

Employment and Training Programs and Services

Programs and Services

These following programs and services are designed to respond to the needs of the Alberta labour market:

- Career Information
- Work Foundations
- Training for Work
- Workforce Partnerships

Career Information

Career Information services are available to Albertans who are part of the existing or prospective workforce, employers and service providers. The services are intended to help Albertans understand the labour market, make informed choices about their education, skills training and employment opportunities. Services include:

- **Labour Market Information** Providing current, timely and accessible labour market, career planning and work search information and assistance.
- **Disability Related Employment Supports**
Assists people with disabilities overcome barriers to employment.
- **Workshops**
A group service designed to address a variety of career and employment needs including work search, career planning, education planning, self-assessment and personal development, career decision making, and labour market information and more.
- **Career Consulting**
Provides career advising and career counselling services to Albertans.

- **Exposure Courses**

Provides job-specific skills to quickly obtain employment in a specific occupation.

- **Job Placement Services**

Helps those who are ready, willing and able to work to locate and obtain jobs.

Work Foundations

The Work Foundations program provides full and part-time basic skills training to enable Albertans to pursue further job training and/or to find a job and substantially improve their employment situation. Program elements include:

- **Basic Skills** Training in literacy and numeracy (grades 1 to 6), adult basic education (grades 7 to 9), life skills/personal management training.
- **Academic Upgrading** Grades 10 to 12
- **English as a Second Language (ESL)** Training to improve English language competencies for those whose first language is not English.
- **General Education Development (GED)** Upgrading to meet the minimum academic requirements for a high school education.
- **Technical Entrance Preparation** Intensive programs to provide learners with the entrance requirements for Alberta’s technical institutions.
- **University College Entrance Preparation** Intensive programs to enable learners to achieve the necessary matriculation course equivalents for admission to Alberta post-secondary institutions

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Training for Work

The Training for Work program provides full- and part-time occupational training to enable Albertans to get a job, improve their employment situation or adapt to changing labour market conditions, or gain skills to sustain employment. Program elements include:

- **Aboriginal Training to Employment**
Partnerships with First Nations, Métis and other Aboriginal communities, organizations, government departments, industry and other interested parties to facilitate the participation of Aboriginal people in training projects.
- **Alberta Job Corps**
Employment/training program providing work-place experience and training for those who have demonstrated they are unable to find or maintain work in the competitive labour market.
- **First Nations Training to Employment**
Workplace training opportunities for First Nations people in high-demand occupations.
- **Integrated Training**
Skills-based training combining academic and general employability skills with occupation related skills.
- **Occupational Training**
Short term training that is occupation specific and may include work experience.
- **Quebec/Alberta Student Employment Exchange Program**
Summer employment opportunities within Quebec and Alberta provincial governments for university students.
- **Self-Employment**
Training that leads to self employment with formal instruction on business plan

development, business counselling, coaching and guidance.

- **Transition to Employment Services**
An array of services designed to rapidly attach participants to the labour market and provide long-term, on the job support.
- **Transitional Vocational Program**
Training and work experience to assist Albertans with a developmental disability to obtain and maintain employment and gain independence.
- **Workplace Training**
Employer-delivered, work-site training for unemployed and marginally employed Albertans having difficulty finding work due to a lack of skills.

Workforce Partnerships

- **Labour Market Partnerships**
Enhance human resource development and labour market adjustment strategies through community partnerships.
- **Workforce Attraction and Retention Partnerships**
Assists employers take timely and direct action to attract and retain workers.
- **Workplace Essential Skills**
Provides workplace essential skills training to support people in the workplace to learn new skills and adapt to workplace change.

For more information:

Click: www.employment.alberta.ca/

Call: **Career Information Hotline:**

Toll-free: 1-800-661-3753 or in Edmonton: 780-422-4266

Come in: To find the nearest Alberta Works Centre, visit

www.employment.alberta.ca/offices

The province of Alberta is working in partnership with the Government of Canada to provide employment support programs and services