

**INTERNATIONALLY TRAINED WORKERS****TEMPORARY FOREIGN WORKERS**SEARCH: [Temporary Foreign Worker Guide](#) | [Industry Guide](#) | [Source Countries](#)

# Industry Guide

## Orientation and Integration

[Printer-friendly version](#)

...programs designed to introduce and acclimate newly hired employees into the organization.<sup>1</sup>

The **Orientation and Integration** of foreign workers includes:

- providing the same basic orientation available to all employees;
- communicating mandatory health and safety information;
- identifying the need for occupational certification and arranging for testing; and
- supporting a familiarization and integration process for workers.

### In this section

- [Orientation and Integration](#)
- [Players in the Process](#)
- [Variations in the Process](#)
- [Orientation and Integration Checklist](#)

Employers are responsible for the orientation of their employees. Integrating them into the workforce is a joint responsibility between the employer and employee. A number of other groups can assist in the process, such as recruiters, labour organizations, construction agencies, ethnic community associations and provincial governments.

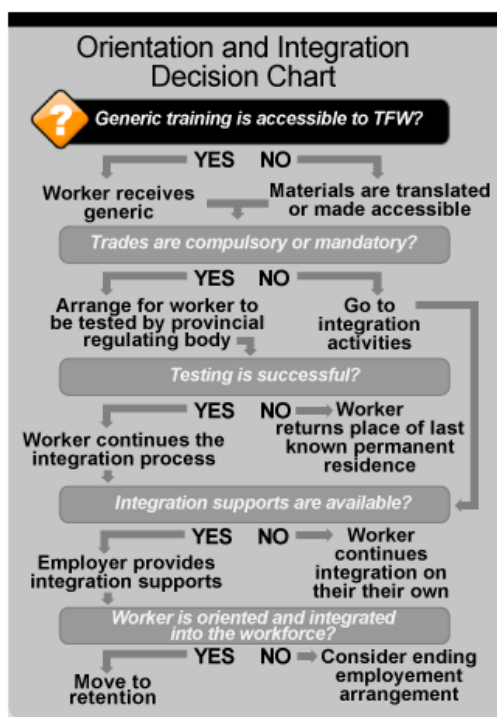
All employees require some form of orientation when arriving at a new job. Employers should ensure that foreign workers receive and understand the basic information about working in construction in Canada. Workers who are not comfortable with English may have difficulty understanding. Some employers translate information materials, or use trainers from the local community who can provide the training in the workers' first languages. Often labour organizations and construction associations can assist in identifying training opportunities, or provide the training directly.

Employers must ensure that new workers receive site-specific health and safety training. Some specific courses include the Construction Safety Training System (CSTS), or confined space training. Most provinces have requirements for health and safety standards as well as educational resources to help with orientation. Employers can find a list of federal and provincial sites at the [HRSDC labour website](#).

[Back to top of page](#)

Players in the process	Role
Employers	<ul style="list-style-type: none"><li>• provide job site and health and safety orientation</li><li>• ensure that the foreign worker obtains the necessary certification to work in Canada</li><li>• support the integration of the TFW through community supports and training</li></ul>
Recruiters	<ul style="list-style-type: none"><li>• assist the employer to locate necessary training and orientation supports</li><li>• translate training materials for general orientation and health and safety</li></ul>
Workers	<ul style="list-style-type: none"><li>• obtain all certification necessary to work in Canada</li><li>• orient themselves to life in Canada</li></ul>
Provincial governments	<ul style="list-style-type: none"><li>• provide testing and certification for compulsory trades</li><li>• establish and monitor health and safety standards in conjunction with construction safety</li></ul>

	associations <ul style="list-style-type: none"> <li>• provide educational materials in both official languages and some other languages</li> </ul>
Colleges	<ul style="list-style-type: none"> <li>• work with employers and employer associations to develop occupation-specific and general language training</li> </ul>
Ethnic community associations and immigrant-serving organizations	<ul style="list-style-type: none"> <li>• support employers to ensure TFWs access necessary cultural integration supports, including language supports</li> </ul>
Labour organizations and construction associations	<ul style="list-style-type: none"> <li>• provide occupation-specific training resources and certification of some occupations</li> </ul>



Workers coming into compulsory or regulated trades (those that require certification) will need to make arrangements to be tested. The process for TFWs is the same used for out-of-province workers. Typically, workers have a specific period of time in which to take and pass the test for compulsory trades. If an employee does not pass the exam within this time period, they can no longer work on the job site. Time frames and rules about taking the test more than once vary from province to province. See the Variations in the process section below for more information on obtaining certification. Use the Government of Canada [Working in Canada Tool](#) to identify occupation-specific regulatory requirements, and for contact information for the regulatory body responsible for that occupation. While it is typically the employee's responsibility to obtain the certificate, many employers monitor this and make the necessary arrangements on behalf of the employee.

Foreign workers have to integrate into the community as well as onto the job site. Some employers find it useful to assist their workers to get oriented to the local community, weather, culture, and way of life in Canada, either by themselves or through immigrant-serving organizations (ISOs) or ethnic associations. Providing general language support or technical job-specific language training can be very helpful to TFWs who are not fluent in the language of the job site, and may ease the integration of foreign workers into the overall labour force. Some employers managing remote work sites work with TFWs to identify foods and other comforts that can assist in the integration process. For more information and examples of employer supports for orientation and integration, see the [FAQ section](#).

[Back to top of page](#)

## Variations in the process

**Regulated occupations** – Trades tend to be regulated by provincial/territorial governments, and professions are typically regulated by a self-governing body. Non-regulated trades do not require certification or licensing. It is up to the employer to ensure the worker has the proper skills.

Occupational regulations change from province to province. The BC Government no longer regulates trades. Instead, regulation in BC now falls under the responsibility of individual groups such as Workers' Compensation (crane operators) or safety authorities (electrical). By contrast, most occupations in Alberta are regulated. In 2007, Alberta had more regulated trades than any other province.

**Obtaining certification**– The process for obtaining certification for TFWs varies from province to province. The [Working in Canada Tool](#) can help you to find out who requires certification and how that works in each province.

For instance, in Alberta, the qualifications and training of the TFW are reviewed in order for the worker to work under a journeyperson for up to 180 days, during which time the worker must take and pass the test. Extensions to the 180 days can be requested but are not automatic. Go to the [Trades Secrets Alberta website](#) for more information.



In Ontario, workers must take and pass the test, but may be provided with a provisional certificate if there is a delay between the employment start date and the test date. In BC, TFWs apply to challenge exams for certain occupations. They must first submit documentation proving that they have the requisite skills and/or actual hours worked in order to take the examination, in addition to obtaining declarations from any previous employers who can attest to previous work experience. Employees are responsible for all costs associated with the application process, including translation required for document or telephone verification.

In Quebec, the [Commission de la construction du Québec \(CCQ\)](#) is responsible for ensuring that any worker on a Quebec work site has the proper certification. This often occurs prior to the joint letter being provided during the LMO/QAC phase (see the [Job Offer](#) section), and must be done prior to the worker entering into the workforce. The CCQ will provide the new worker with a social insurance number prior to commencing work.

[Back to top of page](#)

Orientation and integration checklist	
Task to be completed	✓
<ul style="list-style-type: none"><li>Identify the work site and cultural integration supports that are required.</li></ul>	
<ul style="list-style-type: none"><li>Identify the language training requirements and options.</li></ul>	
<ul style="list-style-type: none"><li>Identify the certification requirements based on the occupation of the worker.</li></ul>	
<ul style="list-style-type: none"><li>Connect the TFW to integration supports on the job site and in the local community.</li></ul>	
<ul style="list-style-type: none"><li>Provide a basic work site orientation.</li></ul>	
<ul style="list-style-type: none"><li>Provide health and safety training/supports.</li></ul>	
<ul style="list-style-type: none"><li>Worker obtains all necessary certification.</li></ul>	
Move to next section: <a href="#">Retention</a>	

---

<sup>1</sup><http://www.shrm.org/templatestools/glossaries/hrterms/pages/i.aspx>

*This page last updated July 2013.*



[Top of Page](#)

---

**InternationallyTrainedWorkers.ca** and **TempForeignWork.ca** is an initiative of BuildForce Canada.  
Funding for this project is being provided by the Government of Canada.

[Home](#) | [About Us](#) | [Contact Us](#) | [Français](#)

[Internationally Trained Workers](#) | [Temporary Foreign Workers](#)