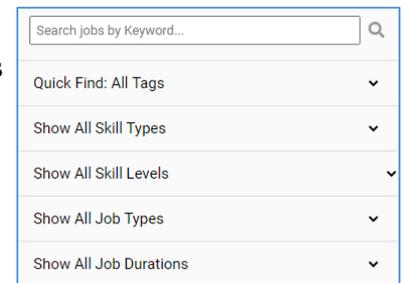
Task 1:



Open up the web browser on the computer. Type in or copy and paste this address: <https://workforcedevelopment.ca/>. Find “Regional Job Map” in the blue bar in the middle of the page. Click it.

Task 2:

Look on the left side of the screen. You will see a white sidebar with the Job Map Tools in it. Use drop-down menus for each of the six filters to answer these questions.



What filter would you use to see only full-time jobs?

What filter would you use to see only apprenticeship jobs?

What filter would you use to see only jobs in health care? _____

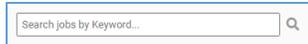
What filter would you use to see only technical, paraprofessional and skilled occupations?

Task 3:

Look at the map. Look at how many circles and briefcases you can see. The number in each of those circles shows how many jobs are in that area. A briefcase shows one specific job.



In the Job Map Tools sidebar, you will find a search field above the six filters.



This field lets you narrow results down to only job postings that include certain words.

Type the word “retail” in the search field. Click the small magnifying glass symbol  or hit enter on your keyboard.  Write what happens to the map here:

Erase the word in the search field when you are done. Click the small magnifying glass symbol or hit “enter” on your keyboard. What happens to the map?

Task 4:

A. Think about a job you would like to do. What words could be used to describe that job. Example: Use words like “landscaping” or “designer” or “garden” if you would like to design yards and gardens.

Write your job idea here: _____

Write two or three different words you would use to describe that job here:

B. Type one of your key words into the search field. Click the small magnifying glass symbol or hit “enter” on your keyboard.

Did any jobs show up on the map? _____

Tip: If not, try some of the other words until you get at least one search result.

Task 5:

Choose one of the jobs listed. You can choose it by clicking a briefcase or by clicking a circle with a number in it. Click until the job description panel appears on the right side of the screen. Look at the job posting. Answer these questions.

What is the job title? _____

What is the name of company that is hiring? _____

Where is this job found? _____

Is the job full-time, part-time or casual? _____

What is one of the responsibilities of this job? _____

What are three qualifications you would need for this job? _____

Do you need experience to apply for this job? _____

If you do, what experience do you need? _____

Is there a salary listed in this job posting? _____

If there is, what does this job pay? _____

Do you have the qualifications and experience you need to apply for this job? _____

If you don't, what would you need to do to get them? _____

Is this a job you would apply for? Why or why not. _____



Reset the map when you are done. You can do this by choosing “Local Jobs Maps” from the drop-down under Resources at the top of the page.

Task 6:

Go to the Job Map Tools sidebar. You will find 15 more services you can add to the Local Jobs Map (look for a small checkbox to the right of the service).
Look at these services. Answer the questions below.

Name 2 cities have bus routes that can be added to this map.

1. _____

2. _____

Can elementary and high schools be added to this map? _____

What 2 apprenticeship services can be added to this map?

1. _____

2. _____

Can childcare centres be added to this map? _____

What services would you find most helpful to look at when you are looking for a job?

Task 7:

Move the map and zoom in on either the City of London or the City of Woodstock. You can do this by clicking your cursor and the + sign in the top right corner of the Local Jobs Map.

Which city did you choose? _____

Place a checkmark in the box next to the bus routes for the city you chose. Write what happens to the map here.

Put your cursor over top of one of the bus routes and click it. What happens?

Find one job that is on a bus route in the city you've chosen. Answer these questions about that job.

What is the title of the job you chose? _____

What is the name of company that is hiring? _____

What bus route could someone take to get to this job? _____

Put a checkmark in the box next to childcare centres. Put a checkmark in the box next to Service Canada offices.

What is the name and address of the childcare centre closest to this job?

What is the address of the nearest Service Canada office?

Task 8:

Choose "Local Jobs Maps" from the drop-down under Resources at the top of the page. This will reset the map. Use the filters to search for a job you might like. Write how you used filters in your search below.

Did you change the Quick Find: All Tags filter? _____

If you did, what did you change it to? _____

Did you change the Show All Skill Types filter? _____

If you did, what did you change it to? _____

Did you change the Show All Skill Levels filter? _____

If you did, what did you change it to? _____

Did you change the Show All Job Types filter? _____

If you did, what did you change it to? _____

Did you change the Show All Job Durations filter? _____

If you did, what did you change it to? _____

Did you change the Show All Job Languages filter? _____

If you did, what did you change it to? _____

Did you use any key word searches? _____

If you did, what words did you use? _____

Look at the 15 services. Put checkmarks next to the ones that would be useful to you when you are looking for a job. Which services did you choose?

Task 9:

Click the circles with the numbers in them and/or the briefcases. Now you can look at different jobs that match your search. Choose one of those jobs and answer these questions.

What is the title of the job you chose? _____

What is the name of company? _____

Where is this job found? _____

Is the job full-time, part-time or casual? _____

What is one of the responsibilities of this job? _____

What level of education is needed for this job? _____

Do you need experience to apply for this job? _____

If you do, what experience do you need? _____

Is there a salary listed in this job posting? _____

If there is, what does this job pay? _____

Is this a job you would apply for? Why or why not. _____

Customizing Regional Job Map Searches

Activity #5

Answer Key

- Task 1:** Open up the web browser on the computer. Type in or copy and paste the address shown here: <https://workforcedevelopment.ca/>. Then, find “Regional Job Map” in the blue bar in the centre of the page, and click it.
- Task 2:** On the left side of the screen, you will see a white sidebar with the Job Map Tools in it. Use drop-down menus for each of the six filters to answer the questions below.
- What filter would you use to see only full-time jobs? **Show All Job Types**
- What filter would you use to see only apprenticeship-related jobs? **Quick Find: All Tags**
- What filter would you use to see only jobs in health care? **Show All Skill Types**
- What filter would you use to see only technical, paraprofessional and skilled occupations? **Show All Skill Levels**
- Task 3:** Take a moment to look at the map, and the number of circles and briefcases that appear on it right now. The number in each of those circles represents an available job, and a briefcase represents one specific job.
- In the Job Map Tools sidebar there is a search field above the six filters. This field allows you to narrow results down to only job postings that include specific words.
- In the search field, type the word “retail”, and click the small magnifying glass symbol, or hit enter on your keyboard. Record what happens to the map below. **Many of the circles disappear. The numbers inside the circles that are left are usually lower than they were before.**
- When you are done, erase the words in the search field, and click the small magnifying glass symbol, or hit “enter” on your keyboard. What happens to the map? **All the jobs that disappeared are shown again.**
- Task 4:** A. Think about a job you would like to do, and what words could be associated with that job. For example, if you would like to design people’s yards and gardens, words like “landscaping” or “designer” or “garden” could work.

Record your job idea here. **Answers will vary depending on the type of job the learner would like to do.**

Write two or three different words you would associate with that job here: **Answers will vary depending on the type of job the learner would like to do. Ensure there are at least two words written here.**

B. Type one of your key words into the search field, and click the small magnifying glass symbol, or hit “enter” on your keyboard.

Did any jobs appear on the map? **Answers will vary depending on the keywords the learner chooses, and what jobs are currently posted on the Local Jobs Hub.**

Tip: If not, try some of the other words until you get at least one search result.

Task 5:

Choose one of the jobs listed, either by clicking a briefcase, or clicking a circle with a number in it until the job description panel appears on the right side of the screen. View the job posting and answer the following questions.

What is the job title?

What is the name of company that is hiring?

Where is this job located?

Is the job full-time, part-time or casual?

What is one of the responsibilities of this job?

What are three qualifications you would need for this job?

Is experience required to apply for this job?

If so, what experience do you need?

Is there a salary listed in this job posting?

If so, what does this job pay?

Do you have the qualifications and experience to apply for this job?

If you do not have the qualifications or experience, what would you need to do to get them?

Is this a job you would apply for? Explain why or why not.

Answers will vary depending on the job posting the learner selects. Ensure that this section is filled out completely, and request the learner show you the job posting if you have any concerns.

When you are done, reset the map by choosing “Local Jobs Maps” from the drop-down under Resources at the top of the page.

Task 6:

In the Job Search Tools sidebar, you will find 15 additional services you can add to the Local Jobs Map (indicated by a small checkbox to the right of the service). Look at these options and answer the questions below.

What 2 cities bus routes can be added to this map?

1. **London**
2. **Woodstock**

Can elementary and high schools be added to this map? **No**

What 2 apprenticeship-specific services can be added to this map?

1. **Apprenticeship Training Sites**
2. **Ontario Apprenticeship Offices**

Can childcare centres be added to this map? **Yes**

What services would you find most helpful to look at when deciding whether to apply for a job you see posted on the Local Jobs Map? **Answers will vary depending on the needs and interests of the learner.**

Task 7:

Using your cursor and the + sign in the top right corner of the Local Jobs Map, move the map and zoom in on either the City of London or the City of Woodstock.

Which city did you choose? **Answers will vary by learner.**

Place a checkmark in the box next to the bus routes for whichever city you are viewing. Record what happens to the map below. **Coloured lines appear all over the city, indicating bus routes.**

Put your cursor over top of one of the bus routes and click it. What happens? **A small pop-up appears with the bus route number and name.**

Find one job that is available on a bus route in the city you've chosen and answer the following questions about that job.

What is the title of the job you selected?

What is the name of company that is hiring?

What bus route could someone take to get to this job?

Answers will vary depending on the job being viewed by the learner.

Place checkmarks in the boxes next to childcare centres, and Service Canada offices.

What is the name and address of the childcare centre closest to this job?

What is the address of the nearest Service Canada office?

Answers will vary depending on the location of the job being viewed by the learner.

Task 8:

Reset the map by choosing “Local Jobs Maps” from the drop-down under Resources at the top of the page. Use the filters to search for a job you might consider applying for. Record how you filtered your search below.

Did you change the Quick Find: All Tags filter? If so, what did you change it to? **Answers will vary depending on the learner. If they made a change, the available options are:**

- **Apprenticeship Jobs**
- **Mobile Jobs**
- **Volunteer**

Did you change the Show All Skill Types filter? If so, what did you change it to? **Answers will vary depending on the learner. If they made a change, the available options are:**

- **Management**
- **Business, Finance & Administration**
- **Natural & Applied Sciences**
- **Health Care**
- **Education, Law & Social, Community and Gov’t Services**
- **Art, Culture, Recreation & Sport**
- **Sales & Service**
- **Trades, Transportation and Equipment Operators**
- **Natural Resources, Agriculture & Related**
- **Manufacturing & Utilities**

Did you change the Show All Skill Levels filter? If so, what did you change it to? **Answers will vary depending on the learner. If they made a change, the available options are:**

- **Labouring and Elemental Occupations**
- **Intermediate Occupations**
- **Technical, Paraprofessional and Skilled Occupations**
- **Professional Occupations**

Did you change the Show All Job Types filter? If so, what did you change it to? **Answers will vary depending on the learner. If they made a change, the available options are:**

- Full Time
- Part Time

Did you change the Show All Job Durations filter? If so, what did you change it to? **Answers will vary depending on the learner. If they made a change, the available options are:**

- Permanent
- Contract
- Temporary

Did you change the Show All Job Languages filter? If so, what did you change it to? **Answers will vary depending on the learner. If they made a change, the available options include:**

- Arabic
- Cantonese
- Chinese
- English
- French
- German
- Italian
- Madarin
- Portuguese
- Punjabi
- Spanish
- Turkish

Did you use any keyword searches? If so, what words did you use? **Answers will vary depending on the learner.**

Put checkmarks in any of the 15 services that would be helpful to cross reference when you are deciding to apply for a job. Which services did you select? **Answers will vary depending on the learner.**

Task 9:

Click the circles with the numbers in them and/or the briefcases to view different jobs that match the search you completed. Choose one of those jobs and answer the questions below.

What is the title of the job you selected?

What is the name of company that is hiring?

Where is this job located?

Is the job full-time, part-time or casual?
What is one of the responsibilities of this job?
What level of education is needed for this job?
Is experience required to apply for this job?
If so, what experience do you need?
Is there a salary listed in this job posting?
If so, what does this job pay?
Is this a job you would apply for? Explain why or why not.

Answers will vary depending on the job posting the learner selects. Ensure that this section is filled out completely, and request the learner show you the job posting if you have any concerns.

Career Explorer Features

Activity #6

Learner Activity

Your goal: to use parts of the Career Explorer page of the Local Jobs Hub to look at jobs.

Task 1:

Open up the web browser on the computer. Type in or copy and paste the address shown here: <https://workforcedevelopment.ca/>

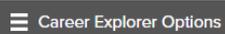
Task 2:



Find the words “Explore Career Paths” in the blue bar in the centre of the page. Click it. What happens?

Task 3:

You will see a grey bar above the bubbles. Find the words “Career Explorer Options.”



Click it and record the different options that appear below.

1. _____
2. _____
3. _____
4. _____
5. _____

The “Filter by Sector” field has the words “Show All Sectors” in it. Click those words. What are the 11 options in the drop-down menu that appears?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____

Click on one of the options in that drop-down list. Which one did you choose?

What happened to the bubbles on the screen when you made that choice?

Use the same drop-down menu to choose “Show All Sectors” again. Do the missing bubbles show up again?

Task 4:

There is a search field to the left of the “Filter by Sector” drop-down menu.

Type the word “nurse” in this field. Click the magnifying glass 

icon. Or you can click the enter button on your keyboard.  Many of the career bubbles will go away. How many are left?

What are the names of three careers you see here?

1. _____

2. _____

3. _____



Some of the bubbles are white in the centre. Some are dark blue in the centre.



There is a small dark blue circle on the top left side of the screen. It explains what the darker blue bubbles mean. What do they mean?

Take the word “Nurse” out of the search field. Click the magnifying glass icon. Or you can click the enter button on your keyboard. What happens on the screen?

Look at the career bubbles on the screen. Write three job titles you see in white bubbles. Now write three titles that you see in dark blue bubbles. Do not repeat the nursing careers you just looked at.



White Bubbles

1. _____

2. _____

3. _____



Dark Blue Bubbles

1. _____

2. _____

3. _____

Task 5:

A. Find the words “Equal Sizes” in the Bubble Size Options field.

Click them to see a drop-down menu. What are the two options in the drop-down menu?

1. _____

2. _____

B. Choose “Size by Job Openings” from the drop-down list. Some bubbles will get larger. Others will get smaller. Each bubble will have a small circle at the bottom of it. That circle has a number in it. The number shows the number of job postings right now.



What are the numbers in the three largest bubbles you can see? _____

What are the numbers in the three smallest bubbles you can see? _____

Do any of the bubbles **not** have a circle with a number in it? _____

What do you think that means? _____

C. Open a new tab in your Internet browser. Type www.google.ca in the navigation bar. Type “What does median salary mean?” in the Google search field.



Now you can click the magnifying glass icon. Or you can hit the “enter” button on your keyboard. Write a definition for “median salary” below.

Go back to the Career Explorer tab. Choose “Size by Median Salary” from the Bubble Size Options drop-down list.

What job title is in the largest bubble you can see? _____

Are there any job postings for this type of job? If so, how many? _____

Would you be more likely to:

- Look at jobs with lots of openings (choosing “Size by Job Openings”)?
- Look at jobs with better pay (choosing “Size by Median Salary”)?

Why?

Task 6:

Find the bubble that has the job title “Financial / Communication Sr. Manager” in it. Move your mouse so your cursor is over top of this bubble. What happens?



What do you think these lines tell you?

Find two other job titles connected to “Financial / Communication Sr. Manager.” Write them below.

1. _____
2. _____

Are there job postings on the Local Jobs Hub for these careers?

Task 7:

Click one of the bubbles that has a number attached or joined to it. What happens?

What is the job you chose? _____

Read the job description. Does this sound like a job you would like to do? _____

Why or why not? _____

There are 5 other titles that appear under the job title and job description. What are they?

1. _____
2. _____
3. _____
4. _____
5. _____

Task 8:

Click each of the five titles below the job. Answer these questions.

1. What is the median annual salary for local job postings? _____

2. What are three skills you need to do this job? _____

3. How many job postings are there? _____

4. Click the words "in English" under More Information. What happens?

5. Are there any blog posts linked under Related Blog Posts? If so, write the title of the blog post below.

Are you done? Click on the small x in the upper right corner of the sidebar to close it.

Career Explorer Features

Activity #6

Answer Key

Task 1: Open up the web browser on the computer. Type in or copy and paste the address shown here:
<https://workforcedevelopment.ca/>

Task 2: Find the words “Explore Career Paths” in the blue bar in the centre of the page and click it. What happens? **A new page appears with lots of bubbles on it. Each bubble has a job title in it, and most have a small number in a circle attached to the bubble.**

Task 3: You will see a grey bar above the bubbles. Find the words “Career Explorer Options.” Click it and record the different options that appear below.

1. **Keyword Search (with the words “search by keyword” in the field)**
2. **Filter by Sector (with the words “show all sectors” in the field)**
3. **Bubble Size Options (with the words “equal sizes” in the field)**
4. **Language (with the letters “EN” in the field)**
5. **Actions (with the words “Clear All Selections” in the field)**

The “Filter by Sector” field has the words “Show All Sectors” in it. Click those words. What are the 11 options in the drop-down menu?

1. **Apprenticeships**
2. **Construction**
3. **Manufacturing**
4. **Finance & Retail**
5. **Service**
6. **Agriculture**
7. **Tourism & Hospitality**
8. **Healthcare**
9. **Education & Social Services**
10. **Transportation**
11. **Information & Communication**

Click on one of the options in that drop-down list. Which one did you choose? **Answers will vary by learner.**

What happened to the bubbles on the screen when you made that choice? **Many of them disappeared, and only those with job titles related to the sector the learner chose remained.**

Use the same drop-down menu to select “Show All Sectors” again. Do the missing bubbles reappear? **Yes.**

Task 4:

To the left of the “Filter by Sector” drop-down menu, there is a search field. Type the word “nurse” in this field, and then click the magnifying glass icon or click the enter button on your keyboard. Many of the career bubbles will disappear. How many are left? **Eight bubbles.**

What are the names of three careers you see here? **The answers will vary by learner. The careers currently represented are Nurse Aids, Nursery/Greenhouse Worker, Farm Manager, Lic. Practical Nurse, Registered Nurse, Landscaper, Horticulture Manager, and Health Practitioner.**

Some of the bubbles are white in the centre, and others are dark blue in the centre. There is a small dark blue circle on the top left side of the screen that explains what the darker blue bubbles mean. What is the explanation? **These are “jobs in demand.”**

Erase the word “Nurse” from the search field and click the magnifying glass icon or click the enter button on your keyboard. What happens on the screen? The missing bubbles reappear.

Review the career bubbles on the screen. Record three job titles you see in white bubbles, and three that appear in dark blue bubbles. Do not repeat the careers related to nursing you just viewed. **Answers will vary by learner. If you are unsure whether a job title is accurate, ask the learner to show you the bubble they are referring to in the Career Explorer page of the Local Jobs Hub.**

Task 5:

A. Find the words “Equal Sizes” in the Bubble Size Options field and click them to make a drop-down menu appear. What are the two options in the drop-down menu?

1. **Size by Job Openings**
2. **Size by Median Salary**

B. Select “Size by Job Openings” from the drop-down list. Some bubbles will become larger while others will become smaller. Each bubble will have a small circle at the bottom of it. That circle has a number in it, which represents the current number of job postings available.

Record the numbers in the three largest bubbles you can see: **Answers will vary based on the number of jobs currently posted on the Local Jobs Hub.**

Record the numbers in the three smallest bubbles you can see: **Answers will vary based on the number of jobs currently posted on the Local Jobs Hub.**

Do any of the bubbles not have a circle with a number in it? **Answers will vary based on the jobs currently posted on the Local Jobs Hub, but there is a good chance that several bubbles will not have circles with numbers in them.**

What do you think that means? **There are no job postings on the Local Jobs Hub for this career.**

C. Open a new tab in your Internet browser, and type www.google.ca in the navigation bar. In the Google search field, type “What does median salary mean?” and either click the magnifying glass icon or hit the “enter” button on your keyboard. Record an explanation for “median salary” below. **Answers may vary based on the source, but the learner’s answer should reflect that it is the midway point of all salaries in that career. Half of the people who work in that field make less than the median salary, while the other half of people make more.**

Return to the Career Explorer tab and select “Size by Median Salary” from the Bubble Size Options drop-down list.

What job title is in the largest bubble you can see? **Answers will vary based on the jobs currently posted on the Local Jobs Hub.**

Are there any job postings for this type of job? If so, how many? **Answers will vary based on the jobs currently posted on the Local Jobs Hub.**

Would you be more likely to look at jobs with lots of openings (choosing “Size by Job Openings”), or jobs with better pay (choosing “Size by Median Salary”)? Why would you make this choice? **Answers will vary by learner. Ensure that they provide a reason for why they made their choice, regardless of what the choice is.**

Task 6:

Find the bubble that has the job title “Financial / Communication Sr. Manager” in it. Move your mouse so your cursor is over top of this bubble. What happens? **Lines appear between this career bubble, and other career bubbles.**

What do you think these lines represent? **They are careers that are connected to one another.**

Find two other job titles connected to “Financial / Communication Sr. Manager” and record them below. **Options include Marketing Manager, Finance Manager, Financial Manager, and Owner/President.**

Are there job postings on the Local Jobs Hub for any of those connected careers? **Answers will vary based on the jobs currently posted on the Local Jobs Hub.**

Task 7:

Click one of the bubbles that has a number attached to it. Describe what happens below. **A panel appears on the right side of the screen with information about this career.**

What is the job you chose? **Answers will vary by learner.**

Read the job description. Does this sound like a job you would like to do? **Answers will vary by learner.**

Under the job title and job description, there are 5 titles. What are they? **Under the job title and job description you will find the titles Wage/Salary, Skills, Active Job Postings, More Information, and Related Blog Posts.**

Task 8:

Click each of the five titles below the job and answer the following questions.

1. What is the median annual salary found in local job-postings? **Answers will vary by job chosen.**

2. What are three skills you need to do this job? **Answers will vary by job chosen.**

3. How many active job postings are there? **Answers will vary by job chosen.**

4. Click the words “in English” or “in French” under More Information. What happens? **The website <https://www.worktrends.ca/> opens.**

5. Are there any blog posts linked under Related Blog Posts? If so, record the title of the blog post below. **Answers will vary by job chosen.**

Are you done? Click on the small x in the upper right corner of the sidebar to close it.

Customizing Career Explorer Searches

Activity #7

Learner Activity

Your goal: to use the Career Explorer page of the Local Jobs Hub to look at jobs you are interested in. You will also learn about related careers.

Task 1:



Open up the web browser on the computer. Type in or copy and paste this address: <https://workforcedevelopment.ca/>. Find "Explore Career Paths" in the blue bar in the centre of the page. Click it.

Task 2:

Look at the grey bar at the top of the page. Click the Career Explorer Options link, and then choose "Service" under the "Filter by Sector" drop-down menu. What happens?





Look at the bubbles on the screen. Find the one for "Cook." Is this job in demand? How do you know?

How many cook jobs are current posted right now to the Local Jobs Hub?

Move your mouse so your cursor is on top of the Cook bubble. Lines will show that connect Cooks to other careers.  What are those careers?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Look at the lines going between bubbles. Each line has an arrow at the end pointing either at the Cook bubble or pointing at another career bubble. What do you think those arrows mean?



Which line has arrows on both ends of it? _____

Why do you think that might be? _____

Why would it be helpful to know what other careers are like this one?

Task 3:



Click the bubble with the word "Cook" in it. Now answer these questions.

What is the median annual salary for a cook? What is the median hourly wage?

You need many skills to be a cook. Look at the list. Write 5 skills you have that are needed for this job.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Click the title "Active Job Postings." **ACTIVE JOB POSTINGS** What are the names of three places that are hiring a cook right now?

1. _____
2. _____
3. _____

Task 4:

Find the title "More Information" **MORE INFORMATION** and click the words "in English." **in English** A new window will open. It shows an Occupational Outlook Report for Cooks. Outlook reports are helpful. They tell us new information about a career. They also tell us how careers may change in the next few years. Look at the Occupational Outlook Report and answer these questions.

1. Read the information under the heading "A Local Snapshot." **OUTLOOK: COOKS
A Local Snapshot**

How much is employment in this occupation expected to increase or go up between 2018 and 2026?

What percentage (%) of cook jobs were in full-service restaurants and limited-service eating places in 2018?

2. Look at the chart called "Short and Medium Term Projections." **SHORT AND MEDIUM TERM PROJECTIONS
Job Growth**

How many cook jobs were there in 2018? _____

How many might there be by the end of 2020? _____

What percentage of growth is that? _____%

How many cooks might be working in 2022? _____

What percentage of growth is that over 2018? _____%

3. What are the top 5 Industries hiring this occupation?

1. _____
2. _____
3. _____
4. _____
5. _____

4. Does Fanshawe College have any programs right now to help people train for a career as a cook? If so, how many?

5. Look at the chart called “Long Term Projections: Cumulative Job Openings and Job Seekers for the Period 2017-2026.”

LONG TERM PROJECTIONS
Cumulative Job Openings and Job Seekers for the Period 2017-2026

How many job openings for cooks might there be by 2026? _____

How many job seekers might be looking for work as a cook by 2026?

If this is true, will there be more cooking jobs than job seekers wanting to cook? Or more job seekers than jobs?

Are you done? Close the Occupational Outlook Report and go back to the Career Explorer page.

Task 5:

Think about a career you might like. Write it below.

What other names could there be for this career? Write other job titles below.

What other jobs or careers do you think might be connected to this one?

Look at the Career Explorer Options, and click the Filter by Sector drop-down that currently shows "Service." Look at the sectors listed. What sector do you think this career could be in?

Done this task? Reset the filter to "Show all Sectors."

Task 6:

Use the information you have written above. Look for a bubble that matches your career choice. Try these ways of searching and write what you find.

A. Look at all the bubbles you can see on the screen. Were you able to find the career you chose this way?

B. Use the "Show All Sectors" drop-down menu to choose the sector you think this career could be in. Was it in one of the career bubbles?

Were there any bubbles with career titles that sounded like what you're looking for? If so, what were they?

Move your mouse. Make sure your cursor is over top of a bubble that best describes the career you want. Do any lines show up between it and other career bubbles?

If so, what other careers are connected to this one? _____

Are you done? Reset the filter to "Show all Sectors."

C. Type the career you chose in the search field. The search field is just to the left of the Sector drop-down menu. Then, either click the magnifying glass icon  or hit the "enter" button on your keyboard.  Do any bubbles show up on the screen? If so, how many?

Do any of them match what you searched for exactly? _____

If not, which career seems the closest? _____

You may not see a career bubble that is like the job you chose. Search for some of the other job titles you wrote down in Task 5. Keep searching until you find a career that is like what you were looking for.

Task 7:

Move your mouse so your cursor is over top of the bubble of the career you chose. Do any lines show up between it and other career bubbles?

If so, what are the careers this job is connected to? _____

Now you can choose either your original (or first) career bubble. Or you can choose one that is connected to it that interests you even more. Click the bubble and answer these questions. Use the information you see in the sidebar.

What is the job title? _____

What is the median annual salary for this career? What is the median hourly wage?

Look at the list of skills needed for this job. Write 5 skills you have that are needed for this job.

1. _____

2. _____

3. _____

4. _____

5. _____

Are there any job postings for this career? If so, how many? _____

If there are job postings, use the “Active Job Openings” section to write the name of a business that is hiring for the type of job that you’ve chosen.

If there are any job postings, click the blue job title. What happens?

Go back to the Career Explorer. Click the words “in English” under the title “More Information.” An Occupational or Industry Outlook Report will open if there is one for this career. If there isn’t one, the website worktrends.ca will open. Is there an Outlook report for this career?

Task 8:

You have learned more about this career. Is it something you might want to do?

Why or why not?

What is one step you could take to get ready for this career?

Customizing Career Explorer Searches

Activity #7

Answer Key

- Task 1:** Open up the web browser on the computer. Type in or copy and paste the address shown here: <https://workforcedevelopment.ca/>. Then, find “Explore Career Paths” in the blue bar in the centre of the page, and click it.
- Task 2:** Look at the grey bar at the top of the page. Click the Carer Explorer Options link, and then choose “Service” under the “Filter by Sector” drop-down menu. What happens? **The screen changes and many of the bubbles disappear. Only careers related to the service industry remain.**
- Look at the bubbles on the screen and find the one for “Cook”. Is this an in-demand job? How do you know? **Yes, cook is a job that’s in demand. You can tell because the bubble is dark blue.**
- How many cook jobs are current posted to the Local Jobs Hub? **The answer will vary depending on what jobs are posted at the time this activity is completed.**
- Move your mouse so your cursor is on top of the Cook bubble. Six lines will appear connecting Cooks to other careers. What are those careers? **College Instructor, Apprentice, Chef, Food and Beverage Server, Bartender, and Food Service Supervisor.**
- Look at the lines going between each bubble. Each line has an arrow at the end pointing either at the Cook bubble or pointing at the other career bubble. What do you think those arrows represent? **They show paths between different careers. In this case, they indicate that being a bartender or Food and Beverage Server could lead into you becoming a cook and being a cook could lead into you becoming a Food Service Supervisor or Chef.**
- Which line has arrows on both ends of it? **The line between cook and apprentice does.**
- Why do you think that might be? **Answers will vary by learner but should reflect that you can become an apprentice to learn how to cook, but you could also work as a cook without being an apprentice. Cooks with some work experience may choose to apprentice to learn new skills and further their careers.**

Why do you think it's helpful to know what other careers are connected to this one? **Answers will vary by learner but could include that you can see other jobs you could apply for once you've done this one, or other jobs that could lead into this one if no jobs are posted right now. Other answers could also be accepted.**

Task 3:

Click the bubble with the word "Cook" in it. Using the information presented in the sidebar that appears, answer the following questions.

What is the median annual salary for a cook? What is the median hourly wage? **\$27,677 is the median annual salary and \$13.31/hour is the median wage reported locally.**

Many skills are needed to be a cook. Review the list, and record 5 skills you have that are needed for this job. **Answers will vary by learner, but the skills included for cook are: Teamwork, Detail oriented, Food handling, Oral and written communication, Organizational skills, Work independently, Problem solving, Creativity, Math, Time management, Self motivated, Management, Leadership, Numeracy, Customer service oriented, Computer use, Critical thinking, Marketing, Interpersonal, Adaptable, Bilingual, and Multitasking.**

Click the title "Active Job Postings." What are the names of three organizations or restaurants that are currently hiring a cook? **Answers will vary depending on the job postings currently available through the Local Jobs Hub.**

Task 4:

Click the words "in English" under the title "More Information." A new window will open that shows an Occupational Outlook Report for Cooks. Outlook reports are helpful because they share current information as well as how careers may change in the next few years. Review the Occupational Outlook Report and answer the following questions.

6. Read the information shared under the heading "A Local Snapshot."

How much is employment in this occupation expected to increase between 2018 and 2026? **Employment in this occupation is forecast to increase 20.2% for the period 2018-2026.**

What percentage of cooks jobs were in full service restaurants and limited-service eating places in 2018? **71.1%**

7. Look at the chart titled "Short and Medium Term Projections: Job Growth."

How many cook jobs were there in 2018? **4,267**

How many are projected by the end of 2020? **4,550**

What percentage of growth is that? **6.6%**

How many cooks are projected to be working in 2022? **4,793**

What percentage of growth is that over 2018? **12.3%**

8. According to the Outlook Report, what are the top 5 Industries employing this occupation? **Full-service restaurants and limited-service eating places, special food services, nursing care facilities, traveller accommodation, and general medical and surgical hospitals.**
9. Does Fanshawe College currently offer any programs to help people train for a career as a cook, and if so, how many? **Yes, they do, and there are three.**
10. Look at the chart titled “Long Term Projections: Cumulative Job Openings and Job Seekers for the Period 2017-2026.”

What is the number of projected job openings for cooks by 2026? **52,200.**

How many job seekers does the Occupational Outlook Report project could be looking for work in this occupation by 2026? **58,600**

If this projection is right, will there be more cooking jobs than job seekers wanting to cook, or more job seekers than jobs? **There will be more job seekers than jobs available for cooks.**

When you are done this task, close the Occupational Outlook Report and return to the Career Explorer page.

Task 5:

Consider a career you might be interested in and write it below. **Answers will vary by learner.**

What other names could there be for this career? Write several other job titles below. **Answers will vary by learner. Encourage learners to come up with more than one job title so they have options when searching in the Career Explorer.**

What other jobs or careers do you think might be connected to this one? **Answers will vary by learner.**

In the Career Explorer Options, the “Filter By Sector” drop-down currently shows “Service.” Click it to review the different sectors listed. What sector do you think this career could be in? **Answers will vary depending on the learner’s choice of career. The sectors included in this drop-down list are Apprenticeships, Construction, Manufacturing, Finance & Retail, Service, Agriculture, Tourism & Hospitality, Healthcare, Education & Social Services, Transportation, and Information & Communication.**

When you are done this task, resent the filter to “Show all Sectors.”

Task 6:

Use the information you have recorded above to look for a bubble that matches your career choice. Try each of the following ways of searching and record your results.

A. Look at all the bubbles you can see on the screen. Were you able to find your chosen career this way? **Some learners may be able to find their chosen career this way, although most will not because there are so many different bubbles on the screen.**

B. Use the “Show All Sectors” drop-down menu to choose the sector you think this career could be in. Was it included in the resulting career bubbles? **Answers will vary by learner. If they guess their career’s sector correctly, it may appear.**

Were there any bubbles with career titles that sounded similar to what you’re looking for? If so, what were they? **Answers will vary by learner. If they report that similar career bubbles did appear, review them to ensure they seem connected to the career the learner wrote down in Task 5.**

Move your mouse so your cursor is over top of a bubble that most closely represents your career choice. Do any lines appear between it and other career bubbles? **Answers will vary depending on the career the learner is looking at.**

If so, what other careers are connected to this one? **Answers will vary depending on the career the learner is looking at.**

Reset the filter to “Show all Sectors.”

C. Type your chosen career title in the search field, which is just to the left of the Sector drop-down menu. Then, either click the magnifying glass icon, or hit the “enter” button on your keyboard. Do any bubbles appear on the screen? If so, how many? **Answers will vary depending on the search words used by the learner.**

Do any of them match what you searched for exactly? **Answers will vary depending on the search words used by the learner.**

If not, which career seems the closest? **Answers will vary depending on the search words used by the learner.**

If you do not see a career bubble that is similar to the job you have chosen, search for some of the other job titles you wrote down in Task 5. Continue searching until you find a career that is similar to what you were looking for.

Task 7:

Move your mouse so your cursor is over top of the bubble with your chosen career in it. Do any lines appear between it and other career bubbles? **Answers will vary depending on the career the learner is looking at.**

If so, what are the careers this job is connected to? **Answers will vary depending on the career the learner is looking at.**

Choose either your original career bubble, or one that is connected to it that interests you even more. Click the bubble and answer the following questions using the information presented in the sidebar that appears.

What is the job title? **Answers will vary depending on the career chosen.**

What is the median annual salary for this career? What is the median hourly wage? **Answers will vary depending on the career chosen.**

Review the list of skills required for this job, and record 5 skills you have that are needed for this job. **Answers will vary by learner and career chosen.**

Are there any job postings for this career? If so, how many? **Answers will vary depending on the career chosen.**

If there are any job postings, use the “Active Job Openings” section to record the name of a business that is currently hiring the type of job that you’ve selected. **Answers will vary depending on the job postings currently available through the Local Jobs Hub.**

If there are any job postings, click the blue job title. What happens? **A new tab opens with the actual job posting on it.**

Return to the Career Explorer and click the words “in English” under the title “More Information.” If an Occupational or Industry Outlook Report is available for this career, it will open. If there isn’t one available, the labour market information website worktrends.ca will open instead. Is there an Outlook report for this career? **Answers will vary depending on the career chosen and whether an Outlook report has been produced for that occupation or industry.**

Task 8:

Now that you have learned more about this possible career, is it something you might want to work towards? **Answers will vary by learner.**

Why or why not? **Answers will vary by learner.**

What is one step you could take to prepare for this career? **Answers will vary by learner. Ideally, suggestions could include upgrading specific skills that were listed in the Career Explorer, going to school for training, or even working towards a different but connected career.**

Frequently Asked Questions

Activity #8

Learner Activity

Your goal: to use the Frequently Asked Questions (FAQ) section of the Local Jobs Hub to learn more about this online resource and how it works.

Task 1:

Open up the web browser on the computer. Type in or copy and paste this address:
<https://workforcedevelopment.ca/>.

Task 2:

There is a large white bar near the top of the Workforce Development website. There are two logos on the left side. There are four sets of words on the right side: About, Jobs Hub FAQ, Resources and Blog.



Click Jobs Hub FAQ.

Task 3:

Look at the text on the Jobs Hub FAQ page. Fill in the blanks below.

The Local Jobs Hub is a tool located on the workforce development website that connects _____ to _____, skill building and training in the region. The Local Jobs Hub has multiple _____ to help job seekers. To find out more, watch the how-to-use _____ on this page, download our _____ or read the FAQ below. Access the tool using the toolbar located on our _____.

Task 4:

There is a video called “How to use the Local Jobs Hub.” It is on the right side of the screen. Click the triangle in the middle of the video screen to watch the how-to video. Answer these questions.



Can employers post to the Local Jobs Hub directly? _____

What two tools does the video tell you about?

1. _____

2. _____

Can you filter or change how you look at job postings on the Local Jobs Hub? Example: Jobs that are full-time or part-time. Or jobs that need special skills. _____

Can you zoom in when using the Regional Job Map? _____

What does a briefcase on the Regional Job Map show? _____

Can you get walking, driving and public transportation directions using the map? _____

What is one thing you can add to the Local Jobs Hub map? _____

Task 5:

Find the blue button with the words “Read the Brochure” in it.  Click it. A new tab will open with more information about the Local Jobs Hub. Read this information. Answer these questions.

This online tool is for job seekers in what areas? _____

Fill in the blanks below to show what information you can find in each job posting on the Regional Job Listings:

The description of the job posting contains a sample of additional information like _____ the job was posted, the company hiring for the position, _____ of employment, _____ and _____.

Can you use keywords to refine your search in the Regional Job Listings? _____

What does each bubble show on the Regional Job Map? _____

Find a job on the Regional Job Map. What do you click to find out more information and how to apply?

Who created the Local Jobs Hub? _____

Task 6:

You will find a list of Frequently Asked Questions [Frequently Asked Questions](#) further down on the Jobs Hub FAQ page. Look at these questions. Answer these questions.

Employers can't post to the Local Jobs Hub directly. When they post a job on one of the top job posting websites in the area, the Local Jobs Hub finds it. What are five websites that feed into the Local Jobs Hub?

1. _____

2. _____

3. _____

4. _____

5. _____

Do you apply on the Hub itself when you want to apply for a job you see on the Local Jobs Hub? If not, where do you apply?

What tool can you use to find out where to develop interview, resume, job skills and more?

What website can you use to learn more about in-demand jobs and the local labour market?

Where can you find locations of Employment Ontario offices?

Frequently Asked Questions

Activity #8

Answer Key

- Task 1:** Open up the web browser on the computer. Type in or copy and paste the address shown here: <https://workforcedevelopment.ca/>.
- Task 2:** There is a large white bar near the top of the Workforce Development website, with two logos on the left side, and four words on the right side. Those words are About, Jobs Hub FAQ, Resources, and Blog. Click Jobs Hub FAQ.
- Task 3:** Review the text on the Jobs Hub FAQ page, and fill in the blanks below.
- The Local Jobs Hub is a tool located on the workforce development website that connects **job seekers** to **employers**, skill building and training in the region. The Local Jobs Hub has multiple **tools** to help job seekers. To find out more, watch the how-to-use **video** on this page, download our **brochure** or read the FAQ below. Access the tool using the toolbar located on our **homepage**.
- Task 4:** On the right side of the screen, you will see a video called “How to use the Local Jobs Hub.” Click the triangle in the middle of the video screen to watch the how-to video and answer the following questions.
- Can employers post to local jobs hub directly? **No**
- What two tools does the video tell you about? **Regional Job Listings and Regional Job Map**
- In the Regional Job Listings, can you filter job postings by things like specific levels of expertise or whether the jobs are full or part-time? **Yes.**
- Can you zoom in when using the Regional Job Map? **Yes**
- What does a briefcase on the Regional Job Map indicate? **The general location of a job posting.**
- Can you get walking, driving and public transportation directions using the map? **Yes**

Task 5:

What is one thing you can add to the Local Jobs Hub map? **Answers will vary by learner, but correct answers include bus routes, apprenticeship training sites, business support services, childcare centres, DriveTest centres, private employment agencies, Employment Ontario services, language training sites, literacy and basic skills, ODSP offices, ODSP employment supports, Ontario Works offices, other employment services, and Ontario apprenticeship offices.**

Click the blue button with the words “Read the Brochure” in it. A new tab will open with more information about the Local Jobs Hub in it. Read this online brochure and answer the following questions.

This online tool is intended for job seekers in what areas? **The City of London along with Elgin, Middlesex and Oxford Counties.**

Fill in the blanks below identifying information you can find in each job posting on the Regional Job Listings:

The description of the job posting contains a sample of additional information like **when** the job was posted, the company hiring for the position, **length** of employment, **wage** and **responsibilities**.

Can you use keywords to refine your search in the Regional Job Listings? **Yes.**

On the Regional Job Map, what does each bubble represent? **The number of job postings in a specific area.**

When viewing a job in the Regional Job Map, what do you click to find out more information and how to apply? **Go to Job Posting**

Who created the Local Jobs Hub? **Either the Elgin Middlesex Oxford Workforce Planning and Development Board (EMOWPDB) or the Local Employment Planning Council (LEPC) are acceptable answers to this question.**

Task 6:

Further down on the Jobs Hub FAQ page you will find a list of Frequently Asked Questions. Review them and answer the following questions.

Employers can't post to the Local Jobs Hub directly, but when they post a job on one of the top job posting websites in the area, the Local Jobs Hub automatically picks it up. What are five websites that feed into the Local Jobs Hub? **Answers will vary by learner. A complete list of the sites aggregated by the Local Jobs Hub appears below and on the top of the following page for your reference.**

canadianexecutivesearch.com

workcabin.ca

aboriginaljobboard.ca

charityvillage.com

emploisfp-psjobs.cfp-psc.gc.ca

workinnonprofits.ca

careerarc.com

careerbuilder.ca

indeed.ca

indigenoucareers.org

jobbank.gc.ca

jobillico.com

kijiji.ca

localwork.ca

simplyhired.ca

workopolis.com

wowjobs.ca

communityemploymentchoices.ca

knighthunter.com

workinoxford.com

careers2.hiredesk.net

immploy.zohorecruit.com

jobs.techalliance.ca

londonmfgjobs.com

londontechjobs.ca

pillarnonprofit.ca

southwesthealthline.ca

workinmiddlesex.ca

When you want to apply for a job you see on the Local Jobs Hub, do you apply on the Hub itself? If not, where do you apply? **No, each job posting links back to its original source and that is where you will apply for the job.**

What tool can you use to find out where to develop interview, resume, job skills and more? **The Learning for Life Tool.**

What website can you use to learn more about in-demand jobs and the local labour market? **The Worktrends website.**

Where can you find locations of Employment Ontario offices? **Either on the Local Jobs Map or at Employmentontario.ca.**

Navigating the Workforce Development Website

Activity #9

Learner Activity

Your goal: to explore the Workforce Development Website. Find out about the tools and resources it has.

Task 1:

Open up the web browser on the computer. Type in or copy and paste this address:
<https://workforcedevelopment.ca/>.

Task 2:

The Workforce Development website is hosted by the Elgin Middlesex Oxford Workforce Planning and Development Board. Look on the right side of the green bar running across the top of the website screen. Find the “Contact Us” link.  Click that link. Look at the new page.

What city is the Elgin Middlesex Oxford Workforce Planning and Development Board in?

What is their phone number? _____

Are they open on the weekend? _____

 Home

Are you done? Click the word “Home” on the green bar across the top of the website to go back to the main page.

Task 3:

Look below the green bar on the Workforce Development website. You will see a white space that has two logos on the left side.   There are four sets of words on the right side. What are the four sets of words?

1. _____

2. _____

3. _____

4. _____

Use your mouse to move your cursor over top of the word "About." ABOUT ▾ Do not click it. A drop-down menu will show up with six items. What are those six items?

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Click on the word "Projects" in this menu. The page will change. You will see projects that the Workforce Planning Board has done. List three of them below.

1. _____

2. _____

3. _____

Use your mouse to move your cursor over top of the word "Resources." RESOURCES ▾ Do not click it. A drop-down menu will show up with six items in it. What are those six items?

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Home

Are you done? Click the word "Home" on the green bar across the top of the website to go back to the main page.

Task 4:

Below the white space is a large blue bar with four boxes in it. Each of these four boxes has a label under it. What do those labels say?

1. _____

2. _____

3. _____

4. _____

Do any of these boxes match what was in the drop-down menu you saw under "Resources"? If so, what are they?

Task 5:

The Elgin Middlesex Oxford Workforce Planning and Development Board is one of _____ organizations across the province that form the Workforce Planning Ontario network.

Fill in the blanks from this statement on the Workforce Planning website:

The Workforce Planning and Development Board's role is to improve _____ of community responses to current _____ issues identified through labour market information. We do this by gathering _____ about _____ and _____ for workers with a wide partnership of organizations across the _____, _____ and _____ area.

Keep scrolling down the Workforce Development webpage. You will find a blue bar with four numbers in it. Fill in those numbers in the blanks below.

Live job postings: _____

Tools for job seekers: _____

Local Employment Planning Partners: _____

Upper tier municipalities served: _____

Task 6:

There is a black bar below these numbers with four boxes in it. These boxes can take you more resources. You will find the name of each resource under its description on the workforce development website. Fill in the names of these resources below.

Free decision-tree based catalogue of adult education opportunities:

Available jobs by area, type, sector and duration: _____

Monthly job seeking activities by age, gender and interest: _____

Explore information on population, labour, income and more by area:

Do any of these boxes match what was in the drop-down menu you saw under “Resources”? If so, what are they?

In the black bar below those boxes, you will see a link that says, “Local Jobs Hub FAQ.” Where have you seen those words before?

Keep scrolling down the Workforce Development webpage. Does this website ask you to sign up for its e-magazine newsletter?

Do you want to get a copy of this newsletter? Click the “subscribe” button.  A new tab will open where you can fill in your name and email address. Click the “Sign up” button to get a copy of the Growing Your Workforce e-magazine sent to your inbox.

What news stories do you see under “Latest News”?

Task 7:



Click the link for The Learning for Life Tool. The page will change. The first page for this education and training database will show up.

Click the button with the words “Launch the Learning for Life Tool”  in it. The page will refresh. Eight (8) choices will show up. List them below.

I want to:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Follow these instructions to do a search in the Learning for Life Tool.

1. Click the button with the words "Earn a certificate for work."



2. Choose London Ontario as the city to search.



3. You will be offered the choice of:

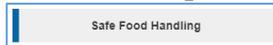
a. workplace certificates (like WHMIS or Smart Serve)

b. professional certificates (like Human Resources Management or Project Management).



Choose **Workplace certification**.

4. The page will refresh and show you a list of workplace certificates you could earn. Choose "Safe Food Handling."



How many organizations offer Safe Food Handling training? _____

Can you study for your Safe Food Handling certificate on your own? _____

What should you do if you are ready to take the Safe Food Handling test? _____

Are you done? Click the "New Search" link at the top of the page.  *Or click the green button with the house in it at the top of the page.* 

Look at the list of eight (8) choices on the main page of the Learning for Life Tool. Choose one. Answer the questions the Learning for Life Tool asks to search for training that you might like. Answer these questions.

On the main page, I said I want to... _____

What was the first question that the Learning for Life Tool asked? _____

What did you say? _____

What was the second question that the Learning for Life Tool asked? _____

What did you say? _____

What was the third question that the Learning for Life Tool asked? _____

The Learning for Life Tool may have asked more questions. When all the questions are asked, the tool will offer one or more programs that meet your needs. What program did it recommend?

Did the Learning for Life Tool give you the phone number, website, or email address for the program?

Did the Learning for Life Tool give you a map to show you where the program is?

Navigating the Workforce Development Website

Activity #9:

Answer Key

Task 1: Open up the web browser on the computer. Type in or copy and paste the address shown here: <https://workforcedevelopment.ca/>.

Task 2: The Workforce Development website is hosted by the Elgin Middlesex Oxford Workforce Planning and Development Board. Look on the right side of the green bar running across the top of the website screen to find the “Contact Us” link. Click that link and look at the new page that appears.

What city is the Elgin Middlesex Oxford Workforce Planning and Development Board in?
London.

What is their phone number? **(519) 672-3499**

Are they open on the weekend? **No.**

When you are done this task, click the word “Home” on the green bar across the top of the website to return to the main page.

Task 3: Below the green bar on the Workforce Development website, you will see a white space that has two logos on the left side, and four sets of words on the right side. What are the four words? **They are About, Jobs Hub FAQ, Resources, and Blog.**

Using your mouse, move your cursor over top of the word “About” but do not click it. A drop-down menu will appear with six items in it. What are those six items? **Who We Are, Who We Work With, Board of Directors, Projects, Projects, Team, and Contact.**

Click on the word “Projects.” The page will change and will share several different projects that the Workforce Planning Board has done. List three of them below. **Answers could include the Employer One survey, the London and Area Works and Apprenticeship Advantage series on CTV, the Oxford Invitational Youth Robotics Challenge, the Worktrends website, and the Local Employment Planning Council.**

Using your mouse, move your cursor over top of the word “Resources” but do not click it. A drop-down menu will appear with six items in it. What are those six items? **Local Jobs Map, Local Jobs Hub, Job Demand Report, Job Search Report, Growing Your Workforce and Library.**

When you are done this task, click the word “Home” on the green bar across the top of the website to return to the main page. Note that a Task-Based Activity specifically about the Local Jobs Hub FAQ is available as part of this series.

Task 4:

Below the white space is a large blue bar with four boxes in it. Each of these four boxes has a label under it. What do those labels say? **The labels read “Explore Career Paths,” “Regional Job Listings,” “Regional Job Map,” and “Labour Market Information.” The learner may record the information about logo that appears in the boxes instead. Those logos are “Local Jobs Hub Careers,” “Local Jobs Hub,” “Local Jobs Hub Maps,” and “Worktrends.ca.”**

Do any of these boxes match what was in the drop-down menu you saw under “Resources”? If so, what are they? **Both the Local Jobs Hub (labelled Regional Job Listings) and Local Jobs Map (labelled Regional Job Map) appear in both places.**

Note that Task-Based Activities specifically about the Local Jobs Hub, including the Map, Job Listings, and Career Explorer are all available as part of this series.

Task 5:

The Elgin Middlesex Oxford Workforce Planning and Development Board is one of how many organizations across the province that form the Workforce Planning Ontario network? **26**

Fill in the blanks from this statement on the Workforce Planning website:

The Workforce Planning and Development Board’s role is to improve **coordination** of community responses to current **labour market** issues identified through labour market information. We do this by gathering **intelligence** about **supply** and **demand** for workers with a wide partnership of organizations across the **Elgin, Middlesex** and **Oxford** area.

Continue scrolling down the Workforce Development webpage, and you will find a blue bar with four numbers in it. Fill in those numbers in the spaces provided below.

Live job postings: **This number will change depending on when the activity is completed. It is likely that there will be between 3,000 and 4,000 job postings at any given time.**

Tools for job seekers: **4**

Local Employment Planning Partners: **121**

Upper tier municipalities served: **5**

Task 6:

Below these numbers, there is a black bar with four boxes in it that can connect you to different resources. You will find the name of each resource under its description on the workforce development website. Fill in the names of these resources below.

Free decision-tree based catalogue of adult education opportunities. **The Learning for Life Tool.**

Available jobs by area, type, sector and duration. **Job Demand Report.**

Monthly job seeking activities by age, gender and interest. **Job Search Report.**

Explore information on population, labour, income and more by area. **Interactive Census Map.**

Do any of these boxes match what was in the drop-down menu you saw under “Resources”? If so, what are they? **Yes. The Job Demand Report and Job Search Report appear in both places.**

In the black bar below those boxes, you will see a link that says, “Local Jobs Hub FAQ.” Where have you seen those words before? **It is one of the links in the white bar at the top of the page.**

Continue scrolling down the Workforce Development webpage. Does this website offer you an opportunity to stay informed by signing up for their e-magazine newsletter? **Yes.**

If you want to get a copy of this newsletter, click the “subscribe” button. A new tab will open where you can enter your name and email address. When you are done, click the “Sign up” button to get a copy of the Growing Your Workforce e-magazine sent to your inbox.

What news stories are available under “Latest News”? **The answer will change depending on when this activity is completed.**

Task 7:

Click the link for The Learning for Life Tool. The page will change, and the launch page for this education and training database will appear. Click the button with the words “Launch the Learning for Life Tool” in it. The page will refresh, and eight different choices will appear. List them below.

I want to:

- **Develop my job search, resume and interview skills**
- **Earn a certificate for work**
- **Earn my high school diploma or recognized equivalent**
- **Go to college or university**
- **Learn a second language (including English)**
- **Learn how to use a computer or specific software**

- **Train for a specific job or skilled trade**
- **Upgrade my math, writing, communication or other skills**

Follow these instructions to complete a search in the Learning for Life Tool.

1. Click the button with the words “Earn a certificate for work.”
2. When prompted, choose London Ontario as the city to search.
3. You will be offered the choice of workplace certificates (like WHMIS or Smart Serve) or professional certificates (like Human Resources Management or Project Management). Choose Workplace certification.
4. The page will refresh, showing you a list of different workplace certificates you could earn. Select “Safe Food Handling.”

How many organizations offer Safe Food Handling training? **There are 5. If the learner answers 7, they likely counted the buttons that say, “I want to study on my own” and “I’m ready to take the test.”**

Can you study for your Safe Food Handling certificate on your own? **Yes**

What should you do if you are ready to take the Safe Food Handling test? **Contact the Middlesex-London Health Unit, the London Training Centre, or another health unit to schedule your test.**

When you are done this task, click either the “New Search” link at the top of the page, or the green button with the house in it at the top of the page

Look at the list of eight options on the main page of the Learning for Life Tool. Choose one and answer the questions the Learning for Life Tool asks to search for training that might interest you. Record your search and what you found below.

On the main page, I said I want to... **Answers will vary by the type of search the learner completes.**

What was the first question that the Learning for Life Tool asked? **Answers will vary by the type of search the learner completes.**

How did you respond? **Answers will vary by the type of search the learner completes.**

What was the second question that the Learning for Life Tool asked? **Answers will vary by the type of search the learner completes.**

How did you respond? **Answers will vary by the type of search the learner completes.**

What was the third question that the Learning for Life Tool asked? **Answers will vary by the type of search the learner completes.**

The Learning for Life Tool may have asked more questions after that. When all the questions are asked, the tool will recommend one or more programs that meets your needs based on how you answered the questions. What program did it recommend? **Answers will vary by the type of search the learner completes.**

Did the Learning for Life Tool provide the phone number, website, or email address for the program? **In most cases, the Learning for Life Tool will provide all three, but it will vary by program.**

Did the Learning for Life Tool provide a map showing you the location of the program? **If the learner chose an in-person program, the answer is yes. If they chose an online program, the answer is no.**

Using the Workforce Planning Board's Job Demand Report

Activity #10

Learner Activity

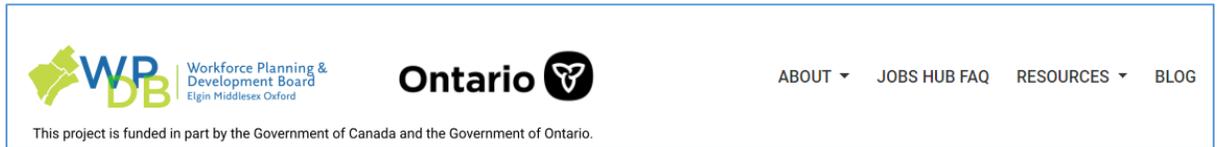
Your goal: to look at the Workforce Planning Board's Job Demand Report. Find out what kinds of jobs there are near you.

Task 1:

Open up the web browser on the computer. Type in or copy and paste this address:
<https://workforcedevelopment.ca/>.

Task 2:

Look below the green bar at the top of the website. You will see a white space that has two logos on the left side. There are four sets of words on the right side.



Use your mouse to move your cursor over top of the word "Resources." Do not click it. You will see a drop-down menu with six items in it. What are those six items?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Click Job Demand Report. A new page will show up with information about this report. What three types of job boards are used to get data for the monthly Job Demand Report?

1. _____
2. _____
3. _____

What period of time does the most recent report cover?

Task 3:

Look for the heading “Interactive Report.” [Interactive Report](#) Click the link for the Job Demand Report under it. What happens?

Look in the middle of the report’s first page. You will see a box with the word “Highlights” at the top.

HIGHLIGHTS					
JOB POSTINGS BY THE NUMBERS				# OF DAYS POSTED	
TOTAL ACTIVE	NEW THIS MONTH	COMPANIES	JOB BOARDS	AVERAGE	MEDIAN

Look at the information in that box. Answer these questions.

How many total job postings are there? _____

How many of those job postings were new this month? _____

How many companies have jobs posted? _____

How many different job boards feed into this report? _____

Task 4:

Look under the Highlights box. You will see a larger box with the title “Report Builder.”

REPORT BUILDER Read its description. Fill in the blanks below.

The default filter selection below will show _____ job demand data for the month. You can use the filters to create _____ for the purpose of understanding a subset of the data.

What are five types of filters you can use to customize this report?

1. _____
2. _____
3. _____
4. _____
5. _____

Click the “Municipality” filter. You will see a list of cities and towns. Look on the right side of each city or town’s name. You will see the number of jobs available there. How many jobs are there in:

Aylmer? _____

The City of St. Thomas? _____

The City of Woodstock? _____

Southwest Middlesex? _____

Strathroy-Caradoc? _____

Zora? _____

Task 5:

Look on the left side of each city or town's name. You will see a blue box with a checkmark in it. This symbol shows that the unfilled jobs available in this city or town are part of the Job Demand Report.

Choose any of the cities or towns on the list. Click the blue box with the checkmark in it. Does the checkmark disappear?

What do you think that means? _____
Look at the information that is now showing in the "Highlights" box near the top of the page. What do you notice?

Done this task? Click the box again so the checkmark shows up again.

Look at the top of the list of cities and towns. You will see the word "Municipality." There is a checkmark to the left of that title. Click it. What happens?

What happens when you click the box again?

What happens when you hold your cursor over the name of a town on this list?

Click the word "Only" next to any one of the towns on the list. Describe what happens.

MUNICIPALITY *Done this task? Click the box next to the word "Municipality" so all the checkmarks show up again.*

Task 6:

Look at the top left side of the Job Demand Report tab. You will see the title of this report. For example: "EMOL Monthly Job Demand Report 2020." Right under that title, you will see the title of the page you are looking at. What is this page's title?

Look next to the pages title. You will see the number of pages in this report. How many pages are there?

Click the words "Cover Page with filters." You will see a drop-down menu. It shows each of the pages in this report. Fill in their titles below.

1. Cover Page with filters
2. _____
3. _____
4. _____
5. _____
6. _____

Task 7:

Click on page 2 (Municipality, Type, Duration & Skill). The information on this page is divided by topic. Each topic has a chart or image to show data.

What percentage (%) of job postings were for full-time employment? What percent were for part-time?

Full-time: _____%

Part-time: _____%

What city or town had the largest number of jobs posted? _____

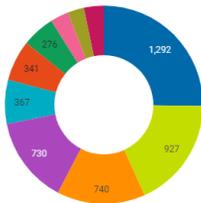
What percent of job postings were for permanent employment? Contract? Temporary jobs?

Permanent: _____ %

Contract: _____ %

Temporary: _____ %

JOB POSTINGS BY SKILL TYPE
What skill type is being recruited?



Look at the Job Postings by Skill Type section. What is the skill type most employers ask for in job postings?

How many job postings were looking for that type of skill?

Task 8:

Look at information from other pages in this report. Answer these questions.

What were the top two occupations in demand?

TOP OCCUPATIONS
What kind of jobs are in-demand?

1. _____

2. _____

What page of the report did you find this information on?

Which employer has the most job openings? _____

How many jobs did they have posted? _____

Which employer has the second largest number of job openings?

What page of the report did you find this information on?

Why would knowing what companies have the largest number of job openings be helpful?

What job board had the largest number of job postings included in the Job Demand Report?

How many job postings came from that Job board? _____

What page of the report did you find this information on?

Using the Workforce Planning Board's Job Demand Report

Activity #10

Answer Key

Task 1: Open up the web browser on the computer. Type in or copy and paste the address shown here: <https://workforcedevelopment.ca/>.

Task 2: Below the green bar at the top of the Workforce Development website, you will see a white space that has two logos on the left side, and four sets of words on the right side. Using your mouse, move your cursor over top of the word "Resources" but do not click it. A drop-down menu will appear with six items in it. What are those six items? **Local Jobs Map, Local Jobs Hub, Job Demand Report, Job Search Report, Growing Your Workforce and Library.**

Click Job Demand Report. A new page will appear with information about this report. What three types of job boards are used to gather data for the monthly Job Demand Report? **The Elgin Middlesex Oxford Workforce Planning and Development Board creates the report using information from national, provincial and local job boards.**

What period does the most recent report cover? **The answer will vary depending on when this activity is completed. The most recent report is generally dated for one or two months earlier than today's date.**

Task 3: Click the link for the Job Demand Report under the heading "Interactive Report," and describe what happens below. **A new tab opens with the current Job Demand Report in it.**

In the centre of the report's first page, you will see a box with the word "Highlights" at the top. Review the information in that box and answer the questions below.

How many total active job postings are there? **The answer will vary depending on when this activity is completed.**

How many of those job postings were new this month? **The answer will vary depending on when this activity is completed.**

How many companies have jobs posted? **The answer will vary depending on when this activity is completed.**

How many different job boards feed into this report? **The answer will vary depending on when this activity is completed.**

Task 4:

Below the Highlights box, you will find a larger box with the title “Report Builder.” Read its description and fill in the blanks below.

The default filter selection below will show **all** job demand data for the month. You can use the filters to create **a customized report** for the purpose of understanding a subset of the data.

What are five different types of filters you can use to customize this report? **There are 12 options so answers may vary by learner. The 12 filters are Municipality, Job Type, Job Duration, Job Board, Additional Language, Quick Find, Skill Level, Skill Type Name (1-digit national occupational classification code), Major Group (2-digit national occupational classification code), Minor Group (3-digit national occupational classification code), Unit Group (4-digit national occupational classification code), and Company or Employment Agency.**

Click the filter titled “Municipality” and a list of cities and towns will appear. On the right side of each city or town’s name, you will see the number of jobs available there. How many jobs are currently posted in:

Aylmer? **The answer will vary depending on when this activity is completed.**

The City of St. Thomas? **The answer will vary depending on when this activity is completed.**

The City of Woodstock? **The answer will vary depending on when this activity is completed.**

Southwest Middlesex? **The answer will vary depending on when this activity is completed.**

Strathroy-Caradoc? **The answer will vary depending on when this activity is completed.**

Zora? **The answer will vary depending on when this activity is completed.**

Task 5:

On the left side of each city or town’s name, you will see a blue box with a check mark in it. This symbol indicates that the jobs available in this city or town are included in the Job Demand Report.

Choose any of the cities or towns on the list and click the blue box with the check mark in it. Does the checkmark disappear? **Yes.**

What do you think that means? **That the jobs available in this city or town are no longer included in the report.**

Review the information that is now showing in the “Highlights” box near the top of the page. What do you notice? **The numbers are slightly smaller because they no longer include jobs available in this specific city or town.**

When you are done this task, click the box again so the checkmark reappears.

At the top of the list of cities and towns, you will see the word Municipality. There is a checkmark to the left of that title as well. Click it and describe what happens below. **The checkmarks disappear from every town on the list.**

What happens when you click the box again? **The checkmarks reappear next to every city and town on the list.**

What happens when you hold your cursor over the name of a town on this list? **The word “Only” appears.**

Click the word “Only” next to any one of the towns on the list and describe what happens below. **The blue boxes with the checkmarks all disappear except for that one.**

When you are done this task, click the box next to the word “Municipality” so all the checkmarks reappear.

Task 6:

At the top left side of the Job Demand Report tab you will see the title of this report (for example, “EMOL Monthly Job Demand Report 2020.” Immediately below that title, you will see the title of the page you are currently viewing. What is this page’s title? **The first page is called “Cover Page with filters.”**

Next to the pages title, you will see the number of pages in this report. How many pages are there? **There are six pages.**

Click the words “Cover Page with filters.” A drop-down menu appears showing each of the pages in this report. Fill in their titles below.

1. Cover Page with filters (provided in the learner Task)
- 2. Municipality, Type, Duration & Skill**
- 3. Top Occupations & Employers**
- 4. Skill Level & Posting Duration**
- 5. 3 & 2-Digit NOCs**
- 6. Job Boards**

Task 7:

Click on page 2 (Municipality, Type, Duration & Skill). The information on this page is divided by topic, and each topic includes a chart or image to represent related data.

What percentage of jobs postings were for full-time employment, and what percent were for part-time? **The answer will vary depending on when this activity is completed.**

In what city or town were the largest number of jobs posted? **The answer will vary depending on when this activity is completed.**

What percent of job postings were for permanent employment, compared to contract or temporary jobs? **The answer will vary depending on when this activity is completed.**

According to the Job Postings by Skill Type section, what is the most sought-after skill type in recent job postings? **The answer will vary depending on when this activity is completed.**

How many job postings were seeking that type of skill? **The answer will vary depending on when this activity is completed.**

Task 8:

Review information from other pages in this report and answer the following questions.

What were the top two occupations in demand according to the Job Demand Report? **The answer will vary depending on when this activity is completed.**

What page of the report did you find this information on? **This information can be found on page 3 (Top Occupations & Employers) and page 4 (Skill Level & Posting Duration).**

Which employer has the most job openings? **The answer will vary depending on when this activity is completed.**

How many jobs did they have posted? **The answer will vary depending on when this activity is completed.**

Which employer has the second largest number of job openings? **The answer will vary depending on when this activity is completed.**

What page of the report did you find this information on? **This information can be found on page 3 (Top Occupations & Employers).**

Why would knowing what companies have the largest number of job openings be helpful to you? **Knowing which companies are hiring a lot of people means you might have a better chance of being hired there if you apply.**

What job board produced the largest number of job postings included in the Job Demand Report? **The answer will vary depending on when this activity is completed.**

How many job postings came from that Job board? **The answer will vary depending on when this activity is completed.**

What page of the report did you find this information on? **This information can be found on page 6 (Job Boards).**

Census Information

Activity #11

Learner Activity

Your goal: to explore the Workforce Development Website and find out about the tools and resources it offers.

Task 1:

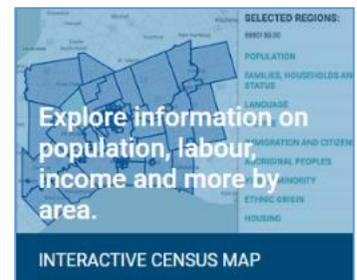
Open up the web browser on the computer. Type in or copy and paste this address: www.google.ca.

Type the words “what is a census?” in the search field. Click the small magnifying glass symbol.  Or click the enter button on your keyboard.  Write down one definition of a census below.

Task 2:

Open a new tab in your browser. Type in or copy and paste this address: <https://workforcedevelopment.ca/>.

Click the link for the Interactive Census Map. A new tab will open that shows a map with lots of dark blue lines on it. Each of these lines shows the boundary or outline of a census area.



 Find the + and – symbols near the top right corner of the map. Click the – symbol.
 What happens?

Click the + symbol. Now click it again. What happens?

Use the mouse to move your cursor to anywhere on the map. Click and hold the left mouse button down. Then move the mouse around. What happens?

Task 3:

Use the zoom and move the map until you find the census area where you live. If you live in a small town, the census area may include your town and other less populated areas or other towns nearby. If you live in a large city, there may be more than one census areas inside that city.

What is the name of the town or city you live in? _____

Does the city or town you live in have one census area? Or more than one? _____

Click your census area. A white sidebar will show up on the right side of the screen. There are 15 categories listed in this sidebar. Write them below.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

Task 4:

Click the + symbol next to the word "Population." You will see lots of information about the people who live around you.



How many people lived in this area in 2016? _____

Are there more or fewer people living in this area compared to 2011? _____

Scroll through the population list until you reach the part about ages. There are lots of age ranges listed under these main categories:

- 0-14 years
- 15-64 years
- 65 years and over

How many people between the ages of 15 and 64 years old live in this area? _____

How old are you? _____

Find your 5-year age range in the list (for example, 30-34 years). How many people in this age range live near you?

You will see the average age of the population in this area at the bottom of the age list. What is the average age of the people who live where you do?



Done this task? Hide the list of information by clicking the - symbol next to the word "Population."

Task 5:

Click the + symbol next to the words “Families, Households and Marital Status.” Lots of information will show up about the homes and families around you.

FAMILIES, HOUSEHOLDS AND MARITAL STATUS +

What are two of the different kinds of homes that you can find in your area?

1. _____
2. _____

How many people live in your home? Don't forget to include yourself in the number.

Scroll through the “Families, Households and Marital Status” list until you reach the part about household size. How many homes in your area have the same number of people in them as you do?

What is the average household size in the area where you live? _____

Scroll through the “Families, Households and Marital Status” list until you reach the part about marital status. What are the six options tracked by the census?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Done this task? Hide the information by clicking the - symbol next to the words “Families, Households and Marital Status.”

Task 6:

Click the + symbol next to the word “Language.” Lots of information will show up about the languages people in your area speak and understand.

LANGUAGE +

How many people in your area said that they know:

English only? _____

Both English and French? _____

Neither English nor French? _____

What languages do you know? _____

What is your first language? _____

Scroll through the “Languages” list until you reach the part about people whose first language is neither English nor French. You will see a list of their first languages. Choose three languages and write them below. Also write how many people in your area speak those languages.

1. _____ Number of people who speak it: _____
2. _____ Number of people who speak it: _____
3. _____ Number of people who speak it: _____

Done this task? Hide the list of information by clicking the - symbol next to the word “Language.”

Task 7:

Click the + symbol next to the word “Labour.” Lots of information will show up about the kind of work that people in your area do.

LABOUR +

How many people in your area are employed? _____

How many people are unemployed (not working but looking for work)?

How many people are “not in the labour force” (aren’t working and they aren’t looking for work)?

Which of these categories do you fall into? _____

Scroll through the “Labour” list until you reach the part about class of workers. How many people were an employee of someone else? How many were self-employed (working for themselves)?

Employees: _____

Self-employed: _____

Every occupation has a National Occupational Classification (NOC) code. They are numbered 0 through 9. Scroll through the “Labour” list until you reach the part about occupations and NOC codes. Which one is most common where you live?

How many people in your area work in that occupational category? _____

How many people in your area work in that industry? _____

-

Done this task? Hide the information by clicking the - symbol next to the word “Labour.”

Task 8:

You have looked at 4 kinds of census information for where you live. There are 11 more categories listed in this sidebar. Click the + symbol next to a category that interests you.

What category did you choose? _____

Why did you choose this category? _____

Write three things you learned by looking at the census information in this category.

1. _____

2. _____

3. _____



Are you done? Hide the list of information by clicking the - symbol next to the category you chose.

Census Information

Activity #11

Answer Key

Task 1:

Open up the web browser on the computer, and type in or copy and paste the address shown here: www.google.ca.

In the search field, type the words “what is a census?” and click the small magnifying glass symbol, or the enter button on your keyboard. Write down one definition of a census below.

Answers will vary by learner, but a general definition is that a census is an official count or survey of all the people living in a specific area. That census usually asks for details about those people, including their age, gender, education level, income, and more.

Task 2:

Open a new tab in your browser, and type in or copy and paste the address shown here: <https://workforcedevelopment.ca/>.

Click the link for the Interactive Census Map. A new tab will open that shows a map with lots of dark blue lines on it. Each of these lines represents the boundary of a census area.

Find the + and – symbols near the top right corner of the map. Click the – symbol. What happens? **The map zooms out.**

Click the + symbol, and then click it again. What happens? **The map zooms in and zooms in again when you click the + a second time.**

Using the mouse, move your cursor to anywhere on the map. Click and hold the left mouse button down, then move the mouse around. What happens? **The map moves with the mouse, so you can see different areas.**

Task 3:

Use the zoom and move the map until you find the census area where you live. If you live in a small town, the census area may include your town and lesser populated areas or other towns nearby. If you live in a large city, there may be several different census areas inside that city.

What is the name of the town or city you live in? **Answers will vary by learner.**

Does the city or town you live in have one census area, or several? **Answers will vary depending on where the learner lives.**

Task 4:

Once you find your census area, click it. A white sidebar will appear on the right side of the screen. There are 15 categories listed in this sidebar. Record them below. **The categories are Population, Families, Households and Marital Status, Language, Income, Immigration and Citizenship, Aboriginal Peoples, Visible Minority, Ethnic Origin, Housing, Education, Labour, Language of Work, Mobility, and Journey to Work.**

Click the + symbol next to the word “Population.” Lots of information will appear about the people that live around you.

How many people lived in this area in 2016? **Answers will vary by where the learner lives.**

Are there more or fewer people living in this area compared to 2011? **Answers will vary by where the learner lives.**

Scroll through the population list until you reach the section about ages. There are lots of age ranges listed under each of the following main categories:

- 0-14 years
- 15-64 years
- 65 years and over

How many people between the ages of 15 and 64 years old live in this area? **Answers will vary by where the learner lives.**

How old are you? **Answers will vary by learner.**

Find your 5-year age range in the list (for example, 30-34 years). How many people in this age range live near you? **Answers will vary by where the learner lives.**

You will find the average age of the population in this area at the bottom of the age list. What is the average age of the people who live where you do? **Answers will vary by where the learner lives.**

When you are done this task hide the list of information by clicking the – symbol next to the word “Population.”

Task 5:

Click the + symbol next to the words “Families, Households and Marital Status.” Lots of information will appear about the homes and families around you.

What are two of the different kinds of homes that you can find in your area? **Answers will vary by learner, but options include single-detached house, semi-detached house, row house, apartment or flat in a duplex, apartment in a building that has fewer than five storeys, and other single-attached house.**

Including yourself, how many people live in your home? **Answers will vary by learner.**

Scroll through the “Families, Households and Marital Status” list until you reach the section about household size. How many homes in your area have the same number of people in them as you do? **Answers will vary depending on the learner’s household size and where they live.**

What is the average household size in the area where you live? **Answers will vary by where the learner lives.**

Scroll through the “Families, Households and Marital Status” list until you reach the section about marital status. What are the six different options tracked by the census in this category? **There are six main categories: married, living common law, never married, separated, divorced and widowed.**

When you are done this task hide the list of information by clicking the – symbol next to the words “Families, Households and Marital Status.”

Task 6:

Click the + symbol next to the word “Language.” Lots of information will appear about the languages people in your area speak and understand.

How many people in your area reported that they know:

English only? **Answers will vary by where the learner lives.**

Both English and French? **Answers will vary by where the learner lives.**

Neither English nor French? **Answers will vary by where the learner lives.**

What languages do you know? **Answers will vary by learner.**

What is your first language? **Answers will vary by learner.**

Scroll through the “Languages” list until you reach the section about people whose first language is neither English nor French. You will see a list of their first languages. Choose three languages and record them below, along with how many people in your area speak those languages. **Answers will vary by where the learner lives, but could include Croatian, Dutch, German, Italian, Serbian, Sign Language, Spanish, Tamil, and dozens of others.**

When you are done this task hide the list of information by clicking the – symbol next to the word “Language.”

Task 7:

Click the + symbol next to the word “Labour.” Lots of information will appear about the kind of work that people in your area do.

How many people in your area are employed? **Answers will vary by where the learner lives.**

How many people are unemployed (which means they aren’t working, but are looking for work)? **Answers will vary by where the learner lives.**

How many people are considered “not in the labour force” (which means they aren’t working, and they aren’t looking for work either)? **Answers will vary by where the learner lives.**

Which of these categories do you fall into? **Answers will vary by learner.**

Scroll through the “Labour” list until you reach the section about class of workers. How many people were considered an employee of someone else, and how many were self-employed (working for themselves)?

Employees: **Answers will vary by where the learner lives.**

Self-employed: **Answers will vary by where the learner lives.**

Every occupation is broken into a National Occupational Classification (NOC) code. They are numbered 0 through 9. Scroll through the “Labour” list until you reach the section about occupations based on their NOC code. Reading the list of all ten occupations, which one is most common where you live? **Answers will vary by where the learner lives, but the ten NOC codes are listed below for your reference.**

0 – Management occupations

1 – Business, finance and administration occupations

2 – Natural and applied sciences and related occupations

3 – Health occupations

4 – Occupations in education, law and social, community and government services

5 – Occupations in art, culture, recreation and sport

6 – Sales and service occupations

7 – Trades, transport and equipment operators and related occupations

8 – Natural resources, agriculture and related production occupations

9 – Occupations in manufacturing and utilities occupations

How many people in your area work in that occupational category? **Answers will vary by where the learner lives.**

Much like occupations, every industry is broken into category codes. They are known as North American Industry Classification System (NAICS) codes. Scroll through the “Labour” list until you reach the section about industries based on their NAICS code. Reading the list of all twenty industries, which one is most common where you live? **Answers will vary by where the learner lives, but the twenty NAICS codes are listed below for your reference.**

11 – Agriculture, forestry, fishing and hunting

21 – Mining, quarrying, and oil and gas extraction

22 – Utilities

23 – Construction

31 to 33 – Manufacturing

41 – Wholesale trade

44 and 45 – Retail trade

48 and 49 – Transportation and warehousing

51 – Information and cultural industries

52 – Finance and insurance

53 – Real estate and rental and leasing

54 – Professional, scientific and technical services

55 – Management of companies and enterprises

56 – Administrative and support, waste management and remediation services

61 – Educational services

62 – Health care and social assistance

71 – Arts, entertainment and recreation

72 – Accommodation and food services

81 – Other services (except public administration)

91 – Public administration

How many people in your area work in that industry? **Answers will vary by where the learner lives.**

When you are done this task hide the list of information by clicking the – symbol next to the word “Labour.”

Task 8:

You have reviewed 4 different kinds of census information for where you live. There are 11 more categories listed in this sidebar. Click the + symbol next to a category that interests you and review the information that appears.

What category did you choose? **Answers will vary by learner.**

Why did you choose this category? **Answers will vary by learner.**

Share three things you learned by reviewing the census information in this category. **Answers will vary by learner. Review their response to ensure three different pieces of information are shared.**

When you are done this task hide the list of information by clicking the – symbol next to the category you chose.

Using the Workforce Planning Board's Job Search Report

Activity #12 Learner Activity

Your goal: to use the Workforce Planning Board's Job Search Report to find out about other job seekers in your area who are using the Local Jobs Hub tool.

Task 1:

Open up the web browser on the computer. Type in or copy and paste this address:
<https://workforcedevelopment.ca/>.

Task 2:

Look below the green bar at the top of the website. You will see a white space that has two logos on the left side. You will see four sets of words on the right side.



Use your mouse to move your cursor over top of the word "Resources." Do not click it. You will see a drop-down menu with six items in it. What are those six items?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Click Job Search Report. A new page will show up with information about this report. What three sections of this website are used to gather the information that's included in the Job Search Report?

1. _____
2. _____
3. _____

Is this data collected with consent and the knowledge that it would be anonymous and posted publicly?

What period of time does the most recent report cover? _____

Task 3:

Look under the heading "Interactive Report." [Interactive Report](#) Click the link for the Job Search Report. What happens?

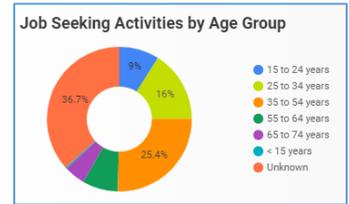
Look in the top right corner of the report. You will see how many people used the Local Jobs Hub during the month this report was made. How many people used it?

Look below that number. You will see a percent (%) that tells you if more people are using the Local Jobs Hub than in the previous month (the number will be green). Or it will tell you if fewer people are using the Local Jobs Hub than in the month before (the number will be red).

Write the number below. Is this a lower or higher number than the month before?

Task 4:

The information on this page is divided by topic. Most of the topics include a chart or image to show data.



What percent of job seekers using the Local Jobs Hub are between the ages of 25 and 34 years old?

_____ %

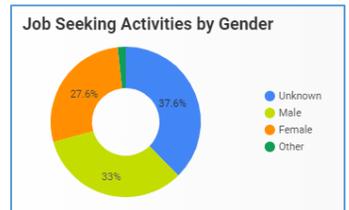
What percent of job seekers using the Local Jobs Hub are between the ages of 35 and 54 years old?

_____ %

Which of the three Local Jobs Hub tools listed under “Interactions by Tool” was used the most?

Interactions by Tool

What gender are most of the job seekers using the Local Jobs Hub?



What percentage are this gender? _____ %

What are the top three employers or agencies chosen by job seekers of the Local Jobs Hub?

Top Selected Employers/Agencies

1. _____

2. _____

3. _____

Top Selected Occupations

What are the top 3 occupations chosen by job seekers of the Local Jobs Hub?

1. _____
2. _____
3. _____

Task 5:

Look at the top left side of the Job Search Report tab. You will see the name of this report. For example: "EMOL Monthly Job Search Report 2020." Right under that you will see the title of the page you are looking at right now. What is this page's title?

Look next to the page's title. You will see the number of pages in this report. How many pages are there?

Click the words "Job Search Report - All Data." A drop-down menu shows up with the title of the second page of this report. What is it called?

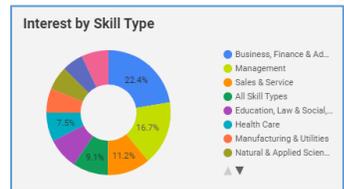
Click on page 2 (Age & Gender Filters). Now move to Task 6.

2. Job Search Report - Age & Gender Filters

Task 6:

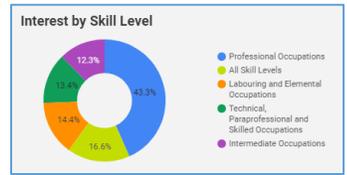
Look at the information shared on page 2 of the Job Search Report. Answer these questions.

What Skill Type are people most interested in finding during their job search?



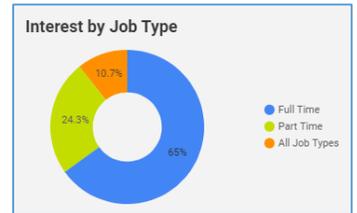
What percent of job seekers were looking for jobs of this skill type? _____ %

What Skill Level are people most interested in finding during their job search?



What percent of job seekers were looking for jobs of this skill level? _____ %

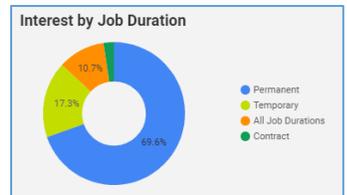
Are more people looking for part-time or full-time jobs using the Local Jobs Hub?



What percent of job seekers are looking for part-time work using the Local Jobs Hub?

_____ %

Are more job seekers looking for permanent, temporary or contract jobs?



What percent of job seekers are looking for permanent jobs using the Local Jobs Hub?

_____ %

Task 7:

Look on the left side of this page. There are three blue bars. What are the labels on those three bars?

1. _____
2. _____
3. _____



Click the top bar. A drop-down menu will show up with age ranges in it. Click on the left side of each age range. You will see a blue box with a checkmark in it. This symbol shows that searches done by people of this age range are included in the Job Search Report.

Find your own age range on the list. Click the blue box with the check mark in it. Does the checkmark disappear?

How do you think this changes the information in this report?

Click the box again so the checkmark shows up again. Hold your cursor over your age range until you see the word "Only." Click it. What happens?

How do you think this changes the information in this report?

Look at the information that is now showing in the Skill Type, Skill Level, Job Type and Job Duration circles. What do you see?

Task 8:

Use the three filters at the top of the page to answer these questions.

What are the top three employers that female job seekers between the age of 15 and 24 are looking at?

1. _____

2. _____

3. _____

Change the gender to male. Change the age range to between 55 and 64. What are the top three employers these job seekers are looking for?

1. _____
2. _____
3. _____

Change the drop-down menus to show your age and gender. What are the top three companies that job seekers who are your age and gender are looking for?

1. _____
2. _____
3. _____

Would you want to work for any of those three employers? Why or why not?

Look at the four circles under the filters. What Skill Type, Skill Level, Job Type and Job Duration are most of the people who are your age and gender looking for?

Skill Type: _____

Skill Level: _____

Job Type: _____

Job Duration: _____

Using the Workforce Planning Board's Job Search Report Activity #12

Answer Key

Task 1: Open up the web browser on the computer, and type in or copy and paste the address shown here: <https://workforcedevelopment.ca/>.

Task 2: Below the green bar at the top of the Workforce Development website, you will see a white space that has two logos on the left side, and four sets of words on the right side. Using your mouse, move your cursor over top of the word "Resources" but do not click it. A drop-down menu will appear with six items in it. What are those six items? **Local Jobs Map, Local Jobs Hub, Job Demand Report, Job Search Report, Growing Your Workforce and Library.**

Click Job Search Report. A new page will appear with information about this report. What three sections of this website are used to gather the information that's included in the Job Search Report? **Data is collected from the Job Board, Job Map and Career Explorer tools.**

Is this data collected with consent and the knowledge that it would be anonymous and posted publically? **Yes.**

What period does the most recent report cover? **The answer will vary depending on when this activity is completed. The most recent report is generally dated for one or two months earlier than today's date.**

Task 3: Click the link for the Job Search Report under the heading "Interactive Report," and describe what happens below. **A new tab opens with the current Job Search Report in it.**

In the top right corner of the report you will see the number of people who used the Local Jobs Hub during the month this report was produced. How many users were there? **The answer will vary depending on when this activity is completed.**

Below that number, you will see a percent letting you know if more people are using the Local Jobs Hub than the previous month (the number will be green), or if fewer people are using the Local Jobs Hub than the month before (the number will be red). Write the number below and indicate whether this is a lower or higher number than the month before. **The answer will vary depending on when this activity is completed.**

Task 4:

The information on this page is divided by topic, and most of the topics include a chart or image to represent related data.

What percent of job seekers using the Local Jobs Hub are between the ages of 25 and 34 years old? **The answer will vary depending on when this activity is completed.**

What percent of job seekers using the Local Jobs Hub are between the ages of 35 and 54 years old? **The answer will vary depending on when this activity is completed.**

Which of the three Local Jobs Hub tools listed under “Interactions by Tool” was used the most? **The answer will vary depending on when this activity is completed, but the three possibilities are the Jobs Map, the Jobs Board and the Career Explorer.**

What gender are the majority of job seekers using the Local Jobs Hub? **The answer will vary depending on when this activity is completed.**

What percentage of users are this gender? **The answer will vary depending on when this activity is completed.**

What are the top three employers or agencies selected by users of the Local Jobs Hub? **The answer will vary depending on when this activity is completed.**

What are the top 3 occupations selected by users of the Local Jobs Hub? **The answer will vary depending on when this activity is completed.**

Task 5:

At the top left side of the Job Search Report tab you will see the name of this report (for example, “EMOL Monthly Job Search Report 2020.” Immediately below that title, you will see the title of the page you are currently viewing. What is this page’s title? **The first page is called “Job Search Report – All Data.”**

Next to the pages title, you will see the number of pages in this report. How many pages are there? **There are two pages.**

Click the words “Job Search Report – All Data.” A drop-down menu appears showing the title of the second page of this report. What is it called? **Job Search Report – Age & Gender Filters.**

Click on page 2 (Age & Gender Filters) before moving to Task 6.

Task 6:

Review the information shared on page 2 of the Job Search Report and answer the questions below.

What Skill Type are users most interested in finding during their job search? **The answer will vary depending on when this activity is completed.**

What percent of job seekers were looking for jobs of this skill type? **The answer will vary depending on when this activity is completed.**

What Skill Level are users most interested in finding during their job search? **The answer will vary depending on when this activity is completed.**

What percent of job seekers were looking for jobs of this skill level? **The answer will vary depending on when this activity is completed.**

Are more users looking for part time or full time jobs using the Local Jobs Hub? **The answer will vary depending on when this activity is completed.**

What percent of job seekers are looking for part-time work using the Local Jobs Hub? **The answer will vary depending on when this activity is completed.**

Are more job seekers looking for permanent, temporary or contract jobs? **The answer will vary depending on when this activity is completed.**

What percent of job seekers are looking for permanent jobs using the Local Jobs Hub? **The answer will vary depending on when this activity is completed.**

Task 7:

On the left side of this page, there are three blue bars. What are the labels on those three bars? **Age Group, Gender and Tool.**

When you click the top bar, a drop-down menu will appear with many different age ranges in it. On the left side of each age range, you will see a blue box with a check mark in it. This symbol indicates that searches done by people of this age range are included in the Job Search Report.

Find your own age range on the list and click the blue box with the check mark in it. Does the checkmark disappear? **Yes.**

How do you think this changes the information shown in this report? **Job searches done by people in this age range are now no longer included in the report.**

Click the box again so the checkmark reappears. Then, hold your cursor over your age range until the word “Only” appears. Click it and describe what happens below. **The blue boxes with the checkmarks all disappear except for that one.**

How do you think this changes the information shown in this report? **Job searches done by people in this age range are now the only ones included in the report.**

Review the information that is now showing in the Skill Type, Skill Level, Job Type and Job Duration circles. What do you notice? **The percent of job seekers interested in each category have changed.**

Task 8:

Use the three filters at the top of the page to find the following information. Record your answers below.

What are the top three employers that female job seekers between the age of 15 and 24 are looking at? **The answer will vary depending on when this activity is completed but will often include jobs in retail and recreation.**

Change the gender to male, and the age range to between 55 and 64. What are the top three employers attracting these job seekers? **The answer will vary depending on when this activity is completed, but more employers will likely be business-related or involve the skilled trades.**

Change the drop-down menus to reflect your own demographics – your age and gender. What are the top three companies that job seekers in your demographic are interested in? **The answer will vary depending on when this activity is completed.**

Would you be interested in working for any of those three employers? **The answer will vary by learner.**

Look at the four circles under the filters. What Skill Type, Skill Level, Job Type and Job Duration are people in your demographic looking for? **The answer will vary by learner.**

Your goal: to explore the worktrends.ca website and learn to use some of its basic parts.

Task 1:

Open up the web browser on the computer. Type in or copy and paste this address:
<https://workforcedevelopment.ca/>.

Task 2:



Look at the blue bar in the centre of the page. Find the box with “Worktrends.ca” in it. Click the box. What happens?

Worktrends.ca is a website. This site shares labour market information with:

- job seekers
- employers
- HR professionals
- educators
- career counsellors
- students.

The website can help you learn about jobs, training, and education in this area.

Look at the top of the page. You will see a white bar with this logo in it.  worktrends.ca
Look to the right of the logo. There are 6 words. These six words are links that can take you to different areas of the website. What are they?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Hold your cursor over the word "Home." HOME Do **not** click it. You will see a drop-down menu. What are the options in the drop-down menu?

1. _____

2. _____

Hold your cursor over the word "Resources." RESOURCES ▾ Do not click it. You will see a drop-down menu. What are the options in the drop-down menu?

1. _____

2. _____

Task 3:

There are three green boxes in the middle of the main page on worktrends.ca. Each box has a different heading. What are those three headings?

1. _____

2. _____

3. _____

What are three links in the Local Surveys box?

1. _____

2. _____

3. _____

What are three links in the Growth Opportunities box?

1. _____

2. _____

3. _____

What are three links in the Business Data box?

1. _____
2. _____
3. _____

Task 4:

Look below the three green boxes. You will see a large white box with two columns. Each column has many links in it. Each link goes to a different resource on the website.

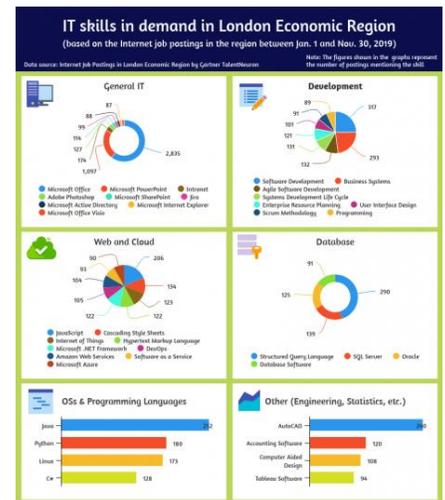
Look under the heading "Latest News." LATEST NEWS You will see the words "IT skills in demand in the London Economic Region." Click those words. The page will change to show you information about this topic.

Look at the top of the page. The text tells you that local employers have been asking for these skills in their job postings during what time period?

Look below the text. There is a small image with circles and graphs in it. Click the image. What happens?

Look at the circle under the heading "General IT." What is the most in-demand general skill that IT companies are looking for?

How many job postings asked for that skill? _____



What is the most common database that IT companies want you to know how to use?

How many job postings asked for that skill? _____

What is the most common programming language that IT companies want?

How many job postings asked for that skill? _____

Why is this kind of information helpful?

HOME

Done this task? Click the back button on your browser. Or you can click the word "Home" at the top of the page. You will go back to the homepage of worktrends.ca.

Task 5:



Go back to the white box with the two columns in it. Scroll down in that box until you find an orange bar. Look for the words "ExperienceWorks 2: Strategies for Success for the Older Job Seeker."

Click those words. You will see a new tab with a 2-page report about this topic.

What three things does this report say workers over 55 have?

1. _____
2. _____
3. _____

What three things do workers over 55 need?

1. _____
2. _____
3. _____

Look at the strategies that can help someone over 55 with their job search. Answer these questions.

It is illegal for employers to discriminate based on age. Employers are not supposed to ask job seekers how old they are. What could they ask instead?

Which tip suggests that older job seekers show that they are energetic and focused? ____

Older job seekers should streamline their resume. How far back do most resumes need to go?

Does this tip list suggest that older job seekers apply for permanent jobs or contract positions?



Done this task? Close the tab showing this report. Go back to the tab with the worktrends.ca homepage.

Task 6:

Scroll to the very bottom of the home page of the worktrends.ca website. You will find an embedded video. Click the triangle that is in a red box in the middle of the video to play it.



Does this video show a map of the three counties the worktrends.ca website has information about?

The video says the website can help you “be equipped with local work trends.” Write down three of the trends it lists below.

1. _____
2. _____
3. _____

Which of the following things does the video suggest you can do because of worktrends.ca? Choose all that apply.

- A. Research local resources and growth opportunities to make better decisions and plans
- B. Look for new places to live
- C. Make informed decisions
- D. Stay ahead of the game



Tip: Is the video over? There is a small arrow that is shaped like a circle on the bottom left side of the video. Click it to watch the video again if you need help with finding answers to the questions above.

Exploring worktrends.ca

Activity #13

Answer Key

Task 1: Open up the web browser on the computer, and type in or copy and paste the address shown here: <https://workforcedevelopment.ca/>.

Task 2: Find the box with the word “Worktrends.ca” in it. It will appear in the blue bar in the centre of the page, with the words “Labour Market Information” under it. Click the box, and record what happens below. **You are taken to a new website (worktrends.ca)**

Worktrends.ca is a website that shares labour market information with job seekers, employers, HR professionals, educators, career counsellors and students. The website can help you learn about jobs, training, and education in St. Thomas, London, Woodstock and surrounding counties.

At the top of the page, you will see a white bar with the worktrends.ca logo in it. To the right of the logo, there are 6 words. These six words are links that can take you to different areas of the website. What are they? **Home, News, Resources, Jobs, Industries and Outlooks.**

Hold your cursor over the word “Home,” but do not click it. A drop-down menu will appear. What are the options in the drop-down menu? **About Us and Contact Us**

Hold your cursor over the word “Resources,” but do not click it. A drop-down menu will appear. What are the options in the drop-down menu? **Business Networking Groups and Local Employment Services Agencies**

Task 3: There are three green boxes in the middle of the main page on worktrends.ca. Each has a different heading. What are those three headings? **Local Surveys, Growth Opportunities, and Business Data.**

What are three links available in the Local Surveys box? **There are four links in the box: EmployerOne Survey, Job Fairs, Community Conversations, and Employment Ontario (EO) Programs’ Results. The words “feedback” and “more” also appear but are not hyperlinks.**

What are three links available in the Growth Opportunities box? **There are seven links in the box: worktrends, local employment opportunities, apprenticeships, apprenticeship toolbox, education / training, second career, and Learning for Life Tool**

What are three links available in the Business Data box? **There are six links in the box: grants, funding opportunities, job trends, industries, outlooks and LEPC.**

Task 4:

Below the three green boxes is a large white box with two columns. Each column has many links in it that can take you to different resources on the worktrends.ca website.

Under the heading “Latest News” you will find the words “IT skills in demand in the London Economic Region.” Click those words, and the page will change to display information about this topic.

At the top of the page, the text tells you that local employers have been mentioning these skills in their job postings during what time period? **The first 11 months of 2019.**

Below the text, there is a small image with circles and graphs in it. Click the image and record what happens below. **The image becomes larger so you can read it better.**

Review the circle under the heading “General IT.” What is the most in-demand general skill that IT companies are looking for? **Microsoft Office.**

How many job postings listed this as a requirement? **2,834**

What is the most common database that IT companies want applicants to know how to use? **Structured Query Language**

How many job postings listed this as a requirement? **290**

What is the most common programming language that IT companies want applicants to know? **Java**

How many job postings listed this as a requirement? **252**

Why would it be helpful to know the information included in this report? **If you are looking for a job in IT, you know what the top skills are that employers want.**

When you are done this task, click the back button on your browser. Then, at the top of the page, click the work “Home” to return to the home page of worktrends.ca.

Task 5:

Return to the white box with the two columns in it. Scroll down in that box until you find an orange bar and the words “ExperienceWorks 2: Strategies for Success for the Older Job Seeker.” Click those words, and a new tab will open displaying a 2-page report about this topic.

What three things does this report say workers over 55 have? **Maturity, Experience and Wisdom.**

What three things do workers over 55 need? **Confidence, persistence, and loyalty.**

Review the strategies that can assist someone over 55 with their job search and answer the questions below.

It is illegal for employers to discriminate based on age, and employers are not supposed to ask job seekers about their age. What might they ask instead? **How they would feel about working for a person younger than they are.**

Which tip suggests that older job seekers show that they are energetic and focused? **4**

Streamlining their resume can help older job seekers. How far back do the majority of resumes need to go? **Not more than the last 10-15 years.**

Does this tip list suggest that older job seekers consider applying for permanent jobs or contract positions? **Contract positions.**

When you are done this task, close the tab displaying this report and return to the tab with the worktrends.ca home page.

Task 6:

Scroll to the very bottom of the home page of the worktrends.ca website. There you will find an embedded video. Click the triangle that appears in a red box in the middle of the video to play it.

Does this video show a map of the three counties the worktrends.ca website has information about? **Yes.**

According to the video, the website can help you “be equipped with local work trends.” Write down three of the trends it lists below. **Scrolling text under the quoted words list nine trends in total: job trends, training trends, industry trends, skill trends, hiring trends, education trends, market trends, labour trends, and growth trends.**

Which of the following things does the video suggest you can do because of worktrends.ca?
Choose all that apply.

- E. Research local resources and growth opportunities to make better decisions and plans
- F. Look for new places to live
- G. Make informed decisions
- H. Stay ahead of the game

A, C and D

Tip: When the video ends, you will see a small arrow that is shaped like a circle on the bottom left side of the video. Click it again if you would like to watch the video more than once to find the answers to the questions above.

Completing research on worktrends.ca

Activity #14

Learner Activity

Your goal: to use parts of the worktrends.ca website to learn more about help available to job seekers. You will also research local jobs and industries.

Task 1:



Open up the web browser on the computer. Type in or copy and paste this address: <https://workforcedevelopment.ca/>. Find the box with the word “Worktrends.ca” in it. Look in the blue bar in the centre of the page. Click the box. The website will open.

Task 2:

Open a new tab on the web browser. Type in or copy and paste this address: www.google.ca. Look for the search field in the middle of the page. Type “what is networking?” in the search field. Hit the magnifying glass  or the enter button on your keyboard.  Look at the search results. Write what networking is below.

Done this question? Close the tab that shows your search results. Go back to the tab that shows worktrends.ca.

Look at the top of the page. You will see a white bar with the worktrends.ca logo in it. Look to the right of the logo. There are 6 links that can take you to other parts of the website.



Hold your cursor over the word “Resources.” Do not click it. You will see a drop-down menu with two options:

- Business Networking Groups
- Local Employment Services Agencies.

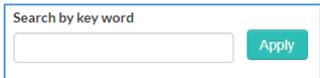
Click “Business Networking Groups.”

You will see a list of networking groups. Write the names of three different groups below.

1. _____

2. _____

3. _____

A screenshot of a search interface. It features a text input field with the placeholder text "Search by key word" and a green button labeled "Apply" to its right.

Look at the top of the list of networking groups. You will see a search field. This field lets you filter groups based on specific interests.

Type the word “women” in the search field. You can hit the enter button on your keyboard or click the “Apply” button on the right side of the search field. How many networking groups have the word “women” in the title or description?

Write the names of three of them here:

1. _____

2. _____

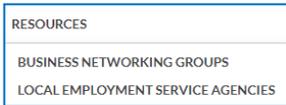
3. _____

Think about one of your interests. Write some words that describe that interest below. Example: Do you like the idea of flying airplanes? You could write words like *pilot*, *aviation*, or *flight*. If you might like to volunteer to get some work experience, you could write the words *volunteer* or *help*.

Look for the search field. Type one of the words you wrote down. Now hit the enter button on your keyboard or click the “Apply” button on the right side of the search field. Write the name of one of the networking groups that might share your interests.

Tip: You might not get any results based on the words you wrote down. Keep changing your search words until you get some results. Talk to your teacher if you need help.

Task 3:

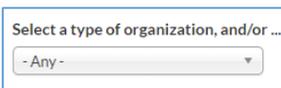


Go back to the top of the page. Hold your cursor over the word “Resources” again. When you see the drop-down menu, click “Local Employment Services Agencies.”

You will see a list of agencies that offer Employment Services. Scroll to the bottom of the list. You will see how many pages there are in this list. How many are there?

You can narrow down this list. Scroll back to the top of the page. You will see 3 different ways you can filter the list of Employment Services. What are they?

1. _____
2. _____
3. _____



What are the options under “Type of organization”?

Do you see your town or city in the list under “Select a location”? If you do, what is it?



Type a keyword for the name, and/or ...

Look for the “type a keyword for the name” field. Type each of the following keywords. Write the results of your search below.

Keyword: Youth

Number of search results: _____

Agency name(s): _____

Agency location(s): _____

Keyword: Elgin

Number of search results: _____

Agency name(s): _____

Agency location(s): _____

Keyword: Nokee

Number of search results: _____

Agency name(s): _____

Find and write the missing words in these sentences:

Offers _____ sensitive, client-centered and
_____ approaches in our work that focuses on identifying and
finding solutions to _____ and learning barriers. Fills
important gaps in the educational and _____ needs of both the
_____ and _____ populations in the
London and surrounding communities.

Keyword: LEADS

Number of search results: _____

Agency location(s): _____

Agency focus: _____

Do your own search to find an employment agency you could work with to get help with your employment goals.

What did you search for in each of these fields? Leave the answer blank if you did not use the field.

Pick a type of organization: _____

Type a keyword for the name: _____

Pick a location for the agency: _____

What agency do you think would be a good fit for you? _____

Why? _____

Task 4:

Go back to the top of the page. Look in the tool bar to the right of “Resources.” Click the word “Jobs.” Here you can search for specific jobs. You can also learn about employment trends for those jobs.

Type the word “Bricklayer” in the search bar. Now either hit the enter button on your keyboard or click the blue search button that you see to the right of the search field.



The page will refresh or change. You will now see a description of this job below the search field. Review the job description. Fill in the words that are missing below.

Bricklayers lay bricks, _____, stone and other similar materials to construct or _____ walls, arches, _____ fireplaces and other structures in accordance with _____ and specifications. They are employed by _____ companies and bricklaying contractors or they may be _____.



Look next to the job description. You will see a small graph symbol under the heading “Growth.” It may have an arrow pointing down (meaning that there were fewer jobs in recent years). Or it may have an arrow pointing up



(meaning that there were more jobs in recent years). Or the arrow might be



pointing in a straight line to the right (meaning there was no big change to jobs in this field in recent years). What does the symbol for bricklayer show?

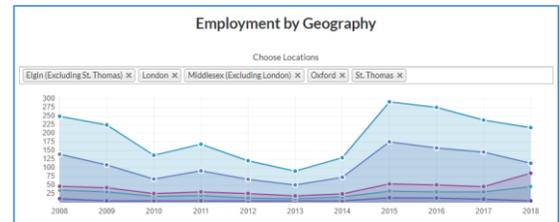
The title “Bricklayers” is blue. Click that title. A new page will open with more information about the bricklayer trade. Read the page. Answer these questions.

What was the average hourly wage in 2018 for a bricklayer working in Ontario?

What was the average hourly wage for a bricklayer working in London? _____
Is it higher or lower than the Ontario average?

What was the difference in average hourly wage? _____

Look under the heading “Employment by Geography.” You will see a graph showing the number of bricklayers working in this region from 2008 to 2018. There is one year where employment was the lowest. There is one year when employment was the highest. What are these years?



Lowest employment: _____

Highest employment: _____

Bricklayer is a skilled trade in Ontario. Look below that graph. You will see a list of jobs for people who work in the skilled trades. Write two of those jobs below.

1. _____

2. _____

Task 5:

Go back to the top of the page. Click the word “Jobs” again. Type the name of a job that interests you in the search field. Click the job’s title in the search results. Answer these questions.

Tip: You might not get search results right away. You may need to try different words to describe the job until you do.

What is the job title? _____

What is the job description?

Look for the “Growth” symbol. Have jobs in this field grown, stayed the same, or gone down in recent years?

What years does the graph named “Employment Trends in EMO Region” cover?

What is the average hourly wage for this job in Ontario? _____

What year was that wage written down? _____

What years does the graph named “Employment by Geography” cover?

The line on the graph may go up and down. If it does, what year was employment the lowest? Which year had the highest employment?

Task 6:

Go back to the top of the page. Look in the tool bar to the right of “Jobs.” Click the word “Industries.” INDUSTRIES Here you can learn about local industries. You will also learn about trends in those industries.

Look at the letter grid at the top of the page. A|B|C|D|E|F|G|H|I|L|M|N|O|P|R|S|T|U|W
Find all the industries that start with the letter “P.” Then, find the Plastics and Rubber Products Manufacturing industry.

You will see the “Growth” symbol next to the description of this industry. Has this industry grown, stayed the same, or gotten smaller in recent years?

The title “Plastics and Rubber Products Manufacturing” is blue. Click that title. You will see a new page with more information about this industry. Read the page and answer these questions.



Look under the title “Yearly Average Earnings.” You will see that the average yearly salary for someone working in Plastics and Rubber Products Manufacturing in Ontario is \$50,410. Use the drop-down location menu to choose the cities and counties listed below. Write the average yearly salary in each area.

London: _____

St. Thomas: _____

Oxford County: _____

Where are workers in the Plastics and Rubber Products Manufacturing industry paid more than the provincial average?

Look at the top of the very large chart named “Number of Employers by Employee Size Range.” Take away filters until only these ones are left: London, 2018, and December. The chart will get smaller with each filter you take away.



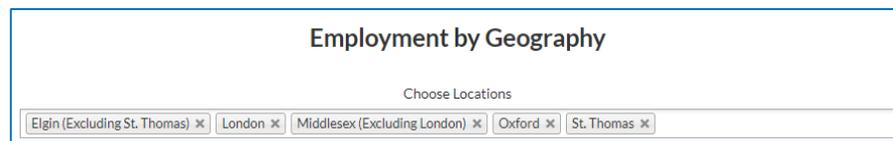
How many Plastics and Rubber Products Manufacturing employers in London had between 10 and 19 employees in December 2018?

Were there any employers in London in December of 2018 with more than 200 employees?

How many Plastics and Rubber Products Manufacturing companies had no employees at all (shown as “0 Payroll Employees”)?

How many Plastics and Rubber Products Manufacturing were in London in December 2018?

Look at the top of the graph named “Employment by Geography.” Take away all the filters except these two: London, and Middlesex excluding London. The graph will change each time you take away a filter.



In what years were the most people employed in the Plastics and Rubber Products Manufacturing industry in these two areas?

In what year did this industry have the lowest number of employees?

Is employment in this industry going up or down in these two areas?

Task 7:

Go back to the top of the page. Click the word “Industries” again. Choose an industry and answer these questions.

What industry did you choose? _____

Look at the “Growth” symbol. Has this industry grown, stayed the same, or gotten smaller in recent years?

What is the “Yearly Average Earning” for someone in this industry in Middlesex county (excluding London)?

What is it in Elgin County (excluding St. Thomas)? _____

Look at the filters at the top of the “Number of Employers by Employee Size Range.” Take away all the filters but the location, year, and month you choose. Write your choices below.

Location: _____

Year: _____

Month: _____

What was the employee size of the largest employer(s) in this industry during that time period?

How many were single-person operations (with 0 payroll employees)? _____

Use the filters at the top of the “Employment by Geography” graph to remove all but one location. Which location did you choose?

In what years were the most people employed in this industry in the area you chose?

In what year did this industry have had the lowest number of employees?

Is employment in this industry going up or down in the area you chose?

Completing research on worktrends.ca

Activity #14

Answer Key

Task 1:

Open up the web browser on the computer, and type in or copy and paste the address shown here: <https://workforcedevelopment.ca/>. Find the box with the word “Worktrends.ca” in it, which appears in the blue bar in the centre of the page. Click the box, and the worktrends.ca website will open.

Task 2:

Open a new tab on the web browser, and type in or copy and paste the address shown here: www.google.ca. In the search field in the middle of the page, type “what is networking?” and hit the enter button on your keyboard. Review the search results and record an explanation of networking in the space provided below. **There are several different definitions, but a common one is “the action or process of interacting with others to exchange information and develop professional or social contacts.” Review the learner’s answer, and ensure it reflects the purpose of networking.**

When you have answered this question, close the tab displaying your search results, and return to the tab displaying worktrends.ca.

At the top of the page, you will see a white bar with the worktrends.ca logo in it. To the right of the logo, there are 6 links that can take you to different areas of the website. Hold your cursor over the word “Resources,” but do not click it. A drop-down menu will appear with two options: Business Networking Groups and Local Employment Services Agencies.

Click “Business Networking Groups” and review the directory of networking groups that appears. Record the names of three different groups below. **Answers will vary by learner. There are 6 pages of results, each with between 8 and 10 groups listed.**

At the top of the list of networking groups, there is a search field. This field allows you to filter groups based on specific interests. In the search field, type the word “women” and either hit the enter button on your keyboard or click the “Apply” button on the right side of the search field. How many networking groups have the word “women” in either the title or description? **There are 8.**

Record the names of three of them below. **Answers will vary by learner. The 8 groups currently listed are the Breakfast Meeting for Women Networking Group, Business & Professional Women London, Elgin Business Women's Network, London Newcomers' Club, Oxford Women in Networking, The Canadian Ninety-Nines, The Rotary Club of London South and Women in Communication and Technology (London Chapter).**

Think about one of your interests, and write several words connected with that interest below. For example, if you are interested in a career flying airplanes and would like to meet new people to talk about that topic, you could write words like pilot, aviation, or flight. If you are interested in volunteering to get some work experience, you could write the words volunteer or help. **Answers will vary depending on the interests of the learner.**

In the search field, type one of the words you wrote down, and either hit the enter button on your keyboard or click the “Apply” button on the right side of the search field. Record the name of one of the networking groups that could be connected to your interests. **Answers will vary depending on the interests of the learner.**

Tip: if you do not get any results based on the words you wrote down, change your search words until results appear. If you need help thinking of words connected to your interests, speak to your teacher.

Task 3:

Return to the top of the page and hold your cursor over the word “Resources” again. When the drop-down menu appears, click “Local Employment Services Agencies.”

A list of agencies offering Employment Services will appear. Scroll to the bottom of the list, where you can see how many pages there are in this list. How many are there? **There are 7 pages.**

To help narrow down this list, you can scroll back to the top of the page where you will see 3 different ways you can filter the list of Employment Services. What are they? **Select a type of organization, type a keyword for the name, and select a location for the agency.**

What are the options under “Type of organization”? **For-profit agency and non-profit agency.**

Does your town or city appear in the list of options under “Select a location”? If so, what is it? **Answers will vary depending on where the learner lives, but the options in this list are: Aylmer, Ingersoll, London, Norwich, Princeton, Plattsville, Strathroy, St. Thomas, Tavistock, Thamesford, Tillsonburg and Woodstock.**

In the “type a keyword for the name” field, type each of the following keywords, and record the results of your search below.

Keyword: Youth

Number of search results: 1

Agency name(s): **Youth Opportunities Unlimited**

Agency location(s): **London**

Keyword: Elgin

Number of search results: 1

Agency name(s): **Employment Services Elgin**

Agency location(s): **St. Thomas**

Keyword: Nokee

Number of search results: 1

Agency name(s): **Nokee Kwe**

Find the missing words in this agency's description: Offers **culturally** sensitive, client-centered and **holistic** approaches in our work that focuses on identifying and finding solutions to **employment** and learning barriers. Fills important gaps in the educational and **training** needs of both the **Indigenous** and **Non-Indigenous** populations in the London and surrounding communities.

Keyword: LEADS

Number of search results: 5

Agency location(s): **London, Stratford, St. Thomas, Strathroy and Woodstock**

Agency focus: **Providing assistance to people above the age of 14 with physical, mental health, development and learning disabilities.**

Use your own combination of organization type, keyword, and location searches to find an employment agency you could work with to get help with your employment goals.

What did you search for in each of these fields? If you did not use the field, leave the answer blank.

Select a type of organization: **Answers will vary by how the learner chose to search.**

Type a keyword for the name: **Answers will vary by how the learner chose to search.**

Select a location for the agency: **Answers will vary by how the learner chose to search.**

What agency do you think would be a good fit for you? **Answers will vary by learner.**

Why did you choose this Employment Services Agency? **Answers will vary by learner.**

Task 4:

Return to the top of the page and click the work “Jobs,” which appears in the tool bar to the right of “Resources.” On this page of worktrends.ca you can search for specific jobs and learn about employment trends impacting those jobs.

In the search field, type the word “Bricklayer” and either hit the enter button on your keyboard or click the blue search button that appears to the right of the search field. The page will refresh, and a description of this job will appear below the search field.

Review the job description and fill in the words that are missing below. Bricklayers lay bricks, **concrete blocks**, stone and other similar materials to construct or **repair** walls, arches, **chimneys**, fireplaces and other structures in accordance with **blueprints** and specifications. They are employed by **construction** companies and bricklaying contractors or they may be **self-employed**.

Next to the job description, you will see a small graph symbol under the heading “Growth.” It will have either an arrow pointing down (meaning that there were fewer job opportunities in this field in recent years), pointing up (meaning that there were more job opportunities in this field in recent years), or pointing in a straight line to the right (meaning there was no significant change to employment in this field in recent years). What does the symbol for bricklayer indicate? **The arrow points down, indicating there were fewer jobs in this field.**

The title “Bricklayers” is a blue. Click that title and a new page will open with more information about the bricklayer trade. Review the page and answer the questions below.

What was the average hourly wage in 2018 for a bricklayer working in Ontario? **The average hourly wage was \$30.27. If the learner reports a wage of \$31.00 they are looking at the median wage. This is a good opportunity to discuss the difference between average (the total of all wages earned divided by the number workers) and median (the wage indicated when exactly half the hourly wages earned are lower and half are higher).**

Was the average hourly wage for a bricklayer working in London higher or lower than the Ontario average? **It was lower, at \$27.55 an hour.**

What was the difference in average hourly wage? **The average hourly wage for bricklayers in London was \$2.72 less per hour than the provincial average. If the learner reports that they earn \$2.78 less, they are comparing the median wages. This is a good opportunity to discuss the difference between average and median.**

Under the heading “Employment by Geography” you will see a graph showing the number of bricklayers working in the region from 2008 through 2018. There is one year where employment was the lowest, and another where employment was the highest. What are these years? **2013 had the lowest number of people employed, in that 10-year period, and 2015 had the highest.**

Bricklayer is a recognized skilled trade in Ontario. Below that graph, you will see a list of job opportunities for people who work in the skilled trades. Record two of those job opportunities below. **Answers will vary depending on when this activity is completed, but could include Mechanics, Machine Operators, Millwrights, and others. If you are unsure of the job opportunity the learner listed, have them show you the Bricklayer trade page on worktrends.ca.**

Task 5:

Return to the top of the page and click the work “Jobs” again. In the search field, type the name of a job you are interested in. Click the job’s title in the search results and answer the questions below about this job opportunity and any employment trends impacting it.

Tip: if you do not get search results right away, try different words to describe the job until you do.

What is the job title? **The answer will vary depending on the occupation the learner chooses.**

What is the job description provided by worktrends.ca? **The answer will vary depending on the occupation chosen.**

According to the “Growth” symbol, have job opportunities in this field grown, stayed the same, or gone down in recent years? **The answer will vary depending on the occupation chosen.**

What years does the graph titled “Employment Trends in EMO Region” cover? **The answer will vary depending on the occupation chosen, but will always be three years in length (ex. 2016-2018, 2017-2019, etc.)**

What is the average hourly wage for this job in Ontario? **The answer will vary depending on the occupation chosen.**

What year was that wage recorded? **Answers will vary depending on the occupation chosen but should be in the last 3 years.**

What years does the graph titled “Employment by Geography” cover? **The answer will vary depending on the occupation chosen, but will always be ten years in length (ex. 2008-2018, 2009-2019, etc.)**

Are there any noticeable dips or spikes in employment in that graph? If so, what year had the lowest employment, and which had the highest? **The answer will vary depending on the occupation chosen.**

Task 6:

Return to the top of the page and click the word “Industries,” which appears in the tool bar to the right of “Jobs.” On this page of worktrends.ca you can learn about industries throughout the region, and what trends are impacting those industries.

Using the letter grid at the top of the page, find all the industries that start with the letter “P.” Then, find the Plastics and Rubber Products Manufacturing industry.

The “Growth” symbol appears next to the description of this industry, just as it did next to the job description in the last task. Has this industry grown, stayed the same, or gotten smaller in recent years? **It has grown.**

The title “Plastics and Rubber Products Manufacturing” is a blue. Click that title and a new page will open with more information about this industry. Review the page and answer the questions below.

Under the title “Yearly Average Earnings,” you will see that the average yearly salary for someone working in Plastics and Rubber Products Manufacturing in Ontario is \$50,410. Use the drop-down location menu to choose the cities and counties listed below and record the average yearly salary in each area.

London: **\$57,609**

St. Thomas: **\$48,201**

Oxford County: **\$54,234**

In what areas are workers in the Plastics and Rubber Products Manufacturing industry paid more than the provincial average? **Both London and Oxford County. If the learner chooses to review the other options in the location drop-down, they may also report that workers in Middlesex County are paid more at an average yearly salary of \$56,774.**

Use the filters at the top of the very large chart titled “Number of Employers by Employee Size Range” to remove all but three options: London, 2018, and December. The chart will shrink with each item you remove.

How many Plastics and Rubber Products Manufacturing employers in London had between 10 and 19 employees in December 2018? **8**

Were there any employers in London in December of 2018 with more than 200 employees? **No**

How many Plastics and Rubber Products Manufacturing companies had no employees at all (indicated as “0 Payroll Employees”)? **14**

How many Plastics and Rubber Products Manufacturing were in London in December 2018 altogether? **33. Note that the learner will need to add up the number of companies in each size range to come up with this number, as it does not appear on the page itself.**

Use the filters at the top of the graph titled “Employment by Geography” to remove all but two locations: London, and Middlesex excluding London. The graph will change with each location you remove.

In what years were the most people employed in the Plastics and Rubber Products Manufacturing industry in these two areas? **Both London and Middlesex show a high number of employees in 2008. The learner may also be able to identify that Middlesex had almost the same number in both 2008 and 2018.**

In what year does this industry appear to have had the lowest number of employees? **2017 has the biggest dip, closely followed by 2015.**

Is employment in this industry trending up or down in Middlesex County and the City of London according to this graph? **It is trending up.**

Task 7:

Return to the top of the page and click the word “Industries” again. Then, select an industry of your choice, and answer the questions below about that industry.

What industry did you choose? **The answer will vary by learner.**

According to the “Growth” symbol, has this industry grown, stayed the same, or gotten smaller in recent years? **The answer will vary depending on the industry chosen.**

What is the “Yearly Average Earning” for someone working in this industry in the Middlesex county (excluding London)? **The answer will vary depending on the industry chosen.**

What is it in Elgin County (excluding St. Thomas)? **The answer will vary depending on the industry chosen.**

Use the filters at the top of the “Number of Employers by Employee Size Range” chart to remove all but the location, year, and month of your choice. Record your choices below. **The answer will vary by learner.**

What was the employee size of the largest employer(s) in this industry during that time period? **The answer will vary depending on the industry chosen.**

How many were single-person operations (with 0 payroll employees)? **The answer will vary depending on the industry chosen.**

Use the filters at the top of the “Employment by Geography” graph to remove all but one location. Which location did you choose? **The answer will vary by learner.**

In what years were the most people employed in this industry in the area you chose? **The answer will vary depending on the industry chosen.**

In what year does this industry appear to have had the lowest number of employees? **The answer will vary depending on the industry chosen.**

Is employment in this industry trending up or down in the area you chose, according to this graph? **The answer will vary depending on the industry chosen.**

Exploring National Occupational Classification (NOC) Codes

Activity #15

Learner Activity

Your goal: to use the worktrends.ca website and two Government of Canada websites. You will explore National Occupational Classification (NOC) codes and learn what they mean.

Task 1:

Open up the web browser on the computer. Type in or copy and paste this address:
www.worktrends.ca

Task 2:

Look for the pale blue bar in the middle of the page. You will see the words “Work trends and labour market information for:

- Job Seekers
- Employers/HR Professionals
- Educators/Career Counsellors
- Students”



Click the words “Job Seekers.” You will see a new page with helpful information for people looking for work in this region.

Read the 5 steps this page suggests “to set you off in your job search efforts.” Fill in the blanks below.

1. Identify your _____
2. Identify the _____ attached to the NOC Codes applicable to you
3. Determine if you have the required _____ stated under the NOC code

4. Do a targeted search for jobs either based on your _____ or _____
5. Perform a targeted search based on _____

What do the letters in NOC stand for?

Look at the second recommendation. How many job titles might each NOC Code have?

Look at the last recommendation. How many municipalities and cities are there within this region (the London Economic Region)?

Task 3:

Find the blue words “NOC Code” in the first recommendation. Click them. What happens?

This page explains that NOC codes are broken into 5 skill types. Write them below.

Management jobs are Skill Type _____

Professional jobs that usually ask for a university degree are Skill Type _____

Technical jobs and skilled trades that usually ask for a college diploma or training as an apprentice are Skill Type _____

Intermediate jobs that usually ask for a high school diploma and/or job-specific training are Skill Type _____

Labour jobs with on-the-job training are Skill Type _____

What Skill type would each of the following jobs be?

Food and beverage servers _____

Chefs _____

Plumbers _____

Long-haul truck drivers _____

Architects _____

Restaurant managers _____

Oil field workers _____

Task 4:

Look further down the NOC Code website. You see the heading “Find your job title, code and skill type.”

Find your job title, code and skill type
Use this table to find the NOC information that best matches your jobs:

You will see a search field with the words “Filter Items.” Look next to it. You will see how many NOC codes are showing on the page right now. You will also see how many there are in total. Write those numbers below.

Filter items

Showing ___ to ___ of _____ entries.

Type the word “musician” in the “Filter Items” search field. The number of entries will change. What does the page show now?

Showing ___ to ___ of _____ entries.

Write the results for this search in the chart below.

NOC	Job Title	Skill Level or Type
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Change the word “musician” in the “Filter Items” search field to the word “veterinarian.” The number of entries will change again. What does the page show now?

Showing ___ to ___ of _____ entries.

Write the results for this search in the chart below.

NOC	Job Title	Skill Level or Type
_____	_____ _____	_____
_____	_____ _____	_____
_____	_____ _____	_____

Change the word “veterinarian” in the “Filter Items” search field to the words “security guard.” The number of entries will change again. What does the page show now?

Showing ___ to ___ of ___ entries

Write the results for this search in the chart below.

NOC	Job Title	Skill Level or Type
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Task 5:

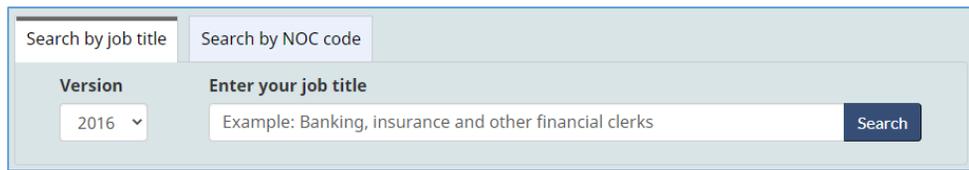
Look below the search results. You will see a link to go to the search page of the NOC website. Click the link. What happens?

If you couldn't find your NOC in the above table
Go to the [search page](#) of the NOC website, and do the following

There are two ways you can search on this page. What are they?

1. _____
2. _____

Click “Search by job title.” Type the word “musician”. Then click the blue “search” button.

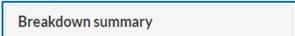


You will see the same two search results as when you searched for musicians on the last website. But this time there are four columns or sets of information. What is the title of each column?

1. _____
2. _____
3. _____
4. _____

Click the words “Matching Job Titles”  for Unit group 5133 - Musicians and singers. What are three of the job titles you see?

1. _____
2. _____
3. _____

Click the words “5133 - Musicians and singers” in the Unit group column. You will see a new page with information about this type of job. Look on the right side of the page. Under the heading “Breakdown Summary”  you will see information that explains what the numbers in this NOC Code mean.

What is the “Broad occupational category” number? What does that number mean?

What is the “Skill level” number? What does that number mean?

What is the “Major group” number? What does that number mean?

What is the “Minor group” number? What does that number mean?

List three job titles suggested for occupation 5133 - Musicians and singers.

1. _____

2. _____

3. _____

What main duties does this website say a musician has?

There are several things musicians and singers need for jobs. Fill in the blanks below.

- Musical training from a _____ or _____ or through private instruction is usually required.
- Members of orchestras and other professional classical musicians and singers usually require a _____ in music.

- Musical _____ and _____, as demonstrated during an _____, are important hiring criteria.
- Membership in a _____ or _____ related to the occupation or type of performance may be required.

There are 4 occupations or types of jobs that are related to the occupation of Musicians and Singers. But they are not part of this NOC Code. They belong to another NOC Code. What are they?

1. _____
2. _____
3. _____
4. _____

Task 6:

Look for the search fields at the top of this page. Click “Search by NOC code.” Then type the number 9461. Click the blue “search” button.

Which occupation is part of this NOC Code?

Look at the “Breakdown Summary” on the right side of the page. You will see a summary that explains what the numbers in this NOC Code mean.

What is the “Broad occupational category” number? What does that number mean?

What is the “Skill level” number? What does that number mean?

What is the “Major group” number? What does that number mean?

What is the “Minor group” number? What does that number mean?

What are three jobs related to this occupation?

1. _____

2. _____

3. _____

Process control operators have several main tasks. Fill in the blanks below.

- Operate multi-function process control machinery through control panels, _____ terminals or other control systems to _____, extract, mix, blend, _____ or otherwise process food products and to bag, box or otherwise _____ food products
- Operate multi-function process control machinery to grind, extract, mix, _____, distill, _____ or otherwise process alcoholic or non-alcoholic beverages and to _____, can or otherwise package beverages

- _____ gauges, computer printouts and video monitors to verify specified processing conditions and make _____ to process variables such as cooking times, _____ inputs, flow rates and temperature settings
- Maintain a _____ of production and other data.

What does this site say is one thing process control and machine operators in the food and beverage processing industry need?

Look at the “additional information” section. Can people who work as machine operators move to other positions or jobs?

Task 7:

Think of a job you would like to do. Write three job titles you think could be related to this kind of work.

1. _____
2. _____
3. _____

Go back to the top of the page. Click “search by job title.” Then type in one of the job titles you wrote above. Click the blue “search” button.

What search word(s) did you use? _____

How many results did the website show you? _____

Look at the occupations listed in the column on the left-hand side under the heading “unit group.” Do any of them match the type of job you were looking for? Which one(s)?

Tip: You might have to revise or change your search until you find an occupation that is related.

Find the unit group that seems most like the job you are looking for. Click the words “Matching Job Titles.” What jobs do you see in the list?

Find the name of the unit group that is most like the job you are looking for. You will see a new page with information about this occupation. Look on the right side of the page. You will see a summary that explain what the numbers in this NOC Code mean.

What is the “Broad occupational category” number? What does that number mean?

What is the “Skill level” number? What does that number mean?

Do you have the education you need for this type of job? Or would you still need to get them?

I have those requirements now

I need to get them

What education or skill would you need to get? _____

What is the “Major group” number? What does that number mean?

What is the “Minor group” number? What does that number mean?

List three job titles this part of the website suggests for the occupation you chose.

What is one main duty you would need to do in this occupation?

What are two things you need to work in this type of job?

Do you have those? Or do you need to get them?

I have those now

I need to get them

Exploring National Occupational Classification (NOC) Codes

Activity #15

Answer Key

Task 1: Open up the web browser on the computer, and type in or copy and paste the address shown here: www.worktrends.ca

Task 2: In a pale blue bar in the middle of the page, you will see the words “Work trends and labour market information for:

- Job Seekers
- Employers/HR Professionals
- Educators/Career Counsellors
- Students

Click the words “Job Seekers.” A new page will appear with helpful information for anyone looking for work in the Elgin, Oxford, and Middlesex Counties, including the City of London.

Review the 5 steps this page recommends “to set you off in your job search efforts” and fill in the blanks below.

6. Identify your **NOC Code**
7. Identify the **job titles** attached to the NOC Code/s applicable to you
8. Determine if you have the required **educational qualification** stated under the NOC code
9. Do a targeted search for jobs either based on your **NOC code** or **job title**
10. Perform a targeted search based on **location**

According to the first recommendation, what does NOC stand for? **National Occupational Classification.**

According to the second recommendation, how many job titles might each NOC Code have? **Up to 12.**

According to the last recommendation, how many municipalities and cities are there within the London Economic Region? **There are more than 30.**

Task 3:

Click the blue words “NOC Code” in the first recommendation. What happens? **A new tab opens displaying a Government of Canada website with the title “Find your NOC”**

This page explains that NOC codes broken into 5 different skill types. Identify the skill type for each of the following:

Management jobs are Skill Type **0 (zero)**

Professional jobs that usually call for a degree from a university are Skill Type **A**

Technical jobs and skilled trades that usually call for a college diploma or training as an apprentice are Skill Type **B**

Intermediate jobs that usually call for high school and/or job-specific training are Skill Type **C**

Labour jobs that usually give on-the-job training are Skill Type **D**

What Skill type would each of the following jobs be?

Food and beverage servers **C**

Chefs **B**

Plumbers **B**

Long-haul truck drivers **C**

Architects **A**

Restaurant managers **0 (zero)**

Oil field workers **D**

Task 4:

Look further down the NOC Code website until you see the heading “Find your job title, code and skill type.” In this section you will find a search field with the words “Filter Items.” Next to it you will see how many NOC codes are showing on the page right now, and how many are available in total. Record those numbers below.

Showing **1 to 10** of **500** entries.

Type the word “musician” in the “Filter Items” search field. The number of entries will change based on what you typed in this field. What does the page show now?

Showing **1 to 2** of **2** entries.

Record the results for this search in the chart below.

NOC	Job Title	Skill Level or Type
1123	Professional occupations in advertising, marketing and public relations	A
5133	Musicians and singers	A

Change the word “musician” in the “Filter Items” search field to the word “veterinarian.” The number of entries will change again. What does the page show now?

Showing 1 to 3 of 3 entries

Record the results for this search in the chart below.

NOC	Job Title	Skill Level or Type
2161	Mathematicians, statisticians and actuaries	A
3114	Veterinarians	A
3213	Animal health technologists and veterinary technicians	B

Change the word “veterinarian” in the “Filter Items” search field to the words “security guard.” The number of entries will change again. What does the page show now?

Showing 1 to 3 of 3 entries

Record the results for this search in the chart below.

NOC	Job Title	Skill Level or Type
4311	Police officers (except commissioned)	B
6316	Other services supervisors	B
6541	Security guards and related security service occupations	C

Task 5:

Below the search results, you will see a link to go to the search page of the NOC website. Click the link, and record what happens below. **The tab changes, and you are now shown the National Occupational Classification website.**

There are two ways you can search on this page. What are they? **Search by job title and search by NOC code.**

Click “Search by job title” and type the word “musician”. Then, click the blue “search” button.

The same two search results will appear as when you searched for musicians on the last website. This time however, there are four columns of information. What is the title of each column? **Unit Group, Broad occupational category, Skill Level, and Title.**

Click the words “Matching Job Titles” for Unit group 5133 - Musicians and singers. What are three of the job titles listed? **Answers will vary by learner, but include back-up musician, instrumental musician, music teacher – musicians, musician, rehearsal musician, session musician and street musician.**

Click the words “5133 - Musicians and singers” in the Unit group column. A new page will appear with information about this occupation. On the right side of the page, you will see a breakdown summary that explain what the numbers in this NOC Code refer to.

What is the “Broad occupational category” number, and what does that number mean? **5 - Occupations in art, culture, recreation and sport**

What is the “Skill level” number, and what does that number mean? **1 - Occupations usually require university education**

What is the “Major group” number, and what does that number mean? **51 - Professional occupations in art and culture**

What is the “Minor group” number, and what does that number mean? **513 - Creative and performing artists**

List three job titles this section of the website suggests for occupation 5133 - Musicians and singers. **Answers will vary by learner, but the 12 listed are Accompanist, Church organist, Guitar player, Instrumentalist, Music teacher – musicians, Musician, Opera singer, Percussionist, Recording artist, Rock singer, Singer and Vocalist.**

What are the main duties of a musician, according to this site? **Play one or more instruments as soloists or as members of a musical group before audiences or for recording purposes.**

There are several employment requirements for musicians and singers. Fill in the blanks describing those requirements below.

- Musical training from a **university** or **college** or through private instruction is usually required.
- Members of orchestras and other professional classical musicians and singers usually require a **university degree** in music.
- Musical **talent** and **ability**, as demonstrated during an **audition**, are important hiring criteria.
- Membership in a **guild** or **union** related to the occupation or type of performance may be required.

Which 4 occupations are related to the occupation of Musicians and Singers, but are excluded from this NOC Code because they belong to another NOC Code?

Conductors, composers and arrangers

Elementary school music teachers

Professors of music

Secondary school music teachers

Task 6:

The search fields are available at the top of this page. Click “Search by NOC code” then enter the number 9461 and click the blue “search” button.

Which occupation is associated with this NOC Code? **Process control and machine operators, food and beverage processing.**

On the right side of the page, you will see a breakdown summary that explain what the numbers in this NOC Code refer to.

What is the “Broad occupational category” number, and what does that number mean?

9 - Occupations in manufacturing and utilities

What is the “Skill level” number, and what does that number mean? **4 - Occupations usually require secondary school and/or occupation-specific training**

What is the “Major group” number, and what does that number mean?

94 - Processing and manufacturing machine operators and related production workers

What is the “Minor group” number, and what does that number mean?

946 - Machine operators and related workers in food, beverage and associated products processing

What are three possible job titles associated with this occupation? **Answers will vary by learner, but the 18 listed are Bakery machine operator, Brewhouse operator, Canning machine operator, Chocolate refiner, Cigarette machine tender, Citrus juice extractor, Control room operator, Corn sugar refinery operator, Dry foods mixer operator, Dryer tender - tobacco processing, Fermenter operator, Fruit preserver, Fryer operator, Grain-processing machine operator, Meat grinder, Pasteurizer operator, Tobacco blender, and Winery-press operator.**

Process control operators have several main duties. Fill in the blanks describing those duties below.

- Operate multi-function process control machinery through control panels, **computer** terminals or other control systems to **grind**, extract, mix, blend, **cook** or otherwise process food products and to bag, box or otherwise **package** food products
- Operate multi-function process control machinery to grind, extract, mix, **blend**, distill, **ferment** or otherwise process alcoholic or non-alcoholic beverages and to **bottle**, can or otherwise package beverages
- **Observe** gauges, computer printouts and video monitors to verify specified processing conditions and make **adjustments** to process variables such as cooking times, **ingredient** inputs, flow rates and temperature settings
- Maintain **shift log** of production and other data.

According to this site, what is one employment requirement for process control and machine operators in the food and beverage processing industry? **Answers will vary by learner, but the site provides four main options which are included for your reference below:**

- **Completion of secondary school may be required.**
- **On-the-job training is provided.**
- **Experience as a machine operator in food or beverage processing is usually required for industrial process control operators.**
- **Experience as a labourer in food or beverage processing may be required for machine operators.**

According to the “additional information” section, is there an opportunity for people working as machine operators to move to other positions, including supervisory ones? **Yes.**

Task 7:

Consider a job you would like to do. In the space provided below, record three different job titles you think could be associated with this kind of work. **Answers will vary by the interests of the learner.**

Return to the top of the page and click “search by job title.” Then enter one of the job titles you recorded above and click the blue “search” button.

What search word(s) did you use? **Answers will vary depending on what type of job the learner is interested in.**

How many results did the website return? **Answers will vary depending on the learner's choice of search words.**

Look at the occupations listed in the column on the left-hand side under the heading "unit group." Do any of them seem to match the type of job you were looking for? Which one(s)? **Answers will vary depending on the search criteria the learner chose and their ultimate job goal.**

Tip: if no occupations match the type of job you were looking for, revise your search until you find a result that is related.

Click the words "Matching Job Titles" for the unit group that seems most closely connected to the job you are looking for. What jobs appear in the list? **Answers will vary by learner.**

Click the name of the unit group that most closely matches the job you are looking for. A new page will appear with information about this occupation. On the right side of the page, you will see a breakdown summary that explain what the numbers in this NOC Code refer to.

What is the "Broad occupational category" number, and what does that number mean? **Answers will vary depending on which NOC code the learner has chosen.**

What is the "Skill level" number, and what does that number mean? **Answers will vary depending on which NOC code the learner has chosen.**

Do you have the educational requirements for this type of job now, or would you still need to earn them? **Learners are provided with check boxes that read "I have those requirements now" and "I need to earn them." Which they chose will vary by learner based on their job goal and current education level.**

What education or skill would you need to work towards? **Answers will vary by learner.**

What is the "Major group" number, and what does that number mean? **Answers will vary depending on which NOC code the learner has chosen.**

What is the "Minor group" number, and what does that number mean? **Answers will vary depending on which NOC code the learner has chosen.**

List three job titles this section of the website suggests for your chosen occupation. **Answers will vary by learner depending on which occupation they chose.**

What is one main duty someone in this occupation is likely to do? **Answers will vary by learner depending on which occupation they chose.**

What are two employment requirements for working in this type of job? **Answers will vary by learner depending on which occupation they chose.**

Do you have those requirements now, or do you need to develop them? **Answers will vary by learner depending on which occupation they chose.**

Cross-referencing the Regional Jobs Listing and Regional Jobs Map

Activity #16

Learner Activity

Your goal: to use different parts of the Local Jobs Hub. Check out the Regional Jobs Listing page and Regional Job Map to learn about a specific job.

Task 1:



Open up the web browser on the computer. Type in or copy and paste this address: <https://workforcedevelopment.ca/>. Find “Regional Job Listings” in the blue bar in the centre of the page. Click it.

Task 2:

Look above the first job posting. You will see how many jobs are posted in the Regional Job Listings right now.

How many jobs are posted? _____

Look above the filters on the left-hand side of the screen. There is a box with the words “Search Jobs by Keyword...” in it. In this field you can narrow results down to only job postings that have certain words. Type the words Personal Support Worker in that search bar. Click the blue “Search” button. How many matching jobs do you see?

Look at the titles and job descriptions. Are all the job postings for Personal Support Workers?

What other kinds of jobs do you see? Write one of the job titles you see that isn't for a Personal Support Worker.

Put your cursor in the search field again. Add quotes (“) around the words Personal Support Worker. Click the blue “Search” button again. Now how many matching jobs do you see?

Look at the titles and job descriptions. Are most of the job postings you see now for Personal Support Workers?

Why do you think adding the quotes changed the kind of jobs that came up?

Task 3:

Choose one of the Personal Support Worker jobs listed. Click the blue hyperlink.

<https://www.indeed.ca/viewjob?jk=1e21d2ebf36c0edb...>

You will see the full job posting. Answer these questions.

What is the job title? _____

What is the name of company that is hiring? _____

Where is this job? _____

Is the job full-time, part-time or casual? _____

What is one of the responsibilities of this job? _____

What are three qualifications you would need for this job?

1. _____

2. _____

3. _____

Do you need experience to apply for this job?

If so, what experience do you need? _____

Is there a salary listed in this job posting? _____

If so, what does this job pay? _____

Do you have the qualifications and experience to apply for this job? _____

Task 4:

Go back to the tab with the full list of job postings on it. Find the green bar across the top of the website. Click the word "Home."  You will go back to the main page.



Look at the blue bar in the centre of the page. Find the "Regional Job Map." Click it. What happens?

Look at the top of the Job Map Tools sidebar on the left side of the map. There is a search field. Look at the information you gathered from the job posting you looked at. Think about what words you could search for to find the same job on this map.

What are three words you think you could use?

1. _____

2. _____

3. _____

Look at the six filters that show up below the search field in the Job Map Tools sidebar. Do you think you could use any of them to help you find the same job on this map?

Which filters could you use? What would you choose in their drop-down menus?

Task 5:

Think about one of the filters or search terms you wrote down in Task 4. Use this filter to search the Regional Job Map to find the job that you looked at in Task 3. You may need to search more than once to find the job. Write what filters and search terms you tried. Which ones worked?

Tip: Start with only one filter or search term. Then narrow your search down by adding more.

Task 6:

The Job Map Tools sidebar has 15 more services you can add to the Local Jobs Map. They are shown by a small checkbox to the right of the service. Use some of these services to answer these questions. You may need to zoom out after choosing each service.

Is this job on or near a public bus route? _____

If it is, what is the route number? _____

What is the name and address of the childcare centre closest to this job?

What is the address of the Ontario Works office closest to this job?

What is the name and address of the Employment Ontario service closest to this job?

What is the address of the Service Ontario office closest to this job?

Task 7:

Click the circle on the map for the job you looked at in Task 3. What happens?



What “direction” options do you see at the bottom of the job’s description?

1. _____

2. _____

3. _____

Click “drive.” Write down what happens.

You may get a pop-up window that says Workforce Planning wants to know your location. You need to click the “Allow” button for this feature to work.

Click “Public Transit.” What happens?

Cross-referencing the Regional Jobs Listing and Regional Jobs Map Activity #16

Answer Key

Task 1:

Open up the web browser on the computer, and type in or copy and paste the address shown here: <https://workforcedevelopment.ca/>. Then, find “Regional Job Listings” in the blue bar in the centre of the page, and click it.

Task 2:

Look above the first job posting, where you will see how many jobs are currently posted in the Regional Job Listings. How many jobs are currently posted? **This number will change depending on the date and time of the search.**

Above the filters on the left-hand side of the screen, there is a box with the words “Search Jobs by Keyword...” in it. This field allows you to narrow results down to only job postings that include specific words. In that search field, type the words Personal Support Worker, and click the blue “Search” button. How many matching jobs appear? **This number will change depending on the date and time of the search.**

Review the titles and job descriptions you see. Do all the job postings appear to be for Personal Support Workers? **No, there will be several other types of jobs included in the search results.**

What other kinds of jobs do you see? Record one of the job titles you see that doesn’t appear to be for a Personal Support Worker below. **The answer will change depending on the date and time of the search, but could include sales positions, shift supervisors, warehouse managers, and more.**

Put your cursor in the search field again and add quotes around the words Personal Support Worker. Click the blue “Search” button again. Now how many matching jobs appear? **This number will change depending on the date and time of the search, but it will be significantly fewer than the number that appeared when there were no quotes around the words the learner entered.**

Review the titles and job descriptions you see. Do most of the job postings now appear to be for Personal Support Workers? **Most of the search results should be for Personal Support Workers, although some related occupations such as Home Support Workers, Health Care Technicians, and Nurses may appear as well.**

Why do you think adding the quotes changed the kind of jobs that appeared? **When you put text in quotes, it searches for those words in that exact order. When you do not use quotes, it will search for any job posting that includes all three of those words in any order.**

Task 3:

Choose one of the Personal Support Worker jobs listed, click the blue hyperlink that will bring you to the full job posting, and answer the following questions.

What is the job title?

What is the name of company that is hiring?

Where is this job located?

Is the job full-time, part-time or casual?

What is one of the responsibilities of this job?

What are three qualifications you would need for this job?

Is experience required to apply for this job?

If so, what experience do you need?

Is there a salary listed in this job posting?

If so, what does this job pay?

Do you have the qualifications and experience to apply for this job?

Answers will vary depending on the job posting the learner selects. Ensure that this section is filled out completely, and request the learner show you the job posting if you have any concerns.

When you are done this task, return to the tab with the full list of job postings in it.

Task 4:

Click the word “Home” on the green bar across the top of the website to return to the main page. Find the “Regional Job Map” in the blue bar in the centre of the page and click it. What happens when you click this button? **The page changes. It now shows a map with several circles on it.**

There is a search field at the top of the Job Map Tools sidebar on the left side of the map. Review the information you gathered from the job posting you looked at and think about what words you could search for that might help you find the same job on this map.

What are three words you think you could use? **Answers will vary by learner and job posting. If you are unsure why a learner chose a specific word, ask them to explain their reasoning.**

Review the six filters that appear below the search field in the Job Map Tools sidebar. Do you think you could use any of them to help you find the same job on this map? **Yes, at least one filter should assist with searching for any job posted to the Local Jobs Hub.**

If you think a filter could help, which filters could you use and what would you choose in their drop-down menus? **Answers will vary depending on the job posting, but learners may choose to use the Job Types drop-down to choose “Full-time”, or the Skill Types drop-down to choose “Health Care” for example. The following six filters could potentially be used: Quick Find: All Tags, Show All Skill Types, Show All Skill Levels, Show All Job Types, Show All Job Durations, and Show All Job Languages.**

Task 5:

Use one of the filters or search terms you recorded in Task 4 to search the Regional Job Map until you find the job that you reviewed in Task 3. You may need to search several different times to find the job. Record what filters and search terms you tried, and which ones worked below. **Answers will vary depending on the learner’s choice of job, and the search terms and filters they chose. If the learner cannot find the job posting using any combination of key words and filters, review the information they recorded about the job in Task 3, and suggest other search terms or filters you think may work.**

Tip: it is often easier to start with only one filter or search term, and then narrow your search down by adding more.

Task 6:

In the Job Map Tools sidebar, you will find 15 additional services you can add to the Local Jobs Map (indicated by a small checkbox to the right of the service). Use some of these service options to answer the questions below. You may need to zoom out after selecting each service.

Is this job located on or near a public bus route? **Answers will vary depending on where the job is located. Note that if the job is not located in London or Woodstock, there are no public bus routes available.**

If the job is on or near a bus route, what is the route number? **Answers will vary depending on where the job is located.**

What is the name and address of the childcare centre located closest to this job? **Answers will vary depending on where the job is located.**

What is the address of the Ontario Works office located closest to this job? **Answers will vary depending on where the job is located.**

What is the name and address of the Employment Ontario service located closest to this job? **Answers will vary depending on where the job is located.**

What is the address of the Service Ontario office located closest to this job? **Answers will vary depending on where the job is located.**

Task 7:

Click the circle on the map that represents the job you reviewed in Task 3 and describe what happens below. **If the circle representing the job has a number in it, a white sidebar or column appears at the side of the screen, with list of jobs at this location and their descriptions inside it. If the circle representing the job has a briefcase in it, a single popup window appears with information about the job.**

What “direction” options are shown at the bottom of the job’s description? **Walk, Public Transit, and Drive.**

Click “drive,” and write down what happens below. **A blue line appears between the learner’s location, and the location of the job. This line represents the road(s) to drive on between the two locations.**

Note that you may get a pop-up window that says Workforce Planning wants to know your location. For this feature to work, you need to click the “Allow” button.

Click “Public Transit.” Write down what happens below. **If public transit is available between the learner’s location and the job location, the blue line will change to show the route that public transportation would take, and a label will appear showing what that public transportation is (for example, VIA Rail or a City bus symbol with the bus number next to it.) If no public transit is available between the learner’s location and the job location, a pop-up box will appear that says, “Directions are unavailable from your location.” The learner must click “Okay” for this box to close.**

Cross-referencing the Regional Jobs Map and Career Explorer

Activity #17

Learner Activity

Your goal: to use other parts of the Local Jobs Hub. The Regional Job Map and Career Explorer can help you learn about a specific job and careers that are like that job.

Task 1:



Open up the web browser on the computer. Type in or copy and paste this address: <https://workforcedevelopment.ca/>. Find “Regional Job Map” in the blue bar in the centre of the page. Click it.

Task 2:

Look at the map. Look at the circles  and briefcases  that are on it right now. The number in each of those circles shows how many jobs there are. A briefcase shows one specific job.

What is the largest number you see in a circle on the map? _____

Look on the left side of the screen. You will find a search field at the top of the Job Search Tools sidebar. This field lets you narrow results to job postings that have specific words.

Type the words “social work” in the search field. Click the small magnifying glass symbol. Or you can hit enter on your keyboard. Write what happens to the map below.

Look the search field. There are six ways that you can filter your search results. Each one is shown by a small triangle to the right of the filter. Write them below.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Click the triangle next to Show All Jobs Types to choose "Full Time." Click the triangle next to Show All Job Durations to choose "Permanent." Write what happens to the map below.

Task 3:

Choose one of the Social Work jobs that is shown on the map. You can either click a briefcase or click a circle with a number in it until the job description panel shows on the right side of the screen. Look at the job posting. Answer these questions.

What is the job title? _____

What is the name of company that is hiring? _____

Where is this job located? _____

What is one of the responsibilities of this job? _____

What are three qualifications you would need for this job?

1. _____

2. _____

3. _____

4. _____

Do you need experience to apply for this job? _____

If so, what experience do you need? _____

Is there a salary listed in this job posting? _____

If so, what does this job pay? _____

Done this task? Go back to the tab that shows the Local Jobs Map.

Task 4:

Look in the Job Search Tools sidebar. You will see 15 more services you can add to the Local Jobs Map. They have a small checkbox to the right of the service. Use some of these services to answer the questions below. You may need to zoom out after choosing each service.

	London Bus Routes	<input type="checkbox"/>
	Woodstock Bus Routes	<input type="checkbox"/>
	Apprenticeship Training Sites	<input type="checkbox"/>
	Business Support Services	<input type="checkbox"/>
	Child Care Centres	<input type="checkbox"/>

Is this job on or near a public bus route? _____

If so, what is the route number? _____

What is the name and address of the Language Training program closest to this job?

What is the address of the Service Canada office closest to this job?

What is the name and address of the Literacy & Basic Skills program closest to this job?

What is the address of the Ontario Apprenticeship office closest to this job?

Task 5:

Look for the green bar across the top of the website. Click the word "Home."



You will go back to the main page. Look for the blue bar in the centre of the page. Find "Explore Career Paths." Click it. What happens?

Look above the bubbles. You will see a grey bar. Click the words "Career Explorer Options" to make a dropdown menu appear. Find the field called "Filter by Sector," and click the words "Show All Sectors." Another drop-down menu will appear.



What are the 11 options in the drop-down menu?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

Choose "Education & Social Services" from this drop-down menu. What happens to the bubbles?

Look in the Career Explorer Options again. Find the “Bubble Size Options” field. Click the words “Equal Sizes” to see a drop-down menu. What are the two other options in the drop-down menu?



1. _____
2. _____

Choose “Size by Job Openings” from the drop-down list. What happens to the bubbles?

Each bubble will have a small circle at the bottom of it. That circle has a number in it. This number shows the number of job postings there are right now.



Which three bubbles are the largest? How many job postings are there for each of these careers?

Task 6:

Find the “Social Worker” bubble. Move your mouse so your cursor is over top of it. Lines will show up between this career bubble and other career bubbles.



What 6 careers are connected or linked to Social Workers?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Which of these careers has the most job openings?

Some of the bubbles are white in the centre. Others are dark blue in the centre. The darker blue bubbles are “jobs in demand.” Are any of the careers connected to Social Worker “in demand”? If so, which ones?



Task 7:

Click the Social Worker bubble. You will see information about this career on the right side of the screen.

Read the job description. Does this sound like a job you would like to do? _____

What is the median annual salary found in local Social Worker job postings?

What are three skills you need to do this job?

1. _____

2. _____

3. _____

How many active job postings are there? _____

Task 8:

Now click the Social Service Worker bubble. The information on the right side of the screen will change. Read the new job description. How is it different than the description for Social Worker?

What is the median annual salary found in local Social Worker job postings?

Why do you think the salary for a Social Service Worker is lower than the salary of a Social Worker?

What are three skills you need to do this job?

1. _____
2. _____
3. _____

What is one skill needed by Social Workers that is not a skill needed for Social Services Workers?

Do you think it is useful to be able to compare related careers in the Career Explorer Tool? Why or why not?

Cross-referencing the Regional Jobs Map and Career Explorer Activity #17

Answer Key

Task 1: Open up the web browser on the computer, and type in or copy and paste the address shown here: <https://workforcedevelopment.ca/>. Then, find “Regional Job Map” in the blue bar in the centre of the page, and click it.

Task 2: Take a moment to look at the map, and the number of circles and briefcases that appear on it right now. The number in each of those circles represents an available job, and a briefcase represents one specific job.

What is the largest number you see in a circle on the map? **This number will change depending on the date and time of the search.**

On the left side of the screen, you will see the Job Map Tools sidebar. Above it is a search field. This field allows you to narrow results down to only job postings that include specific words.

In the search field, type the words “social work” and click the small magnifying glass symbol, or hit enter on your keyboard. Record what happens to the map below. **Many of the circles disappear. The numbers inside the circles that are left are usually lower than they were before.**

Below the search field, you will see that there are six different ways that you can filter your search results (indicated by a small triangle to the right of the filter). Write them below.

1. **Quick Find: All Tags**
2. **Show All Skill Types**
3. **Show All Skill Levels**
4. **Show All Job Types**
5. **Show All Job Durations**
6. **Show All Job Languages**

Use the triangle next to Show All Jobs Types to choose “Full Time.” Then, use the triangle next to Show All Job Durations to choose “Permanent.” Record what happens to the map below. **One or more of the circles may disappear, or the numbers inside the circles become lower than they were before.**

Task 3:

Choose one of the Social Work jobs that is shown on the map either by clicking a briefcase or clicking a circle with a number in it until the job description panel appears on the right side of the screen. View the job posting and answer the following questions.

What is the job title?

What is the name of company that is hiring?

Where is this job located?

What is one of the responsibilities of this job?

What are three qualifications you would need for this job?

Is experience required to apply for this job?

If so, what experience do you need?

Is there a salary listed in this job posting?

If so, what does this job pay?

Answers will vary depending on the job posting the learner selects. Ensure that this section is filled out completely, and request the learner show you the job posting if you have any concerns.

When you are done this task, return to the tab displaying the Local Jobs Map.

Task 4:

In the Job Map Tools sidebar, you will find 15 additional services you can add to the Local Jobs Map (indicated by a small checkbox to the right of the service). Use some of these service options to answer the questions below. You may need to zoom out after selecting each service.

Is this job located on or near a public bus route? **Answers will vary depending on where the job is located. Note that if the job is not located in London or Woodstock, there are no public bus routes available.**

If the job is on or near a bus route, what is the route number? **Answers will vary depending on where the job is located.**

What is the name and address of the Language Training program located closest to this job? **Answers will vary depending on where the job is located.**

What is the address of the Service Canada office located closest to this job? **Answers will vary depending on where the job is located.**

What is the name and address of the Literacy & Basic Skills program located closest to this job? **Answers will vary depending on where the job is located.**

What is the address of the Ontario Apprenticeship office located closest to this job? **Answers will vary depending on where the job is located.**

Task 5:

Click the word “Home” on the green bar across the top of the website to return to the main page. Find the “Explore Career Paths” in the blue bar in the centre of the page and click it. What happens when you click this button? **A new page appears with lots of bubbles on it. Each bubble has a job title in it, and most have a small number in a circle attached to the bubble.**

Above the bubbles, you will see a grey bar. Click the words “Career Explorer Options” in this bar to make a drop-down menu appear. Find the section called “Filter by Sector” and click the words Show All Sectors. A drop-down menu will appear. What are the 11 options in the drop-down menu?

1. Apprenticeships
2. Construction
3. Manufacturing
4. Finance & Retail
5. Service
6. Agriculture
7. Tourism & Hospitality
8. Healthcare
9. Education & Social Services
10. Transportation
11. Information & Communication

From this drop-down menu, choose “Education & Social Services.” What happens to the bubbles? **Many of them disappear, and only those with job titles related to the education and social services sector remain.**

Find the words “Equal Sizes” on the grey bar and click them to make a drop-down menu appear. What are the two options in the drop-down menu?

1. Size by Job Openings
2. Size by Median Salary

Select “Size by Job Openings” from the drop-down list. What happens to the bubbles? **Some bubbles will become larger while others will become smaller.**

Each bubble will have a small circle at the bottom of it. That circle has a number in it, which represents the current number of job postings available.

Which three bubbles are the largest, and how many job postings are available for each of these careers? **Answers will vary depending on when this activity is completed and how many jobs are currently posted on the Local Jobs Hub.**

Task 6:

Find the “Social Worker” bubble and move your mouse so your cursor is over top of it. Lines will appear between this career bubble, and other career bubbles.

What other 6 careers are connected to Social Workers? **Employment Counsellor, Social Service Worker, Family Counsellor, Social Services Manager, Government Manager, and Policy Researcher are all connected to this career.**

Which of the careers connected to Social Worker has the most job openings? **Answers will vary depending on when this activity is completed and how many jobs are currently posted on the Local Jobs Hub.**

Some of the bubbles are white in the centre, and others are dark blue in the centre. The darker blue bubbles are considered “jobs in demand.” Are any of the careers connected to Social Worker “in demand”? If so, which ones? **Answers will vary depending on when this activity is completed, however Social Service Workers and Family Counsellors are often considered in demand.**

Task 7:

Click the Social Worker bubble. A panel will appear on the right side of the screen with information about this career.

Read the job description. Does this sound like a job you would like to do? **Answers will vary by learner.**

What is the median annual salary found in local Social Worker job-postings? **\$61,331 is the median annual salary found in local job-postings. Should the learner misread this question, they may also report that \$29.49/hour is the median wage reported locally.**

What are three skills you need to do this job? **Answers will vary by learner, but the complete list of skills related to a career in Social Work include Microsoft Office, Computer use, Detail oriented, Problem solving, Critical thinking, Teamwork, Working independently, Customer service, Interpersonal, Troubleshooting, Communication, Bilingual, Quality control, and Crisis intervention.**

How many active job postings are there? **Answers will vary based on when this activity is completed.**

Task 8:

Now click the Social Service Worker bubble. The panel on the right side of the screen will change to reflect this new career choice. Read the job description. In what way does it seem different than the description for Social Worker? **This question is interpretive, but some valid comments could include that Social Service Workers seem to run programs for clients while Social Workers seem to create and execute care for individual clients.**

What is the median annual salary found in local Social Worker job-postings? **\$47,967 is the median annual salary found in local job-postings. Should the learner misread this question, they may also report that \$23.06/hour is the median wage reported locally.**

Why do you think the salary for a Social Service Worker is lower than that of a Social Worker? **Again, the answer is interpretive, but comments could include that you need a higher level of experience or education to be a Social Worker.**

What are three skills you need to do this job? **Answers will vary by learner, but the complete list of skills related to a career as a Social Service Worker include Microsoft Office, Computer use, Detail oriented, Problem solving, Critical thinking, Teamwork, Working independently, Customer service, Interpersonal, Troubleshooting, Communication, Bilingual, and Quality control.**

What is one skill required by Social Workers that is not listed as a skill required for Social Services Workers? **Crisis intervention.**

Why do you think it would be useful to be able to compare related careers in the Career Explorer Tool in the Local Jobs Hub? **Answers will vary by learner, but could include that it provides an opportunity to compare what the pay is for different but similar jobs, or that you could apply for a job that's connected to one you want and then move into that career when there are job openings.**

Cross-referencing the Career Explorer and Outlook Reports

Activity #18

Learner Activity

Your goal: to use other parts of the Local Jobs Hub. Try the Career Explorer Outlook Reports to learn about specific careers. See how these careers may change in the future.

Task 1:



Open up the web browser on the computer. Type in or copy and paste the address shown here: <https://workforcedevelopment.ca/>. Find “Explore Career Paths” in the blue bar in the centre of the page. Click it.

Task 2:

Find the grey bar at the top of the page. Click the Career Explorer Options and several drop-down fields will appear. Choose “Transportation” in the “Filter By Sector” drop-down menu. What happens?

Look at the career bubbles on the screen. Find 3 careers that you would expect to see in the transportation sector. Write them below.

1. _____
2. _____
3. _____

Find 3 careers that you are surprised to see are related to the transportation sector. Write them below.

1. _____
2. _____
3. _____

Click one of the 3 career bubbles that surprised you. You will see a panel on the right side of the screen. It shows information about this career. Read the job description. Think about how this career is needed in transportation. Write your thoughts here.

Task 3:

Find the career bubble for “Transport Truck Driver”. Is this job in demand? How do you know?

How many Transport Truck Driver jobs are posted to the Local Jobs Hub right now?

Move your mouse so your cursor is on top of the Transport Truck Driver bubble. You will see ten lines that connect Transport Truck Drivers to other careers.  What are those careers?

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Which of these ten careers are “in demand”? _____

Look at the lines between each bubble. The lines with arrows pointing at the Transport Truck Driver bubble are careers that could lead to a full-time truck driving job. Which three careers are they?

1. _____
2. _____
3. _____

Task 4:

Clicking a career bubble will show information on the right side of the screen. Click on the bubbles for Delivery Driver and Heavy Equipment Operator. Use the information to answer these questions.

What are four things that Heavy Equipment Operators help build and maintain?

1. _____
2. _____
3. _____
4. _____

What are 5 skills that Delivery Drivers need to have?

1. _____

2. _____

3. _____

4. _____

5. _____

Which career has a higher salary? Delivery Driver or Heavy Equipment Operator? How much does each job pay per hour?

Find the names of three companies hiring delivery drivers right now. Write them here.

1. _____

2. _____

3. _____

What are 5 skills that Heavy Equipment Operators need that Delivery Drivers don't?

1. _____

2. _____

3. _____

4. _____

5. _____

Task 5:

Click on the bubbles for Apprentice and Transport Truck Driver. Use the information to answer these questions.

What are the four sectors that someone can apprentice in?

1. _____
2. _____
3. _____
4. _____

Transport Truck Drivers can transport goods and materials over four kinds of routes. What are they?

1. _____
2. _____
3. _____
4. _____

An apprentice studies a skilled trade two ways. What are they?

1. _____
2. _____

How long can it take to complete an apprenticeship? _____

What is the median annual salary found in local job postings for Transport Truck Drivers?

Is salary information shared for Apprentices? _____

Why do you think this is? _____

What is one skill that is needed by all three of these careers?

- Transport Truck Driver
- Delivery Driver
- and Heavy Equipment Operator

Task 6:

Open a new tab in your browser. Type in or copy and paste this address:

<https://www.worktrends.ca/outlooks>

Look at the list under the heading "Industry." Which of the industry categories do you think is important to a career as a Transport Truck Driver?

Industry

11 - Agriculture, forestry, fishing and hunting
21 - Mining, quarrying, and oil and gas extraction
22 - Utilities
23 - Construction
31-33 - Manufacturing
41 - Wholesale trade
44-45 - Retail trade
48-49 - Transportation and warehousing
51 - Information and cultural industries
52 - Finance and insurance
53 - Real estate and rental and leasing
54 - Professional, scientific and technical services
55 - Management of companies and enterprises
56 - Administrative and support, waste management and remediation services
61 - Educational services
62 - Health care and social assistance
71 - Arts, entertainment and recreation
72 - Accommodation and food services
81 - Other services (except public administration)
91 - Public administration

Click that link. Read the paragraph at the top of the new page that shows up. Fill in the blanks below.

"This sector comprises establishments primarily engaged in transporting _____ and _____, warehousing and storing goods, and providing services to these establishments. The modes of transportation are _____ (trucking, transit and ground passenger), rail, water, _____ and pipeline."

Task 7:

Look near the bottom of this page. You will see a link to the Outlook report for the career we are looking at (484 - Truck Transportation). Click this link.

48-49 - Transportation and warehousing
484 - Truck Transportation

You will see the Industry Outlook Report for Truck Transportation. Read the report. Answer these questions.

Is employment in this industry going to increase (go up) or decrease (go down) between 2017 and 2026?

By what percent? _____ %

OUTLOOK: TRUCK TRANSPORTATION
A Local Snapshot

The Local Snapshot says there are two occupations that will see a high number of new jobs between 2017 and 2026.

What are those two occupations? How many new jobs a year might be added?

1. _____

2. _____

The Elgin-Middlesex-Oxford area has an advantage. How many more jobs does this area have jobs in the truck transportation industry than other areas of the country?

Look at the "Short and Medium Term Projections" part of the report. How many transportation trucking jobs were there in 2017?

SHORT AND MEDIUM TERM PROJECTIONS
Job Growth

How many were there in 2019? _____

What percentage of growth is that? _____ %

**2017 - 2026
Change**

Look in the lower left corner of the map. There is a legend with the title "2017-2026 Change." Use the legend to answer this question.

Are the darker blue areas of the map looking at the most growth in this occupation, or the least?

Which of the three Counties may have the most growth in transportation trucking jobs between 2017 and 2026?

Task 8:

Think about what you have learned from looking at the Career Explorer and the Industry Outlook Report. Would you tell someone to start a career as a Transport Truck Driver? Write your answer below. Include three reasons why or why not.

Cross-referencing the Career Explorer and Outlook Reports

Activity #18

Answer Key

Task 1: Open up the web browser on the computer. Type in or copy and paste the address shown here: <https://workforcedevelopment.ca/>. Then, find “Explore Career Paths” in the blue bar in the centre of the page, and click it.

Task 2: Find the grey bar at the top of the page. Click the Career Explorer Options and several drop-down fields will appear. Choose “Transportation” in the “Filter By Sector” drop-down menu. Describe what happens below. **The screen changes and many of the bubbles disappear. Only careers related to transportation remain.**

Look at the career bubbles on the screen. Find 3 careers that you would expect to see in the transportation sector and record them below. **Answers will vary by learner, but clearly related careers may include Bus Driver, Delivery Driver, Vehicle Manufacturer, Transportation Manager, or Supply Chain Supervisor.**

Find 3 careers that you are surprised to see related to the transportation sector and record them below. **Answers will vary by learner, but surprising careers could include Chemist, Finance Supervisor, Data Entry Clerk, Pilot or Security Guard.**

Click one of the 3 career bubbles you were surprised to see. A panel will appear on the right side of the screen with information about this career. Read the job description and think about how this career could be valuable in the transportation industry. Record your thoughts below. **Answers will vary by learner and the career they choose. Review their response and ask any clarifying questions to ensure the learner understands the transferability of jobs between different sectors.**

Task 3: Find the career bubble for “Transport Truck Driver”. Is this an in-demand job? How do you know? **Yes, transport truck driver is a job that’s in demand. You can tell because the bubble is dark blue.**

How many Transport Truck Driver jobs are current posted to the Local Jobs Hub? **The answer will vary depending on what jobs are posted at the time this activity is completed.**

Move your mouse so your cursor is on top of the Transport Truck Driver bubble. Ten lines will appear connecting Transport Truck Drivers to other careers. What are those careers?

Supply Chain Supervisor, Shipper/Receiver, Apprentice, Heavy Equipment Operator, College Instructor, Delivery Driver, Health & Safety, Instructor, Dispatcher, and Transportation Scheduler.

Which of these ten careers are considered “in demand”? **Supply Chain Supervisor, Shipper/Receiver, Heavy Equipment Operator, and Delivery Driver.**

Look at the lines going between each bubble. The lines with arrows pointing at the Transport Truck Driver bubble are careers that could lead to a full-time truck driving job. Which three careers are they? **Delivery Driver, Apprentice, and Heavy Equipment Operator.**

Task 4:

Clicking a career bubble will open an information panel on the right side of the screen. Click on the bubbles for Delivery Driver and Heavy Equipment Operator and use the information you find in this panel to answer the questions below.

What are four things that Heavy Equipment Operators help construct and maintain?

Answers will vary by learner, but could include roads, bridges, airports, gas and oil pipelines, tunnels, buildings, other structures, surface mines and quarries.

What are 5 skills that Delivery Drivers need to have? **Answers may vary by learner, but the ten skills outlined for Delivery Drivers include Team player, Bills of lading, Detail oriented, Preventive maintenance, Freight+, GPS, Oral and written communication, On-board computers, Customer service oriented, and Problem solving.**

Which career has a higher salary, Delivery Driver or Heavy Equipment Operator? How much is each paid per hour? **Heavy Equipment Operators are paid more at a median of \$25.18/hour compared to \$17.52/hour for Delivery Drivers.**

Find the names of three companies currently hiring delivery drivers and record them below.

Answers will vary by learner and the jobs currently posted to the Local Jobs Hub.

What are 5 skills that Heavy Equipment Operators need that Delivery Drivers do not? **Answers will vary by learner, but the skills that are specifically outlined for Heavy Equipment Operators and not Delivery Drivers include Forklift driving, Heavy equipment operation, Material handling, Problem solving, Working independently, Manual dexterity, Self-motivated, Critical thinking, Computer use, Adaptable, Organizational skills, Time management, and Troubleshooting. The skills listed for a Delivery Driver include Team Player, while those required for a Heavy Equipment Operator include Teamwork – if the learner**

chooses to include this skill as one not required for Delivery Drivers you may wish to discuss this skill with them.

Task 5:

Click on the bubbles for Apprentice and Transport Truck Driver and use the information you find in this panel to answer the questions below.

What are the four sectors that someone can apprentice in? **Construction, industrial, service, and motive power.**

Transport Truck Drivers may transport goods and materials over four different kinds of routes. What are they? **They are urban, interurban, provincial, and international routes.**

An apprentice studies a skilled trade two ways. What are they? **Apprentices learn through both in-class and on-the-job training.**

How long can it take to complete an apprenticeship? **It often takes 2-5 years to complete an apprenticeship, depending on the trade.**

What is the median annual salary found in local job-postings for Transport Truck Drivers? **\$42,374 is the median annual salary. The learner may also report that \$20.37/hour is the median hourly wage reported locally.**

Is salary information shared for Apprentices? **No, it is not.**

Why do you think this is? **Answers will vary by learner, as an explanation isn't provided in the Career Explorer. Answers could include that salaries are different depending on the trade you're apprenticing in, that different sectors have different pay rates, or that new apprentices (level 1) are paid less than apprentices who have been studying longer (level 2 or 3). Use this opportunity to discuss the apprenticeship process with learners completing this task who are unfamiliar with it.**

What is one skill that is required by all three careers: Transport Truck Driver, Delivery Driver, and Heavy Equipment Operator? **Answers will vary by learner, but the skills that appear for all three careers are Teamwork / Team player, Detail oriented, Freight/Freight+, Oral and written communication, Customer service oriented, and Problem solving.**

Task 6:

Open a new tab in your browser, and type in or copy and paste the address shown here:

<https://www.worktrends.ca/outlooks>

Review the list that appears under the heading “Industry.” Which of the industry categories on this list do you think is relevant to a career as a Transport Truck Driver? **The most relevant is “48-49 - Transportation and warehousing.”**

Click that link and read the paragraph at the top of the new page that appears. Fill in the blanks below from the description of the transportation and warehousing sector.

"This sector comprises establishments primarily engaged in transporting **passengers** and **goods**, warehousing and storing goods, and providing services to these establishments. The modes of transportation are **road** (trucking, transit and ground passenger), rail, water, **air** and pipeline."

Task 7:

Near the bottom of this page, you will see a link to the Outlook report for the career we are researching (484 - Truck Transportation). Click this link. The Industry Outlook Report for Truck Transportation will appear. Review the report and answer the questions below.

According to the “Local Snapshot,” is employment in this industry forecasted to increase or decrease over the period of 2017 to 2026? **It is expected to increase.**

By what percent? **It is expected to increase by 10.7%.**

The Local Snapshot claims there are two specific occupations that will experience a high number of new jobs between 2017 and 2026. What are those two occupations, and how many new jobs a year are expected to be added? **“Other metal machine operators” are expected to grow by 44 new jobs/year and “motor vehicle assemblers, inspectors and testers” are expected to grow by 4 new jobs/year.**

According to the Local Snapshot, the Elgin-Middlesex-Oxford area has a comparative advantage. How many more jobs does the region have jobs in the truck transportation industry than other regions in the country? **21%**

According to the “Short and Medium Term Projections” section of the report, how many transportation trucking jobs were there in 2017? **6,455**

How many were there in 2019? **6,676**

What percentage of growth is that? **3.4%**

How many people are projected to work in transportation trucking in 2026? **7,147**

What percentage of growth is that over 2017? **10.7%**

According to the report, what are the top 5 occupations employed by this Industry?

Transpiration Truck Drivers, Supervisors: motor transport and other ground transit operators, Material handlers, Dispatchers, and Managers in transportation.

Does Fanshawe College offer any programs to help people train for a career in transportation, and if so, how many? **Yes, they do, and there are four.**

If there are any courses available, record them below. **The courses are Business Fundamentals, Emergency Telecommunications, Logistics and Supply Chain Management and Commercial Driver Training and Testing.**

Under the heading Job Growth by Location, you will see a map showing the three Counties in the London Economic Region: Middlesex, Elgin, and Oxford. In the lower left corner of the map is a legend with the title “2017-2026 Change.” According to the legend, are the darker blue areas of the map facing the largest amount of growth in this occupation, or the smallest? **Darker areas are expected to experience more growth.**

Which of the three Counties is expected to experience the most growth in transportation trucking jobs between 2017 and 2026? **Oxford County.**

Task 8:

Think about what you have learned from reviewing the Career Explorer and the Industry Outlook Report. Would you recommend that someone try to start a career as a Transport Truck Driver? Write your answer below and include three reasons why or why not based on what you have learned about this occupation. **Answers will vary by learner. Most will likely recommend the career as there are many jobs available, the salary is good, there is room for growth, and the outlook for the career is strong. Some may not. Ensure that the learner provides not only their answer, but three reasons for why they gave that answer.**

Researching a specific career using multiple sections of the Local Jobs Hub Activity #19 Learner Activity

Your goal: to look at different parts of the Local Jobs Hub to learn more about the Construction and Maintenance Electrician trade.

Task 1:

Construction and Maintenance Electricians plan, assemble, connect, install, repair, inspect, test, and maintain electrical systems. These systems can be in homes, businesses, and buildings across Canada.

If you want to work as an Electrician, you learn the trade from a fully licensed Electrician. This type of training is called an Apprenticeship.

Look at the 2-page document called “Electrician – Construction and Maintenance” from the Ontario College of Trades. Fill in the blanks below.

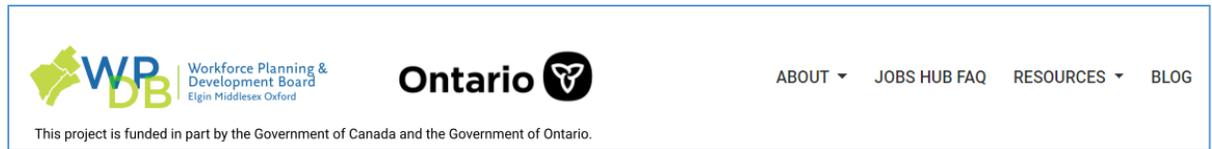
Apprenticeship is a _____ training program for people who want to work in a skilled trade or occupation. It is also a post-secondary education pathway that provides access to well-paying jobs that require a high level of skill, judgment and creativity. Apprentices are _____ while gaining work experience and their wages _____ with their skill level. About _____% of apprenticeship training takes place in the workplace, while the remainder consists of theoretical instruction, usually obtained at a college of applied arts and technology or other approved training delivery agency.

Apprenticeship training for the trade of Electrician – Construction and Maintenance is _____ hours (approximately _____ years) consisting of _____ hours of on-the-job work experience and _____ hours of in-school training.

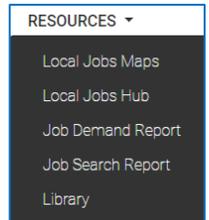
Task 2:

Open up the web browser on the computer. Type in or copy and paste this address:
<https://workforcedevelopment.ca/>.

Look below the green bar at the top of the page. You will see a white space that has two logos on the left side and four sets of words on the right side.



Use your mouse to move your cursor over top of the word “Resources.” You will see a drop-down menu with four items in it. Click Job Demand Report. You will see a new page with information about this report.



What time period does the most recent report cover? _____

Look under the heading “Interactive Report.” [Interactive Report](#) Click the link for the Job Demand Report. A new tab will open with the current Job Demand Report in it.



Look at the “Highlights” box at the top of the page. How many total active job postings are there?

Look at the Quick Find drop-down menu in the “Report Builder.” Select ONLY Apprenticeship jobs. Look at the “Highlights” box near the top of the page again. Now how many total active job postings are there?

Look at the Job Type drop-down menu. Select ONLY full-time. Now how many total active job postings are there in the “Highlights” box?

Look at the Job Duration drop-down menu. Choose ONLY permanent. How many total active job postings are still in the “Highlights” box?

Look at the Additional Languages drop-down menu. This part of the site shows if there are any current job postings that need a language other than English. If there are, the language will be shown here with the number of jobs posted that need this language. What do you see in this drop-down menu?

Task 3:

Look at the options in the Municipality drop-down menu. What city or town has the largest number of openings for full-time permanent apprenticeship jobs?

How many jobs are available there?

Look at the Municipality drop-down menu. Choose ONLY the city or town with the largest number of jobs.

How many new full-time permanent apprenticeship jobs were posted this month?

How many companies have job postings for full-time permanent apprentices?

How many job boards have postings for full-time permanent apprentices?

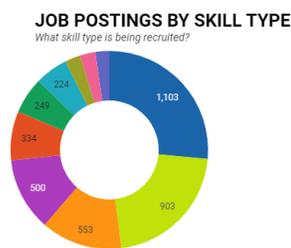
Task 4:

Look at the top left side of the Job Demand Report tab. You will see the title of this report. Right below that title, you will see the title of the page. Click it.

You will see a drop-down menu with the titles of each of the pages in the report. Click on page 2.

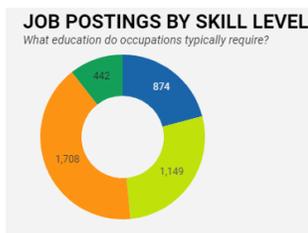


You used the Report Builder to make sure you saw only full-time permanent apprenticeship jobs in a specific city or town. Everything you see in this report will reflect the choices you made.



Look at the Job Postings by Skill Type section. What is the skill employers want the most in recent apprenticeship job postings?

How many job postings wanted that type of skill?



Look at the Job Postings by Skill Level section. What education do you need to be an apprenticeship?

How many job postings wanted that type of skill?

Look at the explanation of each Skill Level. What does this Skill Level refer to?

Task 5:

Look at information from other pages in this report. Answer these questions.

TOP OCCUPATIONS

What kind of jobs are in-demand?

Look at page 3 of this report. What were the top three occupations in demand? How many jobs were posted for each of those top 3 apprenticeship occupations?

Occupation: _____ Number of job postings: _____

Occupation: _____ Number of job postings: _____

Occupation: _____ Number of job postings: _____

TOP EMPLOYERS/AGENCIES

Who is hiring?

Who are the names of the three employers with the most apprenticeship job openings? How many job postings did they have?

Employer: _____ Number of job postings: _____

Employer: _____ Number of job postings: _____

Employer: _____ Number of job postings: _____

Job postings that stay open for a long time are called “hard to fill.” Look at the list of in-demand and hard-to-fill job postings on page 4 of the report. What are the top 3?

OCCUPATIONS BY FREQUENCY & LENGTH OF JOB POSTINGS

What jobs are hard to fill and in-demand?

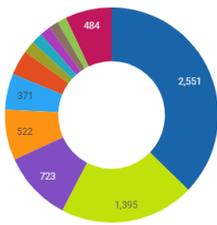
1. _____

2. _____

3. _____

Task 6:

JOB POSTINGS BY JOB BOARD
What share of unique job postings appear on each job board?



Look at page 6 of the report. Which of the job boards had the largest number of full-time permanent apprenticeship job postings?

How many job postings came from that Job board? _____

Done this task? Close the tab showing the Job Demand Report. Go back to the tab showing the Workforce Development website.



Look at the blue bar in the centre of the Workforce Development website. Find the words “Regional Job Listings.” Click them.

Look above the first job posting. You will see how many jobs are posted in the Regional Job Listings right now. How many jobs are posted?

Look on the left side of the screen. There is a grey box with the words “Search Jobs by Keyword...” in it. This field lets you narrow results down to only job postings that include specific words. Type the words Construction and Maintenance Electrician in the search field. Click the blue “Search” button. How many matching jobs do you see?

Look below the search field. There are filters you can use to narrow down your search. Each of these filters has a small triangle next to it. Click the triangle next to Show All Jobs Types. Choose “Full-time.” Change the Show All job Durations field to “Permanent.” Click the blue “Search Now” button. How many matching jobs do you see?

Choose one of the jobs related to the construction and maintenance electrician trade. Click the blue hyperlink. <https://www.indeed.ca/viewjob?jk=1e21d2ebf36c0edb...> Answer these questions.

What is the job title? _____

What is the name of the company that is hiring? _____

Where is this job? _____

What is one of the responsibilities of this job? _____

What are three qualifications you would need for this job?

1. _____

2. _____

3. _____

Do you need experience to apply for this job? _____

If so, what experience do you need? _____

Is there a salary listed in this job posting? _____

If so, what does this job pay? _____

Home

Done this Task? Click the "Home" button at the top of the page to go back to the main page of the Workforce Development website.

Task 7:



Look in the blue bar in the centre of the page. Find the words “Explore Career Paths.” Click them.

Look in the grey bar at the top of the page. Click the words Career Explorer Options to make several new fields appear. Choose “Apprenticeships” under the “Filter by Sector” drop-down menu. What happens?



Look to the left of the “Filter By Sector” drop-down menu. There is a search field. Type the word “electrician” in this field. Then click the magnifying glass picture. Or click the enter button on your keyboard.  Many of the career bubbles will disappear or go away. How many are left?



Look for the bubble with the word “Construction Electrician” in it. Click this bubble. Use information you will see in the sidebar that appears to answer these questions.

What is the median annual salary for a Construction and Maintenance Electrician?
What is the median hourly wage?

You need many skills are needed to be a Construction and Maintenance Electrician. Look at the list. Write 5 skills you have that are needed for this job.

1. _____
2. _____
3. _____
4. _____
5. _____

What skills would you need to learn to become a Construction and Maintenance Electrician yourself? Write two here.

Task 8:

Think about what you've learned. Do you think it's a good idea to be a Construction and Maintenance Electrician? Write your answer below. Make sure you have three (3) reasons why or why not.

Researching a specific career using multiple sections of the Local Jobs Hub Activity #19

Answer Key

Task 1:

Construction and Maintenance Electricians plan, assemble, connect, install, repair, inspect, test, and maintain electrical systems in homes, businesses, and institutions across Canada.

Anyone who wants to work as an Electrician, particularly in the fields of Construction and Maintenance, must learn the trade from a fully licensed Electrician. This type of training is called an Apprenticeship.

Review the 2-page document called “Electrician – Construction and Maintenance” from the Ontario College of Trades and fill in the blanks below.

Apprenticeship is a **work-based** training program for people who want to work in a skilled trade or occupation. It is also a post-secondary education pathway that provides access to well-paying jobs that require a high level of skill, judgment and creativity. Apprentices are **paid** while gaining work experience and their wages **increase** with their skill level. About **90%** of apprenticeship training takes place in the workplace, while the remainder consists of theoretical instruction, usually obtained at a college of applied arts and technology or other approved training delivery agency.

Apprenticeship training for the trade of Electrician — Construction and Maintenance is **9000** hours (approximately *five* years) consisting of **8160** hours of on-the-job work experience and **840** hours of in-school training.

Task 2:

Open up the web browser on the computer. Type in or copy and paste the address shown here: <https://workforcedevelopment.ca/>.

Below the green bar at the top of the page, you will see a white space that has two logos on the left side, and four sets of words on the right side. Using your mouse, move your cursor over top of the word “Resources.” A drop-down menu will appear with four items in it. Click Job Demand Report. A new page will appear with information about this report.

What period does the most recent report cover? **The answer will vary depending on when this activity is completed. The most recent report is generally dated for one or two months earlier than today’s date.**

Click the link for the Job Demand Report under the heading “Interactive Report,” and a new tab will open with the current Job Demand Report in it. According to the “Highlights” box at the top of the page, how many total active job postings are there? **The answer will vary depending on when this activity is completed.**

Use the Quick Find drop-down menu in the “Report Builder” to select ONLY Apprenticeship jobs. Review the “Highlights” box near the top of the page again. Now how many total active job postings are there? **The answer will vary depending on when this activity is completed, but it will be smaller than the original number.**

In the Job Type drop-down menu, select ONLY full-time. Now how many total active job postings are there in the “Highlights” box at the top of the page? **The answer will vary depending on when this activity is completed, but it will likely be smaller than the number from the question above.**

In the Job Duration drop-down menu, choose ONLY permanent. How many total active job postings remain in the “Highlights” box? **The answer will vary depending on when this activity is completed, but it is expected to have gotten smaller again.**

Review the Additional Languages drop-down menu. If there are any current job postings that require a language other than English, the language will be shown here along with the number of jobs posted that require this language. What do you see in this drop-down menu? **The answer will vary depending on what jobs are posted at the time this activity is completed.**

Task 3:

Review the options currently showing in the Municipality drop-down menu. What city or town has the largest number of openings for full-time permanent apprenticeship jobs? **The answer will vary depending on what jobs are posted at the time this activity is completed.**

How many jobs are currently available there? **The answer will vary depending on what jobs are posted at the time this activity is completed.**

Choose ONLY the city or town with the largest number of jobs from the Municipality drop-down menu.

How many of new full-time permanent apprenticeship jobs were posted this month? **The answer will vary depending on when this activity is completed.**

How many companies have job postings for full-time permanent apprentices? **The answer will vary depending on when this activity is completed.**

How many different job boards currently have postings for full-time permanent apprentices? **The answer will vary depending on when this activity is completed.**

Task 4:

At the top left side of the Job Demand Report tab you will see the title of this report. Immediately below that title, you will see the title of the page you are currently viewing. Click it, and a drop down menu will appear with the titles of each of the pages in the report. Click on page 2.

Because you used the Report Builder to filter out everything but full-time permanent apprenticeship jobs in a specific city or town, the information that appears in the rest of the report will reflect only those search criteria.

According to the Job Postings by Skill Type section, what is the most sought-after skill type in recent apprenticeship job postings? **The answer could vary depending on what jobs are posted when this activity is completed, but “Trades, transport and equipment operators and related occupations” are most often associated with apprenticeship jobs.**

How many job postings were seeking that type of skill? **The answer will vary depending on when this activity is completed.**

According to the Job Postings by Skill Level section, what education level does an apprenticeship occupation typically require? **The answer could vary depending on what jobs are posted when this activity is completed, but “NOC Skill Level B” is most often associated with apprenticeship jobs.**

Review the explanation of each Skill Level. What does this particular Skill Level refer to? **Skill Level B is usually College education or Apprenticeship training. For reference, Skill Level A is usually University education, Skill Level C is usually Secondary education or occupation-specific training, and Skill Level D is usually on-the-job training.**

How many job postings were seeking that type of skill? **The answer will vary depending on when this activity is completed.**

Task 5:

Review information from other pages in this report and answer the following questions.

According to page 3 of this report, what were the top three occupations in demand? How many jobs were posted for each of those top 3 apprenticeship occupations? **The answers will vary depending on when this activity is completed.**

Who are the names of the three employers with the most apprenticeship job openings and how many job postings did they have? **The answers will vary depending on when this activity is completed.**

Job postings that stay open for a long time are considered “hard to fill.” Review the list of in-demand and hard-to-fill job postings on page 4 of the report. What are the top 3? **The answers will vary depending on when this activity is completed.**

Which of the job boards listed on page 6 of the report offered the largest number of full-time permanent apprenticeship job postings? **The answer will vary depending on when this activity is completed.**

How many job postings came from that Job board? **The answer will vary depending on when this activity is completed.**

When you are done this task, close the tab showing the Job Demand Report, and return to the tab showing the Workforce Development website.

Task 6:

Find the words “Regional Job Listings” in the blue bar in the centre of the Workforce Development website and click it.

Look above the first job posting, where you will see how many jobs are currently posted in the Regional Job Listings. How many jobs are currently posted? **This number will change depending on the date and time of the search.**

On the left side of the screen there is a box with the words “Search Jobs by Keyword...” in it. This field allows you to narrow results down to only job postings that include specific words. In the search field, type the words Construction and Maintenance Electrician, and click the blue “Search” button. How many matching jobs appear? **This number will change depending on the date and time of the search, but it should be much smaller.**

Below the search field are a series of filters you can use to narrow down your search. Each of these filters has a small triangle next to it. Click the triangle next to All Jobs Types to choose “Full-time,” and change the All Job Durations field to read “Permanent.” Click the blue “Search Now” button. How many matching jobs appear? **This number will change depending on the date and time of the search. It may or may not change from the last search.**

Choose one of the jobs related to the construction and maintenance electrician trade. Click the blue hyperlink and answer the following questions.

What is the job title?

What is the name of company that is hiring?

Where is this job located?

What is one of the responsibilities of this job?

What are three qualifications you would need for this job?

Is experience required to apply for this job?

If so, what experience do you need?

Is there a salary listed in this job posting?

If so, what does this job pay?

Answers will vary depending on the job posting the learner selects. Ensure that this section is filled out completely, and request the learner show you the job posting if you have any concerns.

When you are done this Task, click the “Home” button at the top of the page to return to the main page of the Workforce Development website.

Task 7:

Find the words “Explore Career Paths” in the blue bar in the centre of the page and click them.

Look in the grey bar at the top of the page. Click the words Career Explorer Options to make several new fields appear. Choose “Apprenticeships” under the “Filter by Sector” drop-down menu. What happens? **The screen changes and many of the bubbles disappear. Only careers related to the apprenticeships in the skilled trades remain.**

To the left of the “Filter By Sector” drop-down menu, there is a search field. Type the word “electrician” in this field, and then click the magnifying glass icon or click the enter button on your keyboard. Many of the career bubbles will disappear. How many are left? **Three bubbles.**

Click the bubble with the word “Construction Electrician” in it. Using the information presented in the sidebar that appears, answer the following questions.

What is the median annual salary for a Construction and Maintenance Electrician? What is the median hourly wage? **\$60,883 is the median annual salary found in local job-postings. \$29.27/hour is the median wage reported locally.**

Many skills are needed to be a Construction and Maintenance Electrician. Review the list, and record 5 skills you have that are needed for this job. **Answers will vary by learner, but the skills included for Construction and Maintenance Electrician are: Microsoft Office, Computer use, Detail oriented, Problem solving, Teamwork, Working independently, Customer service, Interpersonal, Troubleshooting, Communication, Quality control, Tool use, Equipment use, Blueprint reading, AutoCAD, and Math.**

What skills would you need to learn to become a Construction and Maintenance Electrician yourself? Record at least two below. **Answers will vary by learner, and the full list of skills is outlined in the question above. Skills such as AutoCAD and Blueprint reading could be expected in their answer.**

Task 8:

Think about what you've learned from reviewing the Job Demand Report, Regional Job Listings, and the Career Explorer. Would you recommend that someone work towards a career as a Construction and Maintenance Electrician? Write your answer below and include three reasons why or why not based on what you have learned about this career. **Answers will vary by learner. Most will likely recommend it because there are jobs available in this trade, the salary is good, and it involves hands-on training which is easier for some people than strictly classroom-style training is. Some may not. Ensure that the learner provides not only their answer, but three reasons for why they gave that answer.**

APPRENTICESHIP – WHAT IS IT AND HOW DOES IT WORK?

Apprenticeship is a work-based training program for people who want to work in a skilled trade or occupation. It is also a post-secondary education pathway that provides access to well-paying jobs that require a high level of skill, judgment and creativity. Apprentices are paid while gaining work experience and their wages increase with their skill level. About 90% of apprenticeship training takes place in the workplace, while the remainder consists of theoretical instruction, usually obtained at a college of applied arts and technology or other approved training delivery agency. Apprenticeship training is delivered in partnership by the MTCU and the College. Training agreements between apprentices and sponsors are registered by the MTCU in accordance with legislation. Each individualized training agreements represents workplace training that the sponsor agrees to provide to someone who wants to learn a skilled trade.

ONTARIO COLLEGE OF TRADES – WHO ARE THEY AND WHAT DO THEY DO?

The Ontario College of Trades is the regulatory body for skilled trades professions in Ontario. The College enforces regulations that help protect the public and is committed to promoting the value of working with certified skilled trades professionals. The College also maintains a register of its members including the following membership classes: Journeypersons, Apprentices, Journeyperson Candidates, Tradespersons, and Employers/Sponsors. Individuals with registered training agreements must become members of the College's Apprentices Class and must remain a member in good standing with the College in order to complete the apprenticeship program. To learn more about the College, call toll-free 1-855-299-0028 or in Toronto, call 647-847-3000 or visit www.collegeoftrades.ca.

HOW DOES SOMEONE BECOME AN APPRENTICE?

The person finds a sponsor willing to ensure that he or she is provided with training according to the Apprenticeship Training Standard established by the College. A sponsor may be an individual, employer, third-party sponsor group, or any entity able to provide an apprentice with opportunities to learn the skills necessary to practice the trade. The person and the sponsor submit a completed Application for Apprenticeship to the local MTCU Employment Ontario office. MTCU staff will arrange a discussion to assess the person's eligibility for the program and the sponsor's ability to provide the required training. Staff will explain the roles and responsibilities of all parties involved in apprenticeship training, including the College, and register the training agreement, MTCU staff will also explain the classroom training options and, together with the sponsor, monitor the apprentice's progress during the program.

HOW LONG DOES AN APPRENTICESHIP TAKE TO COMPLETE?

Apprenticeships take two to five years to complete, depending on the trade. Prior education and related work experience are considered when determining the length of the program at registration. Flexible classroom training options are generally available to meet the specific needs of apprentices and their sponsors.

ARE THERE OTHER PATHWAYS TO APPRENTICESHIP TRAINING?

The Co-Op Diploma Apprenticeship program allows students attending college to receive apprenticeship training while earning a diploma. The Pre-Apprenticeship Training program helps unemployed individuals strengthen their skills and increase their eligibility for apprenticeship training in a specific skilled trade.

CAN A STUDENT START AN APPRENTICESHIP WHILE ATTENDING HIGH SCHOOL?

The Ontario Youth Apprenticeship Program (OYAP) allows high school students to participate in apprenticeship training while earning their high school diploma. Interested students should contact their guidance counsellor or technical teacher for more information.

DOES THE GOVERNMENT ENCOURAGE SPONSORS TO HIRE APPRENTICES?

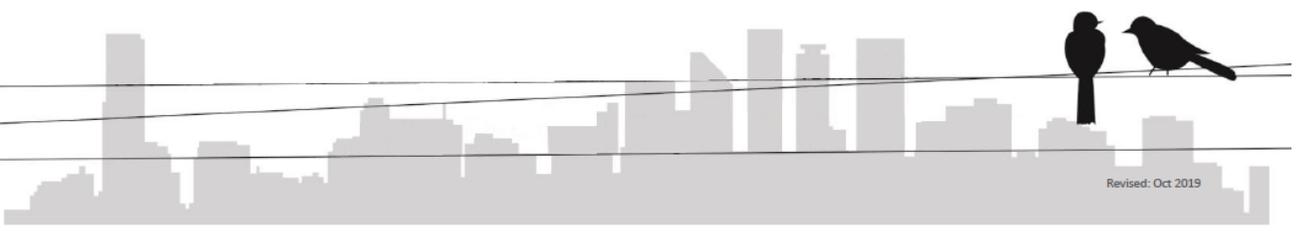
The Ontario government provides the Apprenticeship Training Tax Credit to corporations and unincorporated businesses that hire apprentices in certain skilled trades, an Employer Signing Bonus to sponsors who register new apprentices in sectors in which skilled workers are in high demand, and an Employer Completion Bonus to sponsors whose apprentices complete their programs.

DOES THE GOVERNMENT PROVIDE FINANCIAL SUPPORT TO APPRENTICES?

Apprentices can benefit from the Ontario government's Apprenticeship Scholarship and Loans for Tools programs. Both the Ontario and the federal government offer grants during and at the completion of the apprenticeship program.

HOW CAN I LEARN MORE ABOUT APPRENTICESHIP TRAINING?

Visit the MTCU Employment Ontario website at www.ontario.ca/employment, call the MTCU Employment Ontario Contact Centre at 1-800-387-5656 or 416-325-4084 for service for the deaf, visit an Employment Ontario office or visit www.tcu.gov.on.ca.



Revised: Oct 2019

Completing in-depth, personalized career research

Activity #20

Learner Activity

Your goal: to use five parts of the Local Jobs Hub to learn more about a career you are interested in.

Task 1:

Think about a job you would love to do. Or think about or a long-term career that would make you happy. Write three ideas below.

1. _____
2. _____
3. _____

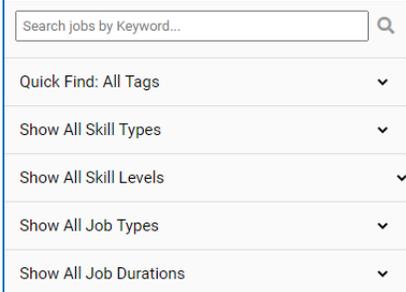
Task 2:



Open up the web browser on the computer. Type in or copy and paste this address: <https://workforcedevelopment.ca/>. Look in the blue bar in the centre of the Workforce Development website. Find the words “Regional Job Map.” Click them.

You will see a map with circles  and briefcases  on it. The number in each of those circles shows an available job. A briefcase shows one specific job.

Look on the left side of the screen. You will see a white sidebar with the Job Map Tools in it. Find the search field. It can help you narrow results down to only job postings that have specific words. Look below the search field. You will see six ways that you can filter your search results.



Search jobs by Keyword...	Q
Quick Find: All Tags	▼
Show All Skill Types	▼
Show All Skill Levels	▼
Show All Job Types	▼
Show All Job Durations	▼

What key words can you think of that would describe your career choice? Write three of them here.

1. _____

2. _____

3. _____

Use the search field and the filters to modify or change the map so it shows jobs that interest you. You may need to search more than once to get enough results. Write the filters and search terms you tried and if they worked below. Leave any fields you didn't use blank.

Keyword search: _____

Quick Find: All Tags: _____

Show All Skill Types: _____

Show All Skill Levels: _____

Show All Job Types: _____

Show All Job Durations: _____

Show All Job Languages: _____

Tip: Start with only one filter or search term. Then narrow your search down by adding more.

Choose one of the jobs that is shown on the map. You can click on a briefcase or click on a circle with a number in it. Do this until the job description panel shows on the right side of the screen. What "direction" options are shown at the bottom of the job's description?

Click “drive.” Write down what happens.

You may get a pop-up window that says Workforce Planning wants to know your location. You need to click the “Allow” button for this feature to work.

Look at the Job Search Tools sidebar. You will find 15 more services you can add to the Local Jobs Map. You will see a small checkbox to the right of each service. Use some of these service options to answer the questions below. You may need to zoom out after choosing each service.

	London Bus Routes	<input type="checkbox"/>
	Woodstock Bus Routes	<input type="checkbox"/>
	Apprenticeship Training Sites	<input type="checkbox"/>
	Business Support Services	<input type="checkbox"/>
	Child Care Centres	<input type="checkbox"/>

Is this job on or near a public bus route? _____

If so, what is the route number? _____

What is the name and address of the childcare centre closest to this job?

Home

Done this Task? Click the “Home” button at the top of the page to go back to the main page of the Workforce Development website.

Task 3:

RESOURCES ▾
Local Jobs Maps
Local Jobs Hub
Job Demand Report
Job Search Report
Library

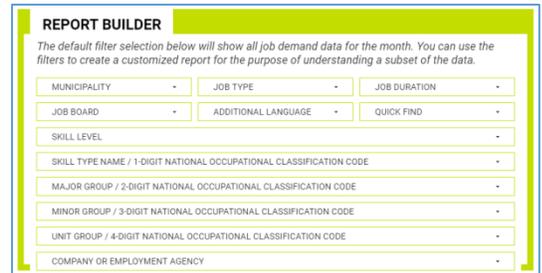
Look below the green bar at the top of the Workforce Development website. You will see a white space that has two logos on the left side and four sets of words on the right side. Use your mouse to move your cursor over top of the word “Resources.” You will see a drop-down menu with four items in it. Click Job Demand Report. You will see a new page with information about this report.

Look under the heading “Interactive Report.” [Interactive Report](#) A new tab will open with the current Job Demand Report in it. Click on the link to see the Job Demand Report.



Look at the “Highlights” box at the top of the page. How many total active job postings are there?

Use the “Report Builder” to choose the criteria or things you would look for in a career. Example: You may only be looking for part-time work in a health field in the City of Woodstock. Write down the filter options you chose to use below. Leave any that you didn’t use blank.



Municipality: _____

Job Type: _____

Job Duration: _____

Job Board: _____

Additional Language: _____

Quick Find: _____

Skill Level: _____

Skill Type Name (1-digit national occupational classification code): _____

Major Group (2-digit national occupational classification code): _____

Minor Group (3-digit national occupational classification code): _____

Unit Group (4-digit national occupational classification code): _____

Company or Employment Agency: _____

Note: You may not see any active job postings in the "Highlights" box. Revise or change your filters until there are jobs that match your search criteria.

How many jobs are currently available there? _____

The information you see in the rest of the report will only include job postings that show your personal interests. This is because you used the Report builder to customize your search.

Remember that information in the report will directly show the choices you made in the filters. So, if you've made a single selection in the Skill Type Name (1-digit national occupational classification code) filter, the Job Postings by Skill Type section of the report will show **only** that skill. The report will share more than one result for any of the filters you did not use.

Now look at the rest of the report. Answer these questions.

Is there more than one option in the Job Type section? If so, what percent of jobs are full-time? Part-time?

Is there more than one option in the Job Duration section? If so, what percent of jobs are permanent? Contract? Temporary?

Is there more than one option in the Job Postings by Skill Type section? If so, what skills do employers want the most in jobs for your career goal?

Is there more than one option in the Job Postings by Skill Level section? If so, what education level does your preferred job need?

How many job postings wanted that type of skill? _____

What are the top three occupations in demand for the type of career you're interested in?

1. _____

2. _____

3. _____

Find three employers with the most job openings that match your career goal. Who are they? How many job postings did they have?

1. _____

2. _____

3. _____

Done this task? Close the tab showing the Job Demand Report. Go back to the tab showing the Workforce Development website.

Task 4:



Look at the blue bar in the centre of the Workforce Development website. Find the words “Regional Job Listings.” Click them.

Look above the first job posting. You will see how many jobs are posted in the Regional Job Listings right now. How many jobs are posted?

Look on the left-hand side of the screen. There is a box with the words “Search Jobs by Keyword...” in it. This field lets you narrow results down to only job postings that include certain words. Look below the search field. There are 8 filters you can use to narrow down your search.

Use the search field and the filters to look for job postings related to your chosen career. Just like before, you may need to search more than once to get enough search results. Write down the filters and search terms you tried and which ones worked. Leave any fields you didn’t use blank.

Keyword search: _____

All Industries: _____

All Job Types: _____

All Skill Levels: _____

All Durations: _____

Anywhere in Region: _____

All Tags: _____

All Languages: _____

Sort by Newest First: _____

Tip: Start with only one filter or search term. Then narrow your search down by adding more.

How many jobs do you see in the Regional Job Listings page once you've added personalized filters and search terms?

Look at the jobs that match the criteria you chose. Choose one of those jobs. Click the blue hyperlink at the bottom of the job description. A new tab will open that shows the full job posting. Review the description. Answer these questions.

What is the job title? _____

What is the name of company that is hiring? _____

Where is this job? _____

Is this job full-time, part-time, or casual? _____

What is one of the responsibilities of this job? _____

What are three qualifications you would need for this job?

1. _____

2. _____

3. _____

Do you need experience to apply for this job? _____

If so, what experience do you need? _____

Is there a salary listed in this job posting? _____

If so, what does this job pay? _____

Do you have the experience and qualifications required for this job right now?

Home

Done this Task? Close the tab with the job posting in it. Go back to the Regional Job Listings page. Click the "Home" button to go back to the main page of the Workforce Development website.

Task 5:

Open a new tab in your browser. Type in or copy and paste this address:
<https://www.worktrends.ca/outlooks>

There are two types of outlook reports: Occupations and Industries. Look at the lists under both of these headings.

Which of the occupation or industry categories on this list do you think reflect or relate to your chosen career? Write them below.

Outlooks

Occupation

0 Management occupations
1 Business, finance and administration occupations
2 Natural and applied sciences and related occupations
3 Health occupations
4 Occupations in education, law and social, community and government services
5 Occupations in art, culture, recreation and sport
6 Sales and service occupations
7 Trades, transport and equipment operators and related occupations
8 Natural resources, agriculture and related production occupations
9 Occupations in manufacturing and utilities

Industry

11 - Agriculture, forestry, fishing and hunting
21 - Mining, quarrying, and oil and gas extraction
22 - Utilities
23 - Construction
31-33 - Manufacturing
41 - Wholesale trade
44-45 - Retail trade
48-49 - Transportation and warehousing
51 - Information and cultural industries
52 - Finance and insurance
53 - Real estate and rental and leasing
54 - Professional, scientific and technical services
55 - Management of companies and enterprises
56 - Administrative and support, waste management and remediation services
61 - Educational services
62 - Health care and social assistance
71 - Arts, entertainment and recreation
72 - Accommodation and food services
81 - Other services (except public administration)
91 - Public administration

Click the links for the occupations or industries you think may be connected to your career choice.

Note: Links in the "Industries" list will take you to a paragraph about the industry. They will also give you links to Outlook Reports for jobs in this industry. Most links in the "Occupation" list will describe the education you need. They will also give you links to Outlook Reports for jobs that are connected to this occupation.

Keep looking at Industry and Occupational Outlook reports until you find one that closely matches your job goals. Not all occupations will have an outlook report. If you cannot find one that matches your career choice exactly, pick one that is close to your preferred job. Then, look at the report and answer these questions.

Read the "Local Snapshot." A Local Snapshot Are jobs in this industry going to go up (increase) or down (decrease) over the time period shown?

By what percent? _____%

Look at the "Short and Medium Term Projections" part of the report. What is the first year that jobs are reported?

SHORT AND MEDIUM TERM PROJECTIONS
Job Growth

How many jobs were there that year? _____

How many were there two years later? _____

What percentage of growth is that? _____%

How many people might work in this career in the future? _____

What percentage of growth is that over the first year reported? _____%

Are you looking at an Industry Outlook report? What are the top 5 occupations hired by this Industry? Are you looking at an Occupational Outlook report? List the top 5 Industries hiring this occupation.

1. _____

2. _____

3. _____

4. _____

5. _____

Does Fanshawe College offer any programs to help people train for this career? If so, how many?

Write down any programs or courses here.

Is there a map at the bottom of this Outlook Report? _____

If so, what does the map tell you about the possible growth in this industry or occupation in this region?

Done this task? Close the tab showing the Outlook Report. Go back to the tab showing the Workforce Development website.

Task 6:

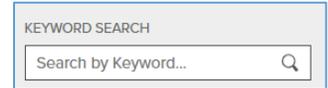


Look in the blue bar in the centre of the page. Find the words “Explore Career Paths.” Click them.

Look at the grey bar at the top of the page. Click the words Career Explorer Options and look at the search fields that appear. Click “Show All Sectors” to read the options in the “Filter By Sector” drop-down menu. Does one of the options show your choice of job or career? If so, which one?



Look to the left of the “Filter By Sector” drop-down menu. There is a search field. What word or words could you enter to narrow down the careers shown to match your job goals? Write your ideas here.



Do one or more searches. Stop when the career bubbles on the screen show a career that interests you.



What is the career bubble you’ve chosen? _____

Is the one you’ve chosen an “in-demand” job? How do you know?

Hold your cursor over top of the bubble you’ve chosen. Do any lines show up between this career bubble and other career bubbles?  If so, what are the other bubbles?

Click the bubble you’ve chosen. Information will show up in the sidebar. Answer these questions.

What is the median annual salary for this job? What is the median hourly wage?

What are the skills needed for this job?

Do you have all these skills? What skills do you think you'd need to learn to be good at this career?

Home

Done this Task? Click the "Home" button at the top of the page to go back to the main page of the Workforce Development website.

Task 7:

Think about what you've learned about this job goal while using the Local Jobs Hub. Do you have all the information you need to make a good decision about this career?

Will you work towards this career either now? Maybe in the future? Write your answer below. Write three reasons why or why not based on what you have learned about this career.

Completing in-depth, personalized career research

Activity #20

Answer Key

Task 1:

Consider a job you would love to do, or a long-term career that would make you happy. Record three ideas below. **Answers will vary depending on the learner's career goals and interests.**

Task 2:

Open up the web browser on the computer. Type in or copy and paste the address shown here: <https://workforcedevelopment.ca/>. Find the words "Regional Job Map" in the blue bar in the centre of the Workforce Development website and click them. A map will appear with a number of circles and briefcases on it. The number in each of those circles represents an available job, and a briefcase represents one specific job.

On the left side of the screen, you will see a white sidebar with the Job Map Tools in it. Find the search field, which can help you narrow results down to only job postings that include specific words. Below the search field, you will see six different ways that you can filter your search results.

What key words can you think of that would be associated with your career choice? Write three of them below. **Answers will vary depending on the learner's choice of job.**

Use the search field and the filters to modify the map so it shows jobs that interest you. You may need to search several different times to get enough results. Record what filters and search terms you tried, and which ones worked below. Leave any fields you didn't use blank.

Keyword search

Quick Find: All Tags

Show All Skill Types

Show All Skill Levels

Show All Job Types

Show All Job Durations

Show All Job Languages

Answers will vary depending on the learner's choice of job, and the search terms and filters they chose. If the learner cannot get matching jobs to appear on the map using any combination of key words and filters, review what they tried and suggest other search terms or filters you think may work.

Tip: it is often easier to start with only one filter or search term, and then narrow your search down by adding more.

Choose one of the jobs that is shown on the map either by clicking a briefcase or clicking a circle with a number in it until the job description panel appears on the right side of the screen. What “direction” options are shown at the bottom of the job’s description? **Walk, Public Transit, and Drive.**

Click “drive” and write down what happens below. **A blue line appears between the learner’s location, and the location of the job. This line represents the road(s) to drive on between the two locations.**

Note that you may get a pop-up window that says Workforce Planning wants to know your location. For this feature to work, you need to click the “Allow” button.

In the Job Search Tools sidebar, you will find 15 additional services you can add to the Local Jobs Map (indicated by a small checkbox to the right of the service). Use some of these service options to answer the questions below. You may need to zoom out after selecting each service.

Is this job located on or near a public bus route? **Answers will vary depending on where the job is located. Note that if the job is not located in London or Woodstock, there are no public bus routes available.**

If the job is on or near a bus route, what is the route number? **Answers will vary depending on where the job is located.**

What is the name and address of the childcare centre located closest to this job? **Answers will vary depending on where the job is located.**

When you are done this Task, click the “Home” button at the top of the page to return to the main page of the Workforce Development website.

Task 3:

Below the green bar at the top of the Workforce Development website, you will see a white space that has two logos on the left side, and four sets of words on the right side. Using your mouse, move your cursor over top of the word “Resources.” A drop-down menu will appear with four items in it. Click Job Demand Report. A new page will appear with information about this report.

Click the link for the Job Demand Report under the heading “Interactive Report,” and a new tab will open with the current Job Demand Report in it. According to the “Highlights” box at the top of the page, how many total active job postings are there? **The answer will vary depending on when this activity is completed.**

Use the “Report Builder” to select the criteria you would be looking for in a career. For example, you may only be looking for part-time work in a health-related occupation in the City of Woodstock. Record any of the filter options you chose to use below and leave any that you didn’t use blank.

Municipality

Job Type

Job Duration

Job Board

Additional Language

Quick Find

Skill Level

Skill Type Name (1-digit national occupational classification code)

Major Group (2-digit national occupational classification code)

Minor Group (3-digit national occupational classification code)

Unit Group (4-digit national occupational classification code)

Company or Employment Agency

The answers will vary depending on the interests and goals of the learner.

Tip” if the “Highlights” box shows no active job postings, revise your filters until there are jobs available that match your search criteria.

How many jobs are currently available there? **The answer will vary depending on what jobs are posted at the time this activity is completed.**

Because you used the Report Builder to customize your search, the information that appears in the rest of the report will only include job postings that reflect your personal interests.

Remember that information in the report will directly reflect the choices you made in the filters, so if you’ve made a single selection in the Skill Type Name (1-digit national occupational classification code) filter, the Job Postings by Skill Type section of the report will show only that skill. The report will share multiple results for any of the filters you did not use.

With that in mind, review the rest of the report, and answer the following questions.

Are there multiple options reported in the Job Type section? If so, what percent of jobs are full-time vs. part-time? **The answer will vary depending on what filters the learner chose in the Report Builder, and when this activity is completed.**

Are there multiple options reported in the Job Duration section? If so, what percent of jobs are permanent, contract, and temporary? **The answer will vary depending on what filters the learner chose in the Report Builder, and when this activity is completed.**

Are there multiple options reported in the Job Postings by Skill Type section? If so, what are the most sought-after skill types in job postings that reflect your career goals? **The answer will vary depending on what filters the learner chose in the Report Builder, and when this activity is completed.**

Are there multiple options reported in the Job Postings by Skill Level section? If so, what education level does your preferred job typically require? **The answer will vary depending on what filters the learner chose in the Report Builder, and when this activity is completed.**

How many job postings were seeking that type of skill? **The answer will vary depending on what filters the learner chose in the Report Builder, and when this activity is completed.**

What are the top three occupations in demand for the type of career you're interested in? **The answer will vary depending on what filters the learner chose in the Report Builder, and when this activity is completed.**

Who are the names of the three employers with the most job openings that match your career goal, and how many job postings did they have? **The answer will vary depending on what filters the learner chose in the Report Builder, and when this activity is completed.**

When you are done this task, close the tab showing the Job Demand Report, and return to the tab showing the Workforce Development website.

Task 4:

Find the words "Regional Job Listings" in the blue bar in the centre of the Workforce Development website and click it.

Look above the first job posting, where you will see how many jobs are currently posted in the Regional Job Listings. How many jobs are currently posted? **This number will change depending on the date and time of the search.**

On the left-hand side of the screen, there is a box with the words “Search Jobs by Keyword...” in it. This field allows you to narrow results down to only job postings that include specific words. Below the search field are 8 filters you can use to narrow down your search.

Use the search field and the filters to look for job postings related to your chosen career. As in the previous task, you may need to search several different times to get enough search results.

Record what filters and search terms you tried, and which ones worked below. Leave any fields you didn’t use blank.

Keyword search

All Tags

Show All Skill Types

Show All Skill Levels

Show All Job Types

Show All Job Durations

Show All Job Languages

Anywhere in Region

Sort by Newest First

Answers will vary depending on the learner’s choice of job, and the search terms and filters they chose. If the learner cannot find any job postings using their choice of key words and filters, review what they’ve used and suggest other search terms or filters you think may work.

Tip: it is often easier to start with only one filter or search term, and then narrow your search down by adding more.

How many jobs appear in the Regional Job Listings page once you’ve added personalized filters and search terms? **This number will change depending on what keywords and filters the learner uses, and when this activity is completed.**

Review the jobs that match the criteria you indicated. Choose one of those jobs and click the blue hyperlink at the bottom of the job description. A new tab will open that displays the full job posting. Review it and answer the following questions.

What is the job title?

What is the name of company that is hiring?

Where is this job located?

Is this job full-time, part-time, or casual?
What is one of the responsibilities of this job?
What are three qualifications you would need for this job?
Is experience required to apply for this job?
If so, what experience do you need?
Is there a salary listed in this job posting?
If so, what does this job pay?
Do you have the experience and qualifications required for this job right now?

Answers will vary depending on the job posting the learner selects. Ensure that this section is filled out completely, and request the learner show you the job posting if you have any concerns.

When you are done this Task, close the tab with the job posting in it. Return to the Regional Job Listings page and click the “Home” button to return to the main page of the Workforce Development website.

Task 5:

Open a new tab in your browser, and type in or copy and paste the address shown here:

<https://www.worktrends.ca/outlooks>

There are two categories of outlook reports – one for Occupations, and another for Industries. Review the lists that appear under both these headings. Which of the occupation or industry categories on this list do you think are relevant to your chosen career? Record any that you think might apply below. **The answer will vary by the job goals of the learner, but a full list of each is included below and on the following page for your reference.**

Occupations:

0 Management occupations

1 Business, finance and administration occupations

2 Natural and applied sciences and related occupations

3 Health occupations

4 Occupations in education, law and social, community and government services

5 Occupations in art, culture, recreation and sport

6 Sales and service occupations

7 Trades, transport and equipment operators and related occupations

8 Natural resources, agriculture and related production occupations

9 Occupations in manufacturing and utilities

Industries:

- 11 - Agriculture, forestry, fishing and hunting**
- 21 - Mining, quarrying, and oil and gas extraction**
- 22 - Utilities**
- 23 - Construction**
- 31-33 - Manufacturing**
- 41 - Wholesale trade**
- 44-45 - Retail trade**
- 48-49 - Transportation and warehousing**
- 51 - Information and cultural industries**
- 52 - Finance and insurance**
- 53 - Real estate and rental and leasing**
- 54 - Professional, scientific and technical services**
- 55 - Management of companies and enterprises**
- 56 - Administrative and support, waste management and remediation services**
- 61 - Educational services**
- 62 - Health care and social assistance**
- 71 - Arts, entertainment and recreation**
- 72 - Accommodation and food services**
- 81 - Other services (except public administration)**
- 91 - Public administration**

Click the links for the occupations or industries you think may be connected to your career choice.

Note: Links in the “Industries” list will provide a paragraph describing the industry and provide links to Outlook Reports for specific jobs in this industry. Most links in the “Occupation” list will describe the education levels required and provide links to Outlook Reports for specific jobs that are part of this occupational category.

Continue browsing Industry and Outlook reports until you find one that closely aligns with your job goals. Not all occupations will have an outlook report, so if you cannot find one that matches your career choice exactly, pick one that is similar to your preferred job. Then, view the Outlook report and answer the questions below.

According to the “Local Snapshot,” is employment in this industry forecasted to increase or decrease over the time period indicated? **The answer will vary by the job goals of the learner.**

By what percent? **The answer will vary by the job goals of the learner.**

According to the “Short and Medium Term Projections” section of the report, what is the first year that jobs are reported? **The answer will vary by the job goals of the learner.**

How many jobs were there that year? **The answer will vary by the job goals of the learner.**

How many were there two years later? **The answer will vary by the job goals of the learner.**

What percentage of growth is that? **The answer will vary by the job goals of the learner.**

How many people are projected to work in this career in the future? **The answer will vary by the job goals of the learner.**

What percentage of growth is that over the first year reported? **The answer will vary by the job goals of the learner.**

If you are viewing an Industry Outlook report, what are the top 5 occupations employed by this Industry? If you are viewing an Occupational Outlook report, list the top 5 Industries employing this occupation instead. **The answer will vary by the job goals of the learner.**

Does Fanshawe College offer any programs to help people train for this career, and if so, how many? **The answer will vary by the job goals of the learner.**

If there are any courses available, record them below. **The answer will vary by the job goals of the learner.**

Is there a map included at the bottom of this Outlook Report? **Most Outlook Reports include this map, so the answer will almost always be “yes.”**

If there is a map, what does the map tell you about anticipated growth in this industry or occupation in Elgin, Oxford and Middlesex counties? **The map is coloured to indicate the rates of growth for this career in each county. The learner should be able to record in which area the greatest rate of growth is expected, but specific responses will vary by the job goals of the learner.**

When you are done this task, close the tab showing the Outlook Report, and return to the tab showing the Workforce Development website.

Task 6:

Find the words “Explore Career Paths” in the blue bar in the centre of the page and click them.

In the grey bar at the top of the page, find the words Career Explorer Options. Click it, and then review the options in the “Filter By Sector” drop-down menu. Does one of the options reflect your choice of job or career? If so, which one? **Answers will vary by learner and their choice of career, but all available options are listed below for your reference:**

12. Apprenticeships
13. Construction
14. Manufacturing
15. Finance & Retail
16. Service
17. Agriculture
18. Tourism & Hospitality
19. Healthcare
20. Education & Social Services
21. Transportation
22. Information & Communication

To the left of the “Filter By Sector” drop-down menu, there is a search field. What word or words could you enter to narrow down the careers shown to match your job goals? Record your ideas below.

Answers will vary by learner and their choice of career.

Complete one or more searches, stopping when the career bubbles on the screen include one for a career that interests you.

What is the career bubble you’ve chosen? **Answers will vary by learner and their choice of career.**

Is the one you’ve chosen considered an “in-demand” job? How do you know? **The answer will vary by the learner’s career interests, but it’s worth noting that the bubbles for in-demand jobs are dark blue in the centre while others are white in the centre.**

Hold your cursor over top of the bubble you’ve chosen. Do any lines appear between this career bubble, and other career bubbles? If so, what are they? **Answers will vary by career.**

Click the bubble you’ve chosen. Using the information presented in the sidebar that appears, answer the following questions.

What is the median annual salary for this job? What is the median hourly wage? **Answers will vary based on the learner's choice of career.**

What are the skills needed for this job? **Answers will vary based on the learner's choice of career.**

Do you have all these skills? What skills do you think you'd need to learn to be successful in this career? **Answers will vary by learner based on their individual skills and choice of career.**

When you are done this Task, click the "Home" button at the top of the page to return to the main page of the Workforce Development website.

Task 7:

Think about what you've learned about this job goal while using the Local Jobs Hub. Do you think you have all the information you need to make a good decision about this career?

Answers will vary by learner.

Will you work towards this career either now or at a later time? Write your answer below and include three reasons why or why not based on what you have learned about this career.

Answers will vary by learner. Some may and some may not. Ensure that the learner provides not only their answer, but three reasons for why they gave that answer.