
Colleges' Advisement System Data Entry Protocol

Colleges Integrating
Immigrants to
Employment (CIITE)

Produced by the CONNECT
CIITE Project



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Advisors should be entering data of all clients they have interacted with. This interaction should involve a mutual sharing of information, rather than answering one quick question; there should be communication back and forth between the advisor and the client. As a 'rule of thumb', if it would take longer to enter the client information than was spent with the client, their information should not be entered in the database. Please use your own discretion when making this decision.

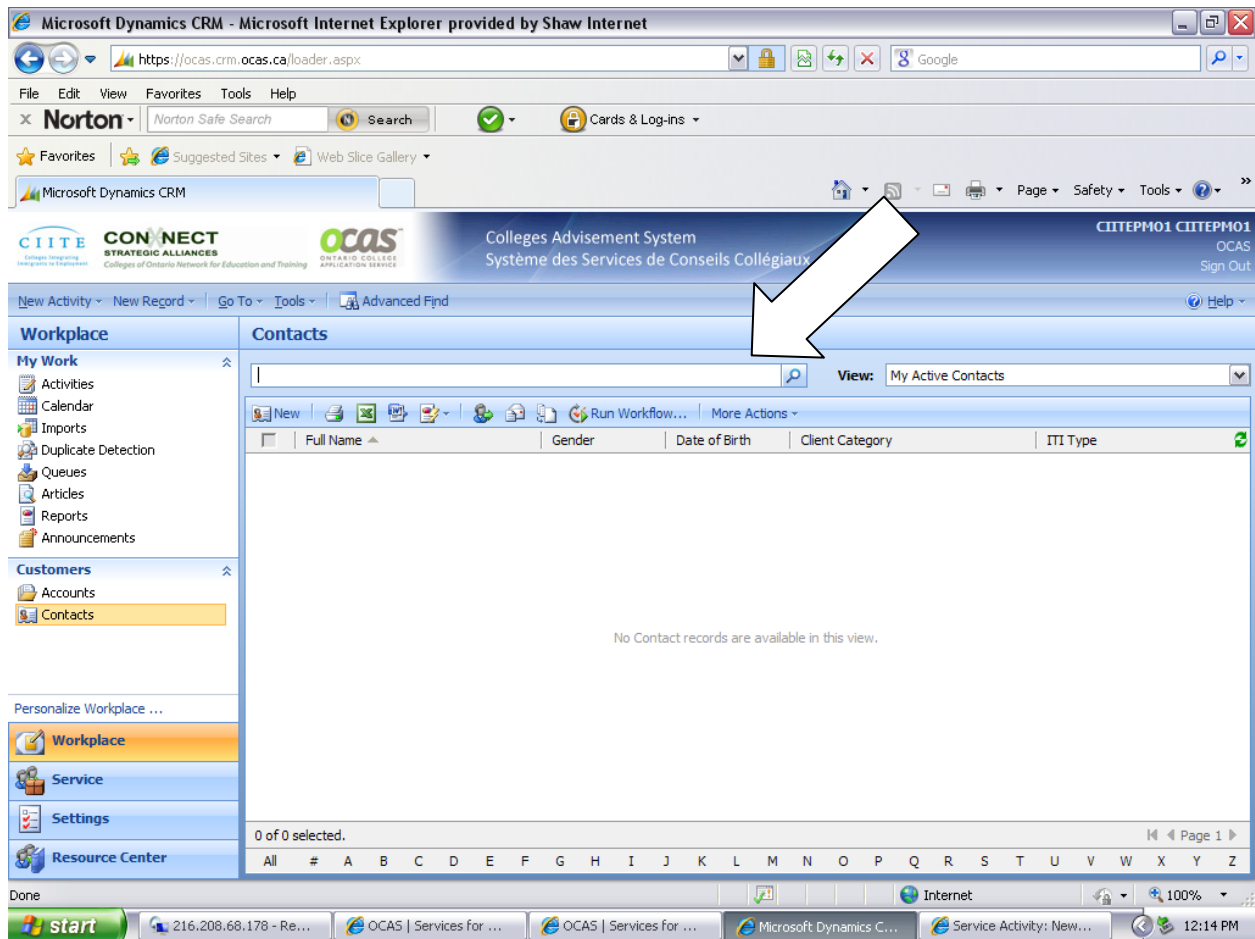
Our data and reports are most reliable and usable when there is consistency in data entry. For this purpose the Advising Working Group has created this protocol for data entry.

Incomplete data can vastly affect the validity of our reporting. It is very important that as much information as possible is collected from each client; please make every effort to gather required information from the client during the interaction. If time is an issue, ask the client to complete a paper based version of the information prior to their appointment time by using the client intake form (see Appendix A). You can also forward the form to the client via email and update their information at a later date.

Legal counsel has advised that all clients must sign the Notification of Collection of Data form (see Appendix B), acknowledging their understanding that we will be storing their information and using it for statistical reporting, follow-up, sharing with necessary contacts, etc. If a client does not sign this form, or give email or verbal acknowledgement, no data should be entered in the system for that client. Your college advising team should create a college protocol for management of these clients.

Screen shots are provided in this protocol as a reference for each College Advisement System page. Protocols for each appropriate field are included.

SEARCHING FOR CONTACT NAME



- Confirm that the client is not already in the system by searching for all or part of their name.
- If no file exists for the client, enter as outlined in Consent section.
- If a file exists already, update any newly collected or changed information, the Notes section, Cases and Service Activity
- If this step is missed and a client file is duplicated, a merge will need to be performed (see 'College Advisement System User Guide')

INFORMATION

Consent

Consent General Background Information Employment and Education Information Administration Notes

Note: For mandatory date fields, if the date is not available at present, enter 01/01/1901.

General

First Name * Gender

Middle Name Date of Birth [dd/mm/yyyy] *

Last Name * Primary E-mail *

First Client Session Date [dd/mm/yyyy] * 20/09/2010

Informed Consent No Yes

Date of Entry into Canada

Date of Entry into Canada [dd/mm/yyyy] *

Date of Entry into Ontario

Date of Entry into Ontario [dd/mm/yyyy] *

Contact Type

Client Category * ITI - Internationally Trained Immigrant

ITI Type In-Canada immigrant ITI with post-secondary credentials and with prior training and work experience

Status: New

Name

- When clients have multiple names, confirm which last name they will be using in Canada (eg Alvaro Cortes, just Cortes, just Alvaro, Alvaro-Cortes)

First Client Information Session

- This field will automatically populate as the date of data entry. Remember to change to the date of first session if data entry is delayed.

Primary Email

- Take care when entering email addresses to ensure accuracy. This field is used for all future follow-up communication from the system to the client.

Date of Birth, Date of Entry into Canada, Date of Entry into Ontario

- Dates are required for each of these fields, both for file matching and for reporting. Please make inquiries to your clients to obtain this information. When this information cannot be obtained, enter the dates as 01/01/1901.
- For a month or season with a known year, e.g. summer 2008 enter an approximate date such as 01/07/2008.
- When only a year is available enter as 01/01/'known year', e.g. 01/01/2008.

Contact Type

- Select the client category, usually ITI.
- Advisors working with all client types can use this for general clients as well
- Only CIIP Advisor should select the CIIP client category.
- Select the ITI Type from the list, based on the client's education and training (work experience).

General

Microsoft Internet Explorer provided by Show Internet

https://ocas.crm.ocas.ca/sfa/conts/edit.aspx#

Save and Close

Help

Contact: New

Information

Details:

- Information
- More Addresses
- Activities
- History
- Sub-Contacts
- Relationships
- Workflows
- Survey Responses
- Contact Audits

Service:

- Cases

Consent General Background Information Employment and Education Information Administration Notes

Mailing Address

Secondary E-mail Non Canada/USA Province

Address Type City

Street 1 Postal Code

Street 2 Home Phone

Street 3 Mobile Phone

Country/Region Work Phone

Province

OCAS Details

OCAS Account Number OCAS Application Number

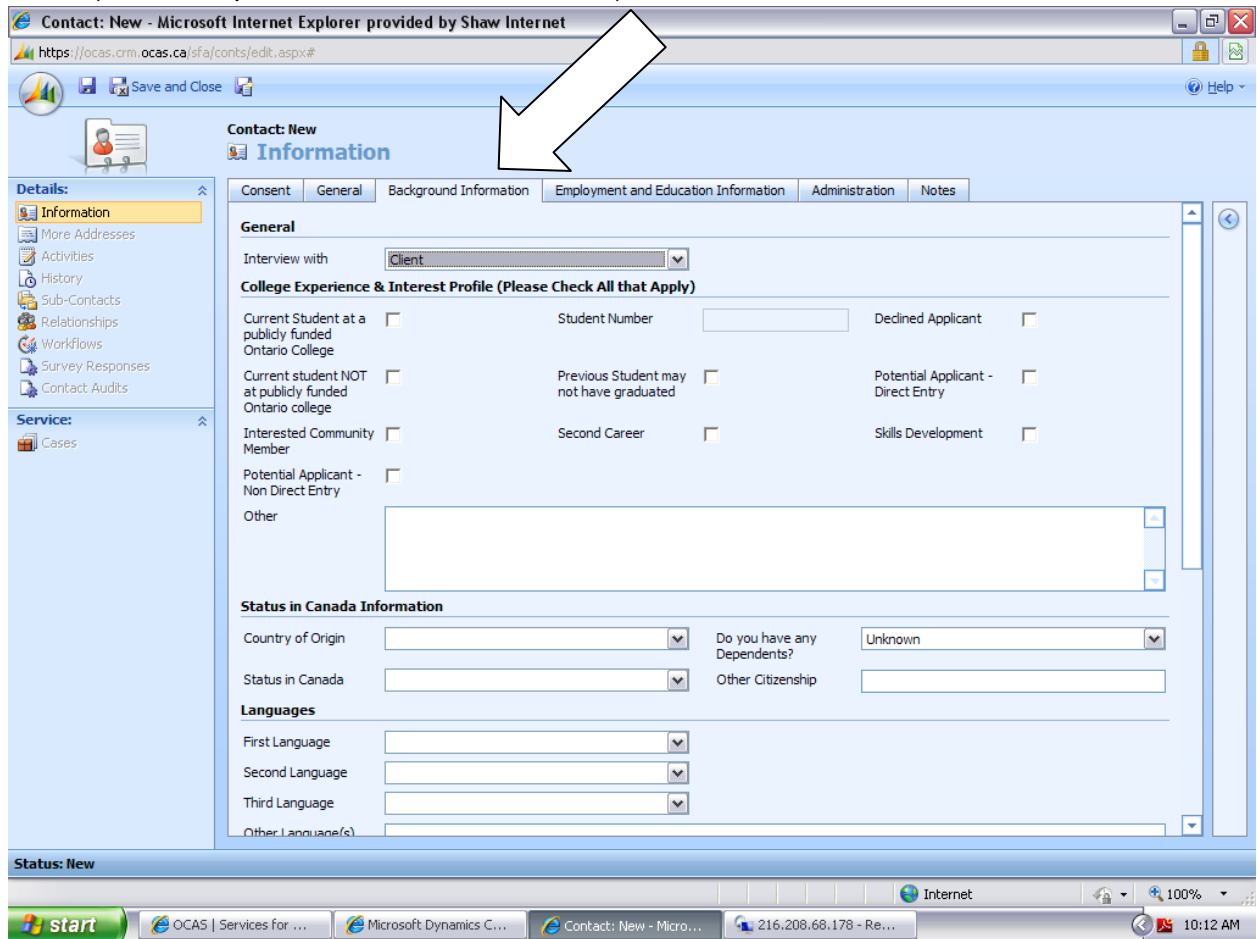
Status: New

start | OCAS | Services for ... | Microsoft Dynamics C... | Contact: New - Micro... | 216.208.68.178 - Re... | Internet | 100% | 10:07 AM

All data on this page is for college use. Advisors should enter all information.

Background Information

Part 1 (see lower part of screen in Part 2 below)



Part 2 (lower screen)

Contact: New Information

Consent | General | Background Information | Employment and Education Information | Administration | Notes

Dependents?

Status in Canada: [Dropdown] Other Citizenship: [Text Box]

Languages

First Language: [Dropdown]
 Second Language: [Dropdown]
 Third Language: [Dropdown]
 Other Language(s) Spoken: [Text Box]

How did you find us? (Please Check All that Apply)

Advertisement <input type="checkbox"/>	Another College <input type="checkbox"/>	CIIP <input type="checkbox"/>
College Department <input type="checkbox"/>	College Faculty <input type="checkbox"/>	College Website <input type="checkbox"/>
Community Agency <input type="checkbox"/>	ESL/FSL Program <input type="checkbox"/>	Familiarity with the college <input type="checkbox"/>
Friends/Family <input type="checkbox"/>	Government Employment Services <input type="checkbox"/>	Information Fair (Off Campus) <input type="checkbox"/>
Information Session (On Campus) <input type="checkbox"/>	OCAS <input type="checkbox"/>	On-line/Internet Search <input type="checkbox"/>
Professional Association/Regulatory Body <input type="checkbox"/>	Walk in <input type="checkbox"/>	

Other: [Text Box]

Primary Objective

Objective: [Dropdown]
 Is the Objective Met?: [Dropdown] Date the objective was met [dd/mm/yyyy]: [Text Box]

Status: New

College Experience and Interest Profile

- The chart below has suggested definitions for the categories in this field. Be sure that everyone on your advising team is in agreement on these definitions to ensure consistency.
- Click on all categories that are applicable. More than one can be selected.

Field in Database	Definition
Current Student at a Publicly funded Ontario College	Client who is currently registered at a publicly funded college other than your college
Current Student NOT at a Publicly funded Ontario College	Client who is currently registered at a private college or a college in a different province
Interested Community Member	Client seeking advice, but not necessarily interested in applying to college
Potential Applicant - Non Direct Entry	Client who will potentially apply to college from somewhere other than directly from high school (i.e. university graduate, ITI seeking further education, client who joined work force after high school, etc).

Potential Applicant – Non Direct Entry (continued)	Client does not necessarily have to indicate desire to apply to college <i>right away</i> ; if there is indication that college application is a goal at any time in the future, select this field.
Previous student (may not have graduated)	Client who was previously enrolled at your college could be a graduate
Second Career	Client is <u>interested</u> in the Second Career Government Program, not necessarily approved yet
Declined Applicant	Client applied to your college, but was not offered admission
Potential Applicant – Direct Entry	Client who will potentially apply to your college directly from high school (general students only)
Other	Client does not fit into any of the above categories

Status in Canada and Languages

- Country of origin and language information is vital for our statistics. This information will also help your college when looking at service provision. Collect and enter this information as often as possible.
- If the client’s language is not listed, please list by region such as ‘African languages n.i.e’ (n.i.e. = not included elsewhere), or as ‘Other’. The language list is tied to government lists and cannot be changed.
- Status and citizenship information is required when making referrals to government funded programming, e.g. some programs are not available for citizens. If clients are reluctant to divulge this information, explain the value of providing this information for improved services in the future.
- Tip: Type the first few letters of a country or language to move quickly through the drop down list.

How did you find us?

- Check all fields that are applicable.
- This information is reported, but also helps your college determine the most successful marketing strategies in your area.
- Ask the client if they were referred by the CIIP program and include this information whenever possible.

Primary Objective

- Select the client’s primary goal at the time of the first interview.
- If you discover at a future meeting that the client has met their objective, select ‘100%’ from drop down list; otherwise, leave this field blank.
- List date when objective met, as above.

Employment and Education Information

Part 1 (see lower part of screen in Part 2 below)

Contact: New - Microsoft Internet Explorer provided by Shaw Internet
https://ocas.crm.ocas.ca/sfa/conts/edit.aspx#

Save and Close Help

Contact: New
Information

Details: Information, More Addresses, Activities, History, Sub-Contacts, Relationships, Workflows, Survey Responses, Contact Audits
Service: Cases

Consent General Background Information **Employment and Education Information** Administration Notes

Highest Education Obtained Outside Canada

Country of Highest Education Attained [Dropdown]
Highest Education [Dropdown] Subject Area of highest Education Outside Canada [Dropdown]
Other [Text Field]

Highest Education Obtained Inside Canada

Highest Education [Dropdown] Subject Area of highest Education Inside Canada [Dropdown]
Other [Text Field]

Work Experience

Length of Work Experience Outside Canada (in Years) [Text Field] Are you Currently Employed [Dropdown]
Length of work experience in Canada (in Years) [Text Field] Other [Text Field]

How does your career or educational aspirations compare to your past work and educational experience

Career or Educational Experiences [Dropdown] Other [Text Field]

Work Experience Obtained Outside Canada (Please Check All that Apply)

Business, Finance and Administration Occupations <input type="checkbox"/>	Health Occupation <input type="checkbox"/>	Management Occupation <input type="checkbox"/>
Natural and Applied Sciences and Related <input type="checkbox"/>	Occupations in Art, Culture, Recreation <input type="checkbox"/>	Occupations in Social Science, Education, <input type="checkbox"/>

Status: New

start Microsoft Dynamics C... Contact: New - Micro... 216.208.68.178 - Re... Internet 100% 2:48 PM

Part 2 (lower screen)

Microsoft Internet Explorer provided by Shaw Internet
https://ocas.crm.ocas.ca/sfa/conts/edit.aspx#

Contact: New
Information

Details:
Information
More Addresses
Activities
History
Sub-Contacts
Relationships
Workflows
Survey Responses
Contact Audits

Service:
Cases

Consent | General | Background Information | Employment and Education Information | Administration | Notes

and Related Occupations
Other

Work Experience Obtained In Canada (Please Check All that Apply)

Business, Finance and Administration Occupations	<input type="checkbox"/>	Health Occupation	<input type="checkbox"/>	Management Occupation	<input type="checkbox"/>
Natural and Applied Sciences and Related Occupations	<input type="checkbox"/>	Occupations in Art, Culture, Recreation and Sport	<input type="checkbox"/>	Occupations in Social Science, Education, Government Service and Religion	<input type="checkbox"/>
Occupations unique to Primary Industry	<input type="checkbox"/>	Occupations unique to Processing, Manufacturing	<input type="checkbox"/>	Sales and Service Occupations	<input type="checkbox"/>
Trades, Transport and Equipment Operators and Related Occupations	<input type="checkbox"/>				
Other	<input type="text"/>				

What Field/Area are you currently working in? (Please Check All that Apply)

Business, Finance and Administration Occupations	<input type="checkbox"/>	Health Occupation	<input type="checkbox"/>	Management Occupation	<input type="checkbox"/>
Natural and Applied Sciences and Related Occupations	<input type="checkbox"/>	Occupations in Art, Culture, Recreation and Sport	<input type="checkbox"/>	Occupations in Social Science, Education, Government service and Religion	<input type="checkbox"/>
Occupations unique to Primary Industry	<input type="checkbox"/>	Occupations Unique to Processing, Manufacturing	<input type="checkbox"/>	Sales and Service Occupations	<input type="checkbox"/>
Trades, Transport and	<input type="checkbox"/>	Not Currently Working	<input type="checkbox"/>		

Status: New

start | Microsoft Dynamics C... | Contact: New - Micro... | 216.208.68.178 - Re... | Internet | 100% | 2:53 PM

Highest Education Obtained Outside Canada / Highest Education Obtained Inside Canada

- Select the country of education; this may vary from the country of origin.
- Tip: Type the first few letters of a country to move quickly through the drop down list.
- The highest level of education may not be the highest level completed - you can select 'partially completed'. If a few courses of a masters degree were taken, select 'Master's degree – Partially completed'.
- When choosing the subject area of study, select their highest level of education even if this differs from what the client wishes to pursue in Canada. Make note of this on the 'Notes' page for your own clarity.
- If the clients subject area does not exist on the list, notify the CIITE project office to have it included. Meanwhile, list it as 'Other' and describe in the space provided.

Work Experience and **...Aspirations...**

- Include the length of work experience for both “Outside Canada” and “In Canada”

Experience	Enter in Database
1 year or more	Round to the nearest year
9 months or more	Round to 1 year
4 months to 8 months	Round to 0.6
3 months or less	Enter as 0.3

- The ‘Aspirations’ field can focus the discussion between client and advisor. However, this field is not used for reporting purposes.
- Select more than one area of work experience if applicable, e.g. if a client was an Engineering manager within a government agency, you might choose:
 - Natural and Applied Sciences and Related Occupations
 - Management Occupations
 - Occupations in Social Science, Education , Government Service and Religion
- Select field or area of current work experience, even if it is the same as Work Obtained in Canada, or select ‘Not currently working.’ Reporting of this data will assist in creating a realistic view of the employment experience of our clients.

Administration

The screenshot shows a web browser window titled "Contact: New" with the "Administration" tab selected. The "Contact Methods" section includes the following options:

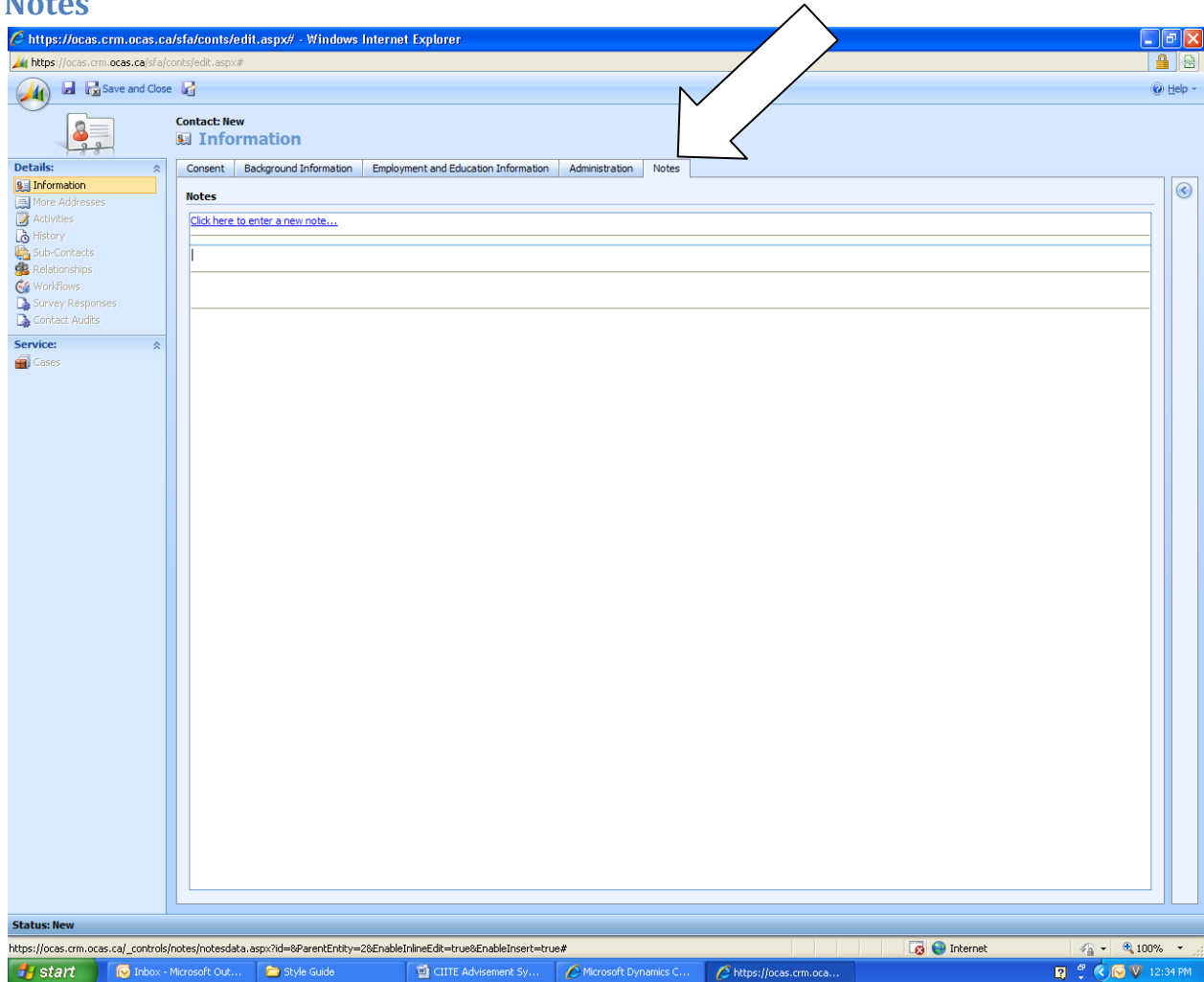
- Preferred: Any (dropdown)
- E-mail: Allow Do Not Allow
- Bulk E-mail: Allow Do Not Allow
- Phone: Allow Do Not Allow
- Fax: Allow Do Not Allow
- Mail: Allow Do Not Allow

The "General" section contains the following fields:

- Created On: []
- Modified On: []
- Owner: CIITEPMO1.CIITEPMO1
- Created By: []
- Modified By: []
- My Record ID: []

- This screen is for college office administrative use.
- If clients do not wish to be contacted by a particular method, click 'Do Not Allow' next to the appropriate method.
- Selecting 'Do Not Allow' email or bulk email will also stop automatic follow-up emails from the Advisement System.

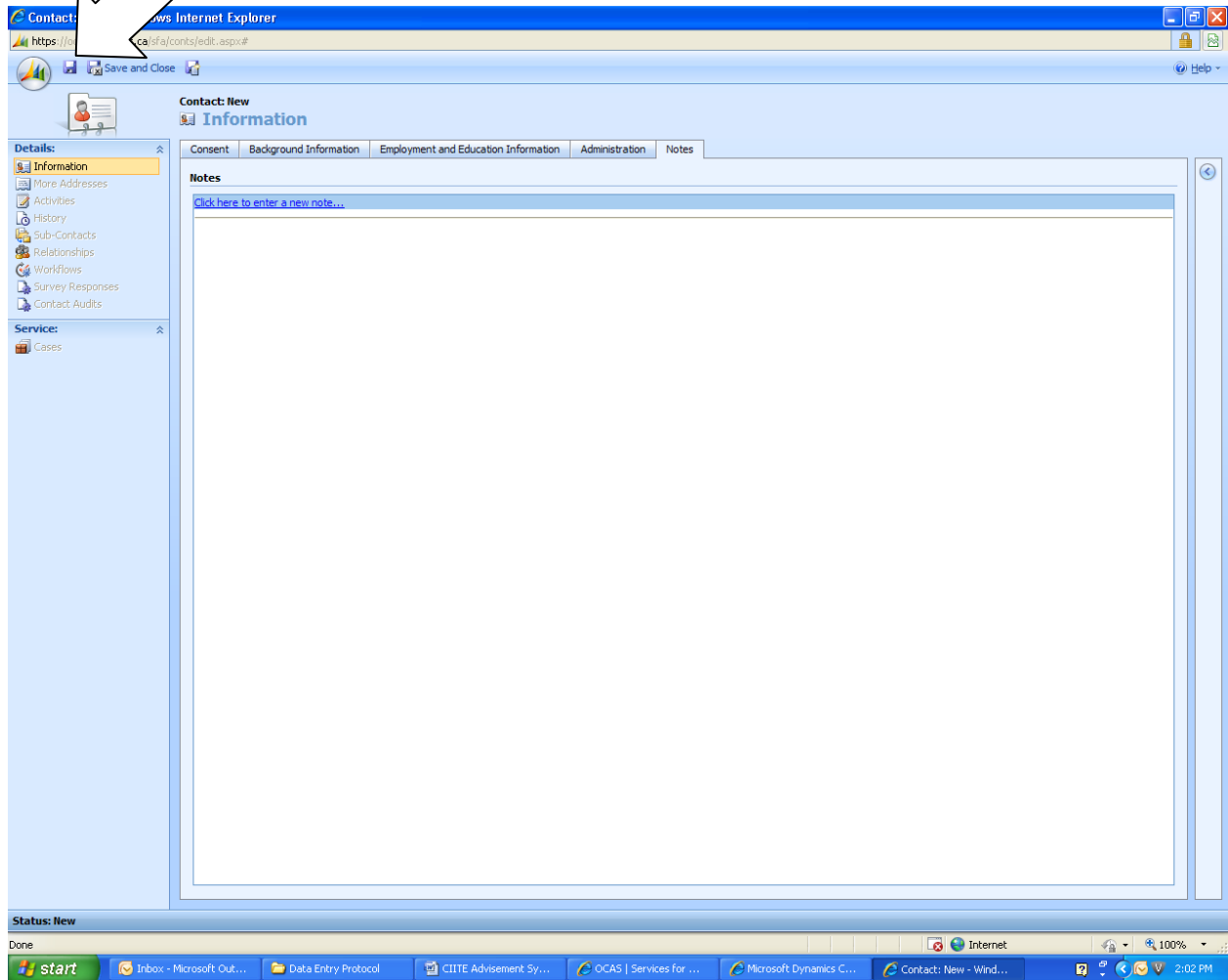
Notes



- Click on 'Click here to enter a new note' for each new note.
- This field is designed to be a record of the appointment discussions and any particular notes about the client.
- Note that the date that appears is the date of data entry. Enter appointment date if different from entry date.

You must now click the Save button at the top of the screen to save the data and move to the next section.

Tip: Save by hitting 'Save' rather than 'Save and Close'.



CASES

General

Case: New - Windows Internet Explorer
https://ocas.cmi.ocas.ca/cases/edit.aspx?_CreateFromId=%7b55313FA0-F056-DF11-81AE-00155D162504%7d#

Case: New
Information

Details: Information, Activities, History, Workflows

General Notes and Article

Overview

Title * Referral

Customer / Client * Test Test

Case Type Referral Case Origin Visit

Subject / Referral Type * College Department

Referral Account Referral Contact

Referral Date [dd/mm/yyyy] * 22/09/2010

Referral Success

Referral Successful Pending Referral Success Date [dd/mm/yyyy]

Referral Success Notes

Assignment Information

Owner * CIITEPMO1.CIITEPMO1 Status Reason In Progress

Follow Up By Priority Normal

Created On Modified On

Created By Modified By

Form Assistant

Referral Account

Look Up Records

Look for: Account

Search for records

ACCESS, Adult Education, AECEO, Affordable Bus Pass, Ali Cheab, ARAP COMMUNITY, Arrad Quraishi, Athabasca University, Axella Mugisha, B.Tech

Page 1

Status: New

Done

start, Inbox - Micros..., Data Entry Pr..., CIITE Advise..., OCAS | Servic..., Microsoft Dyn..., Contact: New ..., Contact: Test ..., Case: New - ...

2:12 PM

Title

- The Title automatically populates as Referral. You can choose to change the Title if you wish

Customer Client

- The client's name automatically populates.

Case Type

- The Case Type must stay as Referral.

Case Origin

- Select the appropriate mode of interaction from the drop down list.

Subject Referral Type

- Select the Subject/Referral type from the Lookup Button
- On the pop-up screen select Referrals *wording*
- Choose the Referral type from the list
- Only one Referral can be entered at a time.
- Note that the College Department drop down list is only active if College Department is chosen from the Referral list.

Referral Account and Referral Contact

- Referral Account and Referral Contact are not in use at this time.

Referral Date

- The date will automatically populate as the data entry date. If data entry is delayed, change to the date the referral was made.

Referral Success

- This field automatically populates to 'Pending'.
- If you know from a subsequent appointment that the referral was successful or not, update with the date you were informed.

Referral Assignment

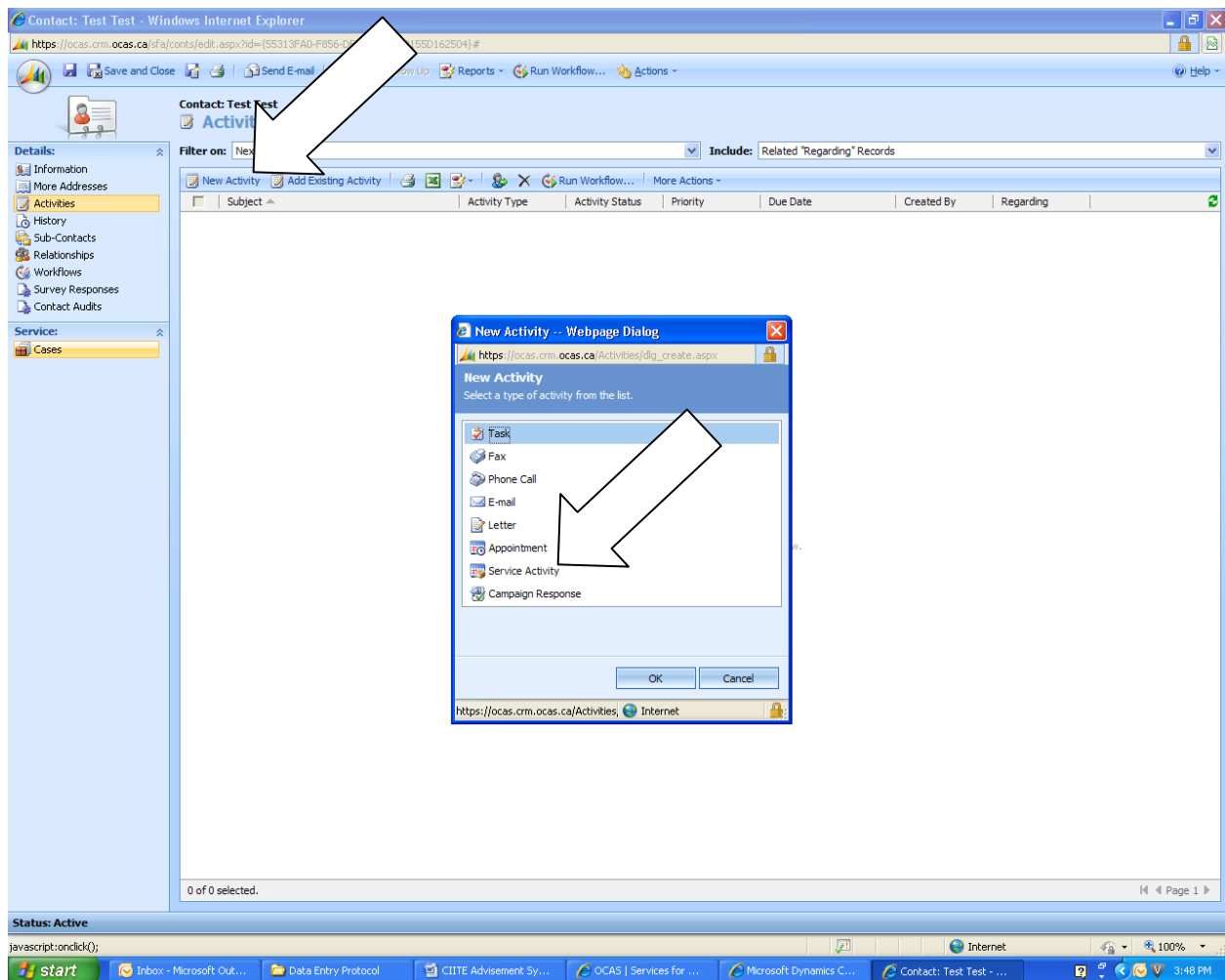
- We are not using this field at this time. If your office feels this would be useful information for following your clients' progress, be sure that everyone on your advising team is in agreement on the protocol for use.

Notes

We are not using the notes tab on the Case Screen. It is recommended that all notes are kept under the Notes tab on the Information screen, as listed above. (Page 14)

Tip: You save time by hitting 'Save and New' after each case is entered. You must hit 'Save and Close' after your last Referral.

ACTIVITIES



- Each new client contact is logged as a 'New Activity'.
- 'Service Activity' **must** be selected from the pop-up list. No other forms of Activity are captured in the reports. There are other places to record the type of client contact.

Service Activity

Service Activity: New - Windows Internet Explorer
https://ocas.cmi.ocas.co.uk/employment/edit.aspx?ptid={55313FA0-F856-DF11-81AE-00155D16250H}&ptype=2&pName=Test%20Test&partyid={55313FA0-F856-DF11-81AE-00155D16250H}&partytype=2&partyname=Test%20T...

Service Activity

Service Activity Details

Subject * Meeting with Advisor

Service * Advisement

Customer / Client Test Test

Resources / Advisors CIITEPMO1 CIITEPMO1

Interview With Client

Location

Show Time As Reserved Mode of Communication In Person

Scheduling Information

Start Time * 22/09/2010 4:30 PM Duration 1 hour

End Time * 22/09/2010 5:30 PM All Day Event

Notes

[Click here to enter a new note...](#)

Form Assistant

Form Assistant Help

Form Assistant Help

Select a lookup field.

Status: New

Done

start | Inbox - Microsoft ... | Data Entry Protocol | CIITE Advisement... | OCAS | Services f... | Microsoft Dynamic... | Contact: Test Tes... | Service Activity: N... | 4:03 PM

Subject, Service, Customer/Client, and Resources/Advisors

- These fields will all populate automatically.

Interview With

- Select who was interviewed from the drop down list, e.g. client, mother, father, wife, etc.

Location

- This field is not required but can be used to record the campus of the client contact. Make sure that everyone on your advising team is in agreement on protocol for this.

Show Time As

- Select 'Reserved'.

Mode of Communication

- Select the appropriate mode from the drop down list.

Scheduling Information

The database calendar can be used to schedule future appointments for your office and can be updated to reflect the actual appointment details. If not used for future appointment scheduling, the system should still be used to record the details of current and past appointments. This information is reported as advisor activity.

Future appointments:

- Select the date of appointment, start time and duration; the end time will automatically populate.
- We report on average appointment duration, so be as accurate as possible.
- You are able to check the advisor's schedule by using the Schedule button at the top of the screen.
- Click on Save button (not Save and Close); the system will notify you if there is a conflict in the advisor's schedule. Adjust appointment as necessary.
- After the appointment has occurred, complete updates on client information, Cases and Notes. Then, Close Activity using the protocol on page 22

Past appointments:

- Select the date of appointment and duration. Start time is not important or recorded, and conflicts in appointment do not matter.
- We report on average appointment duration, so be as accurate as possible.
- Click on Save button (not Save and Close); you may receive a pop-up notification that the advisor does not have capacity for this appointment (there is a conflict) which you can ignore.
- Close activity using the protocol on page 22

Details

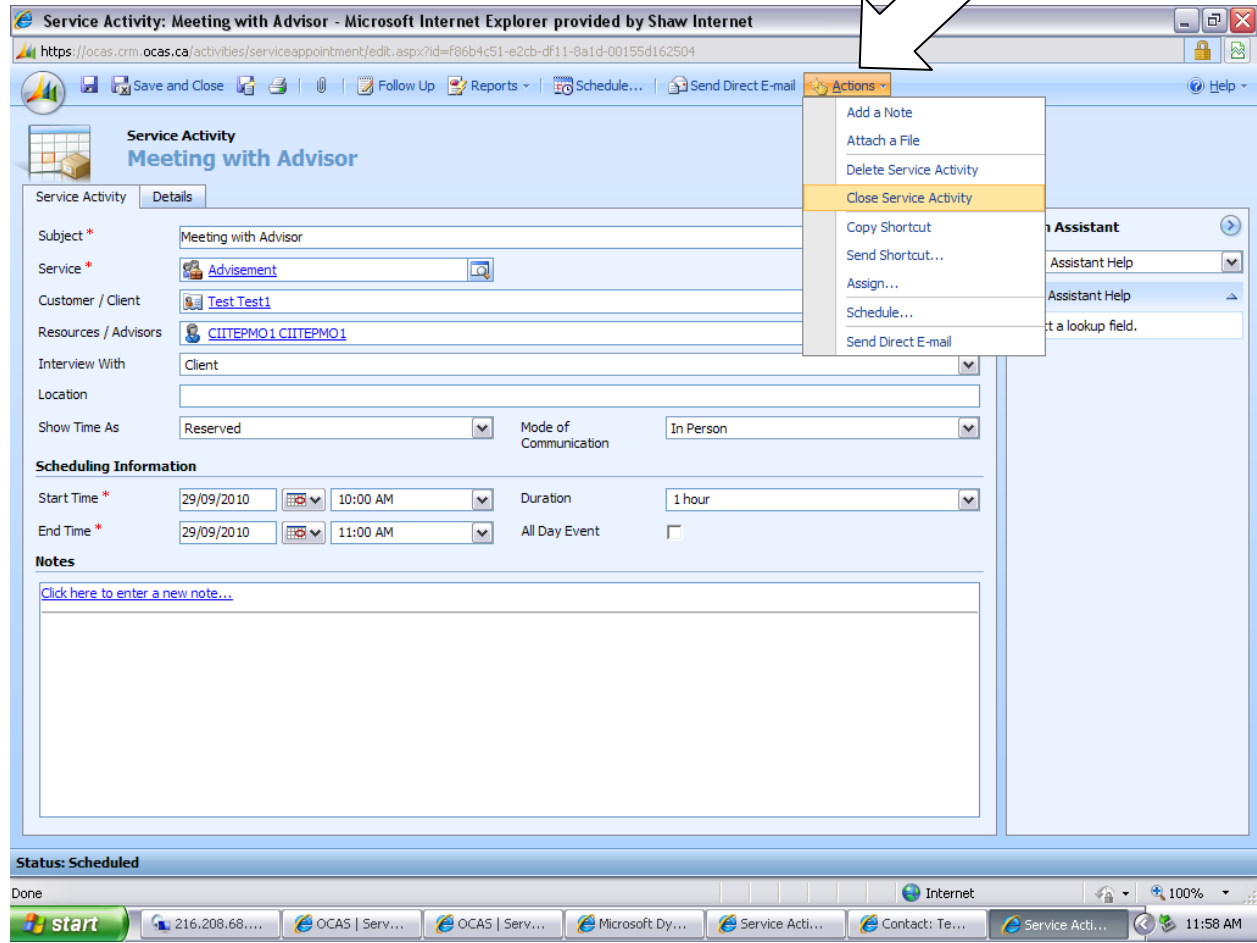
The screenshot shows a web browser window titled "Service Activity: New - Windows Internet Explorer". The address bar shows the URL "https://ocas.crm.ocas.ca/activities/service.../edit.aspx". The page content includes a "Service Activity" tab and a "Details" tab. The "Details" tab is active, showing a form with the following sections:

- Purpose of Session [Select All that Apply]**
 - Career Guidance / Employment: No Yes
 - College Admissions: No Yes
 - Community Information: No Yes
 - Other:
 - Credential Assessment: No Yes
 - Education Pathway Guidance: No Yes
 - ESL/FSL/Language Assessment: No Yes
 - Exemptions, Credit Transfers and PLAR: No Yes
 - Financial Aid / Loans: No Yes
 - University Programs: No Yes
- Form Assistant**
 - Form Assistant Help:
 - Form Assistant Help:
 - Select a lookup field.
- Send Survey**: No Yes
- Owner ***:

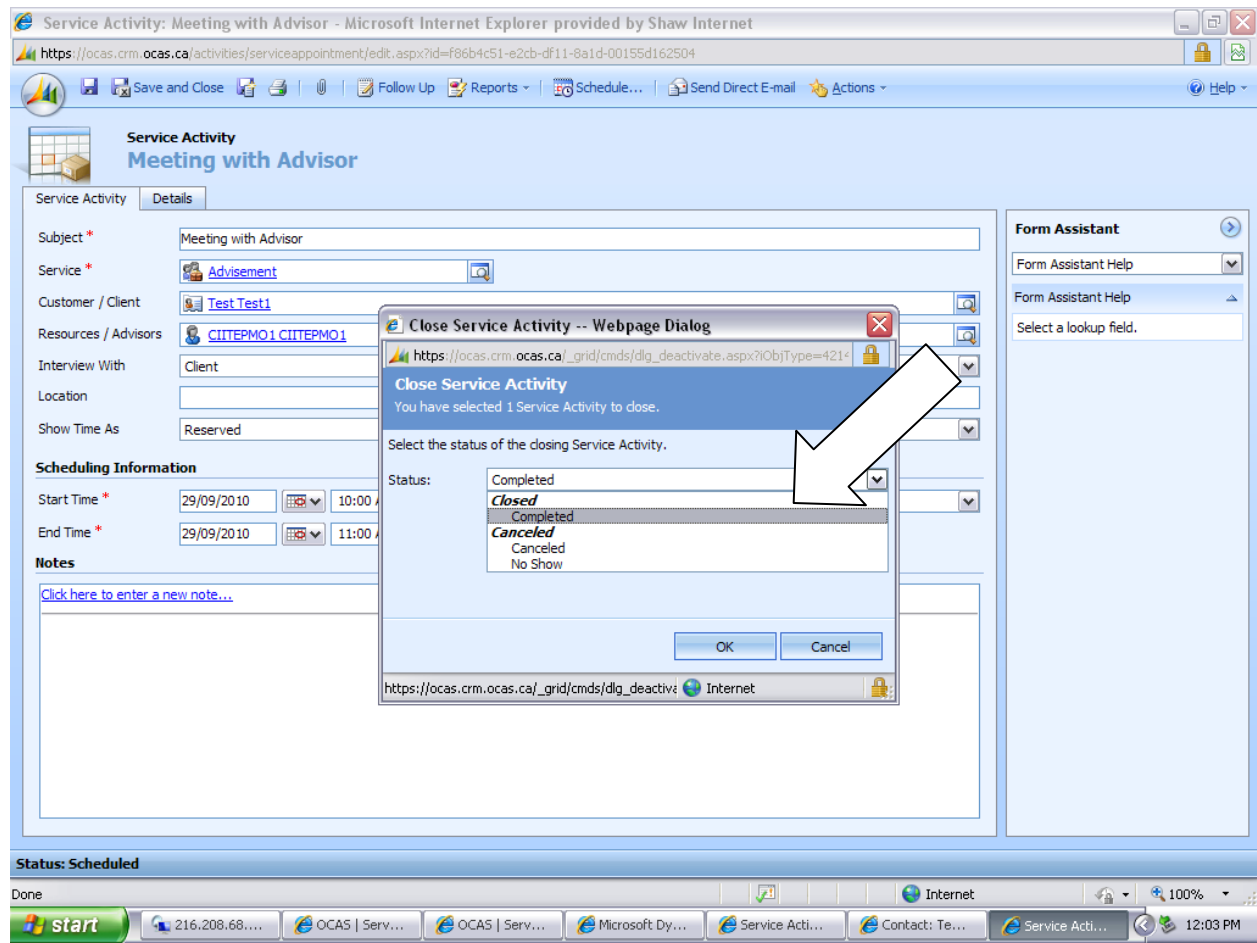
The status bar at the bottom indicates "Status: New". The Windows taskbar shows the Start button and several open applications: Gmail - Protocol f..., OCAS | Services f..., Microsoft Dynami..., Service Activity: ..., and CIITE Advisement... The system clock shows 3:18 PM.

The information collected here is also collected and reported from the Case pages. It is not necessary to record anything on the Details page.

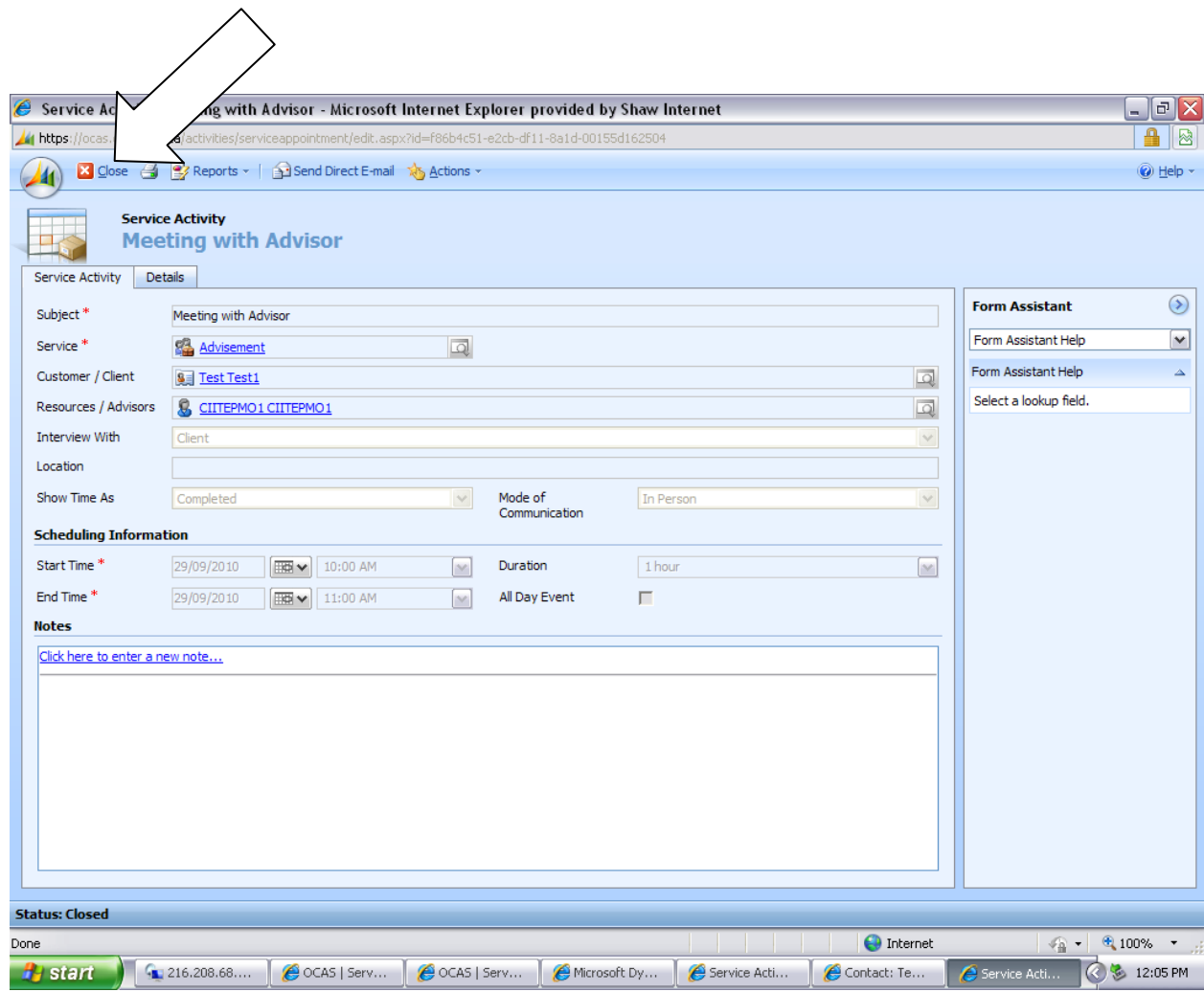
Close Service Activity



- After clicking Save an Actions button will appear. Click this and select Close Service Activity.



- From the drop down list on the pop-up screen, select Completed, Canceled, or No Show and then click Okay.



- The top menu bar will now include a Close button.
- Click Close at the top of the screen.
- Once you have completed this step, Data Entry for this appointment is complete.

Colleges Advisement System			
Consent tab			
General			
First Name*	<input type="text"/>	Gender	<input type="text"/>
Middle Name	<input type="text"/>	Date of Birth* [dd/mm/yyyy]	<input type="text"/>
Last Name*	<input type="text"/>	Primary E-mail	<input type="text"/>
First Client Session * Date [dd/mm/yyyy]	<input type="text"/>	Informed Consent	<input type="radio"/> No <input checked="" type="radio"/> Yes
Entry into Canada			
Entry into Canada* [dd/mm/yyyy]	<input type="text"/>		
Entry into Ontario			
Entry into Ontario [dd/mm/yyyy]	<input type="text"/>		
Contact Type			
Client Category*	<input type="text"/>		
ITI Type	<input type="text"/>		
General tab (only visible if the client provides consent)			
Mailing Address			
Secondary E-mail	<input type="text"/>	Non Canada/USA Province	<input type="text"/>
Address Type	<input type="text"/>	City	<input type="text"/>
Street 1	<input type="text"/>	Postal Code	<input type="text"/>
Street 2	<input type="text"/>	Home Phone	<input type="text"/>
Street 3	<input type="text"/>	Mobile Phone	<input type="text"/>
Country/Region	<input type="text"/>	Work Phone	<input type="text"/>
Province	<input type="text"/>		
OCAS Details			
OCAS Account Number	<input type="text"/>	OCAS Application Number	<input type="text"/>

Background Information tab

General

Interview with

College Experience & Interest Profile (Please Check All that Apply)

- | | | | | | |
|--|--------------------------|---|--------------------------|------------------------------------|--------------------------|
| Current Student at a publicly funded Ontario college | <input type="checkbox"/> | Student Number | <input type="checkbox"/> | Declined Applicant | <input type="checkbox"/> |
| Current Student NOT at a publicly funded Ontario college | <input type="checkbox"/> | Previous Student may not have graduated | <input type="checkbox"/> | Potential Applicant - Direct Entry | <input type="checkbox"/> |
| Interested Community Member | <input type="checkbox"/> | Second Career | <input type="checkbox"/> | Skills Development | <input type="checkbox"/> |
| Potential Applicant - Non Direct Entry Other | <input type="checkbox"/> | | | | |

Other

Status in Canada Information

Country of Origin	<input type="text"/>	Do you have any Dependents?	<input type="text"/>
Status in Canada	<input type="text"/>	Other Citizenship	<input type="text"/>

Languages

First Language	<input type="text"/>	Second Language	<input type="text"/>
Third Language	<input type="text"/>	Other Language(s)	<input type="text"/>

How did you find us? (Please Check All that Apply)

- | | | | | | |
|--|--------------------------|--------------------------------|--------------------------|-------------------------------|--------------------------|
| Advertisement | <input type="checkbox"/> | Another College | <input type="checkbox"/> | CBP | <input type="checkbox"/> |
| College Department | <input type="checkbox"/> | College Faculty | <input type="checkbox"/> | College Website | <input type="checkbox"/> |
| Community Agency | <input type="checkbox"/> | ESL/FSL Program | <input type="checkbox"/> | Familiarity with the college | <input type="checkbox"/> |
| Friends/Family | <input type="checkbox"/> | Government Employment Services | <input type="checkbox"/> | Information Fair (Off Campus) | <input type="checkbox"/> |
| Information Session (On Campus) | <input type="checkbox"/> | OCAS | <input type="checkbox"/> | On-line/Internet Search | <input type="checkbox"/> |
| Professional Association/Regulatory Body | <input type="checkbox"/> | Walk in | <input type="checkbox"/> | | |

Other

Primary Objective

Objective

Is the Objective Met? Date the Objective was Met

Employment and Education Information tab

Highest Education Obtained Outside Canada

Country of Highest Education Attained

Highest Education Subject Area of Highest Education

Other

Highest Education Obtained Inside Canada

Highest Education Subject Area of Highest Education

Other

Work Experience

Length of Work Experience Outside Canada (In Years) Are you Currently Employed

Length of Work Experience in Canada (in Years)

How does your career or educational aspirations compare to your past work and educational experience

Career or Educational Experiences Other

Work Experience Obtained Outside Canada (Please Check All that Apply)

Business, Finance and Administration Occupations	<input type="checkbox"/>	Health Occupation	<input type="checkbox"/>	Management Occupation	<input type="checkbox"/>
Natural and Applied Sciences, and Related Occupations	<input type="checkbox"/>	Occupations in Art, Culture, Recreation and Sport	<input type="checkbox"/>	Occupations in Social Science, Education, Government Service and Religion	<input type="checkbox"/>
Occupations unique to Primary Industry	<input type="checkbox"/>	Occupations unique to Processing, Manufacturing	<input type="checkbox"/>	Sales and Service Occupations	<input type="checkbox"/>
Trades, Transport and Equipment Operators and Related Occupations	<input type="checkbox"/>				
Other	<input type="text"/>				

Work Experience Obtained in Canada (Please Check All that Apply)

Business, Finance and Administration Occupations	<input type="checkbox"/>	Health Occupation	<input type="checkbox"/>	Management Occupation	<input type="checkbox"/>
Natural and Applied Sciences, and Related Occupations	<input type="checkbox"/>	Occupations in Art, Culture, Recreation and Sport	<input type="checkbox"/>	Occupations in Social Science, Education, Government Service and Religion	<input type="checkbox"/>
Occupations unique to Primary Industry	<input type="checkbox"/>	Occupations unique to Processing, Manufacturing	<input type="checkbox"/>	Sales and Service Occupations	<input type="checkbox"/>
Trades, Transport and Equipment Operators and Related Occupations	<input type="checkbox"/>				
Other	<input type="text"/>				

What Field/Area are you currently working in? (Please Check All that Apply)

Business, Finance and Administration Occupations	<input type="checkbox"/>	Health Occupation	<input type="checkbox"/>	Management Occupation	<input type="checkbox"/>
Natural and Applied Sciences, and Related Occupations	<input type="checkbox"/>	Occupations in Art, Culture, Recreation and Sport	<input type="checkbox"/>	Occupations in Social Science, Education, Government Service and Religion	<input type="checkbox"/>
Occupations unique to Primary Industry	<input type="checkbox"/>	Occupations unique to Processing, Manufacturing	<input type="checkbox"/>	Sales and Service Occupations	<input type="checkbox"/>
Trades, Transport and Equipment Operators and Related Occupations	<input type="checkbox"/>	Not Currently Working	<input type="checkbox"/>		
Other	<input type="text"/>				

Administration tab

My Record ID



Colleges Integrating Immigrants to Employment (CIITE)

Notice of Collection of Personal Information

Colleges Integrating Immigrants to Employment (CIITE) works with the 24 Ontario colleges to make it easier for immigrants, particularly those with work experience and/or post-secondary education and training outside of Canada, to find employment. The project is funded by the Government of Ontario, Ministry of Training, Colleges and Universities.

In order to provide the advising service, your college advisor will need to collect, use and store personal information about you, including your education and work history. This information will be used to provide you with follow-up advisory services, develop statistical data, and to allow us to obtain your feedback about the advising services you received, in order to improve our services. The information will be collected, used and disclosed in compliance with the legal requirements.

Your personal information may be shared, only as is necessary, with other professionals who are involved in providing you related services through the advisory program. More specifically, the information may be shared with the following college groups or agencies:

- other college advisors;
- college service providers, such as enrolment services staff, job-placement staff and financial assistance staff;
- collaborative program partners, such as employment support agencies;
- the central application service - Ontario College Application Service (OCAS); and
- CIITE project staff.

If you have questions about the collection, use, and disclosure of the information you provide to your advisor, please contact Sally Burgess, Project Manager at burgess@collegeconnect.on.ca or 416-351-0330, ext. 2246.

I, _____ understand that my personal information will
(print full name)

be collected, used, and disclosed as described above and that the confidentiality of my record will be maintained at all times.

(Signature)

(Date)

Notification Form: ITI Advising CON*NECT Strategic Alliances - CIITE Project