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Skills 4 Success Initiative

The Government of the Northwest Territories (GNWT) launched the Skills 4 Success Initiative with the goal to improve employment success for NWT residents, close skill gaps for in-demand jobs, and more effectively respond to employer, industry and community needs. This is part of the GNWT's mandate and supports the 18th Legislative Assembly's priority to foster lifelong learning, skills development, training and employability.

The Skills 4 Success Strategic Framework was adopted to ensure that the North's education and training system keeps pace with the changing dynamics of its labour market. But we must first understand what those changes are in order to know the appropriate action to take.

The NWT labour market continues to change, with shifting economic conditions and people continually moving in and out of the labour force. The GNWT wanted to better understand and plan for these changes, so as part of the GNWT's Skills 4 Success (S4S) Initiative, it partnered with The Conference Board of Canada to produce a detailed study of how the NWT's labour market will look over the next 15 years. That study, the *Northwest Territories Labour Market Forecast and Needs Assessment* provides information on NWT jobs that will be in demand in three economic scenarios. This handbook, *NWT Jobs in Demand: 15 Year Forecast*, is a practical resource to the larger study.

These two documents provide the evidence for sound decision-making and will support the development of action plans to ensure the NWT education and training system keeps pace with current and future labour market needs.

Every day, people make potentially life-changing decisions that could impact their education, their careers or their personal circumstances. Knowing the future job opportunities that will be available in the NWT can help students, job seekers and workers make informed career and life choices. Employers, educators and trainers can also use this information to create human resources strategies and deliver programs that respond to long-term job demand.

That's why this handbook contains useful information such as:

- **Labour market statistics**
- **Top 20 forecasted job openings by skill level**
- **Average NWT incomes for those jobs**
- **Supports for individuals and employers**

Skilled workers are critical to the NWT's productivity, innovation and economic competitiveness. This handbook will help decision making so that NWT residents gain the skills they need for employment success in the NWT.

The NWT Labour Market: Present

TODAY'S LABOUR MARKET

Individual skill level is one of the most important aspects of employment success. In other words, the more skills a person has, the more likely they are to have many job opportunities to choose from.

In 2014, the NWT had 22,353 people employed, which represents a strong overall employment rate of 66%. However, employment rates vary considerably throughout the territory, particularly when examined by community type.

For example, employment rates are higher in larger communities. In Yellowknife, the employment rate was 76%, while for Hay River, Fort Smith and Inuvik combined, it was 69%. For small communities, the employment rate was 48%. The employment rates for males and females were comparable at 67% and 64% respectively.

EMPLOYMENT RATE BY COMMUNITY TYPE



Source: 2014 NWT Community Survey

DEFINING THE CONCEPT OF SKILLS

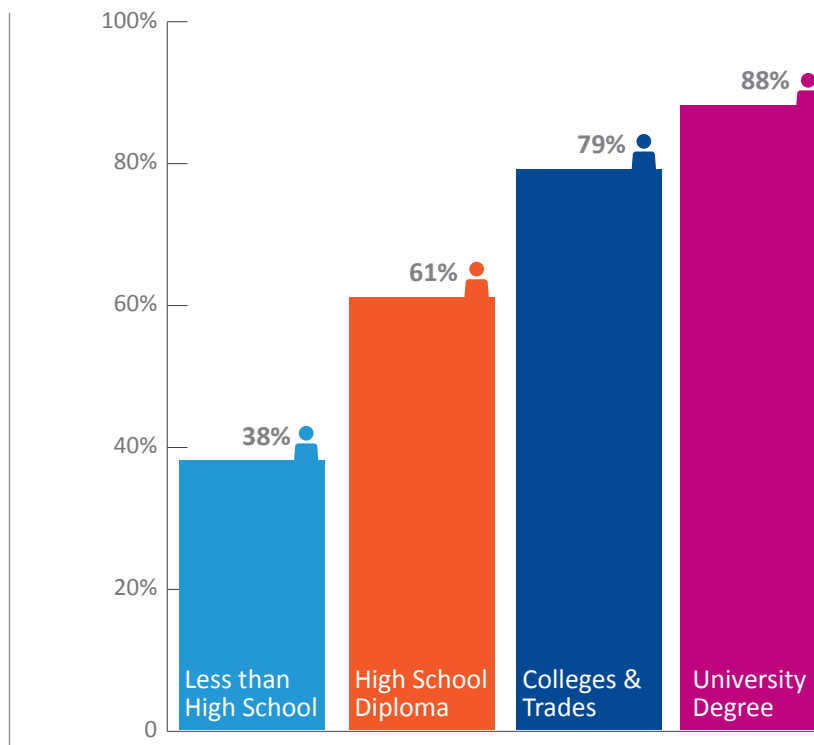
The Conference Board of Canada's Centre for Skills and Post-secondary Education defines skills as "an ability acquired or developed through education, training, and/or experience which provides a person with the potential to make a useful contribution to the economy and society".

This definition incorporates not only expert knowledge or technical skills for specific occupations and activities, but also the broad range of generic employability skills (e.g., personal responsibility, teamwork, communication, creativity, problem-solving, and life skills) and essential skills (e.g., literacy and numeracy).

The concept of skill incorporates technical know-how and knowledge, as well as the ability to apply both and succeed on the job.

EMPLOYMENT RATE BY HIGHEST LEVEL OF SCHOOLING

Comparing employment rates by highest level of schooling shows that employment rates increase with higher levels of education. In other words, the more education a person has, the more likely they are to find a job in the NWT.



Source: 2014 NWT Community Survey

DID YOU KNOW?

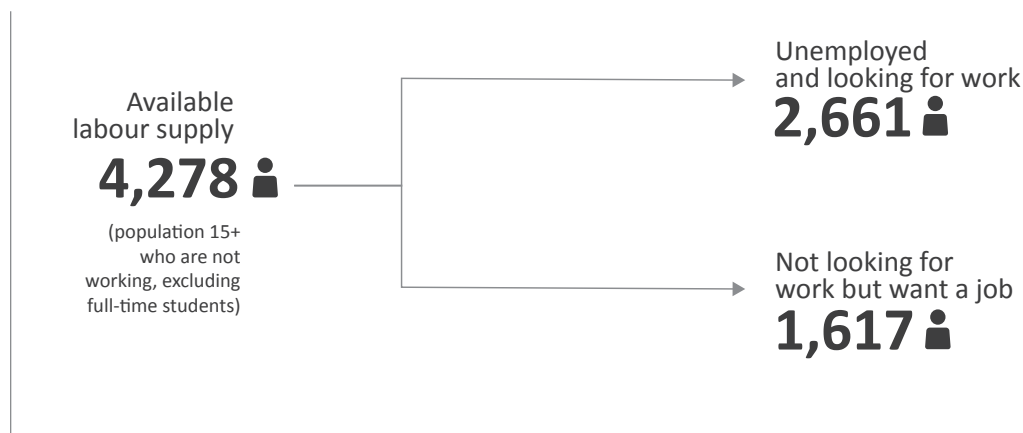
The GNWT provides *Student Financial Assistance (SFA)* to eligible NWT residents attending full- and part-time studies at accredited post-secondary institutions. Visit www.nwtsfa.gov.nt.ca or www.facebook.com/nwt.sfa for more information.

AVAILABLE LABOUR SUPPLY IN THE NWT

Although there are many people employed throughout the NWT, there is an available labour supply that is not working. In 2014, there were 4,278 available workers in the NWT labour market who were 15 years of age and older, not including full-time students. The available labour supply includes 2,661 people in the labour force who are unemployed and looking for work, plus 1,617 people not in the labour force who want a job but are not actively looking for work for a number of reasons.

Of the total available labour supply, 58% are male and 42% are female. Most available workers are between the ages of 25 and 44 (44%) or 15 and 24 (26%).

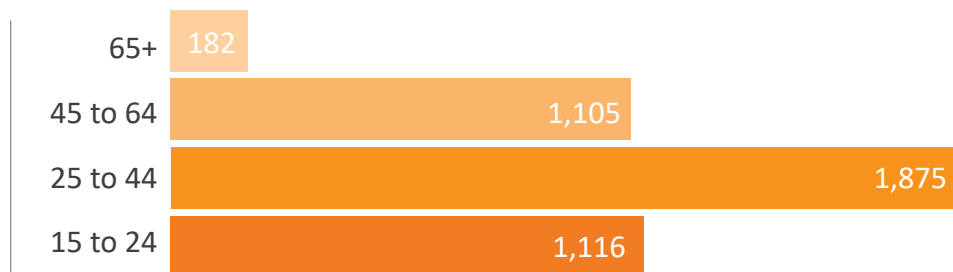
More than half of all available workers in the NWT (approximately 51%) have less than a high school level of education. This contrasts with approximately 22% with a high school diploma, 22% with a college or trades level of education and 6% with a university degree.



Source: 2014 NWT Community Survey

AVAILABLE LABOUR SUPPLY BY AGE GROUP

(not including full-time students)

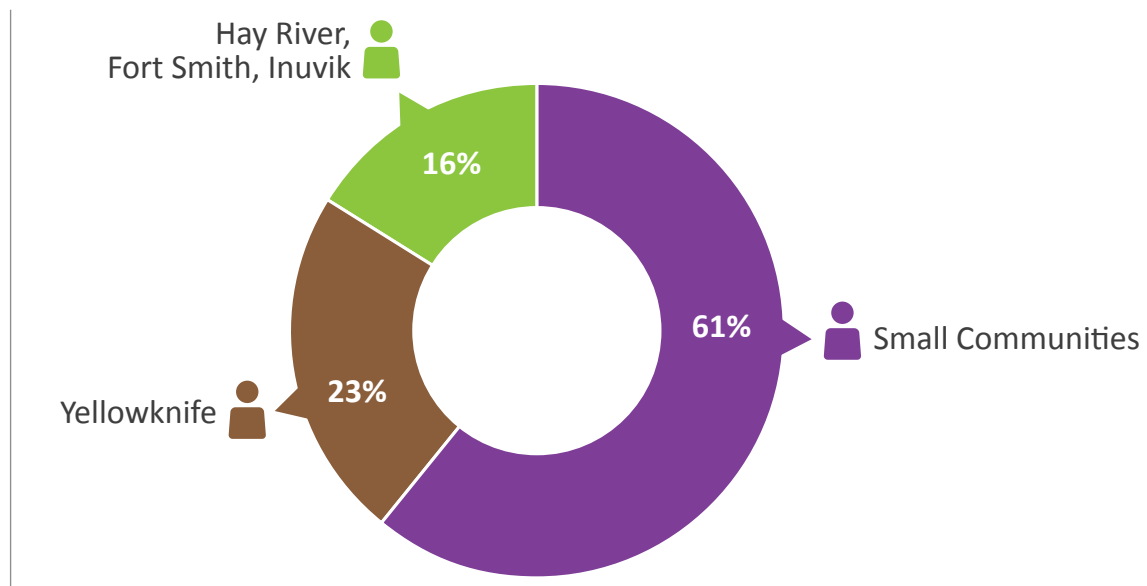


Source: The Conference Board of Canada

AVAILABLE LABOUR SUPPLY BY COMMUNITY TYPE

(not including full-time students)

The majority of available workers (61%) are located in small communities, whereas about 16% live in Hay River, Fort Smith or Inuvik, and about 23% live in Yellowknife. A high proportion live in small communities and have less than a high school level of education.



Source: 2014 NWT Community Survey

Education plays an important role in finding a job. Employers are demanding more from the people they hire and expect them to have strong skills sets including problem solving skills, time management, teamwork, work ethic, and good communication.

The NWT's available labour supply is limited by its education levels. Achieving a high school level of education creates more education and employment opportunities.

The NWT Labour Market: Future

The Conference Board of Canada produced a set of economic forecasts and related occupational demand scenarios for the NWT.

The three economic forecasts include a base case, and medium-growth and high-growth scenarios. The projected employment, or average size of the resident workforce, is expected to remain relatively constant in the base case scenario, while there will be some growth in the medium and high growth scenarios.

Each forecast scenario incorporates two kinds of occupational demand: replacement demand and expansion demand.

Replacement demand happens when employers have to replace workers who have retired, died, or moved out of the territory. Replacement demand is responsible for the majority of NWT resident job opportunities over the next 15 years in all three economic scenarios. The high level of replacement demand reflects the aging population and relatively high levels of out-migration from the NWT on an annual basis.

Expansion demand comes from economic expansion, such as the opening of a new mine or the building of a new highway. This type of occupational demand creates new jobs in the economy; but when the economy contracts, existing jobs may also be lost.

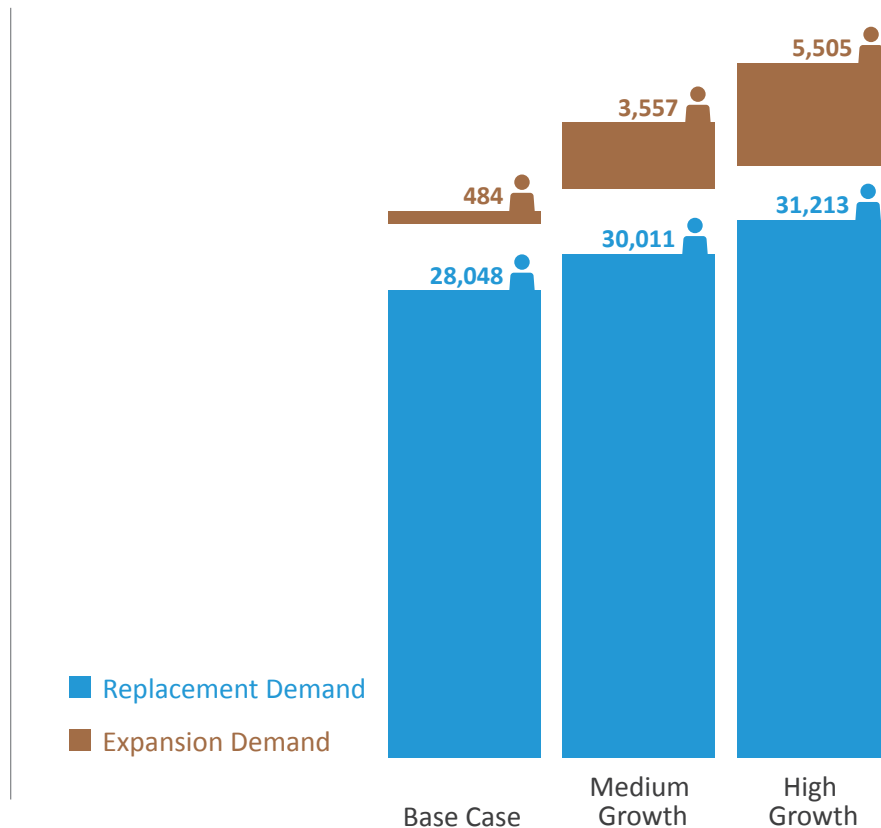
$$\begin{array}{l} \text{+ Expansion demand} \\ \text{+ Replacement demand} \\ \hline \text{= Job openings} \end{array}$$

DID YOU KNOW?

By 2030, the highest demand for job openings will be to replace retirees and workers leaving the NWT.

By 2030, it is forecasted there will be 28,500 to 36,700 job openings in the NWT. Approximately 78% of these job openings will require college, apprenticeship or university education and/or extensive work experience and seniority.

REPLACEMENT DEMAND AND EXPANSION DEMAND 2015 to 2030



Source: The Conference Board of Canada

DID YOU KNOW?

By 2030, approximately 11,000 NWT youth will be leaving the school system and entering the workforce.

While the *Northwest Territories Labour Market Forecast and Needs Assessment* includes data for all three economic scenarios (base case, medium growth and high growth), this handbook highlights information from the base case for the remainder of the document.

The National Occupational Classification (NOC)

The NOC is developed in partnership between Employment and Social Development Canada and Statistics Canada. It provides a standardized way to describe the various types of work that Canadians do. It can be used by anyone from statisticians to employers and job seekers.

The NOC is one way to gain valuable insight on job opportunities, education and job requirements, and wages and job outlooks in the NWT and across Canada. Here are some ways you can use it:

- Type “Search NOC 2016 ” into Google and you will be directed to the Government of Canada National Occupational Classification system. If you search by the 4-digit NOC code (or job category) you will find example job titles, main duties, employment requirements, and other classifications to narrow your search.



Enter a 4-digit NOC code or your job title (required).

1123

1123 Professional occupations in advertising, marketing and public relations

Example Titles

advertising consultant	museum educator
communications officer	performers agent
communications specialist	press secretary
event marketing specialist	public affairs officer
fundraising consultant	public relations consultant
information officer	public relations officer
literary agent	publicist
media co-ordinator	publicity agent
media relations officer	

DID YOU KNOW?

There are many jobs that are listed under each 4-digit NOC code (referred to as a job category).

DID YOU KNOW?

By 2030, it is forecasted there will be 28,500 job openings in the NWT. Approximately 78% of these job openings typically require some form of post-secondary education and/or extensive work experience and seniority.

NWT Job Forecast

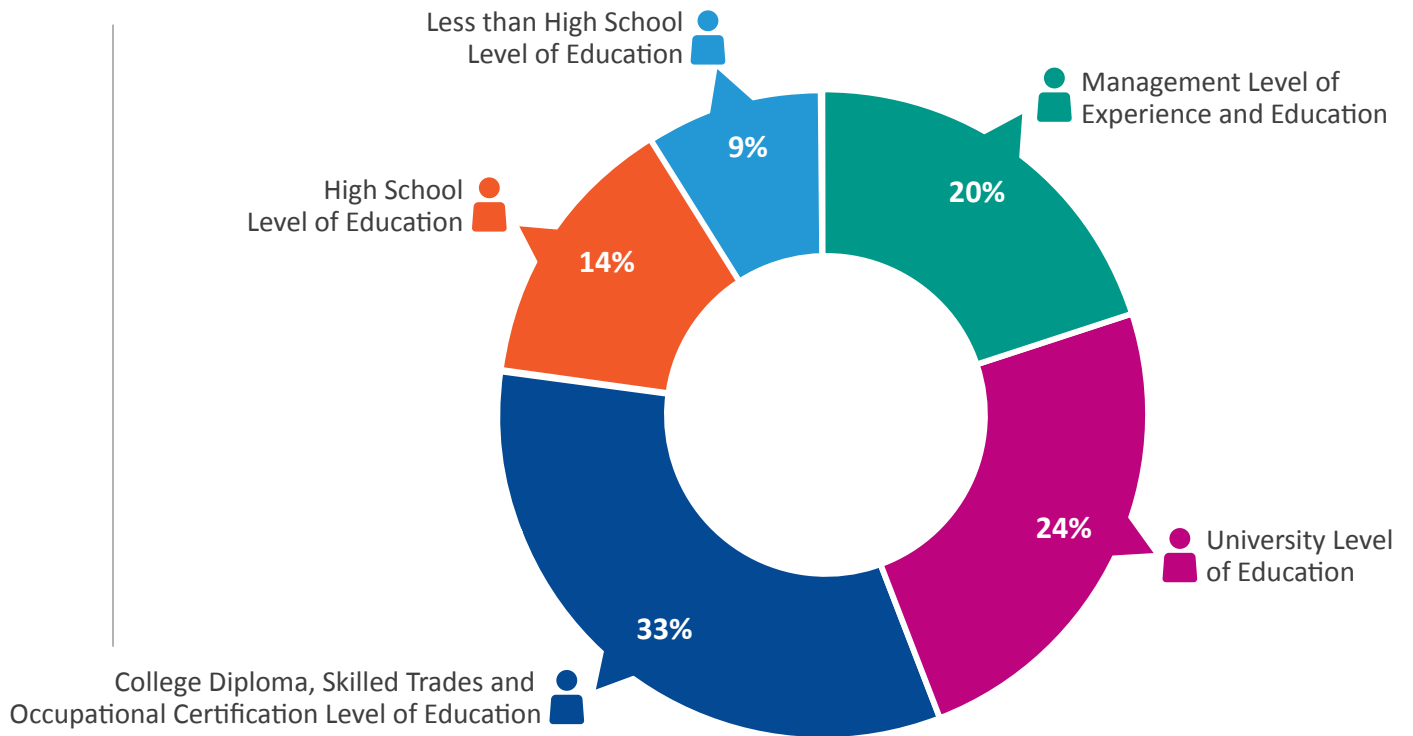
The combination of forecasted replacement demand and expansion demand represents the total number of future job openings in the NWT. These job openings can be grouped into six categories that indicate the type of education, training and experience typically required to work in a particular occupation:

- 
 - **Skilled Trades and Occupational Certification Level of Education (NOC skill level B):** jobs that typically require formal post-secondary technical education as well as apprenticeship training.
- 
 - **College Diploma Level of Education (NOC skill level B):** jobs that typically require a college diploma, or a high school diploma plus more than two years of on-the-job training, specialized training courses or specific work experience.
- 
 - **University Level of Education (NOC skill level A):** jobs that typically require a university degree at the bachelor's, master's or doctorate level.
- 
 - **Management Level of Experience and Education (NOC skill level 0/A):** jobs that typically require subject matter expertise, formal education and several years of related work experience.
- 
 - **High School Level of Education (NOC skill level C):** jobs that typically require high school education and on-the-job training or specific work experience.
- 
 - **Less than High School Level of Education (NOC skill level D):** jobs that typically require less than high school education, on-the-job training or short work demonstrations.

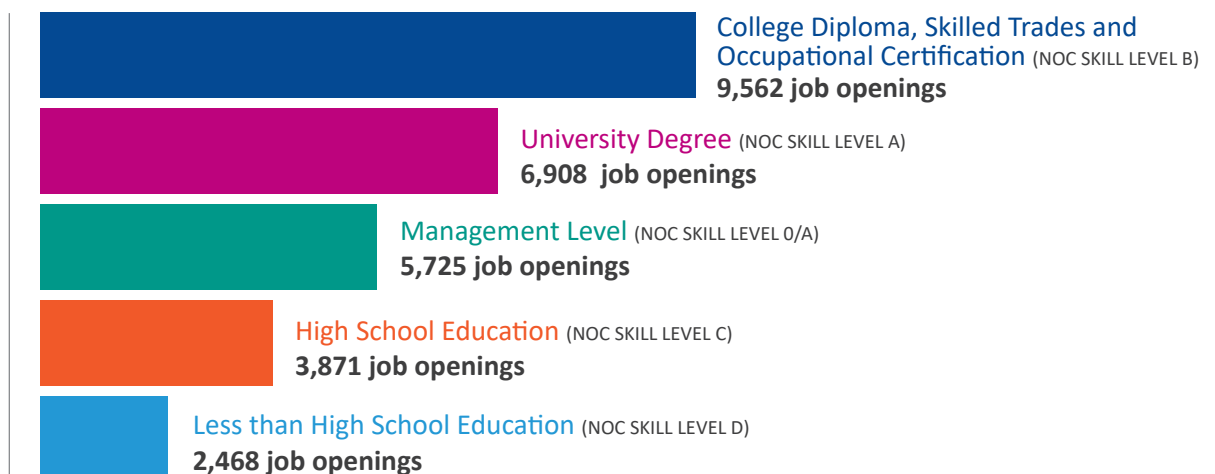
Over the next several pages, job categories will be identified using the 4-digit NOC code for each skill level.

FORECASTED NWT JOB OPENINGS

2015 to 2030



Source: The Conference Board of Canada (Base Case)



Source: The Conference Board of Canada (Base Case)



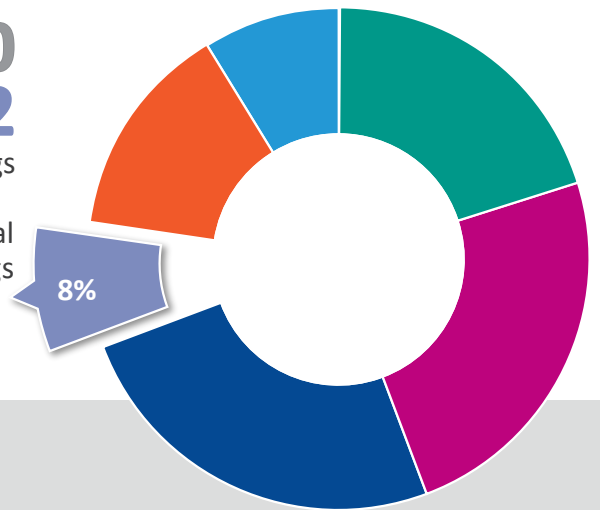
These Northerners are proud of their chosen careers and represent important in-demand jobs needed across the NWT.

Skilled Trades and Occupational Certification Level of Education

Skilled trades and certified occupations typically require a combination of formal post-secondary education at a technical training institution as well as on-the-job training as an apprentice. The amount of time needed for education and apprenticeship varies. On average, it takes three to four years, with an average of eight weeks of post-secondary education required each year, to become certified.

By 2030
there will be **2,312**
trades related job openings

This represents **8%** of total
NWT job openings



Highest paying jobs

Which jobs requiring a trades certificate pay the most, on average, in the NWT?



Electrical power line and cable workers

\$150,528



Construction millwrights and industrial mechanics

\$147,161



Industrial electricians

\$145,768



Heavy-duty equipment mechanics

\$111,691



Contractors and supervisors, heavy equipment operator crews

\$105,975



Simon Hagen has lived in the north his whole life and is apprenticing to be an electrician.

Top 20 jobs in demand

NOC Code NOC Job Category (NOC Skill level B)

7271	Carpenters	378	\$52,311
7241	Electricians (except industrial and power system)	207	\$102,779
7321	Automotive service technicians, truck and bus mechanics and mechanical repairers	189	\$84,243
7312	Heavy-duty equipment mechanics	152	\$111,691
7251	Plumbers	118	\$68,153
7237	Welders and related machine operators	113	\$102,225
7311	Construction millwrights and industrial mechanics	102	\$147,161
7315	Aircraft mechanics and aircraft inspectors	95	\$80,374
7302	Contractors and supervisors, heavy equipment operator crews	94	\$105,975
7202	Contractors and supervisors, electrical trades and telecommunications occupations	89	\$88,382
7242	Industrial electricians	78	\$145,768
7205	Contractors and supervisors, other construction trades, installers, repairers and servicers	66	\$87,296
7204	Contractors and supervisors, carpentry trades	56	\$82,338
7331	Oil and solid fuel heating mechanics	55	n/a
7246	Telecommunications installation and repair workers	54	\$91,668
7372	Drillers and blasters-surface mining, quarrying and construction	51	n/a
7294	Painters and decorators (except interior decorators)	47	n/a
7253	Gas fitters	37	n/a
7244	Electrical power line and cable workers	36	\$150,528
7305	Supervisors, motor transport and other ground transit operators	31	n/a

Source: The Conference Board of Canada (base case)

*"n/a" means data is not available

**Forecasted
job openings**
(2015-2030 base case)

**Median
NWT
income**
(Full Year - Full Time)

Source: 2016 Census, Statistics Canada

FOR A JOB IN THIS CATEGORY ...

You typically require education from a technical training institute or college that outlines the prerequisites for entry into their respective trades and occupational programs. Students pursuing these careers generally require academic skills from some dash 1- but mostly dash 2- and some dash 3- level high school courses.

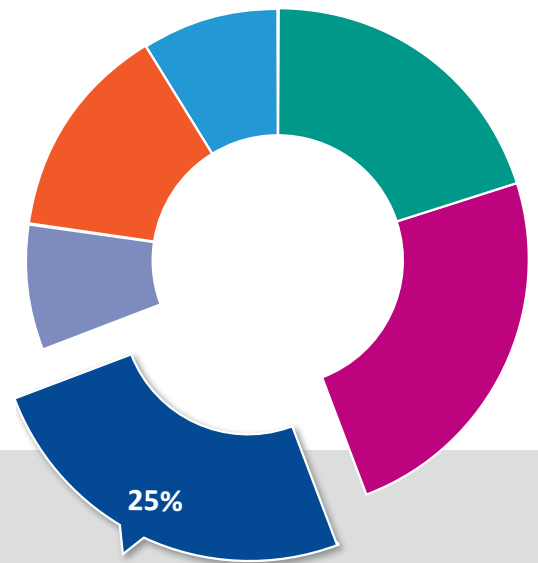
- Before signing an apprenticeship contract with an employer, an apprentice must pass the appropriate Trades Entrance Exam (TEE) with a mark of 70% or higher, or have a high school transcript showing course credit and grades appropriate to the trade category. Aurora College, through the School of Trades, Apprenticeship and Industrial Training, offers apprenticeship training in many trades and occupations.
- The *Schools North Apprenticeship Program* (SNAP) supports high school students in the NWT to earn credit and pursue a career in trades. SNAP students can accrue time for credits both during the school year and through summer and weekend employment.
- Across Canada, trades training and certification are the responsibility of the provinces and territories. The *Interprovincial Standards Red Seal Program* (known as the Red Seal) creates national standards for certain trades. In order to practice many trades in the NWT, a Red Seal is required by many employers. Other trades require a certificate and/or license to practice.



College Diploma Level of Education

Jobs that require a college diploma typically require two to three years of post-secondary education at a community college, or high school education and more than two years of on-the-job training, specialized training courses or specific work experience.

By 2030
there will be **7,249**
college diploma related job openings
This represents **25%** of total
NWT job openings



Highest paying jobs

Which jobs requiring a college diploma pay the most, on average, in the NWT?

Kirsten Sangris completed the Early Childhood Development Program and is working as an Early Childhood Education Assistant in the NWT.



Supervisors, mining and quarrying

\$134,550



Underground production and development miners

\$132,211



Police officers (except commissioned)

\$127,267



Power engineers and power systems operators

\$125,085



Inspectors in public health and occupational health and safety

\$118,101

Top 20 jobs in demand

NOC Code NOC Job Category (NOC Skill level B)

1221	Administrative officers	688	\$80,401
1241	Administrative assistants	607	\$72,962
4212	Social and community service workers	479	\$63,940
4214	Early childhood educators and assistants	448	\$46,533
1311	Accounting technicians and bookkeepers	408	\$88,370
6322	Cooks	289	\$38,145
2271	Air pilots, flight engineers and flying instructors	242	\$54,360
8231	Underground production and development miners	232	\$132,211
4311	Police officers (except commissioned)	183	\$127,267
1224	Property administrators	155	\$93,057
6211	Retail sales supervisors	154	\$41,733
1222	Executive assistants	134	\$81,076
1225	Purchasing agents and officers	128	\$99,864
2263	Inspectors in public and environmental health and occupational health and safety	120	\$118,101
5254	Program leaders and instructors in recreation, sport and fitness	111	\$47,672
1227	Court officers and justices of the peace	110	\$92,497
8221	Supervisors, mining and quarrying	109	\$134,550
3233	Licensed practical nurses	105	\$108,233
9241	Power engineers and power systems operators	89	\$125,085
1242	Legal administrative assistants	84	\$50,674

Source: The Conference Board of Canada (base case)

**Forecasted
job openings**
(2015-2030 base case)

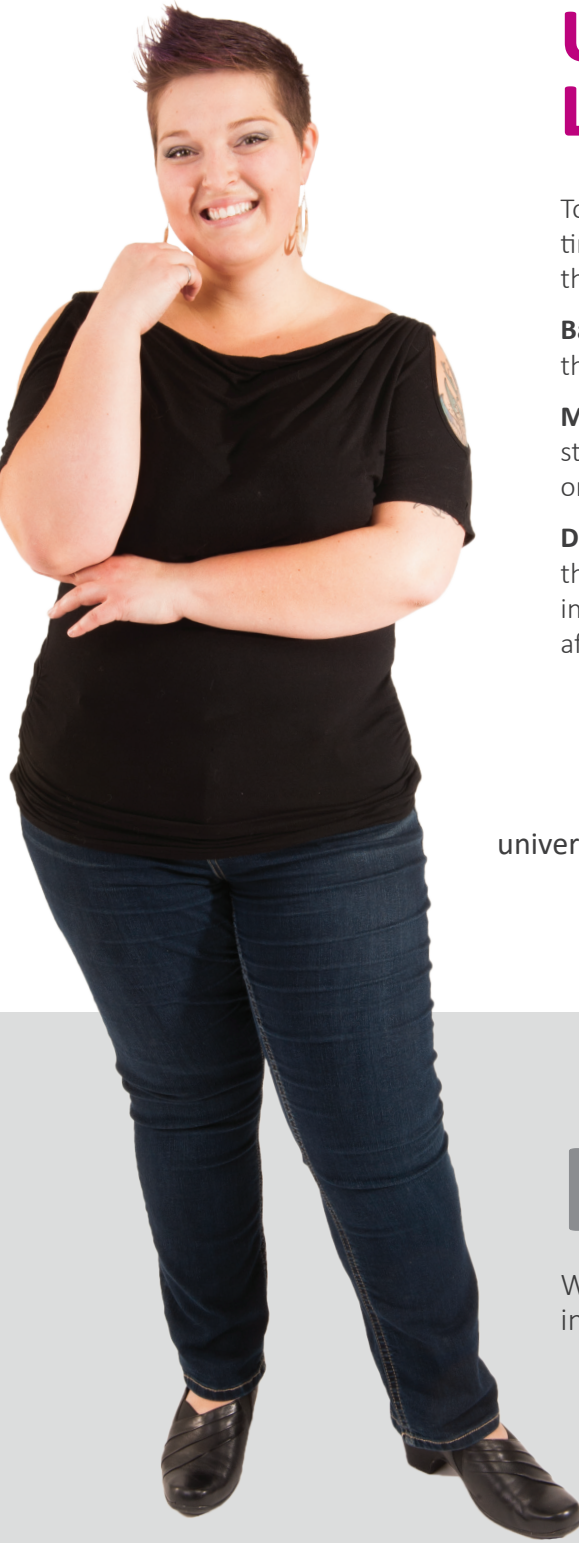
**Median
NWT income**
(Full Year - Full Time)

Source: 2016 Census, Statistics Canada

FOR A JOB IN THIS CATEGORY ...

You typically require education from a college where programs tend to be more directly career-oriented and offer practical or hands-on training. Students pursuing these careers require various dash 1- and dash 2- level high school courses for college acceptance.

- College admission requirements vary and most colleges typically accept students with grade 12 averages above 70%, however there may be no minimum requirement. Of the colleges with minimum requirements, the highest average for admission is 85%.
- Mature students (those older than 25, and who have been out of school for at least two years) can also apply for post-secondary education. To consider the circumstances of mature students, the admission criteria may not be the same as those for younger students. Check with your preferred school for more information.
- Aurora College offers many courses, including a Business Administration and an Office Administration diploma program, as well as other degree, diploma and certificate programs. Check out their course calendar at www.auroracollege.nt.ca for more information.



Leslie Merrithew is a Civil Engineer and works on capital projects all across the NWT.

University Degree Level of Education

To obtain these jobs you typically need at least a university degree. The time it takes to get a degree can vary depending on the field of study and the level of degree earned.

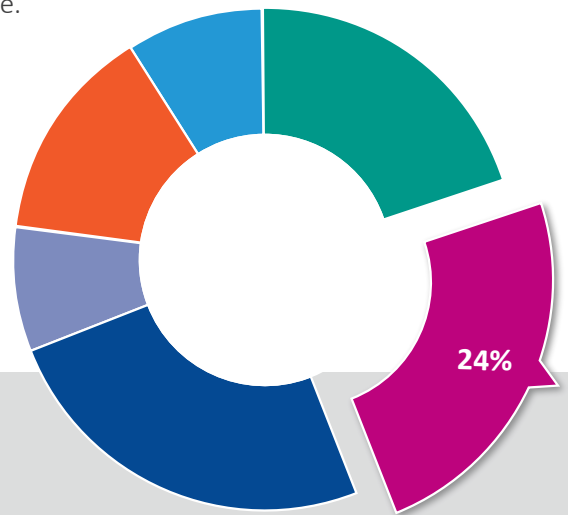
Bachelor’s degree: earned for undergraduate study, which typically takes three to five years.

Master’s degree: earned for demonstrating a mastery of a specific field of study or area of professional practice and typically takes an additional one or two years, after a bachelor’s degree has been achieved.

Doctorate degree: is the highest level of academic degree, which qualifies the holder to teach at the university level in the degree’s field, or to work in a specific profession; typically takes three or more years of study, usually after achievement of a master’s degree.

By 2030
there will be **6,907**
university degree related job openings

This represents **24%** of total
NWT job openings



Highest paying jobs

Which jobs requiring a university degree pay the most, on average, in the NWT?



Lawyers and notaries

\$140,548



Education policy researchers, consultants and program officers

\$120,635



Geoscientists and oceanographers

\$119,829



Biologists and related scientists

\$118,692



Civil engineers

\$117,772

Top 20 jobs in demand

NOC Code	NOC Job Category (NOC Skill level A)		
4032	Elementary school and kindergarten teachers	777	\$106,274
3012	Registered nurses and registered psychiatric nurses	740	\$117,158
4031	Secondary school teachers	577	\$115,534
4021	College and other vocational instructors	382	\$114,881
1111	Financial auditors and accountants	310	\$107,637
4164	Social policy researchers, consultants and program officers	244	\$113,518
4154	Professional occupations in religion	213	\$62,940
4112	Lawyers and notaries	201	\$140,548
2131	Civil engineers	187	\$117,772
4152	Social workers	158	\$104,434
1114	Other financial officers	152	\$102,563
1121	Human resources professionals	146	\$101,508
4165	Health policy researchers, consultants and program officers	143	\$90,198
2121	Biologists and related scientists	135	\$118,692
1123	Professional occupations in advertising, marketing and public relations	134	\$85,357
2171	Information systems analysts and consultants	132	\$105,832
1122	Professional occupations in business management consulting	123	\$96,766
4166	Education policy researchers, consultants and program officers	112	\$120,635
4161	Natural and applied science policy researchers, consultants and program officers	112	\$108,358
2113	Geoscientists and oceanographers	108	\$119,829

Source: The Conference Board of Canada (base case)

**Forecasted
job openings**
(2015-2030 base case)

**Median
NWT
income**
(Full Year - Full Time)

Source: 2016 Census, Statistics Canada

FOR A JOB IN THIS CATEGORY ...

You typically require education from a university and/or professional association. Students pursuing these careers must have strong academic skills with primarily dash 1- level high school courses for university acceptance.

- There are more than 90 universities across Canada. The criteria and competition for admission vary depending on the university, faculty and program you choose. Contact them directly or check out their admissions websites that list all the criteria for admission.
- Aurora College in the NWT offers a number of bachelor degree programs in partnership with southern universities. Go to www.auroracollege.nt.ca for more information.
- Some professional occupations are regulated, certified, or licensed to ensure public protection and have additional requirements for eligibility.

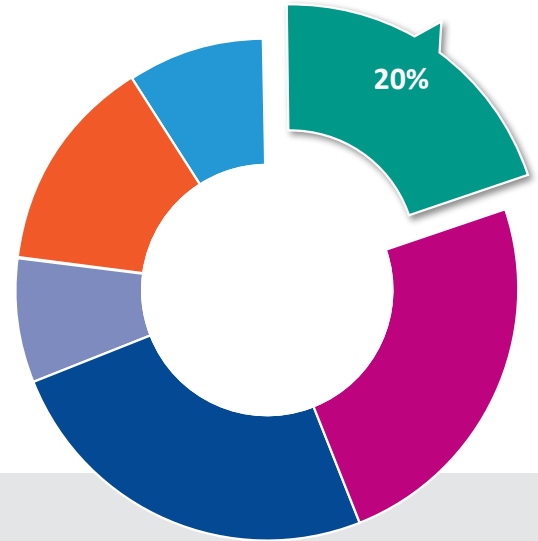


Management Level of Experience and Education

Job prospects at a management level are found in all areas of the labour market. These jobs are characterized by higher levels of responsibility and subject matter expertise. The skills for management jobs are typically gained through a combination of formal education and several years of related work experience.

By 2030
there will be **5,725**
management related job openings

This represents **20%** of total
NWT job openings



Highest paying jobs

Which jobs at a management level pay the most, on average, in the NWT?



Managers in natural resources production and fishing (includes mining)

\$217,730



Senior managers - construction, transportation, production and utilities

\$163,450



School principals and administrators of elementary and secondary education

\$146,582



Senior government managers and officials

\$139,824



Facility operation and maintenance managers

\$126,066

Clarke Morin, with his combined years of education and experience, is a Camp Manager working in the NWT tourism industry.

Top 20 jobs in demand

NOC Code NOC Job Category (NOC Skill level 0/A)

0621	Retail and wholesale trade managers	1,138	\$70,781
0711	Construction managers	371	\$108,852
0111	Financial managers	285	\$104,790
0012	Senior government managers and officials	277	\$139,824
0632	Accommodation service managers	238	\$78,546
0714	Facility operation and maintenance managers	237	\$126,066
0013	Senior managers - financial, communications and other business services	233	\$121,411
0014	Senior managers - health, education, social and community services and membership organizations	202	\$102,908
0423	Managers in social, community and correctional services	198	\$95,403
0631	Restaurant and food service managers	198	\$55,388
0112	Human resources managers	195	\$123,732
0011	Legislators	182	\$103,029
0016	Senior managers - construction, transportation, production and utilities	150	\$163,450
0811	Managers in natural resources production and fishing (includes mining)	142	\$217,730
0433	Commissioned officers of the Canadian Forces	141	\$115,028
0731	Managers in transportation	139	\$91,005
0122	Banking, credit and other investment managers	133	\$102,926
0422	School principals and administrators of elementary and secondary education	127	\$146,582
0712	Home building and renovation managers	103	\$71,960
0114	Other administrative services managers	101	\$113,861

Source: The Conference Board of Canada (base case)

**Forecasted
job openings**
(2015-2030 base case)

**Median
NWT income**
(Full Year - Full Time)

Source: 2016 Census, Statistics Canada

FOR A JOB IN THIS CATEGORY ...

You typically need to have demonstrated leadership at a senior level, have many years of supervisory experience, and obtained educational qualifications that meet the needs of the organization.

- Aurora College offers continuing education programs and courses related to leadership and management such as *Project Management and Business Administration*, as well as the *Northern Leadership Development Program*.
- Many employers provide leadership training and advanced professional development opportunities.
- The GNWT Department of Municipal and Community Affairs' School of Community Government offers many programs for community government employees across the NWT.

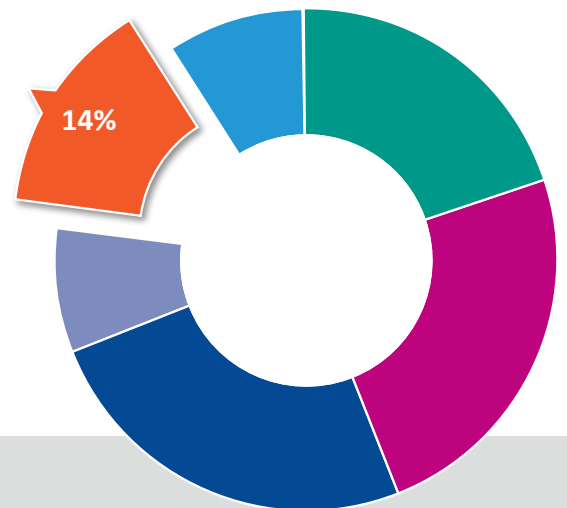


High School Level of Education

Jobs in this category typically require high school education, with up to two years of occupation-specific training or work experience. There are many programs to support achieving a high school diploma.

By 2030
there will be **3,871**
high school education
related job openings

This represents **14%** of total
NWT job openings



Highest paying jobs

Which jobs requiring a high school level of education pay the most, on average, in the NWT?



**Correctional
service officers**

\$95,117



**Heavy
equipment
operators**

\$93,016



**Payroll
administrators**

\$91,814



**Storekeepers
and
partspersons**

\$84,213



**Transport
truck drivers**

\$80,173

Charlene Menacho lives and works in the NWT in the field of reception and office support.

Top 20 jobs in demand

NOC Code	NOC Job Category (NOC Skill level C)		
7521	Heavy equipment operators (except crane)	386	\$93,016
6421	Retail salespersons	360	\$43,230
7511	Transport truck drivers	297	\$80,173
1414	Receptionists	264	\$55,374
1411	General office support workers	210	\$68,049
3413	Nurse aides, orderlies and patient service associates	207	\$76,863
1431	Accounting and related clerks	193	\$74,432
7513	Taxi and limousine drivers and chauffeurs	163	\$12,145
6541	Security guards and related security service occupations	149	\$55,755
4413	Elementary and secondary school teacher assistants	127	\$57,575
4412	Home support workers, housekeepers and related occupations	110	\$59,839
1521	Shippers and receivers	106	\$59,239
4422	Correctional service officers	104	\$95,117
4411	Home child care providers	101	\$25,476
7452	Material handlers	87	\$46,753
1522	Storekeepers and partspersons	58	\$84,213
6513	Food and beverage servers	55	\$20,268
7514	Delivery and courier service drivers	53	\$51,692
6551	Customer services representatives - financial institutions	52	\$41,953
1432	Payroll administrators	47	\$91,814

Source: The Conference Board of Canada (base case)

**Forecasted
job openings**
(2015-2030 base case)

**Median
NWT
income**
(Full Year - Full Time)

Source: 2016 Census, Statistics Canada

FOR A JOB IN THIS CATEGORY ...

You typically require a high school diploma. Within the NWT, students must earn 100 credits from grade 10 to grade 12 in the following areas:

- English language arts—or French for students enrolled in a Francophone school (15 credits); social studies (10 credits); mathematics (10 credits); science (10 credits); CALM (3 credits); community service (1 credit); physical education (3 credits); northern studies (5 credits); fine arts (3 credits); career & technology studies (5 credits); career & program plan (1 credit); additional grade 12 credits (10 credits); elective credits (24 credits).
- Aurora College offers two access programs—the *Occupations and College Access Program* and the *University and College Access Program*—that helps learners get the qualifications they need to move into certificate, diploma, and degree programs. Learners may be eligible for *Student Financial Assistance* (SFA) for these programs.
- Employers can check out programs and services at ECE Service Centres for labour force planning, workplace skills development and training, and career counseling. These include programs to support youth employment, training, and training-on-the-job, as well as a targeted initiative for older workers.

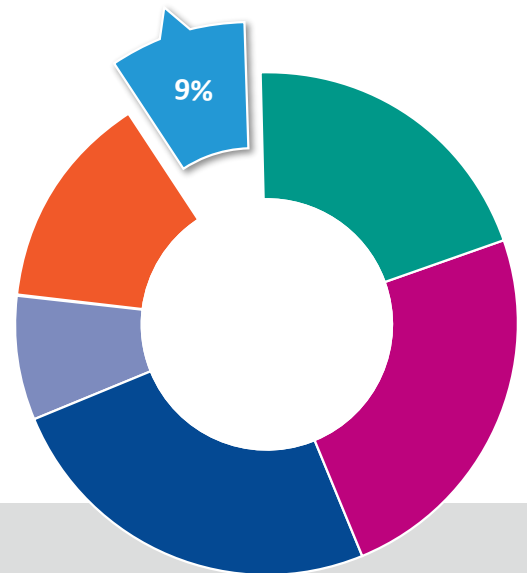


Less than High School Level of Education

Job prospects requiring less than a high school level of education typically require short work demonstrations or on-the-job training, with no formal educational requirements. Employers have specific requirements and expectations for these jobs.

By 2030
there will be **2,468**
less than high school education
related job openings

This represents **9%** of total
NWT job openings



Highest paying jobs

Which jobs requiring less than a high school level of education pay the most, on average, in the NWT?



Mine labourers

\$122,812



Public works and maintenance labourers

\$77,474



Construction trades helpers and labourers

\$70,737



Janitors, caretakers and building superintendents

\$66,086



Service station attendants

\$41,562

Mitchell Johnson is a high school student in the NWT who works part time as a cashier and counter attendant while he completes his high school studies.

Top 20 jobs in demand

NOC Code	NOC Job Category (NOC Skill level D)		
6733	Janitors, caretakers and building superintendents	757	\$66,086
6731	Light duty cleaners	447	\$34,518
6611	Cashiers	354	\$27,823
7611	Construction trades helpers and labourers	205	\$70,737
6711	Food counter attendants, kitchen helpers and related support occupations	176	\$38,062
6622	Store shelf stockers, clerks and order fillers	165	\$28,633
7621	Public works and maintenance labourers	68	\$77,474
6621	Service station attendants	60	\$41,562
8614	Mine labourers	45	\$122,812
7612	Other trades helpers and labourers	30	n/a
9619	Other labourers in processing, manufacturing and utilities	30	n/a
6741	Dry cleaning, laundry and related occupations	27	n/a
8612	Landscaping and grounds maintenance labourers	26	n/a
6722	Operators and attendants in amusement, recreation and sport	21	n/a
6732	Specialized cleaners	13	n/a
8615	Oil and gas drilling, servicing and related labourers	12	n/a
9611	Labourers in mineral and metal processing	12	n/a
7622	Railway and motor transport labourers	10	n/a
9614	Labourers in wood, pulp and paper processing	6	n/a
8616	Logging and forestry labourers	4	n/a

Source: The Conference Board of Canada (base case)

"n/a" means data is not available

**Forecasted
job openings**
(2015-2030 base case)

**Median
NWT
income**
(Full Year - Full Time)

Source: 2016 Census, Statistics Canada

FOR A JOB IN THIS CATEGORY ...

You typically require academic skill from mostly dash 3-level high school courses but may require some dash 2-level courses. Employers in this category generally provide on-the-job training and it is important to ask about their specific requirements and expectations.

- ECE Service Centres provide a variety of supports to help clients develop job experience and workplace skills. They provide supports for short-term training programs, career action planning, resume and cover letter development, and more information on programs and supports.
- Aurora College offers *Adult Literacy and Basic Education* (ALBE) in a series of community-based programs that promote learner success and contribute to a strong Northwest Territories. These programs are building blocks for adults without a high school diploma, and can help learners develop the foundations to attain personal, career and educational goals.
- Prior Learning Assessment and Recognition (PLAR) is another way to achieve an NWT high school diploma. For more information, search 'PLAR' at www.ece.gov.nt.ca

Job Support Services from ECE

The GNWT's Department of Education, Culture and Employment (ECE) provides, or contributes to, a number of services for both individuals and employers. These services can help NWT workers find a job or get the training they need for success.

FOR INDIVIDUALS

Career Services

ECE Service Centres offer programs and services to help you plan your career path, improve your skills and find work. This includes services such as career counselling, resume and cover letter writing, job search activities, and access to computers and the Internet. Through a self-assessment, Career Development Officers can help you build a career action plan, and inform you of the types of supports that are available. For more information, visit www.ece.gov.nt.ca.

Job Bank

Visit the Job Bank at www.jobbank.gc.ca to explore career options, find jobs, discover how much money you can make, and learn what skills you'll need for jobs that interest you. Try searching by 4-digit NOC code (see page 8).

NWT Student Financial Assistance (SFA)

ECE offers full- and part-time assistance to NWT residents attending accredited post-secondary programs. Depending on eligibility, SFA may provide post-secondary students with the following types of supports:

- **Basic Grant: funding for tuition (\$2,400 per semester), books (\$550 per semester) and travel costs**
- **Supplementary Grant or Remissible Loan: monthly living allowance (\$850 per month). The amount increases with dependents.**
- **Repayable Loan (up to \$1,400 per month)**
- **NWT Grants for Students with Permanent Disabilities (up to \$10,000 per academic year)**
- **Course Reimbursement: up to \$880 per course**

Students who return to the NWT benefit from a variety of student loan repayment incentives, including forgiveness of remissible loans up to \$3,000, \$4,000 or \$6,000 every six months based on community of residence; 0% interest; and a \$2,000 Northern Bonus for northern and southern

students who reside in the NWT for 12 months, which can be applied to student loan debt.

For more information on SFA or to apply online, visit www.nwtsfa.gov.nt.ca or www.facebook.com/nwt.sfa, or call 1-800-661-0793 toll-free.

Skill Development Program

ECE provides financial support for short-term training through the Skills Development Program (SDP), which provides support for eligible recipients to participate in training opportunities to upgrade skills and knowledge and/or develop essential employability skills up to a maximum of \$25,000.00 for 52 weeks.

Eligible activities include education and training programs that lead to labour market success.

Eligible benefits:

- **Living Allowance**
- **Tuition**
- **Books, Course Materials and Fees**
- **Tools/Equipment/Clothing**
- **Supports for Persons with Disabilities**
- **Childcare**
- **Travel Costs**

Self-Employment Program

ECE provides financial support for eligible clients through the Self-Employment Program (SEP), which provides eligible clients with the opportunity to start a small business. It provides support for clients in assessing their business idea, their personal suitability, family issues, financial risks, and the resources to be successful. Eligible benefits:

- **Living Allowance**
- **Tuition**
- **Books, Course Materials and Fees**
- **Tools/Equipment/Clothing**
- **Supports for Persons with Disabilities**
- **Childcare**
- **Travel Costs**

FOR EMPLOYERS

FOR EMPLOYERS

Wage Subsidy Program

ECE provides support to employers through the Wage Subsidy Program (WSP) to hire and train NWT residents. Assistance provided under the WSP will not exceed a total maximum of \$26,000.00 per participant. The maximum wage subsidy rate will not exceed the current NWT minimum wage rate, and the maximum duration will not exceed 52 weeks. Eligible benefits:

- **Wage Subsidy**
- **Tools/Equipment/Clothing**
- **Supports for Persons with Disabilities**

Employee Training Program

ECE provides support to employers through the Employee Training Program (ETP), which helps employers, who have proactively hired employees in anticipation of their workforce needs, to offset the cost of training new employees. The ETP can assist employers who require employee up-skilling due to economic, technology and/or organizational change, and may be used to support individuals who are under-employed or employed and in need of training to maintain their current job and/or advance, progress or move to a different and/or better job. Assistance provided under the ETP will not exceed a total maximum of \$8,000.00 per

participant. Training must be completed within 52 weeks of the training start date.

The ETP may also be used in conjunction with the Wage Subsidy Program (WSP) to offset the costs of training employees. Eligible costs:

- **Tuition**
- **Books, Course Materials and Fees**
- **Tools/Equipment/Clothing**
- **Supports for Persons with Disabilities**
- **Travel Costs**

Trades and Occupations Wage Subsidy Program

Trades and Occupations Wage Subsidy Program (TOWSP) provides support to an employer to hire northerners with little or no work experience and training and support that individual as they progress through an apprenticeship or occupation certification program. This program is intended to provide work experience and training that will better enable participants to obtain meaningful long-term employment.

Assistance provided under the TOWSP is available in the form of wage subsidies, available for up to 1,560 hours per year for first and second level apprentices.

Next Steps

This handbook highlights important information from the *Northwest Territories Labour Market Forecast and Needs Assessment*. Understanding the NWT's current and future labour market helps us all make informed decisions.

The GNWT will use this information to ensure that the NWT education and training system keeps pace with current and future labour market needs. The GNWT will collaborate with many partners to determine what appropriate actions to take and will develop action plans to achieve the goals and priorities of the Skills 4 Success Strategic Framework.

Improving employment success for NWT residents, closing skill gaps for in-demand jobs, and more effectively responding to employer, industry and community needs will help realize the Skills 4 Success vision: *NWT residents have the skills, knowledge and attitudes for employment success.*

To learn more visit www.skills4success.ca

If you would like this information in another official language, call us.

English

Si vous voulez ces informations en français, contactez-nous.

French

Kĩspin ki nitawihtĩn ē nihĩyawihk ōma ācimōwin, tipwāsĩnān.

Cree

TŁIČHQ YATI K'ĔĔ. DI WEGODI NEWQ DĔ, GOTS'O GONEDE.

Tłičq

ᖅERIHTE'ÍS DĔNE SÚLINÉ YATI T'A HUTS'ELKĚR
XA BEYÁYATI THEᖅA ᖅAT'E, NUWE TS'ĔN YÓLTI.

Chipewyan

EDI GONDI DEHGÁH GOT'IE ZHAT'IE K'ĔĔ EDATL'ÉH
ENAHDDHĔ NIDE NAXETS'Ĕ EDAHLÍ

South Slavey

K'ÁHSHÓ GOT'INE XĔDÓ K'É HEDERI
ᖅEDİHTL'É YERINIWE NÍDÉ DÚLE.

North Slavey

Jii gwandak izhii ginjik vat'atr'ijahch'uu zhit
yinothan ji', diits'at ginohkhii.

Gwich'in

UVANITTUAQ ILITCHURISUKUPKU INUVIALUKTUN, QUQUAQLUTA.

Inuvialuktun

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Inuktitut

Hapkua titiqqat pijumagupkit Inuinnaqtun, uvaptinnut hivajarlutit.

Inuinnaqtun

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SKILLS
4
SUCCESS

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www.ece.gov.nt.ca

2019