

## About the Bridging to Information and Communications Technology Program

### What is the Bridging to Information and Communications Technology Program?

The Bridging to Information and Communications Technology Program assists Internationally Trained Professionals who have education (minimum 3 years post-secondary) and experience (minimum 2 years) in the Information and Communications Technology sector, obtained outside Canada 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.

### 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](mailto:jvisca@ywcahamilton.org). Depending on your interest and availability, you will be asked to schedule a language (CLB) assessment. To be eligible for the program you need to score a *minimum* benchmark (CLB) of 7 and be able to prove your education and work experience related to the field of ICT - obtained outside Canada.

### What is the Next step?

If you are eligible for the program, we will develop a client action plan to address your language, specific skills and experience as they compare to requirements and expectations of employers and the ICT regulatory body. We will also ask you to complete our ICT assessments that will assist you to determine further training needs and next steps in order to meet employment and licensing requirements.

### What Training/upgrading Courses are available through the Program?

This is a list of the courses and modules available through the program. Please note that each individual has particular skills and abilities and that you may need to take all courses or modules listed below.

MOHAWK COLLEGE:	YWCA / ICTC Workshops:	YWCA / CAPE Workshops:
<ul style="list-style-type: none"> <li>• Server Administration</li> <li>• Internet Technologies</li> <li>• Project Management for IT</li> <li>• Computer Technical Writing</li> <li>• Business Fundamentals for IT</li> <li>• Communications for Business</li> </ul>	<ul style="list-style-type: none"> <li>• ICT in Canada</li> <li>• Building an ICT Career in Canada</li> <li>• YWCA HR Portal - ICTC</li> <li>• Canada Readiness Tool</li> <li>• Immigration to Integration</li> </ul>	<ul style="list-style-type: none"> <li>• Job Search Techniques</li> <li>• Resume and Cover Letter</li> <li>• Interview Skills</li> <li>• Workplace Culture</li> <li>• LinkedIn / Networking</li> </ul>

### Do I need to take all courses offered?

No, your self-assessment will determine which courses/modules you require. \*In order to be eligible for a placement or mentorship, you must complete Communications for Business. To qualify for the Mohawk College certificate you must successfully complete 180 course hours. Refer to page 2 for course hours.

### I need a job, will someone assist me?

Yes. The program Consultant will provide employment/career guidance and assistance, including:

- job search assistance and job leads
- assistance in developing your resume, cover letter, professional portfolio
- developing interview skills and interview preparation
- links to internship, volunteering, mentoring, job shadow, networking or employment
- assist in applying for other training/upgrading programs you may need

### I am working. Can I join the Program?

Mohawk College courses are offered in the evening and on Saturdays. Our workshops are offered as online modules.

If you are an internationally-trained professional in ICT field but currently working in an un-related field/occupation, the program can assist you advance your opportunities for securing a job in the *Information and Communications Technology* sector.

Module	Institution	Overview/Benefits
<b>ICT in Canada</b>	<b>YWCA</b> [online, 1.5 hours]	An overview of the ICT sector in Canada, where jobs are by industry sector and what Canadian ICT employers need, using on-line resources from ICT sector council
<b>ICT Workplace Competencies</b>	<b>YWCA</b> [Online, 1.5 hours]	Overview of the technical and soft skills used in 6 ICT career clusters and understanding the employment competencies in ICT sector. This workshop includes an on-line competency assessment from ICT sector council
<b>Building an ICT Career in Canada</b>	<b>YWCA</b> [Online, 1.5 hours]	Understanding the importance and value of career planning and not just keeping a job. Learning the factors to consider when creating a career plan and discovering the attitudes and behaviours that can sabotage career building
<b>Project Management for IT*</b>	<b>Mohawk College</b> [56 hours]	A fundamental understanding of Project Management methodologies according to Project Management Institutes PMBOK. A hands-on case study using Microsoft Project modules including scheduling, scope, budgeting, risk assessment, critical path and resources. \$189.69
<b>Communications for Business*</b>	<b>Mohawk College</b> [56 hours]	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. \$189.69
<b>Server Administration</b>	<b>Mohawk College</b> [56 hours]	Apply server technology in a network to provide data sources and network services. Investigate the operation of different data sources and network services found in networks. Build server implementations to meet data source and network service requirements using the student's own versions of Microsoft Windows and Linux Server Network Operating systems within a portable virtual server and virtual network environment. \$189.69
<b>Computer Technical Writing &amp; Training</b>	<b>Mohawk College</b> [56 hours]	In this course students will build the skills necessary for training software users, and will create support documents to facilitate this. Topics include learning modalities, special needs students, methods of evaluation and training delivery, evaluating training solutions and creating training materials. Practice training sessions and presentation skills will also be emphasized. \$189.69
<b>Internet Technologies</b>	<b>Mohawk College</b> [56 hours]	Build, analyze and test dynamic interactive web applications using client-and-server-side scripting languages and environments such as JavaScript, VBScript, PHP and Active Server Pages through extensive hands-on projects revolving around actual business practices. \$189.69
<b>Business Fundamentals for IT</b>	<b>Mohawk College</b> [56 hours]	Selected topics in business administration will be presented with emphasis on their application to IT, and IT's impact on them. Emphasis will be placed on using the classic tools of business administration to make informed management decisions. Case studies and scenario-based exercises will be used extensively. \$189.69
<b>Canada Readiness Tool</b>	On-line (ICT Council)	The <i>Canada Readiness Tool</i> is a bilingual, competency-based, online self-assessment tool that will enable IEPs to self-assess against Canadian ICT employer standards in Workplace Culture, Workplace Communication and Workplace Competencies.
<b>Immigration to Integration</b>	On-line (ICT Council)	Immigration to Integration is a globally accessible e-learning tool, developed to help internationally educated professionals (IEPs)/newcomers to Canada, as well as the immigration stakeholders who assist them, transition into the Canadian ICT workforce from immigration to integration.

**WORKSHOPS:** all available online

Module	Institution	Overview/Benefits
<b>Job Search Techniques</b>	YWCA	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
<b>Resume and Cover Letter</b>	YWCA	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.
<b>Interview Skills</b>	YWCA	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 <i>effectively</i> highlight your skills, relevant to the position you are applying for.
<b>Workplace Culture</b>	YWCA	Understand Canadian Workplace Culture, Employers' Expectations on performance and day-to-day activities such as phone etiquette, socializing, meeting etiquette, etc.

**EMPLOYMENT AND CAREER PLANNING SUPPORT:**

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