



Manitoba Industry and Trade Information

Newcomers to Manitoba who have education and skills related to the trade information offered in these booklets or have an interest in gaining training in a trade will find this introductory information useful. The information can be used to prepare for job entry, for pre-study for education or to become familiar with some of the words and concepts used in a trade in Manitoba. Each booklet contains an outline of job roles and responsibilities and self-study guides for the occupational terminology for the specific trade. Since information is constantly being updated, it is important that you check that the information provided in these packages is current (ask an instructor and/or go to the websites provided to check the dates.)

Who can benefit from these booklets/self-study packages?

- 1. Adult Immigrant Students preparing for college**
These booklets are intended for students entering Winnipeg Technical College or other colleges who have come from other countries. The booklets will help familiarize the reader with the vocabulary they will hear in their course and provide a description of the occupation as it is in Manitoba.
- 2. Adult Immigrants preparing to enter the workforce in Manitoba**
The booklets contain valuable information for skilled immigrants who are preparing to enter the workforce in Manitoba.
- 3. English as an Additional Language (EAL) Instructors or Programs and Employment Support Service Providers**
Adult educators who teach EAL and Employment Support Service providers are encouraged to supply copies to their students and clients who will benefit from the information.

Job Roles and Responsibilities in Canada

This information covers the following: work environment; job searches; recommended language requirements; skills requirements; job duties; safety issues; terms and conditions; wages; education/training; employment requirements; career paths; employment opportunities; professional associations/unions, and references.

It is important to recognize that the information is intended as a general document. Depending on the employer, different skills, duties and job requirements may be needed. Earnings may also change from year to year. Because of this, you are encouraged to keep up-to-date with your field of work.

Occupational Terminology Self-Study Packages

To become skilled in your job, it is essential to know the terminology (vocabulary) that will be used in the workplace. The occupational terminology self-study packages introduce you to some basic vocabulary for a particular job. It does not provide all the vocabulary that is used in the job (or in the college/university program). Self-tests and exercises are included in each package. Individuals using the packages are encouraged to study the Occupational Terminology package before entering a college or university program.

Table of Contents

Automotive Painters

Roles and Responsibilities

Automotive Service Technicians

Roles and Responsibilities

Occupational Terminology

Chefs

Roles and Responsibilities

Occupational Terminology

Drafters

Roles and Responsibilities

Occupational Terminology

Electricians

Roles and Responsibilities

Occupational Terminology

Electronic Technicians

Roles and Responsibilities

Occupational Terminology

Graphic Designers and

Graphic Technicians

Roles and Responsibilities

Occupational Terminology

Hairstylists

Roles and Responsibilities

Occupational Terminology

Industrial Mechanics/ Millwrights

Roles and Responsibilities

Occupational Terminology

Information Systems Analysts and

Consultants

Roles and Responsibilities

Occupational Terminology

Medical Administrative Assistants

Roles and Responsibilities

Occupational Terminology

Pharmacy Technicians

Roles and Responsibilities

Occupational Terminology

Rehabilitation Assistants

Roles and Responsibilities

Occupational Terminology

Welders

Roles and Responsibilities

Occupational Terminology

Copies of this information is available at no cost. Please contact:

Cynthia Stewart

Settlement Information Coordinator

Manitoba Labour and Immigration

213 Notre Dame

Winnipeg, MB R3B 1N3

(204) 945-0574

cynthia.stewart@gov.mb.ca

Recognition of Prior Learning (RPL) Co-ordinator

Winnipeg Technical College

130 Henlow Bay

Winnipeg, MB R3Y 1G4

(204) 989-6575

info@wtc.mb.ca



These files can only be read using the Acrobat Reader software, which is available as a free download from:
http://www.adobe.com/products/acrobat/readstep2_allversions.html