

# IMMIGRANT TRAINING AND EMPLOYMENT PROGRAMS AND SERVICES

- If a program is identified as ► **Alberta Works Funded**, this means that the program is funded by Community and Business Services (CBS), Alberta Human Services (HS).

## **Accès emploi:**

### **Francophone Employment Services Centre**

#### **► Alberta Works Funded**

Address: 202 8627 rue Marie –Anne –  
Gaboury (91 Street)  
Edmonton, AB T6C 3N1  
Phone: (780) 490-6975  
Fax: (780) 490-6905  
Email: [ae@acesemploi.net](mailto:ae@acesemploi.net)

#### **Provider Description:**

Accès emploi est un Centre d'emploi qui offre des services en français en employabilité et en orientation de carrière.

Accès emploi provides a one-stop site for walk in or referral of **French-speaking clients** within the Edmonton service delivery region who require career counselling, job search assistance and help re-integrating the workforce.

#### **Target group:**

Participants must be 18 years of age or older and must speak French.

#### **Program Description:**

- Job boards
- Community board
- Resource Centre
- Internet access
- Edmonton daily and weekly newspapers
- Reference material
- Client information
- Assistance to part-time or marginally employed clients

#### **Program Length:**

Varies.

#### **Intake Dates:**

Please contact for intake dates.

#### **Pre-Requisites/Eligibility Requirement:**

Please contact for details.

## ***Bredin Centre for Learning:***

### **Centre for Skilled and Internationally Trained Professionals**

#### **► Alberta Works Funded**

Phone: (780) 425-3730

Fax: (780) 426-3709

Email: [csitp@bredin.ca](mailto:csitp@bredin.ca)

Website: <http://www.bredin.ab.ca>

#### **Target group:**

Immigrant applicants with professional, technical or trades credentials from their country of origin, who are legally entitled to work in Canada and wish to work in their field of training.

#### **Program Description:**

To provide the resources and supports to help internationally trained professionals, technicians and tradespersons secure employment in their field of training.

#### **Program Length:**

The length of the program will depend on the individual's needs and the extent to which they wish to pursue employment in their area of training in Canada.

#### **Intake Dates:**

Please contact for intake dates.

#### **Pre-Requisites/Eligibility Requirement:**

Legally entitled to work in Canada and wish to work in their field of training, underemployed individuals may participate in all segments of the program other than Workplace Training, while preparing for work in their field, to serve immigrant professional persons or individuals with trades credentials from northern Alberta (Red Deer north to the Northwest Territories border), clients from southern Alberta may also access these services if they so desire.

## **Catholic Social Services:**

### **CORE Skills Program, Immigration and Settlement Service**

Address: 10709 – 105 Street  
Edmonton, AB T5H 2X3  
Phone: (780) 424-3545  
Website: <http://www.catholicsocialservices.ab.ca>

#### **Provider Description:**

Catholic Social Services is a social service agency that serves children, adults and families of all faiths and cultures throughout central and northeast Alberta. Catholic Social Services provides various settlement, educational, language/language assessment, employment and outreach services. Multilingual and culturally diverse staff is available to assist applicants.

#### **Target group:**

This program is open to immigrants/refugees who are either Permanent Residents or Canadian Citizens. The program is designed to assist immigrants who are experiencing language barriers, lack of specific employment skills, and any other integration difficulties, to make the transition into the Health Care field.

#### **Program Description:**

The CORE Skills Program is a part of the Immigration and Settlement Service. This is a Health Care Aide Training Program.

**Program Length:** Please contact for details.

#### **Intake Dates:**

Please contact for intake dates.

#### **Pre-Requisites/Eligibility Requirement:**

Student funding is available for eligible students. Applicants contact Catholic Social Services directly for information and/or application to the program. Students who are accepted into the program will apply for student funding through BGS Enterprises.

## **Edmonton Mennonite Centre for Newcomers:**

Address: 8914 – 118 Avenue NW  
Edmonton, AB T5B 0T6  
Phone: (780) 421-7400  
Fax: (780) 428-4252

Website: [www.emcn.ab.ca](http://www.emcn.ab.ca)

### **Provider Description:**

The Edmonton Mennonite Centre for Newcomers (EMCN) assists immigrants and refugees coming to the Edmonton area in achieving full participation in the community as well as contributing their experiences and skills to strengthen and enrich the lives of all Canadians.

The EMCN offers a variety of programs and services:

- Career Counselling Services provides individualized career and employment counselling with employment specialists to help immigrants move towards professional careers and meaningful work.
- Pre-employment workshops: includes Self-Assessment, Resume/Cover Letter Preparation, Interviewing, Networking, Career Research and information on the Hidden Job Markets.
- The Employment Resource Centres provide access to computers, copiers, Internet, fax machines and job listings. Drop-in services are available
- Specialized programs such as Employment Workplace Training and Exposure Courses are offered.
- Employment Readiness Classes (ERC) provide specialized job search training designed for immigrants. Resource room coaches provide additional assistance in preparation for successful job search.
- Employer Liaison Services help connect immigrant job searchers with potential employers.

Contact the agency for more information.

## **Helping Immigrants Reach Employment (HIRE)**

### **► Alberta Works Funded**

Address: 8914 – 118 Avenue NW  
Edmonton, AB T5B 0T6  
Phone: (780) 421-7400  
Fax: (780) 428-4252

Website: [www.emcn.ab.ca](http://www.emcn.ab.ca)  
Email: [cesi@emcn.ab.ca](mailto:cesi@emcn.ab.ca)

### **Target group:**

- Immigrants who are seeking employment

### **Program Description:**

- HIRE is a comprehensive and focused program for the provision of career services and job support to immigrants. HIRE offers short-term employment intervention, assistance and support for immigrants seeking employment in the Edmonton area. The program focuses on providing in-depth assessment from qualified Career Practitioners followed by support and referral to help those we serve reach their specific employment goals. Some of the services we provide directly are:
  - Supported referrals to workplace exposure training such as First Aid, Workplace Hazardous Materials Information System (WHIMS), H2S Alive and Forklift Safety (and many more).
  - Onsite employment workshops customized to meet the needs of specific individual groups.
  - Employer Liaison and Job Development Services.
  - Resource services and access to all the basic tools required for career building and job search.
  - Workplace Training opportunities

**Program Length:** Please contact for details.

### **Intake Dates:**

Please contact for intake dates.

### **Pre-Requisites/Eligibility Requirement:**

- Immigrant Albertans who are Canadian Citizens, Permanent Residents of Canada, or Refugees under the Immigration and Refugee Protection Act who have been given convention refugee status, and have been issued a 'Notice of Decision' and, have a valid Work Permit. They will also be 18 years of age or older, and Residents of Alberta who are unemployed, or Marginally employed (working on average less than 20 hours per week over the last 12 weeks) and planning to remain Employed.

## Payroll Certificate Program

### ► Alberta Works Funded

Address: 11713 – 82 Street  
Edmonton, AB, T5B 2V9

Phone: (780) 945-2288

Fax: (780) 428-4252

Website: [www.emcn.ab.ca](http://www.emcn.ab.ca)

### Target group:

Open to landed immigrant or Canadian citizen with a minimum of a High School Diploma or equivalent, Canadian-born or an Aboriginal graduated from Grade 12 or have passed the Tests of General Educational Development (GED), Alberta permanent residents

### Program Description:

The PPP is designed for learners interested in developing a strong foundation in the payroll field. Participants will develop the knowledge, skills and attitudes required to keep an organization compliant throughout the annual payroll cycle and to use technology to support payroll activities. They will learn how to communicate and interact effectively and professionally with internal and external stakeholders.

The PPP is a partnership between EMCN and NAIT. Each partner contributes as follows:

- EMCN provides the business communication and Canadian workplace culture training, computer training, and labour market/job search strategy training and supported job search;
- NAIT provides the payroll professional technical training

Upon completing of PPP, participants will:

- Have improved business communication skills
- Possess enhanced knowledge in administration and management, clerical, accounting, personal service and human resources
- Be able to adapt and improve existing skills to Canadian standards
- Work towards upgrading education to advance within a career in finance
- Possess a Continuing Education certificate from NAIT

### Program Length:

11 months

### Intake Dates:

Please contact for intake dates.

### Pre-Requisites/Eligibility Requirement:

In order to be considered for the program, applicants must:

1. Pass an assessment test on high school level mathematics: topics: fraction/mixed numeral fraction, decimal, percentage, square root & problem solving skills
2. Pass the English language proficiency requirement according to the Canadian Language Benchmarks (CLBA); with a minimum test result of (CLB 5+) in Speaking, Listening, Reading, and Writing
3. Submit copies of High School Diploma or GED and

transcripts, resume, Immigration status document - PR  
card/Citizenship card or landing paper  
High motivation and commitment to completing the program.

**Edmonton Region Immigrant  
Employment Council (ERIEC):**

Address: #304, 10209 – 97 Street NW  
Edmonton, AB T5J 0L6  
Phone: (780) 497-8866  
Fax: (780) 497-8806

Website: [www.eriec.ca](http://www.eriec.ca)

**Provider Description:**

Established in 2008, the Edmonton Region Immigrant Employment Council (ERIEC), is an industry-led, not-for-profit organization dedicated to ensuring immigrants are welcomed and participate in the economy to their full potential.

ERIEC is dedicated to providing programs and services that ensure immigrants become more fully integrated into the Edmonton regional labour market by focusing on knowledge transfer, information coordination and dissemination, and capacity building to employers, service providers and underutilized skilled immigrants.

- Speed Career Networking
- Smart Connections
- Connector Program
- Global Talent Conference
- RISE Employer Awards

- Mentorship Program

Occupation specific mentoring for skilled newcomers has proven to be an effective tool in providing access to professional advice and networks that improve access to the labour market. The Career Mentorship Program is a collaborative effort between the Edmonton Region Immigrant



Employment Council (ERIEC), immigrant service providers and corporate partners that brings together professional newcomers (mentees) and established Canadian professionals (mentors) in occupation-specific mentoring.

The Career Mentorship Program provides an opportunity for professional newcomers to develop an understanding of Canadian workplace culture, build professional networks and gain knowledge on how to better integrate into the local labour market.

For more information, please contact the provider

***Somali Canadian Education  
and Rural Development  
Organization (SCERDO):***

Address: 12052 – Fort Road  
Edmonton, AB T5B 4H1

Phone: (780) 491-0233

Website: [www.scerdo.org](http://www.scerdo.org)

**Provider Description:**

The Group Based Employability Skills (GBES) project helps immigrant youth in Edmonton to prepare for future work or career decisions and/or assist them with seeking, obtaining, and maintaining employment.

For more information, please contact the provider

