



JOB SEARCH COMPANION RESOURCE

Answer Key

2024



Introduction and Purpose

The Job Search Companion Resource Manual has been created to provide additional resources for LBS practitioners who may be assisting learners on an employment goal path. It has also been designed as a companion tool to the Job Search Resource Manual created collaboratively by QUILL Learning Network and Four County Labour Market Planning Board in 2023:

<https://www.planningboard.ca/resources-aids/jobsearchmanual/> Since its release in 2023, the job database used for the majority of learner tasks therein has changed. The Connect2Jobs website is now a partnership between Employment Services Bruce, Grey, Huron, Perth (City of Stratford) and Four County Labour Market Planning Board with a new URL: <https://employmentbghs.ca> as a result, many links in the 2023 manual are incorrect.

The following companion resource uses additional online resources that can supplement a learner's exploration of current job postings and in-demand skills. This includes learning about outlooks and projections for jobs in Ontario, understanding how supply and demand impact the labour market, and researching additional information concerning educational requirements for jobs of interest. Information presented here is current as of March 2024.

This manual is broken into three activity categories, each comprising a number of tasks learners can complete:

Activity 1: Researching In-Demand Jobs in Ontario

Activity 2: Understanding Labour Market Supply and Demand

Activity 3: Learning About Changes in Employment Rates in Different Industries

Three supplemental activities are found at the end of this manual:

Supplemental Activity 1: Different Ways to Research Jobs

Supplemental Activity 2: Researching College Programs

Supplemental Activity 3: Researching Apprenticeships

All activities in this manual are aligned to Ontario Adult Literacy Curriculum Framework (OALCF) competencies, task groups, and levels.

Activity 1: Researching In-Demand Jobs in Ontario

OALCF: A. Find and Use Information (A1.3), B. Communicate Ideas and Information (B2.1-2), Use Digital Technology (D.2)

The Employment Services Bruce Grey Huron Perth job board allows you to explore current job postings in QUILL region. You may have already explored the features of this site using the Job Search Resource Manual.

Once you have identified a job of interest, you may wish to learn more about it. One resource you can use to research a job is the Ontario Job Profiles website:

This database will help you explore:

- a description of the job
- skills and educational requirements required for the job
- a predicted future outlook for this job over the next five years

You can work through the following tasks with any job of your choice. You can also compare different jobs.

Task 1:

Think of a job you would like to learn more about. If you do not have a job in mind, proceed to Task 2. If you have a job in mind, write down the name of the job here:

Answer: Each learner's answer will be different depending on their interests and goals. If a learner has difficulty identifying a job of interest, encourage them to complete Task 2.

Task 2 [optional]:

- a) If you do not have a job in mind, open the web browser on the computer. Type in or copy and paste this address: <https://employmentbghs.ca/connect2jobs/>. Find the "Job Board" link on the left side of the screen under the Connect2Jobs description. Click on "Job Board" or copy and paste this address into the web browser: <https://employmentbghs.ca/jobs/>

The list of jobs can be filtered based on:

- location
- industry
- educational level
- skill level
- full-time or part-time
- permanent or temporary

Filter the available jobs based on your location. How many jobs are in your town?

Answer: Each learner's answer will be different depending on where they live. If very few (or no) jobs are listed in a chosen location, encourage the learner to expand the search by including surrounding towns.

b) From these job postings, choose a job you would like to learn more about. Write down the name of the job here:

Answer: *Each learner's answer will be different depending on their interests and goals.*

Note: For more detailed information about how to filter information on the Job Board, see Activity 1: Tasks 1-9 on pages seven through nine in the Job Search Resource Manual: <https://www.planningboard.ca/resources-aids/jobsearchmanual/>

Task 3:

a) Open a new tab on the web browser. Type in or copy and paste this address: <https://www.services.labour.gov.on.ca/labourmarket-ui/search?lang=en>. Find "Search by Occupation" under the title "Explore Ontario's labour market" at the top left of the page. Click on "Search by Occupation." In the search bar that appears under the title "Search jobs" type in the name of the job you chose earlier. Click the blue "Search" button under the search bar. Write down what you see:

Answer: *A list of job titles will appear based on the job a learner has entered into the search bar. One or many related jobs titles may appear following this search.*

b) Use the mouse to scroll through the jobs that appear in the search results. Click on the job you have chosen if it appears here. Write down what you see:

Answer: *A new page detailing information about the selected job will appear. This includes an overview of the job followed by multiple categories with additional information including wages, job outlook, and in-demand skills for this job.*

Note: If you cannot find the job you have chosen, try typing in one keyword. A keyword is a word that represents what you are searching for. A keyword could be "food" or "tourism" or "health." Choose a keyword that matches the type of job that interests you and type it into the search bar under "Search jobs." Click the blue "Search" button again. From these results, you can choose a job that interests you. Click on this job. For example, if you type in "food" several jobs related to food services are listed. From this list, you could choose specific jobs such as "food and beverage servers" or "food counter attendants."

Task 4:

a) Use the mouse to scroll down the page to the heading "On this page." There are 14 categories under this heading. Click on "4. Occupational outlook rating." Here you can learn about whether or not a job is in-demand. What is the occupational outlook rating for the job you chose?

Answer: *Each learner's answer will be different depending on the job that is chosen. Occupational outlook ratings are on the following scale: Very limited; limited, moderate, good, very good.*

- b) Click on "Rating definitions" below the occupational outlook rating. What does this job rating mean?

Answer: Each rating is defined as follows:

Very Limited: This situation is least favourable to job seekers since it indicates weakest recent and future employer demand for workers.

Limited: This situation is less favourable to job seekers since it indicates weaker recent and future employer demand for workers.

Moderate: This situation is somewhat favorable to job seekers since it indicates moderate recent and future employer demand for workers.

Good: This situation is more favourable to job seekers since it indicates moderate recent and future employer demand for workers.

Very Good: This situation is most favourable to job seekers since it indicates moderate recent and future employer demand for workers.

Task 5:

- a) Use the mouse to scroll to the top of the page. Under "On this page" click on "6. Projected job openings." Here you can learn about how many jobs are expected to be available in the next few years. For the job you chose, how many projected job openings are there from 2023-2027?

Answer: Each learner's answer will be different depending on the job that is chosen. The answer can be found in the second sentence below the heading "Projected job openings."

- b) Are more new jobs or more replacement jobs expected?

Answer: Each learner's answer will be different depending on the job that is chosen. The answer can be found by comparing the pie chart for this job in which new jobs and replacement jobs are illustrated in two different colours. The answer can also be found in the table below the pie charts where the percentages of new jobs and replacement jobs are listed.

Task 6:

- a) Use the mouse to scroll to the top of the page. Under "On this page" click on "7. Annual number of job postings." Here you can learn if the number of people who have this job is increasing or decreasing. For the job you chose, does the chart show an increase in employment?

Yes No

Answer: Each learner's answer will be different depending on the job that is chosen. This answer can be found by comparing the annual number of job postings in the chart show under the heading "Annual number of job postings." For some jobs, this information is not available because there have been very few job postings in recent years.

b) If employment has increased, what might you expect to see in the next three years?

Answer: Typically, if the number of job postings has increased over the last several years, we would expect to see this increase continue.

c) Why might an increase or in employment be important as you explore this job?

Answer: Jobs with an increase in employment in recent years may be reasonably expected to continue to have more jobs posted in the next several years. Jobs with more expected vacancies typically have more demand than jobs that have historically had fewer job postings. When looking for a job, exploring jobs with more expected opportunities likely means there will be a higher chance of being hired in this job than there would be for jobs with very few historical and anticipated job postings.

Task 7:

a) Use the mouse to scroll to the top of the page. Under "On this page" click on "8. Pay." Here you can learn how much money people earn in this job. You can also compare earnings between different jobs. What is the median total income for this job?

Answer: Each learner's answer will be different depending on the job that is chosen. The median income is found in the bar graph illustrating median income for this job. Note: This bar graph shows median income overall as well as median income for males and median pay for females. For some jobs, this information is not available because there have been very few job postings in recent years.

b) Is the median income higher or lower than the median income for all occupations?

Answer: Each learner's answer will be different depending on the job that is chosen. This answer can be found by comparing median income for this job with median income for all occupations. This information is found in the bar graph or in the table below the bar graph.

c) Is the median income for males higher or lower than for females?

Answer: Each learner's answer will be different depending on the job that is chosen. This answer can be found by comparing median income for males with median income for females. This information is found in the bar graph or in the table below the bar graph.

d) What does median income mean? Open a new tab on the web browser. Type in "definition of median income" and write one of the answers here:

Answer: The median income is the income amount when dividing all people into two equally-sized groups wherein half the people have an income above this amount and half the people have an income below this amount. The median income for a certain job in Ontario, for example, is the amount at which half the people working in that job earn more than this amount and half earn less.

e) When looking for a job, why do you think knowing median income might be helpful?

Answer: Researching how much you might earn in a job is an important consideration when deciding what to pursue.

Task 8:

- a) Use the mouse to scroll to the top of the page. Under "On this page" click on "9. Education and training pathways." Here you can learn what education you need for this job. Write down one training requirement for the job you chose:

Answer: Each learner's answer will be different depending on the job that is chosen. This answer can be found by reviewing the information found under the heading "Education and training pathways."

Task 9:

- a) Use the mouse to scroll to the top of the page. Under "On this page" click on "10. In-demand skills and knowledge." Here you can learn about the skills needed for this job. Foundational skills are sometimes called transferable skills. These skills are helpful in every job. Write down two foundational skills that are needed for this job:

Answer: Each learner's answer will be different depending on the job that is chosen. This answer can be found by reviewing the information found under the heading "In-demand skills and knowledge." For some jobs, in-demand skills are not listed.

- b) Why do you think these foundational skills might be important for this job?

Answer: Each learner's answer will be different depending on the job that is chosen. A learner can answer this question by considering the relationship between the skills that are listed and the specific tasks for this job.

- c) Specialized skills are usually different for each job. These are skills that often require specific training or experience. Write down two specialized skills that are needed for this job:

Answer: Each learner's answer will be different depending on the job that is chosen. This answer can be found by reviewing the information found under the heading "In-demand skills and knowledge." For some jobs, specialized skills are not listed.

Task 10:

- a) Use the mouse to scroll to the top of the page. Under "On this page" click on "13. Employment type." Which age group has the highest percentage of people working in this job?

Answer: Each learner's answer will be different depending on the job that is chosen. This answer can be found by reviewing the pie chart by age group under "Employment type."

- b) Why might this be important to you when researching a job?

Answer: Where a high percentage of workers are near retirement age (55+), we may reasonably expect there to be future job openings as these people retire. Whereas for jobs with a high percentage of younger workers (younger than 35), it is likely that there will not be as many job openings due to retirements in the next few years.

Activity 2: Learning About Supply and Demand in the Labour Market

OALCF: A. Find and Use Information (A1.3), B. Communicate Ideas and Information (B2.2-3), Use Digital Technology (D.2)

This activity will help you explore the relationship between supply and demand in the labour market. It will help you learn:

- how supply and demand are described when discussing the labour market
- how understanding supply and demand can help with your job search

This may be helpful information to consider when exploring job opportunities in QUILL region.

Task 1:

- a) Open up a new tab on the web browser. Copy and paste the following address: <https://lmic-cimt.ca/what-is-a-labour-market/> This will take you to the Labour Market Information Council of Canada website. Using the information on this site, describe what the labour market is:

Answer: A labour market is a type of market in which “buyers” (employers) and “sellers” (job seekers) exchange services. As an employee, you exchange your talent and effort for remuneration in the form of a wage, salary, bonus, or other payment.

- b) “Labour supply” is described as the number of people available for work. “Labour demand” is described as the number of workers that are needed. How could this information help you with your job search?

Answer: If labour supply is high, there will be more competition for each job because there are many workers available. If labour demand is high, there will be less competition for each job because there are fewer workers available. This is important because a job seeker is typically more likely to find employment when demand is high and there are fewer people looking for work.

- c) If you are looking for a job, would you rather have higher labour supply or higher labour demand?

Answer: Higher labour demand.

- d) Why?

Answer: In this circumstance, there are more jobs available than there are people available to fill them. This will mean there is less competition for job seekers applying for jobs.

Activity 3: Learning About Changes in Employment Rates in Different Industries

OALCF: A. Find and Use Information (A1.2-3), B. Communicate Ideas and Information (B2.1), Use Digital Technology (D.1)

Task 1:

- a) Open up a new tab on the web browser. Copy and paste the following address: <https://www23.statcan.gc.ca/imdb/pUtil.pl?Function=getNote&Id=1206276&NT=04>. This will take you to a Government of Canada website explaining different types of industries. Industries are divided into goods-producing and services-producing. What are goods-producing industries?

Answer: Goods-producing industries are primarily associated with the production of goods (e.g., growing of crops, generation of electricity, the manufacturing of computers).

- b) What is an example of a goods-producing industry?

Answer: Agriculture, mining, utilities, construction, and manufacturing. The complete list and sub-categories may be found here: <https://www23.statcan.gc.ca/imdb/p3VD.pl?Function=getVD&TVD=1206276&CVD=1206277&CPV=11-33&CST=01012017&CLV=1&MLV=6>

- c) Write down the name of a local business that is in a goods-producing industry:

Answer: Each learner's answer will be different depending on where they live. Common goods-producing businesses include local construction or manufacturing businesses.

- d) What are services-producing industries?

Answer: Services-producing industries are primarily associated with the production of services (e.g., sale of goods, provision of personal services); however, these sectors may also produce some goods (e.g., baked goods).

- e) What is an example of a services-producing industry?

Answer: Wholesale and retail trade, transportation and warehousing, information and cultural industries, finance, real estate, professional services, management of companies, administrative services, healthcare, arts and entertainment, accommodation and food services, public administration. The complete list and sub-categories may be found here: <https://www23.statcan.gc.ca/imdb/p3VD.pl?Function=getVD&TVD=1206276&CVD=1206277&CPV=41-91&CST=01012017&CLV=1&MLV=6>

- f) Write down the name of a local business that is in a services-producing industry:

Answer: Each learner's answer will be different depending on where they live. Common services-producing businesses include local school boards, health services, or arts and recreation services.

g) Are you more interested in jobs in goods-producing or services-producing industries?

Answer: Each learner's answer will be different depending on their interests and goals.

h) Why?

Answer: Each learner's answer will be different depending on their interests and goals.

Task 2:

a) Open up a new tab on the web browser on the computer. Copy and paste the following address: <https://www.planningboard.ca/news/>. This will take you to the Four County Labour Market Planning Board's news articles. Click on the most recent Monthly Unemployment Release. Which monthly press release did you open?

Answer: Each learner's answer will be different depending on when they access this website. Monthly Unemployment Releases are typically updated on the first Friday of each month.

b) Did employment in the goods-producing sector increase or decrease this month?

Answer: Each learner's answer will be different depending on when they access this website. This information is typically found in the third paragraph of this press release.

c) Did employment in the services-producing sector increase or decrease this month?

Answer: Each learner's answer will be different depending on when they access this website. This information is typically found in the fourth paragraph of this press release.

d) What is the current local unemployment rate?

Answer: Each learner's answer will be different depending on when they access this website. This information is typically found in the first paragraph of this press release.

e) Why is the unemployment rate important for your job search?

Answer: When the unemployment rate is high, there are many people looking for work and competition may be higher for available jobs. The labour supply is typically high. When the unemployment rate is low, there are fewer people looking for work and competition may be lower for available jobs. The labour demand is typically high.

Task 3:

a) Open up a new tab on the web browser on the computer. Copy and paste the following address: <https://www.jobbank.gc.ca/trend-analysis/job-market-reports/ontario>. This will take you to the Job Bank of Canada's Labour Market Reports for the Province of Ontario. Use the mouse to scroll down the page until you find "Sectoral Profiles: Take the pulse of your industry." Click the arrow beside "Choose a sectoral profile." This list includes both goods-producing and services-producing sectors. Write down three sectors that interest you:

Answer: Each learner's answer will be different depending on their interests and goals.

b) Choose one sector you would like to learn more about. Use the mouse to click "Go." Find the "Highlights" section at the top of the page. How many people in Ontario work in this sector?

Answer: Each learner's answer will be different depending on the sector that is chosen.

c) Is employment expected to grow in this sector in the next two years?

Answer: Each learner's answer will be different depending on the sector that is chosen.

d) Why might it be important to know if this sector is expected to grow?

Answer: If employment is expected to grow, then we can reasonably expect the number of job postings in this sector to increase in the next few years.

Supplemental Activity 1: Different Ways to Research Jobs

OALCF: A. Find and Use Information (A1.2), B. Communicate Ideas and Information (B2.1)

There are many ways to research local jobs. In Activity 1, you learned how to find a job using the Connect2Jobs site. Here are other ways you can look for a job in your community. You may wish to try one or all of these tasks.

Task 1:

a) Many towns have a newspaper. In some towns, this newspaper can be read for free at the local library. Does your town have a newspaper you can purchase or read for free at the library?

Yes No

Answer: Each learner's answer will be different depending on where they live and their knowledge of local newspapers.

b) If yes, how many job postings are in this week's newspaper?

Answer: Each learner's answer will be different depending on the newspaper used to respond to this question.

c) Most job postings include the name of the company that is hiring. If you recognize a business in your town, write it here:

Answer: Each learner's answer will be different depending on the newspaper used to respond to this question.

d) If you are interested in a job you see in the newspaper, write the name of the job here:

Answer: Each learner's answer will be different depending on the newspaper used to respond to this question as well as their interests and goals.

e) Is this job full-time or part-time?

Answer: Each learner's answer will be different depending on the information used to respond to this question.

f) If the phone number or address for the business is listed, write it here:

Answer: Each learner's answer will be different depending on the information used to respond to this question.

g) If the salary is listed, write it here:

Answer: Each learner's answer will be different depending on the information used to respond to this question.

h) How would you apply for this job?

Answer: Each learner's answer will be different depending on the information used to respond to this question.

i) If you need more information about this job, who could you contact?

Answer: Each learner's answer will be different depending on the information used to respond to this question.

Task 2:

a) Many towns have community bulletin boards. These are often found in grocery stores, libraries, municipal buildings, or recreation centres. Businesses often post job ads on these boards. Write down three places in your town that might have community bulletin boards:

Answer: Each learner's answer will be different depending on where they live and their familiarity with local community resources.

b) Can you visit one of these places?

Yes No

Answer: Each learner's answer will be different depending on where they live and their familiarity with local community resources.

c) If you can visit a local bulletin board, do you see any jobs posted?

Yes No

Answer: Each learner's answer will be different depending on where they live and the resources they are able to access.

d) If yes, write down the name of one business that is hiring:

Answer: Each learner's answer will be different depending on the information used to respond to this question.

e) Most businesses will include contact information with a job posting. Write down any contact information here:

Answer: Each learner's answer will be different depending on the information used to respond to this question.

f) If the business does not include contact information, how could you find out more about this job?

Answer: Each learner's answer will be different depending on the information used to respond to this question.

Task 3:

Another way to gather information about local jobs is through friends and family. Do you know anyone who has a job you think is interesting?

Yes No

Answer: Each learner's answer will be different depending on the people they know and their knowledge of the type of work they do.

a) If yes, could you talk to this person to learn more about their job?

Yes No

Answer: Each learner's answer will be different depending on the people they know and their knowledge of the type of work they do.

b) If there is someone you could talk to, write down two questions you could ask about their job:

Answer: Each learner's answer will be different depending on the people they know and their knowledge of the type of work they do.

c) If you are able to ask this person about their job, write down their answers to your questions:

Answer: Each learner's answer will be different depending on whether or not they are able to talk to someone they know about the work that they do.

Supplemental Activity 2: Researching College Programs

OALCF: A. Find and Use Information (A1.2), B. Communicate Ideas and Information (B2.1), Use Digital Technology (D.2)

Some jobs require college training. This activity will help you explore college options in QUILL region.

Task 1:

a) There are several colleges with campuses in QUILL region. Is there a college in your town?

Yes No

Answer: Each learner's answer will be different depending on where they live. This question provides an opportunity to discuss local college options that may be available close to home.

b) If yes, write the name of the college here:

Answer: Each learner's answer will be different depending on where they live.

Task 2:

a) Fanshawe College has campuses in Huron and Bruce counties. Open a new tab on the web browser. Type in or copy and paste this address: <https://www.fanshawec.ca/why-fanshawe/campuses/huron-bruce/continuing-education>. What are two courses or programs you could take at the Fanshawe Huron/Bruce campus?

Answer: This answer may vary depending on when this information is accessed. In April 2024, Fanshawe Huron/Bruce is offering courses in Health Care Office Assistant, Personal Support Worker, and Project Management Essentials.

b) How could you find out more information about these courses?

Answer: Under the "Contact Us" section of this page, the email address for inquiries is: clinton@fanshawec.ca

Task 3:

- a) Georgian College has campuses in Grey County and South Georgian Bay. Open a new tab on the web browser. Type in or copy and paste this address:

<https://www.georgiancollege.ca/academics/programs/?campus=owen%20sound#explore-programs>. What are three courses or programs you could take at the Owen Sound campus?

Answer: This answer may vary depending on when this information is accessed. Many different programs are offered at the Georgian College campuses. These can be filtered to include "Owen Sound" and/or "South Georgian Bay" by using the Location filter on this page. In April 2024, programs offered in Owen Sound include: Business Fundamentals, Early Childhood Education, Electrical Techniques, Office Administration, and Personal Support Worker among others.

- b) How could you find out more information about these courses?

Answer: At the bottom of this page, contact information for Georgian is listed. The general email address for inquiries is: inquire@georgiancollege.ca

Task 4:

- a) Conestoga College has a campus in Perth County. Open a new tab on the web browser. Type in or copy and paste this address: <https://www.conestogac.on.ca/fulltime?keywords=&campuseFilterIds=ST>. What is one program you could take here?

Answer: This answer may vary depending on when this information is accessed. In April 2024, Personal Support Worker and Academic Upgrading programs are offered at Stratford Campus.

- b) How could you find out more information about this program?

Answer: At the bottom of this page, contact information for Conestoga is listed. The general phone number for Stratford campus is: 519-271-5700.

Task 5:

- a) There are many more college programs available online. The Ontario Colleges website is a tool you can use to research online options. Open a new tab on the web browser. Type in or copy and paste this address: <https://www.ontariocolleges.ca/en/programs>. A search bar titled "Search Programs" is in the middle of the page. Type a course or program of interest into this search bar. Click the blue "Program Search" button. Write down what you see:

Answer: Each learner's answer will be different depending on the course or program of interest they have entered into the search bar. A list of all available programs through Ontario Colleges will populate based on the search criteria.

b) The search results will list all programs available at colleges in Ontario. You can filter these results using the "Filter by" menu on the left of the page. Use the mouse to scroll down until you see "Program type." Click on the arrow beside "Program type" to open the menu. Write down the options under program type:

Answer:

1. Accelerated
2. Co-op
3. Distance Education
4. Optional Co-Op
5. Regular

c) Check the box beside "Distance Education." The search results now show online options for the program that interests you. How many distance education options are available for the program or course you chose?

Answer: Each learner's answer will be different depending on the course or program of interest they have entered into the search bar. All distance education options for the selected program will populate.

d) Click on the title of one of the distance education options. Write down three things you see:

Answer: Each learner's answer will be different depending on the course or program of interest they have entered into the search bar. Under program details for each distance education option, a learner may see information including: Program length, program type, language of instruction, credential, and program level among others.

e) How could you find out more about this course or program?

Answer: Each learner's answer will be different depending on the course or program of interest they have entered into the search bar. For some programs, contact details are provided under program details. For others, to find out more information, a learner may need to search for this program on the specific College website or through a Google search for "program name" and "distance education."

Supplemental Activity 3: Researching Apprenticeships

OALCF: A. Find and Use Information (A1.2), B. Communicate Ideas and Information (B2.1), Use Digital Technology (D.1)

Some jobs require apprenticeship training. This activity will help you explore apprenticeships in QUILL region.

Task 1:

- a) Open a new tab on the web browser. Type in or copy and paste this address: <https://www.ontario.ca/page/apprenticeship-ontario>. This will take you to the Ontario Apprenticeship website. Use the mouse to scroll down the page. Find the heading "Resources for apprenticeships and job seekers." Click on "Prepare for apprenticeship." Write down what you see:

Answer: This page lists information about apprenticeships including pre-apprenticeship training, qualifications, and application processes as well as information about the Ontario Youth Apprenticeship program.

- b) How you prepare for an apprenticeship depends on your situation. Under "How to prepare" there are three options. Click on the option that applies to you. Write down what you see:

Answer: Each learner's answer will vary depending on their specific circumstances. For each page, categories of information include: "How it works," "how to qualify," and "how to apply."

- c) On this page, there is information about how you can prepare for an apprenticeship. Write down three questions you could discuss with your literacy practitioner or employment counsellor:

Answer: Each learner's answer will vary depending on their circumstances, goals, and specific questions they may have about this process.

Task 2:

- a) Open a new tab on the web browser. Type in or copy and paste this address: <https://sites.google.com/view/apprenticeship-resources/home>. This will take you to a site with local resources about apprenticeships. On the left side of this page, there is a menu. Use the mouse to scroll down to "MLITSD contacts in the QUILL region." Click on this heading. Write down what you see:

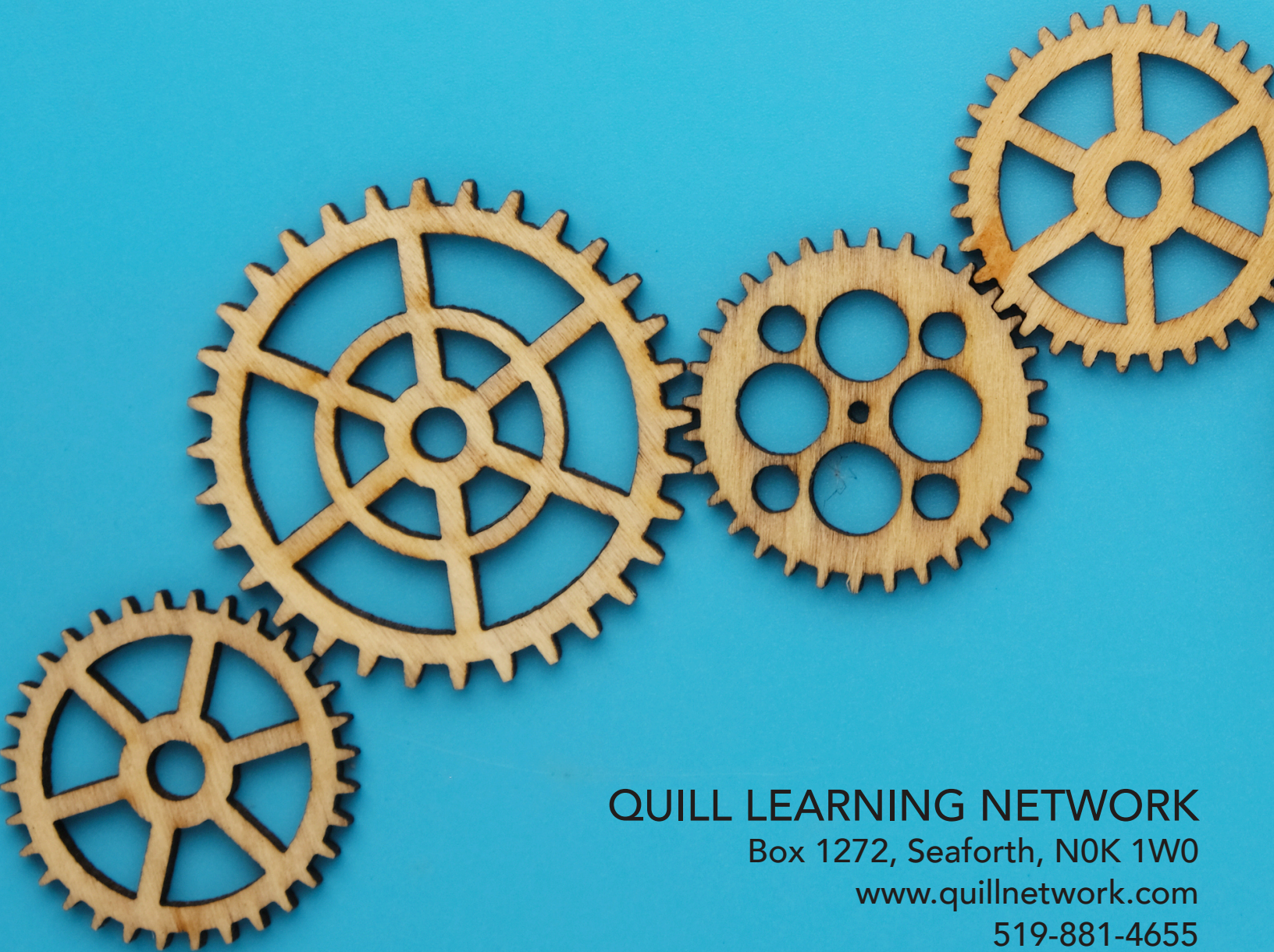
Answer: This page lists contact information for MLITSD offices in QUILL region.

b) The Ministry of Labour, Immigration, Training and Skills Development (MLITSD) staff are excellent local resources. They can answer additional questions about apprenticeship training. Write down the contact information for the office closest to where you live:

Answer: Each learner's answer will vary depending on where they live. Contact information by County is listed on this page.

c) Write down a question you might have for the MLITSD staff:

Answer: Each learner's answer will be different depending on their specific interests and circumstances.



QUILL LEARNING NETWORK

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