seed WINNIPEG INC. Supporting Employment and Economic Development

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RECOGNITION COUNTS

Career Action Plan

Section I: Client Information

Last/Family Name:	First Name:	
E-mail address:	Gender: ○ Male ○ Female ○ Other	
Tel. (home): ( )	Tel. (work): ( )	Tel. (cell): ( )
Have you had your English language level assessed? ○ **yes** ○ **no**		
If yes, by which test?	Test Date: _____ / _____ / _____ (dd) (mm) (yyyy)	
What were your English proficiency levels? Listening ( ) Speaking ( ) Reading ( ) Writing ( )		

Section II: International Education and Employment Experience

Highest level of education completed	Degree Name	Country of Issue	Year of Graduation	Language of Study
○ High School				
○ Trade School/Apprenticeship Training				
○ College				
○ University Undergraduate				
○ University Master's				
○ University Doctorate				

What licenses/trades certificates do you hold?	Country of Issue	Year of Issue

Have you taken any supplementary education or training after achieving your highest level of education?
○ **no** ○ **yes** If yes, please complete the table below

Program description	Country of Issue	Year of Completion	Duration

How many years of work experience related to your education did you have before coming to Canada?

What was your last job related to your education before you came to Canada (job title)?

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Section III: Current Employment Status

What is your current employment status?

- ○ Employed full-time
- ○ Employed part-time
- ○ Self-employed
- ○ Unemployed and not looking for work
- ○ Unemployed and looking for work

Outline your work experience since arriving in Canada starting with your most current job

From (mm/yy)	**To** (mm/yy)	**Employer**	**Job Title**	**Job Description**	**Wages before tax**	**Average hours per week worked**
					$ _____ /hour or $_____/month	
					$ _____ /hour or $_____/month	
					$ _____ /hour or $_____/month	

Section IV: Preparing for Employment in Manitoba

What occupation were you hoping to enter when you first arrived in Canada?

What is your intended occupation in Manitoba after receiving recognition of your qualifications (job title)?

Is this the same as or closely related to the job you had before coming to Canada? ○ **yes** ○ **no**

Is your intended occupation in Manitoba a (select one of the below):

○ **Regulated profession with a bridging program** (ex.: RRC-IEN Project for nurses)	○ **Regulated profession without a bridging program**	○ **Non-regulated occupation**	○ **Trade**
Has your regulatory body confirmed you are eligible to pursue your registration (licensing) process? ○ **yes** ○ **no** Have you been accepted into the bridging program? ○ **yes** ○ **no**	Have you applied to the regulatory body responsible for your profession? ○ **yes** ○ **no** Has your regulatory body confirmed you are eligible to pursue your registration (licensing) process? ○ **yes** ○ **no**		Have you submitted an application to Apprenticeship MB or another regulatory body (if applicable)? ○ **yes** ○ **no**

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Section IV: Preparing for Employment in Manitoba cont'd

List your short-term career goals:	List your long-term career goals:

Have you explored the requirements needed to work in your occupation in Manitoba? ○ **yes** ○ **no**

What steps must you complete to have your credentials recognized in Manitoba? (Check all that apply)

Activity	**End or due date**	**Activity**	**End or due date**
○ Translation of documents		○ Individual course(s)	
○ Assessment of credentials by a regulatory body/assessment agency		○ Licensing exam(s)	
		○ Residency program	
		○ Registration with a regulatory body	
○ Program (e.g. certificate, diploma, degree)		○ Practicum	
Other. Please explain:		Other. Please explain:	

If your plan includes additional training, have you been accepted into a relevant program of study? ○ **yes** ○ **no**

If yes, please complete the following:

Program title:	Institution:
Program start date: _____ / _____ / _____ *(dd) (mm) (yyyy)*	Program end date: _____ / _____ / _____ *(dd) (mm) (yyyy)*

What additional activities are needed to help you work in your intended occupation in Manitoba? (Check all that apply)

- ○ Mentoring program
- ○ Financial literacy
- ○ English training
- ○ Soft skills workshops (e.g. working with others, communication)

Other. Please explain:

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Section IV: Preparing for Employment in Manitoba cont'd
You may face some challenges during the term of the loan (*e.g.not pass an exam, course or program, childcare issues, lack of family support, low confidence, profession specific language, etc.*).
What are some of the challenges that you are anticipating you might face? **Note:** Please complete the following Section **only if** you are seeking qualification recognition in a regulated profession.
What can you do to overcome these challenges?
What is your back up plan if you cannot complete your recognition process?
Have you researched your intended occupation in the current local labour market? ○ **yes** ○ **no** **If yes,** what is the current salary of your intended occupation in Manitoba Entry level yearly salary after qualification recognition: Average yearly salary after qualification recognition: $ $

Section V: Financial Information	
Outline expenses involved in becoming fully employed in this occupation, **for which you may need financial assistance**:	Approximate costs:
Living allowance	
Professional association fees	
Training	
Examination fees	
Books/Course Material	
Transportation	
Qualification assessment	
Other	

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Section VI: Qualification Recognition Preparation (for regulated professions only)

Did you begin researching your registration process before coming to Canada? ○ **yes** ○ **no**

Did you begin preparing your application to your regulatory body before coming to Canada? ○ **yes** ○ **no**
If your answer is "no" please explain why:

How long did it take you to prepare your application to your regulatory body?

Was it easy to find information on your registration process? ○ Yes ○ Somewhat ○ No

Was the information clear and easy to understand? ○ Yes ○ Somewhat ○ No

When did you submit your completed application to your regulatory body? _____ / _____ / _____
(dd) (mm) (yyyy)

When did the regulatory body make a decision on your application? _____ / _____ / _____
(dd) (mm) (yyyy)

What have you been doing to prepare to meet the requirements of your registration process?

Section VIII: Financial Supports

Have you been to Manitoba Trainign and Employmetn Services to explore financial support options?

○ **yes** ○ **no**

If no, please visit one of the Employment Manitoba Centres **before** submitting this CAP to SEED Winnipeg.

Have you applied to other financial support programs? (e.g. Student Aid) ○ **yes** ○ **no**

If yes, which programs:

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