

### **WHAT is Employment Services?**

- A range of resources, supports and services to respond to the career and employment needs of individuals and the skilled labour needs of employers including:
  - Job search information and resources
  - One-to-one, small group workshops, on-line and print resources, information and referrals
  - Training information, Second Career applications and apprenticeship scholarship and employer signing bonus information

### **WHO can access Employment Services?**

- Anyone can access the Resource area
- Job seekers and employers
- Those who are not in full time school, training or work – can access assisted services (some eligibility criteria may apply)

### **WHY is Employment Services available?**

- Job seekers may need assistance with career planning, resumes or job search techniques
- Some job seekers may need additional assistance such as job matching or job retention
- Employers may need assistance with recruitment, effective hiring

### **WHERE are Employment Services Available?**

- *Name of College* offers these services at the following location(s):

### **WHEN can Employment Services be accessed?**

- Job seekers and employers may contact or visit Employment Services any time Monday through Friday, from 8:00 am to 5:00 pm and until 7:00 pm on Wednesday. [Customize this](#)
- Some online resources are available 24/7

### **HOW can a person get more information about Employment Services?**

Drop in:

Call:

Email:

Website:

Direct Referrals to:

### **Additional online information is available at:**

College program website: [www.xxxxxxx](#)

Employment Ontario website: [www.eopg.ca](#)

CSES website: [www.employmentservicescscses.ca](#)

### **Other useful related websites:**

#### **Academic Upgrading/LBS:**

- College Sector Committee for Adult Upgrading website: [www.collegeupgradingon.ca](#)
- ACE Distance: [www.ACEdistancedelivery.ca](#)
- Essential Skills for Ontario Tradespeople: [www.csc.essentialskillsgroup.com](#)

#### **Apprenticeship:**

- [www.tradeability.ca](#)
- [www.apprenticetrades.ca](#)
- [www.skillscanada.com](#)
- [www.madewiththetrades.com](#)
- [www.skilledtrades.ca](#)
- [www.red-seal.ca](#)

### Commonly used acronyms:

**ACA** -Apprenticeship and Certification Act-Ontario, 2000

**ACE** -Academic and Career Entrance program and certificate

**ACE Distance** – ACE online learning option

**CODA** - Co-op Diploma Apprenticeship Program

**CSC** - College Sector Committee for Adult Upgrading

**CSES** - College Sector Employment Services

**EO** - Employment Ontario

**ES** – Employment Services

**ESOT** - Essential Skills for Ontario Tradespeople

**GED** - General Education Diploma

**HAT** - Ontario Colleges Heads of Apprenticeship

**LBS** – Literacy and Basic Skills

**MTCU** - Ministry of Training, Colleges and Universities

**OCAS** - Ontario College Application System

**OSEB** – Ontario Self-employment Benefit program

**OSSD** -Ontario Secondary School Diploma

**OYAP** - Ontario Youth Apprenticeship Program

**SC** – Second Career

**SJS** – Summer Jobs Service

**TQAA** -Trades Qualification and Apprenticeship Act, Ontario

**Employment Services is funded by Employment Ontario**