

### **Capsule 3 – What are my basics**

**Goal:** Understanding what you have and what you lack to work in the occupation that interests you.

#### **Introduction**

The labour market asks questions and has requirements: it needs to know who you are and what you can do. To be as ready as possible, you should evaluate in advance what you can offer and what you need to acquire in order to work in the occupation that you chose.

We suggest that you make 2 lists. The first one will hold all the administrative prerequisites, competencies and abilities you already have to work in your occupation of choice. The second one will hold the administrative prerequisites, competencies and abilities you lack or need to improve.

The following tables will help you through this step. If you need a hand, **see an advisor**. [link(s) provided by Arrondissement.com]

## Administrative prerequisites

-----

	Already have	Do not have	How can I get it? (appears when the 'Do not have' column has been clicked)
Social insurance number (SIN)			The social insurance number (SIN) is a 9-digit number used for administration purposes in various programmes of the government of Canada. You must have a SIN to work in Canada or to receive primary benefits. <b><u>Click here</u></b> to learn how to obtain a SIN. <a href="http://www1.servicecanada.gc.ca/fr/sm/nas/010.shtml">http://www1.servicecanada.gc.ca/fr/sm/nas/010.shtml</a> . If you have a SIN but lost your card or had it stolen, <b><u>click here</u></b> . <a href="http://www.cartes-permis.info.gouv.qc.ca/fr/fiche.asp?sujet=15">http://www.cartes-permis.info.gouv.qc.ca/fr/fiche.asp?sujet=15</a>
Work permit (for foreigners temporarily working in Canada)			Foreigners who wish to temporarily work in Canada need a <b><u>work permit</u></b> . <a href="http://www.cic.gc.ca/francais/travailler/index.html">http://www.cic.gc.ca/francais/travailler/index.html</a> However, <b><u>some types of workers</u></b> are exempt from this permit. <a href="http://www.cic.gc.ca/francais/travailler/exempt-1.html">http://www.cic.gc.ca/francais/travailler/exempt-1.html</a>
Address and phone number to reach you			You must be able to provide an address and a phone number to a future employer. This will allow them to call you to set up an interview before hiring you, for example. If you are hired, your employer may need to reach you to give you information, tell you about a change in schedule and so on. They will also need your address to send you your tax or employment insurance statements or anything else. Therefore, it is in your very best interest to have stable phone number and address to provide. Think about it. Ask a friend or parent to help, if necessary.
Health insurance card			You need your health insurance card for free healthcare in case of accident or sickness. If you lost your card or if it has expired and you have not renewed it, <b><u>click here</u></b> to learn how to obtain a new one. <a href="http://www.cartes-permis.info.gouv.qc.ca/fr/categorie.asp?cat=6">http://www.cartes-permis.info.gouv.qc.ca/fr/categorie.asp?cat=6</a> <i>N.B.: Foreigners temporarily working in Canada can also obtain a health insurance card <b><u>under certain conditions</u></b>.</i> <a href="http://www.immigration-quebec.gouv.qc.ca/fr/immigrer-installer/travailleurs-temporaires/demarches/documents/assurance-maladie.html">http://www.immigration-quebec.gouv.qc.ca/fr/immigrer-installer/travailleurs-temporaires/demarches/documents/assurance-maladie.html</a>
Bank account			More than ever, employers decide to pay their employees through a direct bank transfer to their account. To take advantage of this very useful service, you obviously need to have a bank account to your name. If you do not have

			one, go to a bank or a credit union to open one. Choose an institution which will make things easy for you. The same bank as your employer, for example, or an institution holding a branch close to your home with convenient opening hours, etc. Do not hesitate to compare a few of them before making your choice.
--	--	--	--

## General abilities and competencies

-----

*In relation with the occupation you have chosen*, check “Strong point” or “Point to improve” next to each general ability or competency. If an ability or competency in the list is not useful for the occupation you have chosen, check “Does not apply”. If you feel there are other general abilities or competencies which could be of use for the occupation you have chosen, add them at the end of the list.

	Strong point	Point to improve	Does not apply	How can I improve? (appears when 'Point to improve' has been checked)
<b>I am:</b>				
punctual				n/o
honest				n/o
sociable				n/o
usually in a good mood				n/o
resourceful				n/o
imaginative				n/o
a good worker				n/o
methodical				n/o
organized				n/o
meticulous				n/o
responsible and reliable				n/o
in good physical shape				n/o
good with my hands				n/o
<b>I can easily:</b>				
understand the tasks I am given				n/o
express myself				n/o
explain, give information				n/o
sell				n/o
repair				n/o
read and understand a written text				n/o
plan what I have to do				n/o
complete my tasks in time				n/o
work alone				n/o
work in a team				n/o
do physical tasks				n/o
adapt to changes				n/o

learn			n/o
deal with stress			n/o
<b>Add other general abilities and competencies useful for the chosen occupation</b>			

## Professional abilities and competencies

-----

*In relation with the occupation you have chosen*, check “Already have” or “Do not have” next to each professional ability, competency or requirement. If an element in the list is not useful for the occupation you have chosen, check “Does not apply”. If you feel there are other professional abilities, competencies or requirements which could be of use for the occupation you have chosen, add them at the end of the list.

	Already have	Do not have	Does not apply	How do I get it? (appears when 'Do not have' is checked)
<b>I have the following ability/competency :</b>				
typewriting				Computers hold an ever-growing place in our lives. Therefore, knowing how to typewrite is useful more than ever, no matter your occupation. If you already know how to use a typewriter, practice on the computer to improve on speed and precision. You can also learn, using freeware available online, such as this one: <a href="http://www.typingmaster.com/fr/pro/demo.asp">http://www.typingmaster.com/fr/pro/demo.asp</a>
using a computer				Go to Capsule 13, “Computers and Internet”.
browsing on the Internet				Go to Capsule 13, “Computers and Internet”.
managing a budget				Knowing how to manage a budget can be helpful at work, but also in everyday life. It can be learned just like anything else! Some organizations offer very affordable or even free budget planning courses, namely the ACEF (associations coopératives d'économie familiale). You will find the ACEF's contact information on the <b><u>Réseau de protection du consommateur du Québec</u></b> web site <a href="http://www.consommateur.qc.ca/associ.htm">http://www.consommateur.qc.ca/associ.htm</a> . The “Tools” section of this site also provides you with a budget grid you can use from your computer!
driving a vehicle				Knowing how to drive a car or any vehicle can be helpful at work, but also in everyday life. It can be learned just like anything else! Call driving schools to learn about the courses they offer. You can find them in the Yellow Pages, for example, or on the

				Internet, or even in the <b><u>Yellow Pages on the Internet!</u></b> <a href="http://pagesjaunes.ca/search/?stype=si&amp;src=&amp;what=%E9cole+de+conduite&amp;where=montreal&amp;x=19&amp;y=18">http://pagesjaunes.ca/search/?stype=si&amp;src=&amp;what=%E9cole+de+conduite&amp;where=montreal&amp;x=19&amp;y=18</a>
<b>I have the following diplomas/permits/documents:</b>				
General or professional high school diploma (secondary V)				If you do not have the high school diploma needed for the occupation you have chosen, you may obtain it through adult education. Get more information at the <b><u>Commission scolaire de Montréal</u></b> <a href="http://www.csdm.qc.ca/CSDM/fga/default.asp">http://www.csdm.qc.ca/CSDM/fga/default.asp</a> , or <b><u>see an advisor</u></b> . [link(s) provided by Arrondissement.com]
Diploma of college studies				If you do not have the diploma of college studies needed for the occupation you have chosen, maybe you should think about the possibility of returning to school. To know which institutions offer the program you need and learn about the various loans and scholarships programs, <b><u>see an advisor</u></b> . [link(s) provided by Arrondissement.com]
Bachelor's degree				If you do not have the bachelor's degree needed for the occupation you have chosen, maybe you should think about the possibility of returning to school. To know which institutions offer the program you need and learn about the various loans and scholarships programs, <b><u>see an advisor</u></b> . [link(s) provided by Arrondissement.com]
Driver's license				For all the information on the various types of driver's licenses in Quebec and the requirements to obtain or renew them, <b><u>click here</u></b> . <a href="http://www.cartes-permis.info.gouv.qc.ca/fr/categorie.asp?cat=7">http://www.cartes-permis.info.gouv.qc.ca/fr/categorie.asp?cat=7</a>
Certificates of qualification, etc.				In Quebec, some professions and occupations are very regulated, namely in the field of construction. <b><u>Click here</u></b> to learn more about these occupations and professions. <a href="http://www.immigration-">http://www.immigration-</a>

			quebec.gouv.qc.ca/fr/emploi/professions-metiers/index.html To learn how to obtain certain cards and certificates, <b><u>click here.</u></b> http://www.cartes-permis.info.gouv.qc.ca/fr/categorie.asp?cat=9
<b>Add other professional abilities, requirements and competencies useful for the chosen occupation</b>			

### **Capsule 3: Evaluation questionnaire**

1. If an employer asks you “What are the things you can do”, would you know what to answer? Y/N
  - a. (If No): It is important that you know your abilities and competencies before looking for a job. Redo Capsule 3: it is an important step. Or you can **see an advisor** who will be able to help you.
  
2. Do you have the required documents, abilities and competencies for the occupation that interests you? Y/N
  - a. (If Yes): Move on to Capsule 4.
  - b. (If No): Do you know how to obtain the documents you are missing or acquire the required abilities or competencies? Y/N
    - (If Yes): You can start the job-searching process, and move on to Capsule 4.

(If No): **See an advisor** who will be able to help you.