

Appendices

Appendix A: Programs not Included in Profiles

The following list of programs had fewer than 5 respondents. Two-page profiles for each of these programs were not included in this document.

Graduates from Mineral Technology, Environmental Technology, Journalism, Visual Arts, Community Studies – Developmental Disabilities, Community Studies – Youth & Adult Corrections, and Community Studies – Community Economic Development at the College of the North Atlantic were accidentally not surveyed.

One Year Programs			
Institution	Program	Graduates	Respondents
Academy Canada	Business Administration	4	3
Academy Canada	Information Technology	3	2
Academy Canada	Office Administration (Certificate)	2	1
Academy of Learning	Accounting	2	0
Academy of Learning	Accounting, Business, And Computer Applications	1	1
Academy of Learning	Administrative Assistant (Certificate)	1	1
Academy of Learning	Computer Support Specialist	10	4
Academy of Learning	Computerized Accounting	3	1
Academy of Learning	Microcomputer Application In Business	6	4
Academy of Learning	Office Assistant	2	1
Avalon Training Institute	Dump Truck / Heavy Equipment	9	4
Avalon Training Institute	Heavy Equipment Operator (Class VIII)	1	0
Centrac College	Carpentry (Basic)	2	0
Centrac College	Painting & Decorating	6	2
Central Training Academy	Heavy Equipment Operator (Class VIII)	2	0
Central Training Academy	Tandem Trucks	1	1
Central Training Academy	Tractor Trailer	4	3
College of the North Atlantic	Bricklaying	4	4
College of the North Atlantic	Carpentry-Construction/Joinery	5	3
College of the North Atlantic	Commercial Baking	3	1
College of the North Atlantic	Crane Operator	11	4
College of the North Atlantic	Diagnostic Ultrasonography	3	2
College of the North Atlantic	Electrical (Basic)	1	0
College of the North Atlantic	Geological Field Assistant	5	2
College of the North Atlantic	Heavy Duty Repair	11	3
College of the North Atlantic	Heavy Equipment Repair	4	3
College of the North Atlantic	Hotel Restaurant Management	4	4
College of the North Atlantic	Medical Sciences (General)	1	0
College of the North Atlantic	Motor Vehicle Repair (ASEP)	8	3
College of the North Atlantic	Motor Vehicle Repair (Body)	4	3

Appendix A: Programs not Included in Profiles – continued

College of the North Atlantic	Power Engineering	1	0
College of the North Atlantic	Safety Engineering	9	2
College of the North Atlantic	Teleservice Agent	3	1
College of the North Atlantic	Truck Transport	3	1
CompuCollege	Accounting	3	2
CompuCollege	Accounting And Business Applications	5	3
CompuCollege	Accounting And Computer Applications	6	4
CompuCollege	Business And Computer Applications	10	4
CompuCollege	Hospitality Administration	2	1
CompuCollege	Office And Computer Applications	3	1
CompuCollege	Office Assistant (Medical)	2	2
CompuCollege	Pharmacy Technician	4	4
Corona Training Institute	Microcomputer Technician	6	2
Exploits Welding Technical Institute	Advanced Welding (Apprenticeship)	1	1
Exploits Welding Technical Institute	Water And Sewer Inspection / Construction	3	0
Keyin College	Introduction To DOS	4	2
Keyin College	Sewing	1	1
Keyin College	Tourism Management	2	0
Keyin College	Word Processing Specialist	1	1
Lawrence College	Interior Decorating	13	4
Lawrence College	Journalism / Communications Arts	12	4
LeMoines School Of Hair Design	Esthetics	1	1
SHL Learning Technologies	Certified Novell Engineer	4	2
T & R Goldshield Security Services	Security / Investigation	2	0
Victorian Order of Nurses	Home Support Worker	7	2

Appendix A: Programs not Included in Profiles - continued

Two Year Programs			
Institution	Program	Graduates	Respondents
Academy Canada	Business And Computer Studies	4	3
Academy Canada	Computer Technology	3	2
Academy Canada	Hairstylist	9	4
Academy Canada	Microcomputer Software And Service Specialist	2	2
Academy Canada	Microcomputer Specialist	2	1
Academy Canada	Microsoft Excel	4	2
Academy Canada	Social Sciences Diploma	1	1
Centrac College	Heavy Equipment Operator (Class VIII)	2	0
Centrac College	Travel And Tourism	6	4
College of the North Atlantic	Adventure Tourism	5	3
College of the North Atlantic	Appraisal Assessment Technology	1	1
College of the North Atlantic	Business Administration (Financial Management)	2	2
College of the North Atlantic	Electromechanical Technician	8	4
College of the North Atlantic	Geographic Information Systems Technician	7	4
College of the North Atlantic	Informatics	2	2
College of the North Atlantic	Telematics	6	4
CompuCollege	Accpac	1	1
CompuCollege	Administrative Secretary	2	1
CompuCollege	Banking And Financial Services	2	1
CompuCollege	Business Administration	5	2
CompuCollege	Computer Applications And Electronics	9	4
CompuCollege	Computer Business Applications	3	2
CompuCollege	Electronic Service Technician	1	1
CompuCollege	Executive Office Assistant with Computer Applications	1	1
CompuCollege	Hospitality And Computer Applications	4	4
CompuCollege	Legal Secretarial With Computer Applications	1	0
CompuCollege	Travel And Tourism	5	3
Corona Training Institute	Legal Assistant - Paralegal	1	1
Gander Flight Training	Private Pilot Licence	1	1
Keyin College	Cosmetology	9	1

Appendix A: Programs not Included in Profiles - continued

Three Year Programs			
Institution	Program	Graduates	Respondents
College of the North Atlantic	Electrical Engineering Technology (Elective Struc.)	2	1
College of the North Atlantic	Electrical Engineering Technology (Power Dist.)	5	3
College of the North Atlantic	Electronics Engineering Technology	1	1
College of the North Atlantic	Electronics Engineering Technology (Biomedical)	6	3
College of the North Atlantic	Electronics Engineering Technology (Computers)	8	2
College of the North Atlantic	Electronics Engineering Technology (Instrumentation)	7	4
College of the North Atlantic	Fish and Wildlife Technology	3	3
College of the North Atlantic	Food Administration	2	1
College of the North Atlantic	Mechanical Engineering Technology (HVAC)	6	4
College of the North Atlantic	Medical Radiography	11	4
College of the North Atlantic	Stone Masonry	3	1

Appendix B: Graduate Follow-up Survey of 1998 College Graduates

1(a) According to records provided for this survey, you graduated in 1997-98?

From: _____

Received a degree/diploma/certificate in: _____

IS THIS CORRECT? YES NO

1(b) Did your program include co-op placements or employment internships in outside organizations as part of its course of study?

YES NO

1(c) Were any of your work placements paid positions?

YES NO

2. In what month and year did you actually begin your program?

MONTH: _____

YEAR: _____

3. In what month and year did you actually complete the requirements for your degree/diploma/certificate?

(READ NEXT SECTION FOR MUN STUDENTS ONLY)

That is when did you write the last exam - submit the last paper or defend your thesis - not the date when you actually received your degree, diploma or certificate?

MONTH: _____

YEAR: _____

4. If you had your time back, which ONE of the following options would you select?
(PICK ONE ONLY) (READ OUT LIST)

- 1 The same program at the same institution
- 2 A different program at the same institution (Specify below)
- 3 No postsecondary program
- 4 The same program at a different institution
- 5 A different program at a different institution (Specify below)
- 6 Other (Specify) _____

5(a) Did the program that you completed, adequately prepare you for the job market?

YES NO UNSURE

5(b) Why do you feel that your program did not adequately prepare you for the job market?
(PICK ALL THAT APPLY) (READ OUT LIST)

- 1 Class instruction was poor
- 2 Equipment was out of date
- 3 Program content was out of date
- 4 Laboratory instruction was poor
- 5 Computer access was limited
- 6 Program was too short
- 7 Other (Specify) _____

6(a) Was the program from which you graduated, the same program that you originally planned to enrol in?

YES NO

6(b) What was the MAIN reason why you were not able to do your first program of choice?
(PICK ONE ONLY) (READ OUT LIST)

- 1 Program was not offered in this location
- 2 Did not have the prerequisites for program
- 3 Program was filled
- 4 Waiting list was too long
- 5 Other (Specify) _____

7(a) Have you taken further studies since graduating from this program?

YES NO

7(b) Regarding these further studies, you attended:
(READ OUT OPTIONS)

- 1 Full-time
- 2 Part-time

Name of Institution: _____

Campus Location: _____

Program Name: _____

7(c) Why did you take these further studies?
(PICK ALL THAT APPLY) (READ OUT LIST)

- 1 My job required further training
- 2 To upgrade qualifications in present field
- 3 Could not find a job related to my training
- 4 Personal interest
- 5 To enrol in apprenticeship program
- 6 To pursue purely academic interests
- 7 Could not find any job
- 8 Other (Specify) _____

8(a) During the next 12 months, do you intend to take further studies?

YES NO UNSURE

8(b) Regarding these further studies, will you be attending:
(READ OUT OPTIONS)

- 1 Full-time
- 2 Part-time

Name of Institution: _____

Campus Location: _____

Program Name: _____

Now we want to ask a few questions about your activities before you actually started to work towards your degree/diploma/certificate...

9. Before you enrolled in your program, what other levels of education had you completed?
(PICK ALL THAT APPLY) (DO NOT READ OUT LIST)

(ENTER ALL RESPONSES - PROBE: for example had you received a high school diploma or completed another degree, diploma or certificate?)

- 1 No more than Elementary
- 2 Secondary without a high school diploma
- 3 Completed secondary/technical high school
- 4 Some community college
- 5 Completed community college
- 6 Some previous university experience
- 7 Diploma/certificate below bachelor level
- 8 Bachelor degree (BA, BSc, 4-year BEd)
- 9 Diploma/certificate above bachelor level
- 10 Professional degree (MD, DDS, DMD, DVM, Law, OD, MDiv or 1-yr>bachelor's)
- 11 Master's degree (MA, MSc, MEd)
- 12 Earner doctorate (PhD, DSc, DEd)
- 13 Other (Specify) _____

10. Regarding these other completed levels of education, which one was the most recently completed program?

- 1 No more than Elementary
- 2 Sec. without a HS diploma
- 3 Completed secondary/tech. HS
- 4 Some community coll
- 5 Completed community coll
- 6 Some prev. univ. experience
- 7 Diploma/certif. below bach. level
- 8 Bachelor degree (BA, BSc, 4-year BEd)
- 9 Diploma/certificate above bachelor level
- 10 Professional degree (MD, DDS, DMD, DVM, Law, OD, MDiv or 1-yr>bachelor's)
- 11 Master's degree (MA, MSc, MEd)
- 12 Earner doctorate (PhD, DSc, DEd)
- 13 Other (Specify) _____

ALSO REQUEST THE MONTH AND YEAR OF COMPLETION:

MONTH: _____

YEAR: _____

11. Upon entering this program how knowledgeable were you about the opportunity for employment in this field (READ OUT LIST)

- 1 Fully
- 2 Somewhat
- 3 Not at all

In the next series of questions, we would like to have you use a 4-point scale to indicate how satisfied you are with the educational program you completed. On this scale, a '1' is 'Very Satisfied', '2' is 'Somewhat Satisfied', '3' 'Somewhat Dissatisfied' and '4' 'Very Dissatisfied'. You may also indicate that the question is not applicable. [NOTE: '5' 'NOT APPLICABLE']

12. When you consider the education program you completed how satisfied are you NOW with:

- ___ The overall quality of the program
- ___ The overall quality of the teaching/instruction
- ___ The opportunity to access the program/courses (when you wanted to access it/them)
- ___ The content of the material covered by the program/courses
- ___ The level of technology available to the students
- ___ The instructional facilities in the educational institution you attended (e.g. labs, libraries, etc.)
- ___ That your program was worth the financial investment required
- ___ That your program was worth the personal investment of time required for classes and study
- ___ The adequacy of financial assistance programs to cover your basic educational & living expenses
- ___ The overall cost of the program (tuition, books, etc.)
- ___ The opportunity for social interaction
- ___ The student facilities in the educational institution you attended (study space, library, cafeteria, etc.)
- ___ The extent to which the program provided you with the skills you needed for related employment
- ___ The extent to which the program provided you with an opportunity to improve yourself generally
- ___ The class sizes for courses in your field of study
- ___ The methods by which your work was assessed/graded
- ___ The extent to which your coop work experience prepared you for work in your chosen field

Now we want to turn to some questions about your employment experiences since completion of your degree or program.

13. First of all, we would like to get an indication of what you have been doing for each month since July 1998.

Example: For most of April, 1998 I worked full-time in a job related to my training and I attended school part-time. This answer is reflected by the checked boxes in the shaded column labeled example.

For **MOST** of that month; *example*

Activities	Apr. 1998	July 1998	Aug. 1998	Sept. 1998	Oct. 1998	Nov. 1998	Dec. 1998	Jan. 1999	Feb. 1999	Mar. 1999	Apr. 1999	May 1999	June 1999
I worked full-time in a job related to my training.	√												
I worked full-time in a job unrelated to my training.													
I worked part-time in a job related to my training.													
I worked part-time in a job unrelated to my training.													
I looked for work but could not find any.													
I WAS NOT EMPLOYED AND NOT LOOKING FOR WORK BECAUSE:													
I attended school full-time.	√												
I attended school part-time.													
I was on temporary layoff.													
I maintained a household.													
I was ill or disabled.													
I was not interested in working.													
Other (Specify)													

-
14. Altogether, how many different jobs have you had SINCE COMPLETING THIS PROGRAM? By different jobs we mean work for different employers. If you have been self-employed, please include yourself as one employer.

(FOR CLARIFICATION: we mean jobs with different employers - not advancements within a position at one employer)

NO. JOBS _____

- 15(a) How many months did it take you to find your FIRST job upon graduation from this program?
(PICK ONE ONLY)

MONTHS: _____

RESPONDENT had a job before completing program: _____

RESPONDENT was on leave from a job or continued working in the job while completing the program:

- 15(b) Do you usually work 30 or more hours a week at this job?

YES NO

If NO, how many hours? HOURS: _____

I now want to ask some questions about your employment activities during the last full week of June, 1999 - that is June 20 - June 26, 1999.

16. During the last week of June 1999 were you
(READ EACH - PICK ONE ONLY)

- 1 Employed, either full-time or part-time?
- 2 Unemployed?
- 3 Enrolled in an education or training program?
(NOTE - IF EMPLOYED AND A STUDENT - ENTER AS EMPLOYED)
- 4 At home?
- 5 Disabled, or (IF "ILLNESS" PROBE: were you employed and on sick leave)?
(IF NO JOB = DISABLED)
- 6 Retired?

FOR THOSE EMPLOYED IN REFERENCE WEEK:

17. In what month and year did you start this job/start self-employment?

MONTH: _____

YEAR: _____

18. Do you usually work 30 or more hours a week at this job?

YES NO

19. What kind of work were you doing during the week of June 20-26?

PROBE - WHAT DO THEY DO EXACTLY? WHAT IS THEIR POSITION?
WHAT PRODUCT OR SERVICE IS DELIVERED OR PRODUCED?

Job Title or Position Held: _____
(E.g. civil engineer, office manager, hairdresser)

Most Important Duties:

20. In what types of business, industry or service were you working?

PROBE - NAME OF COMPANY/ADDR, MANUFACTURING? SELLING? SERVICING? CONSULTING?
FIND OUT WHAT THE COMPANY DOES.

Company Name: _____
Type of Business: _____
(E.g. construction company, accounting practice, hair salon, provincial government department)
Street or Postal Box or Route: _____
City/Town: _____
Province: _____
Postal Code: _____

21. Would you say that your job during the week of June 20-26 was directly, indirectly or not at all related to this program of study?
(READ OUT LIST)

- 1 Directly related
- 2 Indirectly related
- 3 Not at all related

22. None the less, would you say that the program you took was good preparation for the job you held in the reference week?

YES NO

23. Was this a paid position or were you self-employed?
(READ OUT LIST)

- 1 Paid worker
- 2 Self-employed
- 3 Other (specify - e.g. unpaid family worker) _____

24(a) Was/Is this a permanent position?

YES NO

24(b) Was/Is this a temporary, casual, contractual or seasonal position?
(READ OUT LIST)

- 1 Temporary - fixed end date
- 2 Casual
- 3 Contract
- 4 Seasonal

-
25. What were your gross wages for the week of June 20-26 - the total amount paid before taxes and other deductions?

(IF INCOME VARIED PROBE: well, what is your average gross wage per week? (DO NOT RECORD DECIMAL AMOUNTS - ROUND TO NEAREST DOLLAR))

GROSS WAGES: _____

26. What was/is your hourly wage before taxes?
(DO NOT READ LIST)

- | | |
|--------------------|----------------------|
| 01 under \$6.00 | 09 \$20.01-\$22.00 |
| 02 \$6.01 -\$8.00 | 10 \$22.01-\$24.00 |
| 03 \$8.01 -\$10.00 | 11 \$24.01-\$26.00 |
| 04 \$10.01-\$12.00 | 12 \$26.01-\$28.00 |
| 05 \$12.01-\$14.00 | 13 \$28.01-\$30.00 |
| 06 \$14.01-\$16.00 | 14 more than \$30.00 |
| 07 \$16.01-\$18.00 | 15 Commission |
| 08 \$18.01-\$20.00 | 16 Other: _____ |

27. We would like to contact employers to find out their views on how well our post-secondary programs fit with their needs. Is it ok with you if we contact this employer?

YES NO

If YES, what was the name of your employer?

NAME: _____

The next series of questions will provide a profile of how graduates have financed their education.

28. Were any of the following used to finance your program?
(READ EACH AND ENTER YES/NO FOR EACH ITEM)

1. Scholarships or bursaries
2. Assistance or grants from employers or the government other than any student loans
3. Workers' compensation
4. Government student loans
5. Other types of loans
6. Work-term employment
7. Employment during the school year(not work-term)
8. Employment during the summer months(not work term)
9. HRDC/UIC/EI/TAGS/Manpower
10. Social Assistance
11. Parents
12. Band Association
13. Personal Savings

What was your main source of funds to support your education?

SOURCE: _____

- 29(a) Altogether, how much did you borrow through government student loans?

AMOUNT: _____

29(b) Approximately what percentage of this amount was borrowed for the program being reported on in this interview?

Percentage: _____

30(a) How much is left to be paid back for student loans?

AMOUNT: _____

30(b) Have you started to repay your student loan yet?

YES NO

31. Has there ever been a period of 2 months or more where you were unable to make these student loan payments?

YES NO

32. Did you borrow money from sources other than government student loans?
(READ EACH AND ENTER Y OR N FOR EACH ITEM)

1. Family
2. Employers
3. Financial institutions such as banks or credit unions
4. Any other sources? What other sources did you use? Specify: _____

33. Altogether, how much did you borrow from these sources?

AMOUNT: _____

34. How much, in total, do you now owe on these loans?

AMOUNT: _____

35. Have you had any difficulties in repaying the money you borrowed from these sources?

YES NO

a) TOTAL GOVERNMENT LOANS	_____	\$
b) TOTAL OTHER LOANS	_____	\$
c) TOTAL BORROWED	_____	\$
d) TOTAL GOVERNMENT LOANS OWING	_____	\$
e) TOTAL OTHER LOANS OWING	_____	\$
f) TOTAL DEBT OUTSTANDING	_____	\$

36. According to the information you provided you borrowed _____ and currently owe _____.

Is this correct?

YES NO

Now, just before we end ... a few questions about you so that we can compare the experiences of different groups of graduates...again no personal information will ever be reported.

37. In what year were you born?

YEAR _____

38. Are you currently single, married, separated, divorced or widowed?

- 1 Single/never married
- 2 Married or living common-law
- 3 Separated or divorced
- 4 A widow or widower

39. Do you have any children financially dependent on you?

YES NO

40. What is the highest level of education completed by your father (or male legal guardian)?
(DO NOT READ LIST)

- 1 Elementary or less
- 2 Some secondary
- 3 Completed secondary/technical high school
- 4 Some community college
- 5 Completed community college
- 6 Some university
- 7 Diploma/certificate below bachelor level (inc CEGEP)
- 8 Bachelor degree (BA, BSc, 4-year BEd)
- 9 Diploma/certificate above bachelor level
- 10 Professional degree MD, DDS, DMD, DVM, Law, OD, MDIV OR 1-yr > bachelor's
- 11 Master's degree (MA, MSc, MEd)
- 12 Earned doctorate (PhD, DSc, DEd)
- 13 Other (Specify) _____

41. What is the highest level of education completed by your mother (or female legal guardian)?
(DO NOT READ LIST)

- 1 Elementary or less
- 2 Some secondary
- 3 Completed secondary/technical high school
- 4 Some community college
- 5 Completed community college
- 6 Some university
- 7 Diploma/certificate below bachelor level (inc CEGEP)
- 8 Bachelor degree (BA, BSc, 4-year BEd)
- 9 Diploma/certificate above bachelor level
- 10 Professional degree MD, DDS, DMD, DVM, Law, OD, MDIV OR 1-yr > bachelor's
- 11 Master's degree (MA, MSc, MEd)
- 12 Earned doctorate (PhD, DSc, DEd)
- 13 Other (Specify) _____

42. Since completing your program have you received...
(READ EACH AND ENTER YES/NO FOR EACH ITEM)

- 1 income from employment
- 2 income from self-employment
- 3 income from investments
- 4 income from a pension
- 5 payments through social assistance
- 6 payments through UIC (OR EI)

-
43. This question only applies to graduates who have been working full-time in the labour force prior to graduation and who have returned to a postsecondary institution to upgrade their skills and/or qualifications. An example of this may be: A person who has been working for a number of years at accounting but did not have a certificate or diploma and has decided to take educational leave to return to college to complete the requirements needed to graduate.

Do you consider yourself to be in this category?

YES NO

The last item we have to do in this survey is to collect up-to-date contact information in case there are other follow-up surveys on the people who received their diplomas/certificates in 1998.

Just to make sure that we have the most recent information, and to make sure that our records are correct, could I have your current telephone number, beginning with the area code?

Telephone Number: _____

And may I have the address for your current residence.

Street or Postal Box or Route: _____

City/Town: _____

Province: _____

Postal Code: _____

Is this address the same as your permanent residence?

YES NO

And may I have your permanent residence

Street or Postal Box or Route: _____

City/Town: _____

Province: _____

Postal Code: _____

That's all the questions we have. Thanks very much for your time. We really appreciate your help.

Respondent's Gender: _____

POST INTERVIEW COMMENTS:

Appendix C: Other Sources of Information

The subsequent list, while not exhaustive, includes a number of sources from which a large amount of information may be obtained either in print form or on the World Wide Web. In addition, many post-secondary institutions produce their own calendars, which are excellent sources of career planning material and can be obtained from the institutions themselves or referenced at Canada Employment Centres, public libraries, and at guidance and career counselors' offices.

Apprenticeship Training Programs:

Information regarding these programs may be obtained from the Division of Institutional and Industrial Education, Department of Youth Services and Post-Secondary at the telephone number (709) 729-2729. Information on the Interprovincial Standards “Red Seal” program can be obtained at the following World Wide Website.

World Wide Website: <http://www.red-seal.ca/>

Canada Prospects: Your Guide to Career Planning:

This is an annual career information resource newspaper produced in partnership through the Canada Career Consortium. *Canada Prospects* provides a glimpse at a variety of occupations and fields of work. It will help identify where opportunities can be found. Copies can be obtained by contacting the **Career Information Hotline** at 1-800-563-6600 or viewed online.

World Wide Website: <http://www.careerccc.org/>

Canada WorkinfoNET:

Canada WorkinfoNet is a bilingual internet directory with easy-to-find links to information sources provided by Canadian organizations with an interest in human resources development. This internet partnership now has 1800 links to sites that focus on career development, financial help, community services and more. Canada WorkinfoNet is designed to enable individuals in all kinds of circumstances to access the resources they need.

World Wide Website: <http://www.workinfonet.ca/>

Career Information Hotline:

This service is offered by the Department of Human Resources and Employment of the Government of Newfoundland and Labrador. This is a toll-free telephone service offering career development and employment information, guidance and referrals. Career Development Specialists are available to assist persons in making informed choices with regard to their career and employment decisions. Information is available on career planning, occupations, education and training, job search strategies, employment programs and services and business assistance.

Telephone: (709) 729-6600
Toll Free Telephone: 1-800-563-6600

The Career Information Hotline is available on the Internet via the website given below. Access the *Department Profile* link followed, in order, by the *Branch and Divisional Descriptions*, *Employment and Career Services* and *Career and Job Search Information Services* links. On the subsequent page is a link to the Career Information Hotline.

World Wide Website: www.gov.nf.ca/hre

Career Information Resource Centres:

These centres are administered by Human Resources Development Canada (HRDC) and are located in the following places: Clarenville, Corner Brook, Gander, Grand Falls-Windsor, Happy Valley-Goose Bay, Harbour Grace, Labrador City, Marystown, Placentia, Port-Aux-Basques, Springdale, St. Anthony, St. John's, and Stephenville. The centres are open on either a drop in basis or by appointment and are designed to provide information and guidance on career and employment planning, job searching, training options, and occupations. A combination of books, pamphlets, videos and personal assistance is available at each site. Further information and assistance is available from any office of Human Resources Development Canada. Contact information for each center is also available on the World Wide Web at the address listed below.

World Wide Website: www.nf.hrdc-drhc.gc.ca/irc/IRCs/Index.htm

For further information and assistance, visit your nearest office of Human Resources Development Canada.

Community Career Centre:

The Community Career Centre aids the search for employment by offering programs such as job shadowing, occupational interviews and a speakers' bureau where dedicated individuals share their experiences and insights to the youth of the community.

World Wide Website: <http://www.ccc.k12.nf.ca/ccc/index2.asp>

Government of Newfoundland and Labrador World Wide Website:

This is the official website of the provincial government, which has links to all government departments that are of use to those people needing information about employment issues. These include the Departments of Education, Youth Services and Post-Secondary Education, Finance, Environment and Labour, Human Resources and Employment, Industry, Trade and Rural Development, and the Public Service Commission of Newfoundland and Labrador. In addition, this is a source of information about business opportunities, tourism, government regulations and services and recent events pertaining to government.

World Wide Website: www.gov.nf.ca

Human Resource Development Canada (HRDC):

In accordance with the HRDC's mission to enable Canadians to participate fully in the workplace and the community, the national site of HRDC provides information on the programs and services that it offers. It contains links to the Canada Employment Insurance Commission and HRDC sites in communities across Canada including the regional site for Newfoundland and Labrador, as well as locations where help can be found if one is looking for work or choosing a career. This site provides information about Employment Insurance programs, Canada Student Loans, services for employers, labour market information, learning opportunities, self-help products, community partnerships and federal legislation. In addition, this site provides links to the Electronic Labour Exchange, the Job Bank, CanWIN and other sources of labour market information.

World Wide Website: www.hrdc-drhc.gc.ca

HRDC Newfoundland and Labrador Occupational Profiles:

Within the HRDC website lies an abundance of career information designed to aid career choices. Information specific to the labour market in Newfoundland and Labrador is available on the website given below by selecting the ensuing two links labeled *Newfoundland and Labrador*, one is led to a page holding an exceptional variety and quantity of Newfoundland and Labrador market information including occupational profiles, potential employers, labour market reviews and other sources of labour market information. Occupational profiles are especially useful in choosing a career because they provide detailed information on occupations, including duties, employment requirements, terms and conditions of work, potential employers, CENSUS information, wage ranges, provincial employment trends, training availability and professional associations.

World Wide Website: <http://lmi-imt.hrdc-drhc.gc.ca/>

Job Futures Canada 2000:

Job Futures is a two-part publication of Human Resources Development Canada that provides both a current picture of job opportunities and a forecast of labour market conditions in Canada over the coming years. Both volumes provide very detailed information about where graduates work, educational requirements for occupations, earnings, and types of employment situations.

Job Futures 2000, Part1: Occupational Outlooks provides a two-page description for each occupation.

Job Futures 2000, Part2: Career Outlooks For Graduates provides a two-page description for each postsecondary program.

General enquiries about Job Futures 2000 can be sent through the website or by contacting:

Mail:	Job Futures Applied Research Branch, HRDC 7 th Floor, 165 Hotel de Ville Hull, Quebec K1A 0J2
Facsimile:	(819) 953-8584
World Wide Website:	http://www.hrdc-drhc.gc.ca/JobFutures

Newfoundland and Labrador, WorkinfoNET (NLWIN):

NLWIN is an internet site that is accessible through the Government of Newfoundland and Labrador's web page. NLWIN is a partnership of federal and provincial government departments and agencies, community agencies, educational institutions, professional associations, and the Newfoundland and Labrador Public Libraries.

The intention of NLWIN is to provide access to quality, up-to-date, provincial information on career and employment planning for residents of Newfoundland and Labrador. Through NLWIN, users may also gain access to national and international information on these subjects via **Canada WorkinfoNET**.

NLWIN contains information on a number of topics related to Career and Employment planning. For each topic, there is information on services and resources available including: career planning and labour market information, education and training, job search and job recruiting, self employment, financial help, programs and services, workplace issues and support.

World Wide Website:	http://www.gov.nf.ca/nlwin
---------------------	---

Occupational and Career Development (OCD) Web Site:

This web site is supported by Human Resources and Development Canada (HRDC) and is designed to aid people in selecting and planning a career. It contains direct links to interactive quizzes and on-line software and to other related sites. In addition, this site describes and makes available to order many publications, videos, software, reference books and career materials.

World Wide Website: <http://www.hrdc-drhc.gc.ca/hrib/ocd>

Postsecondary Indicators '98:

Postsecondary Indicators '98 is a public accountability document published by the Department of Education in 1998 aimed at informing educators, administrators and the public about the extent to which the higher education system in the Province is achieving its goals. This publication focuses on the performance of the system in graduating and certifying students and also highlights participation, labour market success and student and public satisfaction with post-secondary education in the Province.

World Wide Website: <http://www.gov.nf.ca/edu/ind97/index.htm>
<http://www.gov.nf.ca/> under "Publications"

Student Aid, Department of Youth Services and Post-Secondary Education:

Information from the Department of Youth Services and Post-Secondary Education's Student Aid Division is readily available through the internet or the telephone numbers listed below. The interactive website displays general information on student aid, enables on-line loan application and provides updates on the status of loan applications.

World Wide Website: <http://www.edu.gov.nf.ca/studentaid>

The student aid division can be contacted directly at the following address.

Telephone:	(709) 729-5849	Or:	(709) 729-4244
Toll Free Telephone:	1-888-657-0800	Facsimile:	(709) 729-2298
E-mail:	mailto:studentaid@mail.gov.nf.ca		

2000-2001 Transfer Guide:

This is a publication of the Newfoundland and Labrador Council on Higher Education. It is designed to be a guide to the transfer of credits in public post-secondary institutions in the Province including the College of the North Atlantic, Memorial University and the Marine Institute of Memorial. Specifically, this publication lists established course-by-course and program/block transfer of credit precedents available to students in the Province. Information is also provided on public institutional transfer policies, and programs linked to high school. The publication and an interactive credit transfer database are available free of charge on the internet at the following internet address.

World Wide Website: <http://www.edu.gov.nf.ca/council>

Copies of the published version of the document can be obtained directly from the Council on Higher Education, Department of Youth Services and Post-Secondary Education through one of the following means.

Mail: The Newfoundland and Labrador Council on Higher Education
3rd Floor, West Block Confederation Building
P.O. Box 8700
St. John's, NF
A1B 4J6
Telephone: (709) 729-5626
Fax: (709) 729-3669
E-mail: <mailto:billbreckenridge@mail.gov.nf.ca>

Youth Employment Strategy Website:

The Youth Resource Network of Canada was part of the Youth Employment Strategy implemented by Human Resources and Development Canada (HRDC). It was created to help youth bridge the gap between school and the labour market. It makes available a great deal of information that will be useful in each stage of a job-hunting effort. Most of the information listed in this site is already available on the internet, but it was scattered and difficult to access prior to the implementation of the Youth Resource Network of Canada. Sites are placed under various headings corresponding to the steps involved in career planning including: self-assessment, job information, education, job search techniques, job opportunities, and self-employment. Other information may be found under the headings: news releases, statements and publications, and services and programs.

World Wide Website: <http://www.youth.gc.ca/>

This document was produced by the Department of Youth Services and Post-Secondary Education.

Research and Analysis:	Geoff Newman Joanne Power Sean Hoyles
Document Preparation:	Dan Fowler Geoff Newman
Divisional Manager:	Kerry Pope
Divisional Director:	Charlotte Strong

The production and promotion of this document was made possible through the support of Human Resources Development Canada.

Many other people within and outside the Department of Youth Services and Post-Secondary Education have made a contribution to the development of this report. In particular, the department wishes to thank Marina Troake of the Department of Human Resources and Employment for her direct assistance. The efforts of the numerous telephone surveyors who collected the data with skill and persistence are especially appreciated. In addition, Heidi Campbell and Rod Walsh are acknowledged for their direct contribution to the development of this document.

This document is available on the Internet at <http://www.gov.nf.ca> under "Publications".

Government of Newfoundland and Labrador
Department of Youth Services and Post-Secondary Education, 2001
ISBN 1-55146-123-4
