

# Best Practices Guide

Recruiting International Skilled Workers in the Trades

Preparing to Hire Foreign Workers

Labour Market Opinion, Work Permit and Trades Certification

Using an Employment Agency

Recruiting Foreign Workers

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Integrating Foreign Workers

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## Purpose of the Guide

This guide is designed to help you understand the federal Temporary Foreign Worker (TFW) Program and to provide an overview of the steps involved to hire internationally skilled tradespeople.

As industries that rely on skilled tradespeople continue to grow, it is expected that local labour supply will not meet employer needs. International tradespeople will be an important source of labour.

All efforts should be made to hire Albertans and Canadians first, but if you are unable to hire locally, this guide gives you an overview of how to hire internationally trained tradespeople. It contains helpful tips for hiring, selecting, training and retaining foreign workers.

## Preparing to Hire Foreign Workers

Employers who are aware of their responsibilities and available resources before beginning the recruitment process have more success recruiting and integrating foreign workers.

### **Considerations when Preparing to Hire Foreign Workers**

- Identify who in your organization is responsible for recruiting, selecting, training and integrating foreign workers.
- Decide how you will screen and select foreign workers.
- Determine the costs associated with recruiting, selecting, training and integrating foreign workers.

It takes time for a foreign worker to begin working for you. Learn about the timelines for hiring a foreign worker, including the required steps with Alberta Advanced Education and Technology (AET) and processing times for a Labour Market Opinion (LMO) and work permit.

## Roles and Responsibilities

<b>Employer</b>	<ul style="list-style-type: none"> <li>■ Identify job title, job description, wages, qualifications, language skills and work experience required for the job</li> <li>■ Obtain Labour Market Opinion (LMO) from Service Canada</li> <li>■ Interview and select foreign workers</li> <li>■ Advise and help foreign workers apply to the Qualification Certificate Program</li> <li>■ Inform the Apprenticeship and Industry Training (AIT) branch of Alberta Advanced Education and Technology (AET) of the foreign workers' date of arrival in Alberta</li> <li>■ Help foreign workers settle and integrate</li> <li>■ Provide workplace orientation and training to foreign workers</li> <li>■ Provide training and study opportunities to foreign workers to prepare for trade exam(s)</li> <li>■ Submit Employer Declaration letter to AIT (if required)</li> <li>■ Schedule the foreign workers' theory and practical exam(s) with AIT</li> </ul>
<b>Foreign Worker</b>	<ul style="list-style-type: none"> <li>■ Apply for jobs which match their skills and experience</li> <li>■ Obtain work permit from Citizenship and Immigration Canada (CIC)</li> <li>■ Prepare for and write AIT trades certification exam(s)</li> <li>■ Acquire trade certification from AIT within required time period</li> </ul>
<b>Citizenship and Immigration Canada (CIC)</b>	<ul style="list-style-type: none"> <li>■ Assess foreign workers' eligibility for a work permit</li> </ul>
<b>Paid Representative</b>	<ul style="list-style-type: none"> <li>■ A lawyer who is a member in good standing of a law society of a province</li> <li>■ A notary who is a member in good standing of the Chambre des notaires du Québec</li> <li>■ Any other member in good standing of a law society of a province or the Chambre des notaires du Québec, including a paralegal</li> <li>■ A member in good standing of the Immigration Consultants of Canada Regulatory Council (ICCRC) or other body designated to regulate immigration consultants</li> </ul>
<b>Canada Border Services Agency</b>	<ul style="list-style-type: none"> <li>■ Assess foreign workers' eligibility for a work permit at the port of entry</li> <li>■ Issue work permit at the port of entry</li> </ul>
<b>Service Canada</b>	<ul style="list-style-type: none"> <li>■ Provide guidance to employers about LMOs</li> <li>■ Assess an employer's LMO application</li> <li>■ Issue LMO to employers</li> </ul>
<b>Apprenticeship and Industry Training (AIT) branch of Alberta Advanced Education and Technology (AET)</b>	<ul style="list-style-type: none"> <li>■ Administer Alberta's apprenticeship and industry training system</li> <li>■ Provide assistance to employers, immigration lawyers/consultants and foreign workers about the trade certification process</li> <li>■ Administer the Qualification Certification Program</li> <li>■ Assess work experience and credentials of foreign workers</li> <li>■ Provide approval letter to foreign workers to work in their trade</li> <li>■ Recommend reference and study materials to prepare for exam(s)</li> <li>■ Conduct trade certification exam(s) and issue trade certificates</li> <li>■ Issue invitation letters to certified foreign workers to apply to the Alberta Immigrant Nominee Program (AINP)</li> </ul>
<b>Human Services</b>	<ul style="list-style-type: none"> <li>■ Support employers by providing labour market information, help with recruiting foreign workers, information sessions and brochures</li> <li>■ Provide resources and information for employers and foreign workers at <a href="http://www.AlbertaCanada.com/immigration">www.AlbertaCanada.com/immigration</a></li> <li>■ Administer the Alberta Immigrant Nominee Program (AINP)</li> <li>■ Provide advice on employment standards, rights and responsibilities related to work conditions to foreign workers through the Temporary Foreign Worker Advisory Office</li> </ul>
<b>Alberta Labour Organizations &amp; Associations</b>	<ul style="list-style-type: none"> <li>■ Offer assistance to employers in recruiting foreign workers</li> <li>■ Provide trade skills training</li> </ul>
<b>Immigrant Serving Agencies</b>	<ul style="list-style-type: none"> <li>■ Offer orientation and settlement services to foreign workers after arriving in Alberta</li> <li>■ For a list of settlement agencies in Alberta visit <a href="http://www.employment.alberta.ca/Immigration/154.html">www.employment.alberta.ca/Immigration/154.html</a></li> </ul>



## Labour Market Opinion, Work Permit and Trades Certification

The process for hiring foreign workers involves many steps. Some of these processes may happen at the same time.

You must obtain a Labour Market Opinion (LMO) from Service Canada to hire a foreign worker. If the foreign worker is in a compulsory trade, you must also ensure they apply for their Qualification Certificate Program approval through Alberta Advanced Education and Technology's Apprenticeship and Industry Training (AIT) branch. This will be required to obtain an LMO.

Once Service Canada issues the LMO approval to you, the foreign worker must apply to Citizenship and Immigration Canada (CIC) for a work permit.

### LMO Process

An LMO gives you the approval to hire foreign worker(s). Service Canada will issue an LMO if they determine that hiring a foreign worker will have a positive or neutral impact on the Canadian labour market. You must provide proof that you advertised the job but were unable to find any qualified Canadians prior to hiring a foreign worker.

Human Resources and Skills Development Canada (HRSDC)/Service Canada has implemented a new Accelerated Labour Market Opinion Initiative (A-LMO). This initiative applies to employers hiring temporary foreign workers in higher skilled positions. Employers who are eligible can apply, and if approved, will receive an LMO from HRSDC within 10 business days. To learn more, visit [www.hrsdc.gc.ca/eng/workplaceskills/foreign\\_workers/communications/a-lmo.shtml](http://www.hrsdc.gc.ca/eng/workplaceskills/foreign_workers/communications/a-lmo.shtml).

### TIPS:

- Review all of the steps required for applying for an LMO before completing the application forms. Service Canada will issue an LMO only if you have met all the requirements. Some factors Service Canada considers when assessing an application for an LMO include:
  - Employer meets all recruitment requirements including duration of advertising, ad content and methods of advertising.
  - Employees are paid prevailing wage rates. Service Canada sets prevailing wage rates. To get an idea of wages in different occupations visit [www.workingincanada.gc.ca](http://www.workingincanada.gc.ca).
  - Working conditions (hours of work, overtime, and workplace safety insurance) meet industry standards.
- You will need to submit documents to support your application for an LMO, including:
  - Proof of advertising: Service Canada requires you provide proof of advertisements and requires you to place specific information (such as company name, wage range, position title, etc.) in the ads.
  - Results of your advertising efforts: This may include copies of applications of candidates, what action you took as an employer to hire them and reasons why you did not.



- Your LMO application may be refused if you do not provide or meet advertising criteria.
- It is important to review all of the criteria as they will impact your LMO application. A detailed description of the LMO assessment criteria is available on the Service Canada website.
- Check the processing time for an LMO application by calling Service Canada's Alberta Foreign Worker Unit at 1-800-418-4446.
- You can apply for an LMO before you select a foreign worker. Service Canada will issue a pre-approval if you meet all the assessment criteria. Once you select a foreign worker who has received approval for the Qualification Certificate Program, you can send the foreign worker's information to Service Canada to issue the LMO.
- For foreign workers recruited in the compulsory trades, Service Canada requires a copy of the foreign worker's Qualification Certificate Program approval letter issued by AIT before they issue the LMO approval. Remember to factor in the application processing time for the Qualification Certificate Program. [www.tradesecrets.gov.ab.ca/index.html?page=working\\_in\\_alberta/foreign\\_trained\\_workers.html](http://www.tradesecrets.gov.ab.ca/index.html?page=working_in_alberta/foreign_trained_workers.html)

**Quickly locate information on the LMO process or worker permits by visiting the Immigration Help Centre at**

[www.AlbertaCanada.com/immigration/help.aspx](http://www.AlbertaCanada.com/immigration/help.aspx)

**Apply for an LMO at**

[www.hrsdc.gc.ca/eng/workplaceskills/foreign\\_workers/communications/online\\_system.shtml](http://www.hrsdc.gc.ca/eng/workplaceskills/foreign_workers/communications/online_system.shtml)

## Work Permit

Once you receive an LMO, you must provide a copy of it and a job offer letter to the foreign worker. These documents are required when he/she applies for a work permit. A work permit gives a foreign worker authorization to work in Canada. The candidate may apply for a work permit at an overseas CIC visa office (Canadian Embassy, High Commission or consulate). For more information on applying for work permits and application forms, visit [www.cic.gc.ca/work](http://www.cic.gc.ca/work).

Citizens of countries that do not require a Temporary Residence Visa to enter Canada may apply for a work permit at a Canadian port of entry. Foreign workers must have all required CIC application forms, documents and the application fee. For a complete list of countries where a visitor's visa is required, visit [www.cic.gc.ca/english/visit/visas.asp](http://www.cic.gc.ca/english/visit/visas.asp).

## TIPS:

- Foreign workers must prove to CIC that they meet job requirements and other requirements including medical, criminal record and security checks.
- Foreign workers are responsible for fees associated with applying for a work permit. Some employers choose to cover these costs. If you wish to be reimbursed for these costs, clearly indicate this in the employment contract between you and the foreign worker.
- Processing times vary for each CIC visa office. Check the CIC website for up-to-date processing times for a work permit application. This gives you the foreign worker's approximate arrival date. Check work permit processing times at [www.cic.gc.ca/english/information/times](http://www.cic.gc.ca/english/information/times).



## Alberta's Trade Certification Process

In Alberta, there are two classifications of designated trades: optional trades and compulsory trades.

### Optional Trades

A foreign worker is not required to have a trade certificate to work in an optional trade if an employer is satisfied that the worker has the knowledge and skills expected of a certified journeyman. However it is recommended that all tradespeople who have the required work experience in any trade apply for trade certification.

### Compulsory Trades

To work in a compulsory trade, a foreign worker must have one of the following:

- A letter from the Apprenticeship and Industry Training (AIT) branch of Alberta Advanced Education and Technology (AET) indicating their Qualification Certificate Program application is approved, **or**
- A certificate under the Qualification Certificate Program, **or**
- A certificate issued by a regulatory authority in Canada that is recognized by AIT.

To ensure foreign workers meet Alberta industry standards for compulsory trades:

- Foreign workers must apply to the Qualification Certificate Program. This program requires that foreign workers apply to have their credentials and work experience verified prior to arriving in Alberta. If the foreign worker is already in Alberta, they must apply for an assessment and receive an approval letter from AIT before they are eligible to work in the trade.
- AIT will issue an approval letter to the foreign worker (and the employer, if known) stating that the application has been assessed and approved and the foreign worker is eligible to work in the trade in Alberta. This letter must be provided to Service Canada to obtain an LMO.

Once the candidate obtains the work permit and arrives in Alberta:

- The Alberta employer must inform AIT of the foreign worker's arrival date; provide the Alberta address of the foreign worker; and prepare the worker for the trade exam(s).
- AIT will require/request an Employer Declaration Letter from you before the foreign worker writes the trade exam(s). You complete this declaration letter attesting that the foreign worker is performing the tasks and activities of the trade at the level of a certified journeyman.
- The foreign worker prepares for and challenges the theory exam(s), and for some trades, a practical exam. The pass mark is 70 per cent for each exam.
- The foreign worker has two attempts to pass the exam(s). If the applicant is not successful after two exam attempts, AIT will cancel the application.
- A foreign worker in Alberta must obtain certification within 12 months of working in their trade.



#### TIPS:

- The Qualification Certificate Program application is a legal document and foreign workers must provide details of previous work experience, an explanation of specific duties performed in the trade, and months and hours of work experience. This information must be verifiable.
- To verify the information in the Qualification Certificate Program application, AIT will contact all previous employers of the candidates. Employers should ensure that a candidate's references have up-to-date contact information.
- If requested by an employer, AIT will provide a sample Qualification Certificate Program application as an example of how the application should be completed.
- AIT can generally process Qualification Certificate Program applications within 10 working days provided the applications are accurate and complete, supporting documents are attached, the application fee is included and the previous employers of the applicant provided as references can speak English.
- Alberta employers must have certified tradespeople employed with their companies in order to employ foreign workers.

#### **Qualification Certificate Program:**

[www.tradesecrets.alberta.ca/working\\_in\\_alberta/foreign\\_worker\\_information.html](http://www.tradesecrets.alberta.ca/working_in_alberta/foreign_worker_information.html)



## Using an Employment Agency

An employment agency is a business that helps employers find workers. If you plan to use an employment or recruitment agency, make sure they are licensed and involved in the process.

### Role of an Employment Agency

The most common roles and responsibilities of an employment agency are:

- To act on your behalf during the recruitment process (for a fee).
- To advertise your job to find candidates.
- To screen candidates for your required skills.
- To assess candidates to give you a shortlist for your selection.
- To apply for Labour Market Opinions (LMO) on your behalf.
- To assist foreign workers with work permit applications and travel-related paperwork.
- To assist foreign workers with completing Qualification Certificate Program applications for Alberta Apprenticeship and Industry Training (AIT).

### Your Role When Using an Employment Agency

While employment agencies may be responsible for a number of recruitment activities, employers must also be involved in the process.

To ensure success, it is recommended that employers:

- Outline the responsibilities of the employment agency in a contract.
- Keep a copy of the LMO application(s), the LMO approval(s) and any correspondence with Service Canada. The employer is responsible for the LMO even if the employment agency completes the LMO application on the employer's behalf.
- Clearly communicate the job requirements to the employment agency so they can recruit and screen the best candidates.
- Are aware of how the employment agency is recruiting and screening candidates.
- Ensure the employment agency is not charging the foreign worker fees for finding employment or giving them false information about their employment or immigration prospects.
- Make the final selection of the candidates.



## Select an Employment Agency

When choosing an employment agency, remember the following:

- Be aware of provincial regulations related to this industry.
  - Under Alberta's *Fair Trading Act*, employment agencies must have a provincial employment agency business licence. It is good business practice to check the agency's business licence.
  - Citizenship and Immigration Canada (CIC) only permits authorized immigration consultants to represent or provide advice in connection with any Canadian immigration process or application; this includes LMO applications. Citizenship and Immigration Canada (CIC) only permits authorized immigration consultants to represent or provide advice in connection with any Canadian immigration process or application; this includes LMO applications. For more information about authorized immigration consultants, visit [www.cic.gc.ca/english/information/representative/rep-who.asp](http://www.cic.gc.ca/english/information/representative/rep-who.asp).
  - If you are using the services of an immigration consultant to apply for an LMO, you are required to include the "Annex to the Appointment of Representative" form with the LMO application to HRSDC at [www.hrsdc.gc.ca](http://www.hrsdc.gc.ca).
- Holding a business licence does not guarantee an agency will meet its contractual obligations or provincial regulatory requirements.
  - Conduct a thorough reference check on the employment agency, including past services for Alberta companies, before entering into a contract with them. Service Alberta's Consumer Tip sheet for Employment Agencies at [www.servicealberta.ca/pdf/tipsheets/Emp\\_Agencies\\_Tipsheet.pdf](http://www.servicealberta.ca/pdf/tipsheets/Emp_Agencies_Tipsheet.pdf) outlines useful information on using employment agencies.

**To check if an agency is licensed, contact:  
Service Alberta Consumer  
Contact Centre**

**Edmonton and area:  
780-427-4088**

**Toll-free in Alberta:  
1-877-427-4088**

**Or use the business licence  
search function at  
[www.servicealberta.ca/183.cfm](http://www.servicealberta.ca/183.cfm)**

## Using an Employment Agency Based in Canada or Abroad

All employment agencies hiring workers to work in Alberta must operate under Alberta's *Fair Trading Act* regardless of where they are located. The *Act* protects the interests of the consumers who use the services of employment agencies.

### Under the Act:

- It is illegal for an employment agency to charge a foreign worker any placement fees.
- An employment agency can charge an employer for their services.
- The employer cannot recover these costs from the foreign worker (for example, the employer cannot deduct these costs from the foreign worker's paycheque).

**For more information and tips on using an employment agency, refer to the *Temporary Foreign Worker Guide for Employers* at: [www.employment.alberta.ca/immigration-tfw](http://www.employment.alberta.ca/immigration-tfw)**



## Recruiting Foreign Workers

There are many factors to consider when deciding where to recruit foreign workers. This decision will affect your costs, method of recruitment, timelines and the quality of candidates you recruit.

### Where to go to Recruit Foreign Workers?

A successful recruitment strategy considers whether the country has:

- Similar education and training standards to Alberta. To better understand foreign credentials download the Education Overview Guides at [www.employment.alberta.ca/educationguides](http://www.employment.alberta.ca/educationguides)
- A certification program for its trades.
- Comparable industry profiles, occupations and salary expectations.
- Candidates that meet the English level required to work safely and competently in Alberta and pass the trade exam(s).
- Training centres you can access to test workers during the selection process.
- Specific cities in the country that can provide you with more suitable candidates.
- Any union affiliations to those in Alberta.
- A government with mandatory recruitment procedures that an employer must follow.

**Foreign workers from the following countries had the highest rate of success in Alberta trade certification (2005-2010)**

Country	Trade
Philippines	1. Steamfitter-Pipefitter 2. Welder 3. Electrician
United Kingdom	1. Electrician 2. Steamfitter-Pipefitter 3. Welder
India	1. Steamfitter-Pipefitter 2. Welder 3. Automotive Service Technician

*Source: Alberta Apprenticeship and Industry Training (AIT)*



### Best Practice

It is best for employers to be involved throughout the hiring process and make the final selection of foreign workers.

Employers should test foreign workers before selecting them, if possible. A written test may not be sufficient. A skilled and competent employer representative tradesperson should observe their work and ask the candidates questions about their work. The foreign worker's responses will demonstrate their capacity to understand English, their language level and ability to use trade terminology.

### Country Factsheets

Human Services undertook a research study to identify the compatibility of training systems and on the job experience from the United Kingdom (U.K.) and Ireland with AIT. Currently there are only factsheets for Ireland and the U.K. The factsheets are a resource for employers who are interested in hiring internationally trained professionals and require an overview of the comparable occupations in the country, scope of occupations, qualifications and skill gaps.

Download the factsheets at [www.AlbertaCanada.com/immigration](http://www.AlbertaCanada.com/immigration)

Country	Trade
U.K.	<ul style="list-style-type: none"> <li>• Carpenter</li> <li>• Crane &amp; Hoisting Equipment Operator</li> <li>• Electrician</li> <li>• Instrument Technician</li> <li>• Insulator</li> <li>• Ironworker</li> <li>• Plumber</li> <li>• Powerline Technician</li> <li>• Welder</li> </ul>
Ireland	<ul style="list-style-type: none"> <li>• Carpenter</li> <li>• Crane &amp; Hoisting Equipment Operator</li> <li>• Electrician</li> <li>• Instrument Technician</li> <li>• Insulator</li> <li>• Ironworker</li> <li>• Plumber</li> <li>• Powerline Technician</li> <li>• Steamfitter-Pipefitter</li> <li>• Welder</li> </ul>



## Selecting Foreign Workers

### Alberta Trade Certification Requirements

Selected foreign workers should have the skills, experience and knowledge to perform the tasks of the trade at the journey person level and the capability to pass the trade exam(s).

#### TIPS:

- When screening foreign workers, verify their skills and work experience based on the requirements of the Qualification Certificate Program. Refer to the AIT website at [www.tradesecrets.alberta.ca](http://www.tradesecrets.alberta.ca).
- Ensure the foreign workers have sufficient English language skills to pass the Qualification Certificate Program exam(s) and to work safely and productively on the job.
- Ensure the foreign workers meet the technical requirements of the job. Employers will often include a technical specialist to conduct a technical skills test and a human resources representative as part of the interview and selection process.
- Employers often select foreign workers based on their workplace requirements; however, when selecting foreign workers, employers should remember that they must also be able to pass the trade exam(s).

### Language Competency

Language ability is extremely important when selecting a foreign worker.

Employers indicate this is a major factor in passing the trades exam(s). Even though translators are permitted during exams, while foreign workers may have minimum levels of English language proficiency, this does not guarantee they will pass the exam(s).

#### TIP:

- Check the English level of the foreign workers at the screening stage. You can identify English language competency with a variety of basic English language tests.

### Canadian recognized language tests

- Canadian Language Benchmarks Assessment (CLBA). The CLBA is a nationally recognized standard for assessment of Adult English as a Second Language in Canada. CLBA levels five to eight represent the abilities for someone to participate fully in social, educational and work-related settings. [www.language.ca](http://www.language.ca)
- International English Language Testing System (IELTS). IELTS is an English proficiency test recognized by Citizenship and Immigration Canada (CIC) for immigration purposes. An overall score of 6.0 demonstrates a competent user of English. [www.ielts.org](http://www.ielts.org)



## Immigration Considerations

While a foreign worker may meet your criteria and trade certification requirements, they also need to meet Citizenship and Immigration Canada's (CIC) requirements to enter and work in Canada. Foreign workers may be refused entry to Canada because they do not pass CIC's criminal check.

### TIP:

- Obtain a criminal record check or security clearance from the foreign worker during the screening process to ensure they will be admissible to Canada. For example, in the United States driving under the influence (DUI) is not a criminal offence. In Canada it is, thereby making the foreign worker inadmissible.

## Foreign Trade Qualifications

- When selecting foreign workers, understand and identify the skills gaps they may have. For example, internationally trained electricians will not be familiar with the Canadian Electrical Code.
- A trade in Alberta may be called something else in another country. For example, the designation of steamfitter-pipefitter in Alberta does not exist in the U.K.
- There are occupations in the U.K. that offer elements of steamfitter-pipefitter training in their curriculum, but there is no direct equivalent or specific discipline in the U.K. matching Alberta's steamfitter-pipefitter occupation.
- Human Services and Alberta Advanced Education and Technology (AET) are conducting research into apprenticeship systems and international trades qualifications and credentials. This will provide Alberta employers with information about the training systems, qualifications and certification of tradespeople in certain countries for specific trades. If you are interested in specific occupations and countries, email [immigration.info@gov.ab.ca](mailto:immigration.info@gov.ab.ca).



## ■ Training for Foreign Workers

### Prepare Foreign Worker for the Qualification Certificate Program Exam(s)

Once the foreign worker arrives in Alberta, they have 180 days to prepare for and challenge the trade exam(s). Employers should provide their foreign workers with training and support to pass their exam(s).

#### TIPS:

- Provide some basic training such as general safety information to foreign workers prior to their arrival in Alberta.
  - Contact your union or industry association to see what training is offered. Foreign workers should participate in employer- or union-sponsored trade refresher courses.
  - Provide additional classroom, technical and trade terminology training.
  - Encourage foreign workers to take English language training. Foreign workers may also want to obtain an English tutor.
  - Integrate foreign workers with Canadian tradespeople in the workplace.
  - Allow sufficient time in foreign workers' work schedule to study for exam(s).
- Provide the foreign workers with study resources, available at [www.tradesecrets.alberta.ca/ilm](http://www.tradesecrets.alberta.ca/ilm), to prepare for their exam(s). These include pre-study packages, a glossary of trade terms and exam counselling sheets.
  - Occupational health and safety standards are different around the world; provide the appropriate safety training to workers to avoid occupational health and safety issues in the workplace. The Construction Safety Training System is a CD-ROM based course developed by the Alberta Construction Safety Association (ACSA) that uses interactive multimedia, including full-motion video and sound, and can be accessed at [www.acsa-safety.org](http://www.acsa-safety.org).
  - Provide additional training to foreign workers so that they have the best opportunity to pass the trade exam(s).
  - While foreign workers may meet your job requirements they must pass their trade exam(s). If the workers cannot pass the certification exam(s) in the compulsory trades, they will not be able to continue to work in their trade in Alberta.



# Integrating Foreign Workers

Employers who support foreign workers' orientation and integration have employees that are well-adjusted and perform better in the workplace. These are examples of how employers have successfully integrated foreign workers into the workplace and community.

Best Practices of Integrating Foreign Workers	
<p><b>Pre-Arrival</b></p>	<ul style="list-style-type: none"> <li>■ Provide information (websites, brochures, etc.) about the community where the workers will be working and living.</li> <li>■ Encourage English language classes prior to arrival.</li> <li>■ Prepare your Canadian employees for the arrival of foreign workers; cultural diversity or sensitivity training may be beneficial.</li> <li>■ Prepare the foreign worker to expect diversity in Alberta's trade industries, which includes different cultures and women in non-traditional roles.</li> <li>■ Provide a review of AIT's Tradesecrets website, available at <a href="http://www.tradesecrets.alberta.ca">www.tradesecrets.alberta.ca</a>.</li> </ul>
<p><b>Arrival and Settlement</b></p>	<ul style="list-style-type: none"> <li>■ Welcome foreign workers to Alberta upon arrival. Pick up foreign workers at the airport.</li> <li>■ Assist workers in finding suitable living accommodation.</li> <li>■ Introduce foreign workers to the community and provide basic orientation on items such as banking, grocery shopping, transportation, getting a driver's licence, etc.</li> <li>■ Assist foreign workers in shopping for work wear and winter clothing, if required.</li> <li>■ Assist foreign workers in obtaining health insurance and a social insurance number.</li> <li>■ Introduce foreign workers to settlement centres or organizations in the community.</li> <li>■ Support foreign workers in improving their English proficiency.</li> <li>■ Review the foreign workers' work permit to ensure the document does not have errors.</li> </ul>
<p><b>Workplace Standards and Safety</b></p>	<ul style="list-style-type: none"> <li>■ Provide training information on occupational health and safety, and workers compensation coverage.</li> <li>■ Explain employment standards and the rights and responsibilities of workers in the workplace.</li> </ul>

## Useful Links and Publications

- *Temporary Foreign Worker Guide for Employers* and *Temporary Foreign Worker Guide for Employees* available at [www.employment.alberta.ca/immigration-tfw](http://www.employment.alberta.ca/immigration-tfw)
- Construction Sector Council's *Temporary Foreign Worker Guide* at [www.tempforeignwork.ca](http://www.tempforeignwork.ca)



## Retaining Foreign Workers

Employers who wish to retain their foreign workers may:

- Obtain a new Labour Market Opinion (LMO) and apply to extend the work permit of the foreign worker, or
- Support the foreign worker in obtaining permanent resident status.

### Retaining an Employee through the Temporary Foreign Worker Program

If you wish to retain foreign workers on a temporary basis, you may apply for a new LMO and apply to extend their work permits. If approved, foreign workers would get a new validity date on their work permit as a temporary worker.

#### TIPS:

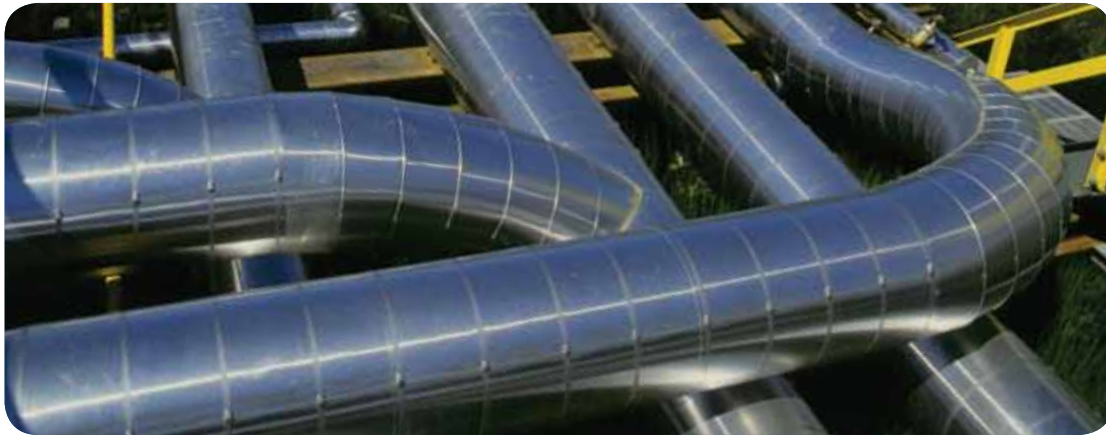
- To see if you qualify for the Accelerated Labour Market Opinion Initiative, visit [www.hrsdc.gc.ca/eng/workplaceskills/foreign\\_workers/communications/a-lmo.shtml](http://www.hrsdc.gc.ca/eng/workplaceskills/foreign_workers/communications/a-lmo.shtml)
- Apply for a new LMO and an extension of the work permit well in advance of the current work permit expiry date.
- When applying for a new LMO, you must prove that you are unable to find qualified Canadians before hiring a foreign worker. This includes proof of recruitment efforts.
- A foreign worker may not get a work permit extension if they fail the Qualification Certificate Program exam(s).

### Supporting the Foreign Worker in Obtaining Permanent Residency

As an Alberta certified tradesperson, foreign workers may apply to become permanent residents. There are two options to become a permanent resident for skilled tradespersons:

- The Alberta Immigrant Nominee Program (AINP)
- Citizenship and Immigration Canada's (CIC) immigration programs.

Foreign workers can apply to the AINP or CIC on their own and do not require you to sponsor them. You can support foreign workers by informing them of these programs and providing them information.



## Alberta Immigrant Nominee Program (AINP)

The AINP is designed to support Alberta's economic growth by attracting work-ready immigrants to the province. It is an immigration program operated by the Government of Alberta's Ministry of Human Services, in conjunction with the Government of Canada's Department of Citizenship and Immigration Canada (CIC).

Individuals nominated by the Government of Alberta, together with their spouse/common-law partner and dependent children, can apply for a permanent residence visa through CIC as a Provincial Nominee. CIC makes the final decision on all Provincial Nominee permanent resident applications. There are a number of categories in the AINP, including categories for skilled and semi-skilled workers currently in Alberta.

Through the AINP Strategic Recruitment Stream: Compulsory and Optional Trades Category, a foreign worker must have their Alberta Qualification Certificate in a compulsory trade and received an invitation letter from AIT to apply to the AINP. Individuals who are certified in their compulsory or optional trade are eligible to apply for permanent residence. Once nominated their application is expedited with CIC.

### AINP Strategic Recruitment Stream - Compulsory and Optional Trades Category

[www.AlbertaCanada.com/ainp](http://www.AlbertaCanada.com/ainp)

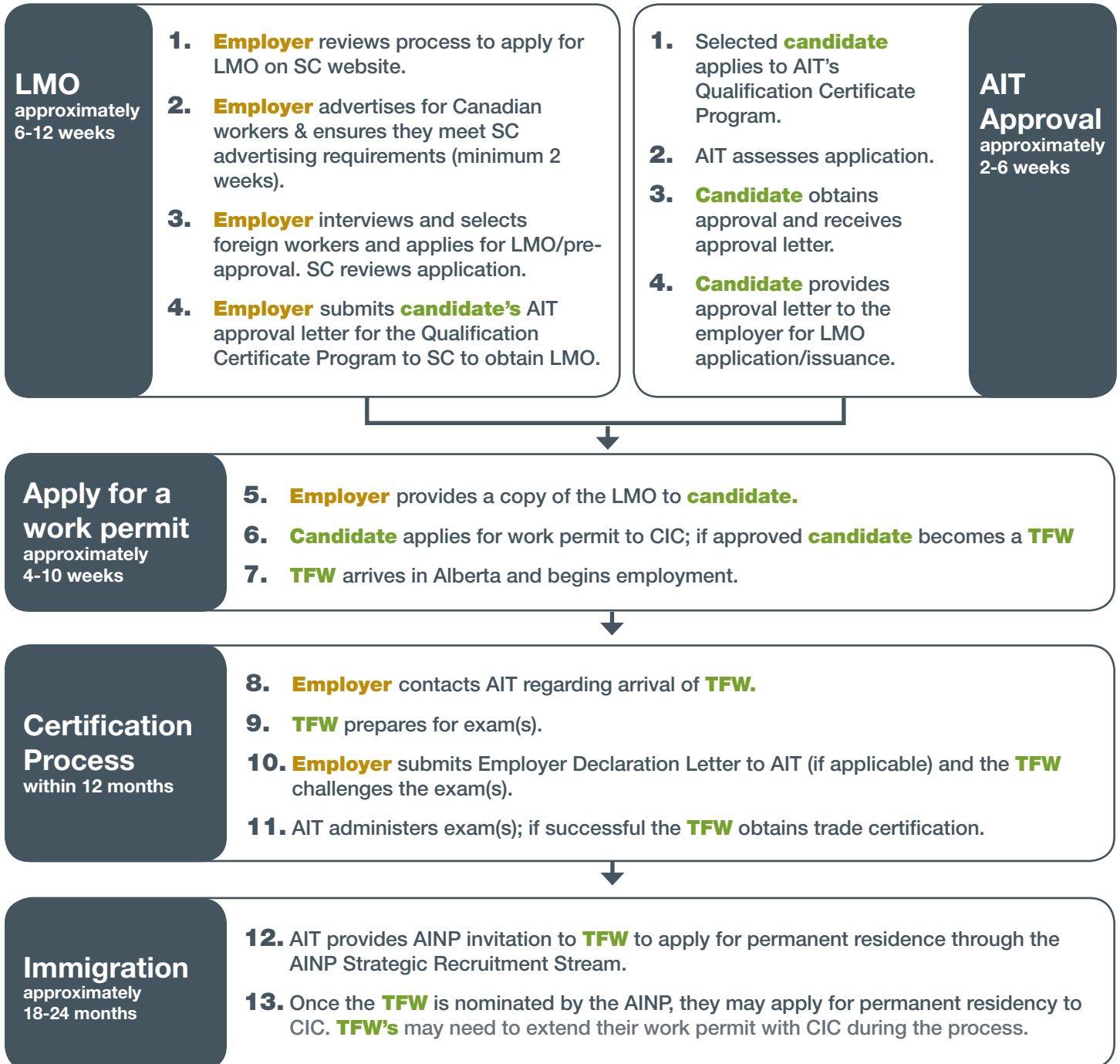
#### TIP:

- The AIT invitation letter to apply to the AINP may be sent to your mailing address instead of the foreign worker's, if the worker is using your address as a mailing address. You must give this letter to the foreign worker.

## Citizenship and Immigration Canada's (CIC) immigration programs

CIC's Canadian Experience Class or Skilled Worker Program may also be options for foreign workers to apply for permanent residence. The Canadian Experience Class is specifically for skilled foreign workers who have at least two years of full-time Canadian work experience. Under the Skilled Worker Program, candidates are assessed on a points system based on factors such as education, language and work experience. For more information on CIC's programs visit [www.cic.gc.ca/immigrate](http://www.cic.gc.ca/immigrate).

## How to Employ International Tradespeople



Note: Processing times listed above as of December 2011. All processing times vary.

SC - Service Canada  
 LMO - Labour Market Opinion  
 CIC - Citizenship and Immigration Canada  
 TFW - Temporary Foreign Worker  
 AIT - Apprenticeship and Industry Training  
 AINP - Alberta Immigrant Nominee Program



## Resources

### **Alberta Advanced Education and Technology (Alberta Apprenticeship and Industry Training)**

Phone: 780-427-8765  
tfwinfo@gov.ab.ca  
[www.tradesecrets.alberta.ca](http://www.tradesecrets.alberta.ca)

### **Immigrate to Alberta**

[www.AlbertaCanada.com/immigration](http://www.AlbertaCanada.com/immigration)

### **Alberta Immigrant Nominee Program (AINP)**

[www.AlbertaCanada.com/ainp](http://www.AlbertaCanada.com/ainp)

### **Citizenship and Immigration Canada (CIC)**

Toll free within Canada: 1-888-242-2100  
[www.cic.gc.ca](http://www.cic.gc.ca)

### **Construction Sector Council**

Phone: 613-569-5552  
info@csc-ca.org  
[www.tempforeignwork.ca](http://www.tempforeignwork.ca)

### **Service Canada Temporary Foreign Worker Program**

In Alberta: 1-800-418-4446  
[www.hrsdc.gc.ca/eng/workplaceskills/foreign\\_workers](http://www.hrsdc.gc.ca/eng/workplaceskills/foreign_workers)

### **Service Alberta Consumer Contact Centre**

Edmonton and area: 780-427-4088  
Toll-free in Alberta: 1-877-427-4088  
[www.servicealberta.ca](http://www.servicealberta.ca)

[www.AlbertaCanada.com/immigration](http://www.AlbertaCanada.com/immigration)

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