

Other Sources of Information

Information on postsecondary education programs and important factors that affect postsecondary choices can be found through different media and sources. The following sources are not related to, or endorsed by, the Ministry of Training, Colleges and Universities unless otherwise indicated. The descriptions provided have been obtained from the source publications themselves.

■ College Calendars

Course calendars may be obtained from each college and from secondary school guidance counsellors. These calendars provide specific information on programs, fees and prerequisites. Addresses, telephone numbers and website addresses for each of Ontario's 25 colleges can be found on page 10.

■ Ontario College Application Services (OCAS)

370 Speedvale Ave. West
Guelph, Ontario, Canada N1H 7M7

Website: www.ocas.on.ca

Tel: (519) 763-4725 or Toll Free 1-888-892-2228

Fax: (519) 763-4866

The Ontario College Application Services provides administrative systems and application processing services for Ontario's 25 colleges of applied arts and technology, three agricultural colleges and the Michener Institute for Applied Health Sciences.

Available on the OCAS website are a number of useful tools:

- **Links to Ontario Colleges**

Website: <http://www.ocas.on.ca/colleges/index.html>

The OCAS website has links to all Ontario colleges of applied arts and technology. Contact information for each college is provided on the List of Institutions web page.

- **Ontario College Program Locator**

Website: <http://www.ocas.on.ca/locator/index.html>

The OCAS website provides information on college specific diploma programs, post graduate certificates and diplomas, pre-college, apprenticeship and technical certificate programs. The above locator indicates which programs are offered at Ontario's 25 colleges of applied arts and technology, three agricultural colleges and the Michener Institute for Applied Health Sciences.

- **Applicant's Guide**

Website: <http://www.ocas.on.ca/applying/index.html>

All applicants to a college program listed in the 2000-2001 guide, *Everything You Need to Know About Applying to Ontario's Colleges* must apply through the Ontario College Application Services (OCAS) using the 2000-2001 *Application for Admission to Ontario Colleges* or the online application, if not currently a secondary school student. A student who wishes to apply to a program that is not listed in the guide should contact the college offering the program for further instructions on the application procedure.

- **2000-2001 Application processing procedures for college staff and for secondary school staff**

Website: <http://www.ocas.on.ca/pubs/index.html>

The procedures outline important information for applying to an Ontario college including OCAS Contacts, IMPORTANT DATES – August 2000 to July 2001, Application Procedures, and OCAS Services.

■ Ontario School Counsellors' Association

Website: <http://www.ouac.on.ca/osca>

This page outlines most of the websites detailed in this section and offers an easy way to access career information. OSCA is the professional organization which represents teacher-counsellors in the elementary and secondary schools of Ontario.

Provincial Government Resources – Ministry of Training, Colleges and Universities

■ Ontario Ministry of Training, Colleges and Universities

Website: <http://www.edu.gov.on.ca/eng/general/postsec/postsec.html>

The Ontario Ministry of Training, Colleges and Universities Website provides access to a great deal of information on postsecondary education as well as training and job information, government publications and related sites.

Available on the ministry website are a number of useful tools:

- **Ontario Student Assistance Program**

Website: <http://osap.gov.on.ca/>

OSAP makes loans and bursaries available to help students go to university, college, or postsecondary institution. The OSAP web pages provide detailed information about the loans and bursaries funded by the provincial and federal governments as well as other sources of financial assistance.

- **Career Gateway**

Website: <http://www.edu.gov.on.ca/eng/career>

These pages provide a starting point for exploration of many online career and employment-related resources. The options include:

- *Career Exploration* – Career Search Resources, Occupational Descriptions, Current Labour Market Information, and Career-Related Resources;
- *Job-Search Skills* – Résumé Writing, The Interview, Cover Letters, Job Search Tips, Employability Skills, and Entrepreneurship;
- *Student Skills and Resources* – Study Skills, Time Management, Stress Management, Enrichment and Summer Opportunities, and Financing Your Education;
- *Workplace Issues* – Employment Insurance, Young Workers Awareness Program, Canada Labour Code, Workplace Safety and Insurance Board, and Employment Standards;
- *Postsecondary Education* – Information on colleges and universities in Ontario, including links to the Ontario College Application Service and the Ontario Universities' Application Centre;
- *Distance Education* – Links to distance learning information, including the correspondence courses and General Educational Development (GED) program from the Ministry of Education's Independent Learning Centre; and,
- *Training and Jobs* – Details on apprenticeship, literacy and basic skills, and career preparation programs.

- **Prospects: Ontario's Guide to Career Planning**

Website: <http://www.edu.gov.on.ca/eng/general/elemsec/job/prospect/eng/index.html>

Developed from the annual edition of Canada Prospects, this useful guide is aimed at high school students, counsellors, teachers, youth, and others interested in career information. It contains interactive quizzes, résumé and portfolio advice, hotlinks to career-related websites, latest labour market information, and features Ontario school-work success stories.

Federal Government Resources – Human Resources Development Canada (HRDC)

■ Human Resources Development Canada

Website: <http://www.hrdc-drhc.gc.ca/>

The mission of HRDC is to enable Canadians to participate fully in the workplace and the community as it pursues a human development agenda in all its activities. HRDC fulfills its mission through the following programs and activities: Employment Insurance Income Benefits, Human Resources Investment, Income Security and Labour. This site offers information on the programs and services HRDC offers its clients, as well as information on the organization and the people who run it.

Available on the HRDC website are a number of useful links and tools:

- **Job Bank**

Website: <http://jb-ge.hrdc-drhc.gc.ca/index.html>

“JOB BANK on the Internet” is an electronic listing of jobs, work or business opportunities provided by employers around the country. Jobs, work or business opportunities are listed in kiosks on site at local Human Resource Centres of Canada, or at selected public locations, and in some provincial organizations and ministries. Access can be gained free of charge by anyone, during the regular business hours of the host location.

- **Jobs Futures (Ontario)**

Website: http://www.on.hrdc-drhc.gc.ca/english/lmi/eaid/occ.info/ojf/jobf_e.html

The objective of Ontario Job Futures is to assist career and vocational counsellors in their work by providing background information on major trends in the economy and labour market and a set of 157 occupational profiles. This information will also serve as source material for students and workers who are doing research on labour market trends and occupational prospects.

- **WorkSearch**

Website: <http://www.worksearch.gc.ca/cgi-bin/start.pl>

This website is designed to help individuals explore their career and work options. The main part of WorkSearch includes seven topic areas that all have to do with completing a successful search for work.

- **Youth Resource Network of Canada**

Website: http://www.youth.gc.ca/menu_e.shtml

The YRNC is an initiative of the Youth Employment Strategy of the Government of Canada and its partners, preparing youth for a career with help from a group of existing programs and services. The YRNC offers a wealth of information on the employment world, such as career choices, training and education, job opportunities, and so much more. This site outlines information available on the web, separated into logical and practical categories that assists in locating relevant information.

- **Labour Market Information**

Website: <http://lmi-imt.hrdc-drhc.gc.ca/index.html>

The Labour Market Information service provides general and detailed information on local labour markets across Canada. This information can help people to search for work, and to make general employment, training and career decisions.

Other Education and Career-Related Resources

■ nextSteps

Website: <http://www.nextsteps.org/>

nextSteps is an online magazine dedicated to exploring the career and employment opportunities available to youth. Each month nextSteps explores a different industry or field of work by talking to people in those industries and finding out what employers are thinking. Professional career counsellors will even answer on-line questions about all things career-related. nextSteps is made possible through financial support from The City of Calgary, the Community and Social Development Department and Human Resources Development Canada.

■ Ontario College University Transfer Guide

Website: <http://www.ocutg.on.ca>

Whether you're a university student who is interested in college, a college student looking at university, a high school student exploring postsecondary options or a counsellor advising students, the Ontario College University Transfer Guide (OCUTG) can help. Want to find out about collaborative programs, articulation agreements and credit transfer between Ontario universities and colleges? Whatever details you're looking for about transfer policies and agreements made between the province's colleges and universities, you can find using this guide.

■ Mazemaster

Website: <http://www.mazemaster.on.ca>

Mazemaster is a one stop shop for youth employment. The site offers an opportunity for self-assessment, labour market information, training and education options, self employment information as well as job search techniques and job postings. The site is a project of Human Resources Development Canada, the Toronto Catholic District School Board and the Community Action For Youth Employment Partnership.

■ WorkInfoNET

Website: <http://www.on.workinfonet.ca/>

The Canada and Ontario WorkInfoNET website is about helping Canadians connect to the resources they need in the areas of jobs, work and recruiting; learning, education and training; occupations and careers; labour market information and outlook; self-employment; workplace issues and supports; and financial help and issues. WorkInfoNET is a network of equal partners in all provinces and territories working together to develop an information network for all Canadians to connect to work and learning opportunities. The signatories agree to work together, in cooperation and collaboration, in pursuit of their goals and based on the guiding principles endorsed in the Strategic Planning and Vision document.

■ Occupational Outlook Handbook

Website: <http://stats.bls.gov/ocohome.htm>

The Occupational Outlook Handbook describes what workers do on the job, working conditions, the training and education needed, earnings and expected job prospects in a wide range of occupations. The handbook is published every two years by the United States Bureau of Labor Statistics.

■ SchoolFinder.com

Website: <http://www.schoolfinder.com/>

SchoolFinder.com is an information resource on Canadian postsecondary schools, financial assistance and careers.