

PROGRAM GUIDE



OUR MISSION

World Skills aims to enhance the economic integration of immigrants, refugees and newcomers by: developing and offering programs and services that assist them in increasing their employability in the Canadian job market; creating employment opportunities for them through increasing public awareness of their employability and by forming partnerships with employers in the Ottawa region.



OUR PROGRAMS

- Job Search Workshop (JSW)
- Workplace Language Training (WLT)
- Roadmap to Employment (RTE) Program
- Career Access for Newcomers (CAN) Program
- Empowering Racialized Newcomer Women (ERNW)
- IBM – SkillsBuild
- The Healthcare Employment Network
- Credential Recognition Program (CRP)
- Settlement Online Pre-Arrival (SOPA)
- Resume Clinic
- Corporate Mentorship Programs
- World Skills Employer Engagement Program – Employment Connections

JOB SEARCH WORKSHOP (JSW)

The JSW program helps internationally-trained professionals better understand strategic next steps in their job search process.

The Job Search Workshop helps you:

- Build self-efficacy in your job search
- Build confidence in your professional skills
- Decide the next job search steps and gives you access to other programs and services



Job Search In Canada

Eligibility Criteria

- Resident of Ottawa
- Convention Refugees
- Permanent Residents
- Live-in Caregivers
- Canadian Language Benchmark (CLB) level 5+ (English or French)

WORKPLACE LANGUAGE TRAINING (WLT)

World Skills provides Workplace Language Training (WLT) courses that concentrate on English communication skills necessary to meet the expectations in the Canadian workplace.



Communication
For Success -
Beyond Language!

These courses help newcomers:

- Practise relevant language and skills for Canadian workplace success
- Meet employers and subject matter specialists during in-class workshops and information sessions
- Build a professional network

Eligibility Criteria

- Resident of Ottawa
- Convention Refugees
- Permanent Residents
- Canadian Language Benchmark (CLB) Assessment completed

ROADMAP TO EMPLOYMENT (RTE)



- Identify the steps and resources required to achieve your employment goals
- Create a resume and job search action plan to help you stay on track
- Meet employers looking for talent like yours!

Discover what it takes
to find a job in
Canada!

Eligibility Criteria

- Permanent Resident
- Convention Refugee or
- Live-in Caregiver
- Resident of Ottawa & surroundings
- Canadian Language Benchmark (CLB) 3-5



CAREER ACCESS FOR NEWCOMERS (CAN)

Delivered over four days, in English only, the Career Access for Newcomers (CAN) Program offers a group-based learning environment where job seekers have the opportunity to learn and practice the skills needed to undertake a successful job search in Canada.



Learn the skills needed
to lead a successful job
search in Canada

Eligibility Criteria

- Refugee Claimants
- International Students
- Valid work permit
- Temporary Residents
- Foreign-born Canadian Citizens
- Canadian Language Benchmark (CLB) 5+



EMPOWERING RACIALIZED NEWCOMER WOMEN (ERNW)

Are you a Racialized newcomer woman exploring a career in Canada?

The ERNW Program is an evidence-based program that helps racialized newcomer women find commensurate employment or employment in related fields in Canada.



How you benefit
from the ERNW
program

- Employability Skills Assessment
- Career Mapping & Labour Market Insights
- Professional Branding
- Networking in Action
- Employer Connections through Networking, Coaching and Targeted Recruitment Events
- Retention Support and more!

Eligibility Criteria

- Must identify as a racialized newcomer woman
- Permanent resident of Canada/ convention refugee
- Canadian Language Benchmark (CLB) 5+
- Willing to dedicate time for workshops and program supports
- Must be unemployed or underemployed

IBM - SKILLSBUILD

IBM SkillsBuild provides free training and certifications to help newcomers develop essential digital, technical and professional skills for the modern workplace. Whether you're looking to advance your career, enter the tech industry, or improve your job-searching prospects, our courses are designed to equip you with the knowledge and experience that employers value.

Gain the Skills
Employers Want—
Start Learning
Today!



Courses Offered

- Data Analytics.
- Cybersecurity.
- Artificial Intelligence & Machine Learning Basics.
- Professional & Workplace Skills for the Digital Economy.
- Project Management Essentials.
- Customer Service.
- Professional Development.
- Locally-targeted cohorts in a variety of areas.

Eligibility Criteria

- Must be a client of World Skills to access exclusive cohorts and level 3 courses.
- Open eligibility related to immigration status.
- Must have Canadian Language Benchmark (CLB) 5+ in English.

THE HEALTHCARE EMPLOYMENT NETWORK

The Healthcare Employment Network is a comprehensive online employment preparation program for internationally trained healthcare professionals that connects with employers and community partners.

How The Healthcare Employment Network supports you every step of the way:

- Mock interviews
- Weekly job, internships and volunteer opportunities in unregulated health sector roles
- One/one Employment coaching

Transition your skills and knowledge into healthcare-related roles



Eligibility Criteria

- Internationally-trained health professionals except dentists, veterinary doctors, nutritionists, and specialized medical doctors - excluding family doctors.
- Eligible participants must have at least two years of work experience in their profession
- Permanent Resident or naturalized Canadian citizen with less than 5 years in Canada or Convention Refugee or Refugee claimant with a valid work permit (1-2 years of validity)
- Canadian Language Benchmark (CLB) 7+ or equivalent
- Resident of Ontario

CREDENTIAL RECOGNITION PROGRAM (CRP)



The Credential Recognition Program assists in having your skills, education, and experience assessed against Canadian standards. The program is delivered in partnership through Ottawa Community Loan Fund (OCLF), Lebanese and Arab Social Services Agency (LASSA), World Skills and the Ottawa Community Immigrant Services Organization (OCISO).

CRP will help you:

- Understand/explore the types of jobs/professions that match your skills, education, and work experience
- Find out if your chosen profession requires licensing in Canada
- Find out if you need more training or re-training to build your skills and talents
- Show employers what you are qualified for – be confident that your qualifications match the needs of the Canadian job market

Eligibility Criteria

- Permanent Resident, Temporary Resident, Canadian Citizen, or Convention Refugee
- Post-secondary education from outside of Canada
- Legally permitted to work in Canada
- Seeking to have credentials recognized, undertaking training for an alternative career, or both
- Canadian Language Benchmark (CLB) 6+

SETTLEMENT ONLINE PRE-ARRIVAL (SOPA)

SOPA Helps Newcomers Arrive Prepared to Canada



SOPA extends services to help newcomers arrive prepared by:

Offering various resources and courses. These include:

- One-on-one orientation
- Job search support
- Employment counselling
- Workplace culture training
- Referral to a wide range of post-arrival services upon entry to Canada

Eligibility Criteria

- Live outside Canada
- Having received approval from Immigration, Refugees and Citizenship Canada (IRCC) to immigrate to Canada. Must have ONE of the following documents:
 - a. A confirmation of Permanent Residence document
 - b. A letter notifying pick up of Canadian visa (for Permanent Resident applicants only)
 - c. A request for medical examination letter
 - d. A passport request letter
 - e. A Canadian visa (but have not landed in Canada yet)
 - f. An IRCC invitation letter to obtain pre-arrival services
- English level (IELTS) 5.5 or higher

RESUME CLINIC



Improve your
resume & interview
skills

Resume Clinic:

With the help of experts from a variety of sectors, the Resume Clinic provides targeted support to help clients tailor their resumes to match industry standards and specific to the job they are seeking to secure.

Eligibility Criteria

- Canadian Language Benchmark (CLB) 5+
- Must be a World Skills' Client
- Open eligibility related to immigration status

CORPORATE MENTORSHIP PROGRAMS

Since 2010, World Skills has collaborated with industry leaders to deliver mentorship programs that support the successful integration of internationally trained professionals into Canada's workforce. These employer-designed programs provide skilled immigrants with industry insights, networking opportunities, and pathways to meaningful employment.



| Program | Sector | Who is it for | Length |
|---|----------------------------|--|---------------------------|
| TD – World Skills Mentorship Program | Finance & Banking | Newcomers with backgrounds in finance, banking, sales, and project management | 3 months |
| Accenture – World Skills Mentorship Program | Technology & Public Sector | IT professionals, digital transformation, project managers, marketing, business, sales and public administration professionals | 7 weeks (2 cohorts/year) |
| RBC – World Skills Newcomer Mentorship Program for Future Leaders | Banking & Leadership | Aspiring leaders interested in careers in banking | 10 weeks (2 cohorts/year) |

Program Features

- Sector-aligned mentorship with experienced professionals
- Exposure to Canadian workplace culture and expectations
- Exposure to new career pathways and leadership development opportunities

Eligibility Criteria

- Newcomers, immigrants and refugees (not more than 3 years in Canada)
- Legally entitled to work in Canada
- Individuals with professional experience in a related sector
- Motivated to learn, grow, and build professional connections

EMPLOYER ENGAGEMENT PROGRAM – EMPLOYMENT CONNECTIONS

The Employer Engagement Program hosts several employment connection services that connect newcomer professionals in Ottawa with employment opportunities, personalized support, and direct access to local employers. These services are designed to help competitive talent leverage their skills and experience to secure meaningful employment in the Canadian job market.



Through the Talent to Employment Matching Service (TEMS), we offer

- 1:1 employability skills assessment (includes resume and interview skills assessment)
- Regular check-ins /consultation with a Recruitment Specialist
- Action Plan reviews and targeted employment mapping (sector/role specific)
- Job application review and candidate endorsement (subject to eligibility and employer criteria)

Expanded employment connections include:

- Targeted Recruitment Events (TREs): Sector-specific or multi-employer events
- Coaching and Networking Events with employers: Engage with local employers to learn about hiring practices, industry trends, etc.
- Job Retention/Post-Recruitment Support
- Annual World Skills Job Fair: Facilitate networking opportunities between employers and job seekers on a large scale

**Connect with
employment
opportunities!**

Eligibility Criteria

- Permanent resident, Convention Refugee, Temporary resident, Refugee claimant, or foreign-born Canadian Citizen
- Legally entitled to work in Canada
- Unemployed or underemployed
- English Language Proficiency: CLB Level 6+ (effective English communication skills) – Note: Other CLB levels are also considered based on employer's needs, candidate availability and job readiness.
- Targeted Resume: Professionally tailored to industry standards
- Interview Readiness: Confidence and preparedness for job interviews
- Motivated and dependable, ready and available

PROJECT SPONSORS



Connect with us!



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FUNDERS



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