

FACILITATOR'S INTRODUCTION

PARTICIPANT PROFILE

This Overview and Orientation Workshop has been designed specifically for immigrants with international training, qualifications and experience in Professional accounting. Additional information is provided on the occupations of. If you intend to accept members of other occupations into the workshop, be aware that you may have to conduct further research and adapt the curriculum to meet your needs.

Participants will benefit most from this program if they also meet one or more of the following criteria:

- newcomers to Canada or
- have lived in Canada for some time, but have not been able to gain access to employment in their field or
- lack awareness of the systems, supports, and resources available, or
- are seeking entry into their field.

METHODOLOGY

This workshop has been developed so that it is:

- interactive
- accommodates the different learning styles
- demonstrates principles of adult education methodology.

Strategies used in the workshop include short lectures, individual activities, pair work and group activities.

Sources of information for the content of this curriculum include:

- The Department of Human Resources and Skills Development (formerly Human Resources Development Canada (Job Futures)
- Ontario Government (Ontario Futures)
- Industry Canada
- Where the Jobs Are*, by Colin Campbell
- The STEPS to Employment Program, Citizenship and Immigration Canada www.stepstoemployment.net
- Material from the Institute of Chartered Accountants of Ontario, Certified Management Accountants of Ontario, and the Certified General Accountants Association of Ontario.

STRUCTURE

The Overview and Orientation Workshop is intended to be delivered over 30-35 hours, including time for discussion and breaks. It has been divided into **six sections**, with an introduction and wrap-up.

The sections do not necessarily need to be delivered in the order presented; the activities within each section, however, should be delivered in order. In other words, you may choose to deal with Licensing before the Labour Market, but the activities within the Licensing Section should be delivered in order.

It is recommended that facilitators **begin each day with an open discussion** of the labour market for members of the profession or trade you are working with. You might ask:

- Was there anything in the news yesterday or this morning related to your profession/trade?
- Was there anything in the business sections of the newspapers about major employers in your field?
- Any job ads?
- Has anyone heard anything about job fairs or conventions coming up related to the field?

Discussion of this nature conveys to participants the importance of staying abreast of the field, of sharing information and of being aware of the trends in the industries that affect their job search.

PREPARATION

In order to deliver the Overview & Orientation Workshop for Accountants, you need:

- The Facilitator's Guide** (this document), including the lecture notes, overheads, handouts and answer keys that are included with this guide
- The Participant's Workbook** – which includes all activities. (One for each participant.)
- Resource Packages** (see Building Your Resource Packages, pages 5-7)
- At least one Guest Speaker** (see Guest Speakers, page 8)

BUILDING YOUR RESOURCE PACKAGES

The success of this program relies on relevant, up-to-date Resource Packages for each participant. The following detailed bibliography will help you develop these packages.

Each resource package *must* contain:

- Articles and other documents providing **labour market information** on accounting and related industries and occupations. This will entail visits to a library or employment resource centre as well as Internet access.
- Sample **job advertisements** for different accounting occupations.
- A copy of the *Public Accounting Act*. Order the *Public Accounting Act* from **Publications Ontario** (416) 326-5300 or 1-800-668-9938. You can also obtain it through the Internet at www.e-laws.gov.on.ca/DBLaws/Statutes/English/90p37_e.htm
- Licensing/certification information (requirements and process) from the occupational regulatory bodies.
- Articles relating to advances in **technology** in accounting.

Details on how to gather these materials follow.

OCCUPATION-SPECIFIC RESOURCE PACKAGES:

Suggested Contents

1. Labour Market Information

- Future Focus Occupational Trends in the Greater Toronto Area 2001.*
Published by HRSD.
- The Occupational Quarterly* – published by HRSD
- Job Futures Canada* <http://www.jobfutures.ca/>
- Ontario Job Futures* <http://www.ontariojobfutures.net>
- Conference Board of Canada* <http://www.conferenceboard.ca/>
- Statistics Canada* <http://www.statcan.ca/start.html>
- Canada Prospects* <http://canadapropects.com/>
- Labour Market Information* <http://lmi-imt.hrhc-drhc.gc.ca/>
- CMA Magazine*
- CA Magazine*
- CGA Magazine*
- Business magazines e.g. *Canadian Business, Report on Business.*

Job Advertisements

- The Globe and Mail*
- Use the Internet to look up major employers such as Price-Waterhouse-Coopers, Ernst & Young.
- HRSD job bank www.jobbank.gc.ca/
- Public Service Commission of Canada, Jobs open to the public
http://jobs.gc.ca/menu/alljobs_e.htm
- Canada WorkInfoNet www.workinfonet.com
- Workopolis www.workopolis.com
- Monster Board www.monster.ca
- Yahoo Hot Jobs www.hotjobs.ca
- Job Bus www.jobbus.com/
- All star jobs www.allstarjobs.ca/jobs/
- Job Search www.jobsearch.ca/
- Employment News www.employmentnews.com/
- Canada Job <http://www.canadajob.com/>
- Canadian Employment Search Network www.canjobs.com/
- Career Builder www.careerbuilder.com/
- CareerMag www.careermag.com/
- New Canadian Program www.newcanadians.org/
- Net Jobs <http://www.netjobs.com/>
- Career Bookmarks Toronto Public Library
<http://careerbookmarks.tpl.toronto.on.ca/>

Directories

- Business Directory and Company Profiles <http://www.bellzinc.ca/>
 - Canadian Trade Index <http://www.ctidirectory.com/>
 - List of Professional Associations <http://www.cicic.ca/>
 - Community Information Centre of Toronto <http://www.211toronto.ca/>
 - The Blue Book of Canadian Business <http://www.cbr.ca/>
 - Canadian Ontario Business Centre www.cbosc.org/ontario
 - Canadian National Business Directory www.canbd.com
 - The Toronto Board of Trade www.bot.com
 - Fraser's Canadian Trade Directory www.frasers.com
 - Thomas Register www.thomasregister.com
 - Scott's Directories <http://www.scottsinfo.com/>
- E-Mentoring for foreign trained professionals
<http://www.canadainfonet.org/about%20us/default.asp?s=1>

2. Acts and Regulations

Order the *Public Accounting Act* from **Publications Ontario**
(416) 326-5300 or 1-800-668-9938. You can also obtain it through the Internet at
www.e-laws.gov.on.ca/DBLaws/Statutes/English/90p37_e.htm

3. Licensing/Certification Packages

Request copies of the Occupational Fact Sheet for Internationally trained Accountants from:

Institute of Chartered Accountants of Ontario
(416) 962-1841 or 1-800-387-0735 / (416) 962-8900 (Fax)
<http://www.icao.on.ca>

Request certification requirements and process from:

Certified Management Accountants of Ontario
(416) 977-7741
www.CMA-Ontario.org

Certified General Accountants Association of Ontario
(416) 322-6520 or 1-800-668-1454 / (416) 322-6481 (Fax)
<http://www.cga-ontario.org>

4. Technology - Relevant articles from:

- CMA Magazine* *CA Magazine* *CGA Magazine*
- Business magazines such as *Canadian Business*, *Report on Business*.
- Job advertisements are also good sources of information about types of technology used in the profession.

GUEST SPEAKERS

There is an opportunity within the structure of the Workshop to invite guest speakers in to address the class. The topic for the guest speaker is “workplace expectations and hiring procedures”; this may, of course, be tailored to suit the speaker’s expertise. You will have to secure your guest speaker from the local community. Some possible sources are:

An Employment Agency

If there is an employment agency in your community that regularly serves employers and job searchers in the profession or trade you are working with, ask them to come in to address such topics as:

- needs of employers
- current hiring trends
- temporary work -- if any
- resumes - what works, what doesn't.

A Human Resource Professional from a Large Employer

The speaker should address:

- How are positions advertised?
- What kind of people are they looking for?
- What stands out in a resume?
- What are the working conditions, benefits, etc.?

"A Day in the Life of..."

Participants generally enjoy listening to and asking questions of a practicing professional in their field. It is even more beneficial if the guest speaker is internationally trained and can address any challenges they encountered and "secrets" to success.

One other option for a guest speaker is to integrate it into a field trip. In particular, staff at Human Resources and Skills Development (HRSD) **Employment Resources Centres** are often able to give very effective presentations in such topics as research tools, "The World of Work" computer program and tours of the Centre.