Career Action Plan

Referral Checklist

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

Preparation

The client's plan involves one of the following:

- ○ entering the **same** occupation for which education was obtained prior to coming to Canada
- ○ or a **similar** or **alternative** field
- ○ or a field where an extensive experience has been obtained and needs certification in Canada
- ○ or the plan involves completing the **Assessment** by their Regulatory Body

In addition,

- ○ The client has a plan that can be completed in **two-and-a-half years or less**
- ○ 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** in case their initial career and education plan proves not to 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 their employment goals
- ○ The client appears ready to undertake the proposed plan

Other Resources

- ○ If the client is not a Manitoba Jobs and Skills Development (MJSD) centre client, they have been **referred to a Manitoba Jobs and Skills Development** centre to determine eligibility for financial supports
- ○ The client is referred to other financial support options for which they may be eligible (e.g.: Student Aid)