

About the Bridging to Environmental Occupations Program

What is the Bridging to Environmental Occupations Program?

The Bridging to Environmental Occupations Program assists Internationally-trained Professionals - who have **education** (minimum 3 years post-secondary) and **experience** (minimum 2 years) in the Environmental sector - to bridge skills and requirements necessary to access employment in their field.

Is this a Free Program?

Under new Ministry requirements there is now a fee for all Bridging programs. There is a registration fee, and this entitles you to access ½ price Mohawk College courses. The registration fee covers some administrative costs as well as service delivery costs that are sector-specific to ICT. You are responsible for all fees associated with the application for PEO or OACETT if applicable, as well as fees associated with your education credentials' assessment through WES or ICAS.

How Do I Register for the Program?

To register, simply contact the Career Development Specialist at: **905-522-9922 ext. 150** / email: jvisca@ywcahamilton.org. Depending on your interest and availability, you will be asked to schedule a language test (Canadian Language Benchmark). To be eligible for the program you must score a *minimum* benchmark (CLB) of 7, and be able to prove your education and work experience related to an Environmental field. You must be legally entitled to work in Canada.

What is the Next step?

If you are eligible for the program, you will meet with your Career Development Specialist and complete an intake assessment to determine your language level, specific skills and interests as they compare to requirements and expectations of employers and applicable regulatory body. The intake assessment will assist you to determine further training needs and next steps in order to meet employment and licensing requirements. A customized Action Plan will be completed according to your career goals.

What Training/Upgrading Courses are available through the Program?

The following chart is a list of all courses and modules available through the program. Please note that each course addresses specific skills, and that you *may* need to take all courses or modules listed below to meet Canadian employment requirements.

MOHAWK COLLEGE:	ECO Canada:	YWCA Hamilton:
<ul style="list-style-type: none"> • Environmental Legislation • Environmental Project Mgmt • Renewable Energy • Sustainability • Intro to GIS • Communications for Business 	<ul style="list-style-type: none"> • EP(t) Certification • Extensive LMI / Job Board • Job Seeker Playbook • Access to 1 free online course: PM basics, Technical Writing, Consulting 101, Professional Communications 	<ul style="list-style-type: none"> • Job Search Techniques • Resume and Cover Letter • Interview Skills • Workplace Culture • Networking / LinkedIn • Access to Mentorship program

Do I need to take all courses offered?

Not necessarily. The assessment will determine which courses/modules you require to become more marketable in the Canadian Environmental sector. *To be eligible for a placement or mentorship, you must complete Communications for Business. *To be eligible for a Mohawk College certificate you must complete 180 course hours. See next page for hours.

I need a job, will someone assist me?

The program includes employment/career guidance and assistance related to your job search process. We will provide you with job leads and assist your job search process. The program cannot guarantee employment. **Additional services include:**

- assistance in developing your resume, cover letter, professional portfolio tool
- interview coaching and preparation
- links to internship, volunteering, mentoring, networking
- assistance to identify and apply for other training/upgrading programs you may need
- access to special loan or wage incentive programs available

I am working. Can I join the Program?

Many of the Mohawk College courses are offered in the evening and/or on Saturdays.

AVAILABLE COURSES AND WORKSHOPS:

Module	Institution	Overview/Benefits
Sustainability [42 hours]	Mohawk College \$156.66	Examine Sustainability management from a business perspective. Includes: frameworks for corporate sustainability, life cycle costing, measuring social, environmental and economic impacts, implementing and reporting sustainability.
Intro to GIS [42 hours]	Mohawk College \$156.66	Focus on GIS fundamental applications in business, government surveying and natural resources. Examine the collection, management, analysis and presentation of spatial data, database system concepts, data modeling, and digital mapping.
Environmental Legislation & Audit* [42 hours]	Mohawk College \$156.66	Working knowledge of environmental legislation and its application to air, water, waste disposal, noise, transportation and audits
Renewable Energy [42 hours]	Mohawk College \$156.66	Study principles and techniques of pollution monitoring and control, types of sustainable, renewable and alternative energy sources. Many opportunities for site tours/visits, networking.
Communications for Business* [56 hours]	Mohawk College \$189.69	Improve reading, writing, listening and speaking skills required in a professional business setting. Learn to write clear, precise business documents with attention to grammar, vocabulary and idiom usage. Added to the skills learned: writing effective reports and enhancing interpersonal communications. Additional skills-building in workplace culture in Canada.
Environmental Project Management [42 hours]	Mohawk College \$156.66	Develop sector-specific skills related to project management and technical report writing based on PMBoK
Job Seeker Playbook [15 hours]	FREE w. Registration	Tap into the hidden job market with practical techniques and tools developed specifically for environmental job seekers. We based the Job Seeker Playbook on insights from environmental employers, HR managers, and over two decades of labour market research. This targeted course covers 7 vital job search topics that you can complete in whatever order or pace you like.
ECO Canada Choose one course from list	One FREE course w. Registration!	<p>Consulting 101 - What does it take to excel in environmental consulting? Find out in Consulting 101, a course that shows you how to work effectively with your employer, clients, contractors, and regulators, and to keep yourself safe on the job. Consulting 101 gives you a lifetime's worth of solid career advice from leading environmental consulting experts. [15 hours]</p> <p>Professional Communications - Strong communication skills can take years to develop — this course gets you up to speed in just a few hours. Discover expert techniques on everything from effective body language to engaging presentations and conflict resolution. [15 hours]</p> <p>Technical Writing - Our Technical Writing course shows you how with a focus on the practical writing skills you need to produce clear, effective communications—all in a matter of hours. <u>Topics include:</u> The Writing Process, Using Data, Using Language, Environmental Impact Assessments, Technical Presentations, Technical Reports, Proposal Writing. [15 hours]</p> <p>Project Management Basics - Expertly lead your next environmental project in just one week or less. Project Management Basics covers industry best practices to help you manage project scope, time, costs, teams, and more. This course also qualifies as prep for the Certified Associate in Project Management (CAPM) exam with the Project Management Institute. [25 hours]</p>
Environmental Sector Overview	ECO Canada (Access to all 4 webinars)	Webinar workshops include: Effective Communications in the Environment Industry; Basics of Environmental Law; ISO 14001: Proposed Changes and New Requirements; Leadership in Sustainability Management [60-90 minutes each]



WORKSHOPS: *most of these workshops are also available in webinar format*

Module	Institution	Schedule	Overview/Benefits
Job Search Techniques	YWCA	Ongoing monthly workshops/webinars	This workshop will highlight the essentials of conducting a <i>thorough</i> job search. Participants will be more familiar with what it means to 'market yourself' and will take away practical resources and references to support you with your job search. We will also spend time on networking, which is a crucial job search skill
Resume and Cover Letter	YWCA	Ongoing monthly workshops/webinars	This workshop will guide you through the process of creating a resume and cover letter that highlights your relevant skills and effectively tailors your experiences to meet a potential employer's needs
Interview Skills	YWCA	Ongoing monthly workshops/webinars	This workshop will examine the different types of interviews, interview preparation; understand behavioural interview questions – and how to answer them! We will provide access to an online interview practice tool, and make sure you feel more comfortable with how to highlight your skills, relevant to the position you are applying for
Workplace Culture	YWCA	Ongoing monthly workshops/webinars	Understand Canadian Workplace Culture, Employers' Expectations and Workplace Legislation
LinkedIn	YWCA - Resource Centre	Ongoing <i>hands-on</i> workshops	Learn about the importance of LinkedIn; create an effective profile, and how to <i>strategically</i> use this media to conduct a job search, make professional connections and to network. A must!

EMPLOYMENT AND CAREER PLANNING SUPPORT

One-on-one Support	YWCA	Ongoing	Employment and Career Planning Support: Individual assistance related to employment counseling, job search techniques, networking, portfolio building (access to online portfolio builder tool through Mohawk College)
			Career Development Planning/Support: Individual assistance related to job leads, marketing to employers, resume submission, participation in job fairs and networking events and interview coaching
			Work Exposure Placement: Participants will have access to Canadian workplace opportunities including: plant tours, job shadowing, information interviews, co-op placements, volunteering and mentoring.