

NEW TO CANADA: INFORMATION ON THE MINING INDUSTRY FOR IMMIGRANTS



New to Canada?

Life in Mining

If you are considering a career in the Canadian mining industry, the information in Life in Mining provides a great foundation, as it is applicable to all career seekers. This section contains additional information to help address some of the specific challenges or questions that immigrants might face when thinking about a life in Canada's mining industry.

What to Expect

Some things you may want to know about when considering a career in the Canadian mining industry include:

- Fly-in-fly-out lifestyle
- Life at a mining camp

Fly-in, fly-out

If you decide on a career in the Canadian mining industry it is important to understand the type of lifestyle you can expect. At many mines in Canada you can expect to live at a mining camp. These are communities that house mining workers for two-three weeks at a time. After these two-

three weeks the mining workers fly back home for two-three weeks of time off and then fly back to work. This is called a fly-in fly-out (FIFO) schedule and it is very common in many Canadian mining companies.

Some of the benefits to FIFO jobs include: financial rewards (these tend to be jobs that pay well to make up for the time away from home), live anywhere (on your time off you can choose to live in almost any area), extended time off (depending on the type of roster you work, long breaks in between shifts) the chance to travel, pursue hobbies and spend quality time with friends and family.

There are some disadvantages to FIFO jobs: long periods away from your family and friends, personally adapting to a change in routine and missing your family and your family missing you too.

The majority of mining companies will try to make the camp as comfortable and pleasant as possible. Many people find it difficult to be away from their families for extended periods of time. In the end, if you are up for a challenge, and are looking for an interesting exciting place to work then you cannot beat mining!

To find out more about FIFO watch [this video](#).

Mining Communities

It can be hard to decide whether or not you will enjoy living in a rural community or would rather be in a city. The rural community is a great match for a lot of people who are looking for a quiet lifestyle in a close-knit community.

[Watch the video](#) to hear more from those who have worked and lived in these communities.



Read this [article](#) for more information on camp life.

New to Canada?

Skills and Training

Three steps to making your international education and experience count

The mining industry offers a variety of careers. There are over 120 different careers with a wide range of entry requirements. For some careers, you can get started following on-the-job training by the employer. Other careers require specific education, training and work experience to be considered for a job.



Many new Canadians come to Canada with international education, training and work experience and it can be difficult for employers or contractors to determine where you fit in the Canadian workplace. When you prepare your resume and apply for a job, make sure to provide

information on what you will bring to the job. It is essential that you describe your knowledge, skills and experience in detail.

This section will guide you through the process of getting your education and training recognized in Canada, and will help you communicate your work experience clearly and effectively.

Why should I have my education evaluated?

It is important that you understand how your education compares to Canadian education. As a new Canadian, you need to have your education evaluated to:

1. Communicate your knowledge, skills and experience with Canadian employers
2. Obtain certification, licensing, or registration in a regulated career. (In Canada, some careers are regulated to protect workers and the public).
3. Become accepted into an educational institution and program

Credential evaluation agencies evaluate your education and compare it to the requirements and standards of the province or territory you wish to work in and Canadian terms in general. You need this information and so do potential employers.

Be sure to discuss your individual needs with the credential evaluation agency so they can provide you with the best service or refer you elsewhere.

Step 1 - Identify what education is relevant for your career

Depending on the type of work you wish to pursue, you may need a credential evaluation to have your education and training compared to education in Canada. To identify what is relevant for your career, review the job entry requirements for the careers that interest you [link to job entry requirements in new profiles].

Generally, three types of education may be relevant for your career in mining:

- High school graduation (for example: diploma or certificate)
- Skilled trades, vocational or college education (for example: certificates, diplomas)
- University education (for example: degrees)

Step 2 - Have your education evaluated

The process for the evaluation of international education and training is well defined. It is often easier to start the process in your home country because you may need to supply original documents or officially sealed envelopes.

There are many designated organizations that can carry out the evaluation and give you an official report. [Where can I get my education evaluated?]

The education evaluation process:

1. Complete your application with the credential evaluation agency
2. Review the document requirements for your application
3. Have your documents translated into English or French (Note: translation must be completed by your school, college or university or by a certified translator)
4. Provide original documents to the credential evaluation agency
5. Receive and review your report
6. If you are not satisfied with your evaluation, you may want to ask for more information or a second opinion

If you do not have formal education or you cannot provide proof of training and education, consider applying for Prior Learning Assessment and Recognition (PLAR) (insert link to Experience matters – an immigrant portal currently being developed by CAPLA) to determine whether your skills and knowledge are considered equivalent.

The skilled trades training evaluation process

Some careers in mining require training and certification in skilled trades. The apprenticeship and certification authorities in the province or territory where you plan to work will evaluate your international skilled trade certificate or related training.

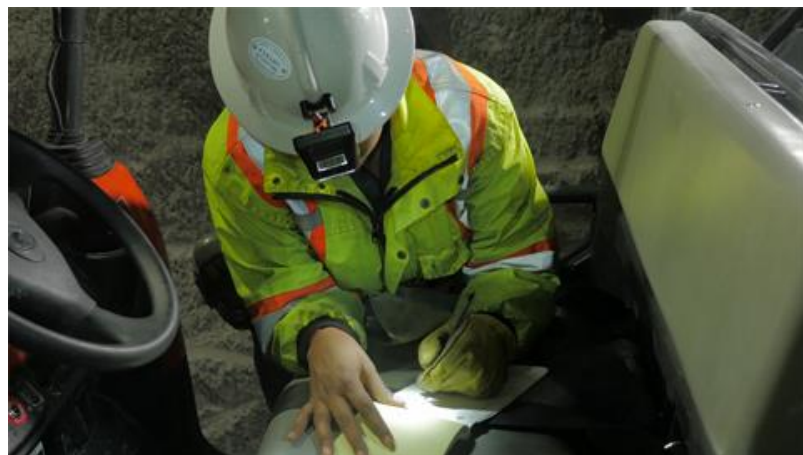
The evaluation will include your education, as well as the amount and scope of your trade specific work experience. Every province and territory has different requirements for trade experience and education. [Learn more about Skilled Trades in Canada and Local Apprenticeship Authorities.](#)

Here is how the process usually works:

1. Gather the documents required by the apprenticeship and certification authorities in the province or territory where you plan to work. These include:
 - application forms,
 - employer declaration forms,
 - employer letters,
 - letters of reference,
 - trade time and work experience verification forms,
 - or
 - skills checklists

2. Provide information to the apprenticeship and certification authorities in the province or territory where you plan to work
3. The information you provide is verified with employers and journeypersons to confirm work hours, scope of work and level of competency at your trade.

For some regulated trades, you will have to undergo a practical assessment, such as a skills demonstration. The evaluation process is thorough because Canadian provinces and territories need to ensure that internationally-trained tradespeople have the required trade time, scope of trade experience and overall competence they need to work safely and effectively in the mining industry. Apprenticeship Offices generally provide strong support, personal attention and help throughout the application, assessment and examination processes.



Some Pre-Apprenticeship programs are available for short training courses on specific regulations, Canadian terminology and other topics you need in order to work safely and effectively in Canada. [Contact the local Apprenticeship Office for programs available near you.](#)

Some trade credentials are accepted across Canada. The overall credential is called Red Seal and it is recognized across Canada. Tradespeople who hold this credential can work anywhere in Canada. If you meet the Red Seal examination requirements, you may be eligible to write the Red Seal examination. [Find out more about Red Seal Examination.](#)

If you do not have a high school diploma or your diploma is not recognized

Some careers in mining require a high school diploma (grade 11 or 12). If you don't have a certificate or your certificate is found to be "not equivalent," you can get your diploma in other ways.

One way to get your high school equivalency is by registering to take General Educational Development (GED) tests. The GED tests cover five different subject areas and you must pass all five tests to get your GED certification.

Another way to turn life experience into academic credit is by applying for Prior Learning Assessment and Recognition (PLAR). Some provinces and territories use PLAR to assess your relevant knowledge and experience so they can assign credits that go toward your high school diploma.

Learn how to obtain/earn your high school diploma [here](#).

(Source: www.canlearn.ca)

Get access to small loans

Many new Canadians face challenges in meeting all the requirements that financial institutions need to fulfill in order to grant a loan. There are programs available to help you pay for expenses related to training or having your credentials evaluated. Several organizations offer micro-loans to applicants who are not yet employed, do not have a Canadian credit history and do not qualify for student loans.

Step 3 -Describe your work experience

The mining industry offers a variety of different careers. Some are entry level careers that can lead to jobs with more responsibility and higher compensation. Other careers have strict regulations and requirements that you have to meet in order to be considered.

Employers use their own process and criteria to evaluate what you bring to the organization. You might need to complete a training program that is specific to the employer or to the mining industry. In order to convince a prospective employer that you have what it takes, you must use your resume to explain the knowledge, skills and experience that you will bring to the workplace. There are free programs available to help you write your resume so that it meets the expectations of Canadian employers. Use this interactive map to find free programs and services.

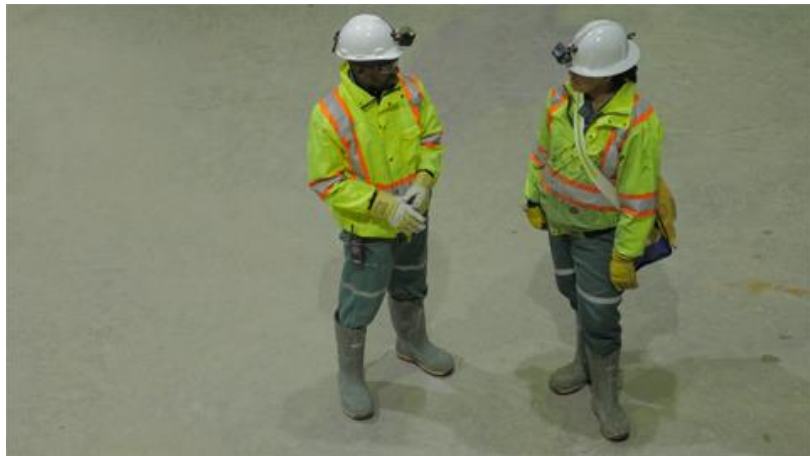
Document your education, achievements and experience

If you want to work in an unregulated job, it is helpful to write a summary of your education, achievements and experience. Here are some activities to help you get started:

- Describe the tasks you carried out in your previous employment
- Describe the skills and knowledge you used at work
- Get written feedback from supervisors, colleagues and other respected individuals
- Show work samples (if possible)
- Offer to complete a short assignment to demonstrate your knowledge and skills to the employer

Meet the Canadian engineering team

In Canada, Engineers, Technologists and Technicians all work together as members of the engineering team. For internationally-trained engineering graduates and experienced professionals it can be difficult to understand where engineering skills fit within the team in the Canadian mining workplace. The following resource helps illustrate how different members of an engineering team work together: [Pathways to a successful career in Engineering and Engineering Technology Careers.](#)



Learn about regulated mining careers

The mining industry offers careers in both regulated and non-regulated fields. In Canada, some careers are regulated to protect workers and the public. Regulation is a responsibility of provincial and territorial regulatory bodies. Most regulated careers are regulated in all

Canadian provinces and territories; others are only regulated in some provinces and territories. To learn more about the career you are interested in, please check the specific job entry requirements for that career.

To work in a regulated career, it is a legal requirement to have a license, certificate or registration. This requirement is controlled by law and governed by a professional organization or regulatory body. Regulated mining careers include engineering, science and skilled trades. Some careers that revolve around health, safety and the environment also have components that are regulated. In general, Engineering Technicians and Technologists are mostly unregulated so they may make a possible entry point if you cannot obtain – or have difficulty obtaining—your license.

Become a licensed Engineer

To work in a regulated engineering career, you must meet specific provincial or territorial requirements and obtain your Professional Engineering Credentials (P.ENG.).The regulatory body for the province or territory in which you wish to work will assess whether you meet the requirements. These requirements are often called, “entry to practice competence.”

In general, the criteria to become licensed include:

- Education: You hold a degree from an accepted (accredited) undergraduate program, or you have equivalent qualifications.
- Work Experience: You fulfill the work experience requirements in the province or territory where you are applying for a license.
- Professionalism and Ethics: You pass an ethics exam, which tests your knowledge of related laws, professional standards, ethical standards and other topics.
- Good Character: You demonstrate good character.

[Learn more about professional engineers and their regulatory bodies.](#)

New to Canada?

Get the Job

Tips for newcomers on how to navigate the Canadian job application process

If you are new to Canada and looking to start your job search, the information in Applying for Jobs provides good information for all career seekers. This section contains additional information to help answer some of the specific challenges or questions that immigrants might face while looking for a job in Canada's mining industry.

To get started, take a look at this [video](#) by the Toronto Region Immigrant Employment Council (TRIEC) which provides an excellent overview for immigrants on employment in Canada. Then, use the left-hand menu for more detailed information on specific topics.



Find Immigrant Services in your Area

Review this [Government of Canada website](#) to find free immigrant services in your area which include:

- language assessments and classes
- help finding a job
- help with daily life such as finding a place to live and filling out forms and applications
- information about community services such as mentoring



Preparing a Resume and Cover Letter

When applying to jobs in Canada, employers expect a resume and a cover letter, both of these documents combined are called your “application package,” in addition to any other documents that might be requested by the employer (e.g. writing samples). A list of tips on writing your application package is provided below. For a more in-depth guide, we’ve also included some links to expert resources that you may find helpful.

Creating a Canadian-Style Resume: List of Tips

- Keep it short (two pages or less)
- Tailor your resume for each job you are applying to. Use the job posting or description to help with this task.
- Make sure all company details, including the name and title of the contact person, are correct.
- List your most recent work experience first, with the rest following in order. Include the name of the job, where you worked, when you worked there and then include a brief description of your accomplishments or achievements at that job.
- Clean, professional formatting is very important. Formatting should be used to make your information easier to read, or to help with organization; it should not be distracting. Using headings (e.g. Skills, Work Experience, Education, Volunteer Activities) and bulleted lists are helpful
- Include your education (any degree or diploma you have obtained) and the Canadian equivalent, if applicable. If you have taken additional training or professional development courses, include these as well. You should specify the degree (or course), as well as the name and location of the academic or training institution and the dates you studied.

- Add in volunteer experience. If you have Canadian volunteer experience, this will demonstrate to potential employers that you are actively engaged in the community.
- Do not include personal information (birth date, marital status, or number of children) or a photo.
- Proper spelling and grammar is important. Have your resume reviewed by someone if you are unsure about proper spelling and grammar usage.
- Include other information that is relevant to the job. This can include memberships with professional associations, publications or awards.

Creating a Cover Letter: List of Tips

- Keep it short (one page maximum)
- Before you begin, do your research about the company and read the job posting carefully so you can talk about your skills and experience in relation to it
- Include a header with the following information: Date, your full name and address, employer address. Whenever possible, you want to address your letter to a specific person and not use “To whom it may concern.” Often you can find a contact name if you look online (e.g. the Human Resources

Manager or manager of the department for the position).

- Think of the letter in three paragraphs: Introduction (explain which position you are applying for); Body (summarize your relevant skills and experience that qualify you for this job; expand upon the details in your resume and focus on strengths); Closing (thank the employer for the opportunity to apply and explain that you've attached your resume and are interested in an interview to learn more about the position).
- Don't forget to proofread your cover letter; spelling and grammar is very important.

Links

[Settlement.org](https://www.settlement.org/)

[Skilled Immigrant Infocentre](https://www.skilledimmigrantinfo.org/)

[NCE Institute](https://www.nceinstitute.com/)

[Prepare for Canada](https://www.prepareforcanada.ca/)

Applying Online

Many mining companies have multiple mines/sites and a central headquarters, head office or 'corporate' location. Often, hiring and recruiting is centralized in the head office of companies, so you might be addressing your cover letter to someone in HR, located in Vancouver, even though you are applying for a job at a mine elsewhere.

When applying online, use a neutral email address, such as `firstname.lastname@mail.com`, for example, and avoid anything that reflects your individuality or personality (e.g. `pug_lover500@mail.com` or `vegan26@mail.com`) as these are viewed as unprofessional.

Interview Etiquette

The interview is a prospective employer's first impression of you and this includes your personal appearance, body language and gestures, personal space, cleanliness and scent. In an interview, dress in appropriate attire for the position you are applying for ([what is appropriate?](#)) and make sure your clothing is clean and wrinkle-free. Avoid wearing strong perfumes or cologne.

Show up ten minutes prior to the interview. If you arrive earlier, wait elsewhere before entering the company's

office. Make sure you give yourself plenty of time to travel to the interview location as if you arrive late, it will leave a bad impression. Before walking in, ensure your cell phone is turned off.

When greeting your interviewer, it is customary to smile, make eye contact and extend your right hand for a handshake. A firm handshake is expected; women should use the same strength of grip as men. If you are uncomfortable touching the opposite gender, simply smile and nod following the introduction and do not extend your hand for a handshake. Following the greeting, wait until you are offered a seat; if it's unclear where you are supposed to sit, it's better to ask in order to avoid sitting in someone's chair.

During the interview, you'll be asked a [series of questions](#) related to the position and how your skills and experience applies. Answer the questions honestly; lying or giving false information make you seem untrustworthy and could result in you getting fired, if you do get the job. It is in your best interest to answer all of the questions because each one is your opportunity to sell yourself; however, if you cannot think of a good answer, it is acceptable to politely ask the interviewer if you could answer that question at the end of the interview. When preparing and answering

questions, it is important to focus on YOUR individual contributions in a job or project. Although you were likely part of a team who contributed to the success, Canadian interviewers expect you to highlight what you as an individual achieved. Use “I,” not “we.” Additionally, silence after a question can be interpreted as a lack of knowledge or that you are unsure – in Canada this does not signal respect. So after a question is asked, you should start to answer it within a few short seconds. If you need time to think about your answer, say – “That is a good question, let me think of the best way to respond” before pausing. In terms of body language, maintaining eye contact throughout the interview is important; this shows respect, confidence and interest.

At the end of the interview, thank the interviewer for his or her time. It is customary to send a follow up thank you, either by email or regular mail, thanking the interviewer again for his or her time and for considering you for the position. You can use this as an opportunity to include anything you may have forgotten to mention during the interview. This note should be sent within a day or two of the interview and should be a very short note.

New to Canada?

Demographics of the Mining Industry

MiHR research shows that over the next 10 years, the Canadian mining industry will need to hire 100,000 workers. In order to fill these positions, the Canadian mining industry will have to attract and recruit women and men, from every national and cultural background.

Age

Younger workers are starting to take more of an interest in the industry. For almost 10 years, MiHR's research has consistently shown that the mining workforce is relatively older than the overall labour force in Canada; however, the mining industry is showing signs of attracting more young people.

Diversity

Diversity in the work force describes how different people are by their visible and invisible characteristics. MiHR focuses on three groups that are relevant to diversity in the mining industry: Aboriginal peoples, women and immigrants. Women and immigrants are underrepresented in the mining industry. Aboriginal peoples, on the other hand, are well-represented, but their participation is still limited by a number of factors.

Women

Today, women represent 17% of the mining labour force. Ten years ago, that number was closer to 12 % which means that the number of women working in the sector has increased by 40% over 10 years.



Immigrants

There are over 36,000 immigrants to Canada who are employed in the mining sector. Immigrant women make up a 22% of those immigrant workers. The immigrants working in mining are very highly educated, and in terms of age, are older than the general mining workforce.

Aboriginal Peoples

There are about 18,000 Aboriginal peoples employed in mining in Canada. Interestingly, the number of Aboriginal women in mining is 16% almost the same proportion of total women in mining (17%). Aboriginal mining workers with formal training are most likely to work in the skilled trades.

Jargon and Acronyms: A quick guide

Mining has its own jargon, many of which are acronyms to shorten a long title or group of words. While many of these terms can be technical or occupation-specific, there are some that are used more often and we've grouped them all here with their definitions.

EIT – Engineer-in-Training

This designation means that the person has completed the educational requirement of their P.Eng but doesn't have enough work experience (or has yet to apply for a P.Eng). An EIT can perform engineering work under the supervision of a professional engineer. With the exception of New Brunswick, PEO (Ontario) and OIQ (Quebec), EITs are allowed to use the title "Engineer" as long as they also include the EIT designation in either their name or their title. For more detailed information, [contact Engineers Canada](#).

Toolbox Meeting or Crew Talk

A recurring meeting in which a mining employer holds a discussion on health and safety-related issues for its

employees. The goal of these meetings is to keep health and safety issues at the center of employees' daily activities.



Safety Share

Refers to the sharing of a story or incident that reinforces the importance of safety, not only in the workplace or at a mine site, but in each aspect of a person's daily life (e.g. commuting to work, or enjoying leisure activities). The safety share is often used at the beginning of a meeting to allow attendees to reflect on the story and the importance of safety. By beginning a meeting with a safety share, it reinforces an operation or site's commitment that safety is at the center of all activities.

FIFO – Fly-in, fly-out

A remote mining operation that can only be reached by airplane, meaning employees fly in to work and then fly home, usually on a two or three week rotation (two weeks at work followed by two weeks off at home).

Two and two – Two weeks on, two weeks off

A schedule rotation, likely in an operation that is fly-in, fly-out. In this case, employees work for two weeks and are off for two weeks. Different schedule combinations are common (e.g. three weeks on, three weeks off, or three weeks on, two weeks off). It's also used for non-FIFO sites to indicate the number of days an employee works (e.g. four by four – four days work, four days off)



Camp

The main site for remote mining operations. Employees will

work on a fly-in, fly-out basis and live at the camp while they are at work. Camps vary, but generally include bunkhouses (not tents) with private or semi-private rooms, beds, indoor plumbing, and kitchen/cafeteria facilities. Some camps may offer additional features such as a gym, games room, etc.

Cage

The device used to transport employees or equipment from surface to various levels of an underground mine. It is similar to an elevator in its basic function.



Claim

A portion of land that is held by an individual prospector, or a mining company.

Dry

The change room where a mining worker changes into his or her work clothes.

Mill

A plant in which ore is treated and metals are recovered or prepared for smelting.

Open Pit

A mining operation that is on surface.



IBA – Impact and Benefit Agreements

A formal contract outlining the impacts of the project, the commitment and responsibilities of both parties, and how the associated Aboriginal community will share in benefits of the operation through employment and economic development ([Source](#)).

Ice Road

Frozen human-made pathways made on the surfaces of lakes, rivers or seas in northern regions. These roads link dry land with frozen waterways and they are remade each winter. Ice roads are used as a temporary means of transportation to remote areas that have no road access and can only be reached by plane. Ice roads are a less costly way of transporting equipment and materials to remote mine sites. ([Source](#)).

Read the [full list](#) of mining terms.



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For more career information and resources visit our website www.mihr.ca or email info@mihr.ca

