

## Career Action Plan

### Referral Checklist

*SEED relies on your expertise in assessing the Career Action Plan. The CAP has to show us that clients are ready to take the steps needed to go back to their field and need this loan. Please confirm the following before approving a client's Career Action Plan (CAP):*

#### Preparation

- The client's plan involves entering the **same** or a **related** occupation for which education was obtained prior to coming to Canada (i.e. the client does not want to re-train and do something completely different)
- The client has a plan that can be completed in **two years or less**
- For Regulated Occupations: **Assessment completed**. The client has already applied to the appropriate regulatory body and has been deemed eligible to pursue the registration process.
- For Non-Regulated Professions: **Accepted** into a program of study. The client has applied to, and been accepted into, the course/program
- The client has identified a **back-up plan**, should client's initial career and education plan not be feasible
- The client has researched their **chances of finding employment**

#### Application Form

- All applicable sections of the CAP are complete
- The client's CAP is in-line with his employment goals
- The client appears ready to undertake the plan proposed

#### Other Resources

- If the client is not an Training and Employment Services (TES), he/she have been **referred to the Province of Manitoba, TES** to determine eligibility for financial supports (provided the client is not a doctor)
  - The client is referred to other financial support options for which he/she may be eligible (e.g. Student Aid)
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